

OFFICE OF OPERATIONS

NOTICE
1.11

April 24, 2020

TO: Area Commanding Officers

FROM: Director, Office of Operations

SUBJECT: GANG ENFORCEMENT DETAIL, COMMUNITY LIAISON OFFICER-
ESTABLISHED

PURPOSE

Gang violence and activity throughout the City of Los Angeles creates an environment of fear in many of our communities and greatly diminishes the quality of life of our community members. In order to reduce gang violence and activity, it is essential to prioritize community collaboration, and build long-lasting partnerships. To aide current intervention, prevention and enforcement efforts, the Community Liaison Officer (CLO) position has been established. This Notice establishes the Community Liaison Officer and the position's duties and responsibilities.

PROCEDURE

The commanding officer of each geographic Area shall ensure an officer is selected to perform the responsibilities of a CLO. The CLO position will be an ancillary duty for a Police Officer III within the Gang Enforcement Detail (GED).

I. COMMUNITY LIAISON OFFICER (CLO)'S RESPONSIBILITIES.

The CLO shall be responsible for the following:

- Cross training of GED personnel in community policing philosophies;
- Establishing community relationships in gang areas;
- Acting as a liaison between Area Senior Lead Officers, Crime Analysis Detail, Community Safety Partnership (CSP) and the Gang Impact Team;
- Provide roll call training regarding duties of CLO;
- Coordinating events and meetings; and,
- Maintaining the monthly Community Liaison Tracking Matrix, which captures:
 - Referral
 - Meetings
 - Notable CLO initiated activities (e.g. peace march, mentoring sessions, foot beat, school meetings)

II. GANG IMPACT TEAM (GIT), OFFICER IN CHARGE RESPONSIBILITIES.

The GIT, Officer in Charge shall ensure that the Area Commanding Officer is made aware of notable CLO events and should request the attendance of the Commanding Officer whenever possible.

- Ensure the CLO's efforts are carried out as ancillary duties;
- Monitor, review and submit the Community Liaison Tracking Matrices to the Bureau Gang Coordinator;

Note: The Bureau Gang Coordinator shall maintain all its Areas tracking matrices in accordance with Department records retention policies.

- Periodically attend CLO coordinated events;
- Ensure CLO's are proactive within the community;
- Designate a back-up CLO; and,
- Inform the appropriate Bureau Gang Coordinator of notable CLO incidents / events.

AUDIT RESPONSIBILITY: The Bureau Gang Coordinator shall monitor compliance with the notice in accordance with Department Manual Section 0/080.30.



**ROBERT N. ARCOS, Assistant Chief
Director, Office of Operations**

Attachment

DISTRIBUTION "A"

