

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 7

April 11, 2007

**SUBJECT: SELECTION AND ASSIGNMENT OF PERSONNEL TO AREA
NARCOTICS ENFORCEMENT DETAILS**

EFFECTIVE: IMMEDIATELY

PURPOSE: Narcotics Enforcement Details (NED) were transferred from Narcotics Division (ND) to their respective geographic Areas on April 30, 2006. This Order standardizes procedures for the completion of the background package for Area NED applicants and ensures that a background package is completed and approved prior to any assignment or loan to an Area NED.

PROCEDURE:

I. EMPLOYEE'S RESPONSIBILITIES. All NED applicants shall submit the following to the Area NED Supervisor:

- * Transfer Applicant Data Sheet, Form 15.88.00;
- * Last two Performance Evaluation Reports, Form 01.78.00;
- * Training Evaluation and Management System II (TEAMS II) for promotional/paygrade advancement only; and,
- * Recent photograph.

II. SUPERVISOR'S RESPONSIBILITIES. An Area NED Officer in Charge (OIC) who anticipates filling either a loaned or permanent NED position shall conduct a background investigation of each applicant in accordance with those procedures outlined in Narcotics Division Order No. 3, 2000, *Guidelines for the Completion of Background Packages for Narcotics Division Applicants*. A background package shall be prepared for each Area NED applicant as part of an eligibility review and assessment. In addition to reviewing documentation listed above, NED Supervisors shall utilize existing Departmental database information and other documents to conduct the applicant's eligibility review and assessment, to include:

- * The applicant's Division Employee Folder, Form 01.01.00;
- * Department Personnel package;
- * Interview of current commanding officer and supervisor as well as two prior supervisors;
- * Review of any patterns in the Use of Force history;

- * Contacting Professional Standards Bureau to review sustained and pending complaints on the applicant's Complaint Index, Form 01.80.00;
- * Contacting Use of Force Review Division for information on Law Enforcement Related Injuries (LERI) and in-custody deaths;
- * Contacting the Legal Unit, Risk Management Group, for information on adverse judicial findings;
- * Polygraph Examination; and,
- * Applicant interview.

Note: During the interview, the concerned Area NED supervisor shall advise the applicant that the result of the background investigation will remain confidential.

Area NED Supervisors shall then forward the completed background package to the Gang Impact Team (GIT), Officer in Charge.

III. GANG IMPACT TEAM, OFFICER IN CHARGE, RESPONSIBILITIES.

The GIT OIC shall:

- * Review the completed background package and either recommend approval or disapproval of the applicant; and,
- * Forward the background package to the concerned Area commanding officer.

IV. AREA COMMANDING OFFICER'S RESPONSIBILITIES. When making a selection to an Area NED position the Area commanding officer shall:

- * Review the completed background package and either approve or disapprove the applicant; and,
- * Upon approval, forward the background package to the Personnel Deployment Coordinator, ND.

V. PERSONNEL DEPLOYMENT COORDINATOR, NARCOTICS DIVISION, RESPONSIBILITIES. The Personnel Deployment Coordinator, ND, shall:

- * Upon receiving the background package from the concerned Area commanding officer, schedule and coordinate the applicant's polygraph examination with the Polygraph Section, Scientific Investigation Division;

- * Forward the completed background package to the Commanding Officer, ND, for final review and approval;
- * Notify the concerned Area NED OIC of either the approval or disapproval of the applicant's background package; and,
- * Ensure that the completed background package is filed and stored at ND.

VI. COMMANDING OFFICER, NARCOTICS DIVISION, RESPONSIBILITIES.

The Commanding Officer, ND, shall:

- * Review the completed background package and either approve or disapprove the applicant; and,
- * Conduct an interview with those applicants who believe that any portion of the background investigation was inaccurate and may have unfairly prejudiced a non-selection decision.

Questions regarding this Order may be directed to the Personnel Deployment Coordinator, Narcotics Division, at (213) 972-2541.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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