

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 2

February 8, 2019

**SUBJECT: GANG ENFORCEMENT DETAIL – QUALIFICATION AND SELECTION REQUIREMENTS – RENAMED AND REVISED; SELECTION PROCESS FOR GANG ENFORCEMENT DETAILS – RENAMED AND REVISED; AND, GED SELECTION CHECKLIST NEW SELECTION/LOANS, FORM 12.16.00 – REVISED**

**PURPOSE:** The purpose of this Order is to reduce redundancy and increase consistency in the selection process of Gang Enforcement Detail (GED) and Community Law Enforcement and Recovery (CLEAR) personnel. A GED or CLEAR loanee who has already completed the selection process will not be required to start the selection process anew when he or she transitions from loanee to a permanent position, if the transition occurs during the 90-day loan period. This Order also updates the GED Selection Checklist NEW SELECTION/LOANS, Form 12.16.00, to require that employees who are requesting to be selected or loaned into a GED assignment, submit their most recent Standards Based Assessment – Lieutenant and Below (SBA), Form 01.87.00, covering a period over a year.

**PROCEDURE:**

- I. GANG ENFORCEMENT DETAIL – QUALIFICATION AND SELECTION REQUIREMENTS – RENAMED AND REVISED.** Department Manual Section 3/763.75, *Gang Enforcement Detail – Qualification and Selection Requirements*, has been revised and renamed *Gang Enforcement Detail and Community Law Enforcement and Recovery Program – Qualification and Selection Requirements*. Attached is the revised Department Manual Section with the revisions indicated in italics.
- II. SELECTION PROCESS FOR GANG ENFORCEMENT DETAILS – RENAMED AND REVISED.** Department Manual Section 3/763.76, *Selection Process for Gang Enforcement Details*, has been revised and renamed *Selection Process for Gang Enforcement Details and Community Law Enforcement and Recovery Program*. Attached is the revised Department Manual Section with the revisions indicated in italics.
- III. GED SELECTION CHECKLIST NEW SELECTION/LOANS, FORM 12.16.00 – REVISED.** The GED Selection Checklist NEW SELECTION/LOANS, Form 12.16.00, has been revised to require SBAs cover a period over a year. The use, completion and distribution of this form remain unchanged.

**AMENDMENTS:** This Order amends Sections 3/763.75 and 3/763.76 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION "D"

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**763.75 GANG ENFORCEMENT DETAIL AND COMMUNITY LAW ENFORCEMENT AND RECOVERY PROGRAM – QUALIFICATION AND SELECTION REQUIREMENTS.**

**Basic Eligibility Requirements – Officers.** Prior to applying for a *Gang Enforcement Detail (GED)* or *Community Law Enforcement and Recovery Program (CLEAR)* position, officers shall have:

- Completed probation and have acquired three years as a police officer with the Department, two years [26 deployment periods (*DPs*)] of which must have been service performed in a geographic field (patrol), Transit Bus/Rail, and/or traffic assignment; and,
- Demonstrated a history and/or proficiency in a variety of law enforcement activities (i.e., interpersonal skills, administrative skills, cultural and community sensitivity, and a commitment to police integrity and professional conduct) as documented in an applicant's Standards Based Assessment – *Lieutenant and Below*, Form 01.87.00.

*Note: When determining the acquired three years of service as a police officer with the Department, an officer's academy time shall not be used.*

**Basic Eligibility Requirements – Supervisors.** Prior to applying for a GED/*CLEAR* position, supervisors shall have:

- A minimum of one year as a patrol supervisor;
- Completed and *transferred* from a probationary Area of supervisory assignment; and,
- Demonstrated outstanding leadership, supervisory, and administrative skills, as documented in an applicant's Standards Based Assessment – *Lieutenant and Below*.

**Application Requirements for a GED/*CLEAR* Position.** In addition to participating in a formal documented oral interview, sworn personnel applying to a GED/*CLEAR* assignment shall submit the following:

- Transfer Applicant Data Sheet, Form 15.88.00;
- Standards Based Assessment – *Lieutenant and Below*, a *minimum* of the last two *most recent* ratings (annual or transfer) due prior to the start of the selection process. The two most recent ratings reviewed to determine selection to a GED/*CLEAR* must cover a period over a year;
- GED Selection Checklist, New Selection/*Loans*, Form 12.16.00; and,
- Training, Evaluation and Management Systems (TEAMS) Evaluation report (*Promotion, Paygrade Advancement and BOR*).

**Note:** An employee's TEAMS report, specifically, "Promotion, Paygrade Advancement and BOR" should not be over 30 days old.

**Transfer/Loan Requirements.** A transfer/loan of a supervisor or officer(s) into a GED/*CLEAR* assignment may be made to meet operational needs (e.g., a need for language/supervisory

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expertise, to address a dramatic increase in violent crime, or fill unexpected vacancies) by mutual agreement of the *respective* bureau commanding officers. In such cases:

**Note:** If the employee being transferred/loaned has objections or expresses concerns about being assigned to this assignment, the employee's concerns should be addressed and considered by the concerned bureau commanding officer.

- The application requirements listed in this section shall still be met except for submission of a Transfer Applicant Data Sheet and the formal documented oral interview. However, a supervisor from the gaining command must still have a meeting with the proposed employee being transferred/loaned. The date of this meeting shall be documented;
- Transfers/loans to GED/*CLEAR* based on operational needs shall be justified in writing on an Intradepartmental Correspondence, Form 15.02.00, and submitted along with the transferred/loaned employee's TEAMS Evaluation Report interview/selection package via the chain of command to the Commanding Officer, *Detective Services Group*, for informational purposes and review, as appropriate. The approved *Intradepartmental Correspondence* shall be maintained in the transferred/loaned employee's interview/selection package;
- Sworn employees loaned to a GED/*CLEAR* are exempt from the 13 DP limitation *even* if they leave the unit and then return for a permanent assignment prior to 13 DPs having elapsed. An employee that is loaned to a GED/*CLEAR* then permanently assigned without leaving the unit shall include their loan as part of the 39 DP limited tour assignment; *and*,

**Note:** A loan to a GED/*CLEAR* shall be limited to one 90-day loan within 13 DPs.

- Sworn employees transitioning from loanee status to permanent status in a GED/*CLEAR* shall *not* be subjected to the entire selection process anew *if they do so during the 90-day loan period*.

**763.76 SELECTION PROCESS FOR GANG ENFORCEMENT DETAILS AND COMMUNITY LAW ENFORCEMENT AND RECOVERY PROGRAM.**

**Selection Process.** To be selected for a *Gang Enforcement Detail (GED)/Community Law Enforcement and Recovery Program (CLEAR)* assignment, candidates *shall* participate in either the advanced paygrade process or a Suitability Interview, as determined below:

**Police Officer II**

- A Police Officer II (PO *II*) on a Police Officer III (PO *III*) eligibility list competing for a PO *III* GED/*CLEAR* vacancy (**advanced paygrade process**); or,
- A PO *II* applying for any PO *II* GED/*CLEAR* vacancy within or outside his *or* her assigned Area (**Suitability Interview**).

**Police Officer III**

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- A PO *III* from outside the Area transferring into a PO *III* GED/*CLEAR* vacancy (**advanced paygrade process**); or,
- A PO *III* selected from within the Area to fill a PO *III* vacancy (**Suitability Interview**).

**Advanced Paygrade Selections.** The process and documentation requirements established for filling advanced paygrade positions have not changed, including the requirement that the position be advertised.

**Note:** Changing divisional assignments at the same rank (e.g., moving a PO *III* from patrol to a GED/*CLEAR* within the same division) does not necessitate that the position be advertised or subject to the advanced paygrade hiring process.

For selectees chosen via the advanced paygrade process, an Intradepartmental Correspondence, Form 15.02.00, justifying the selection is required (Human Resources Bureau Notice, dated March 29, 2001).

**Suitability Interview.** In addition to meeting all application requirements established in *Department Manual* Section 3/763.75, these applicants shall participate in an oral interview with the commanding officer and/or his *or* her designee. The Suitability Interview is not intended to mirror the oral interview process for advanced paygrade assignments. It is a *method* used to confirm a selectee's suitability for assignment to a GED/*CLEAR*.

The commanding officer and/or his *or* her designee conducting the Suitability Interview shall ensure that the following information is documented on a TEAMS Evaluation Report, Form 01.78.04, *or a GED Selection Checklist, Form 12.16.00*, after the interview:

- Name of interviewer;
- Date of interview; and,
- Summary of discussion detailing suitability for GED/*CLEAR* assignment, emphasizing traits that indicate the selectee has demonstrated proficiency in a variety of law enforcement activities, necessary interpersonal and administrative skills, cultural and community sensitivity, and a commitment to police integrity.

**Documentation Requirements for All GED/*CLEAR* Selectees.** Commanding officers shall be responsible for documenting on a TEAMS Evaluation Report, a brief, positive evaluation of **all** GED/*CLEAR* selectees, incorporating reasons for that employee's selection. For applicants selected via the Suitability Interview, one TEAMS Evaluation Report may be used to document both the positive evaluation and the Suitability Interview.

Additionally, commands shall complete a Request for Transfer/Change in Paygrade, Form 01.40.00, for **all** GED/*CLEAR* selections and submit it to Position Control Section, Personnel Division (Human Resources Bureau Notice, dated March 29, 2001).

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**GED Selection Checklist**  
**NEW SELECTION/LOANS**

Employee Name: \_\_\_\_\_ Serial No. \_\_\_\_\_ Rank: \_\_\_\_\_

GED                       CLEAR                       BUREAU GED

**CHECKLIST OF SELECTION DOCUMENTATION**

- Transfer Applicant Data Sheet, Form 15.88.00, (SO No. 27, 2003, "Selection and Assignment to Gang Enforcement Details")(Except for Loans).
- TEAMS Evaluation Report (SO No. 27, 2003) - Supervisor completing report must sign the TER (signature required).
- TEAMS II Report (Promotion, Paygrade Advancement and BOR) - Dated within 30 days of CO's approval. If a delay in the review process occurs, the original TEAMS Report must remain with the selection package indicating when it was originally pulled.
- Performance Evaluation(s) (Department Manual Section 3/763.75) (the most recent SBAs covering a minimum of one year).
- Transfer and/or Change in Paygrade, Form 01.40.00, (ONLY when officer/supervisor first enters and departs detail per HRB Notice, dated June 12, 2003) - Not required for loans.
- Written approval from the Chief of Police, if less than 13 DPs have elapsed since prior Gang Unit assignment (per SO No. 27, 2003).
- Intradepartmental Correspondence, Form 15.02.00, titled "Paygrade Advancement/Lateral Advanced Paygrade Transfer" from the Area C/O to the C/O, Personnel Division.

*If employee is selected to fill an advance paygrade position, i.e., P-III or Sgt-II, whether or not it is to be an upgrade or a lateral, or a transfer within or from outside the Area, a 15.02.00 is required to accompany the 01.40.00, (per HRB Notice, dated March 29, 2001, "Paygrade Advancement and Lateral Advanced Paygrade Transfer Procedures").*

- Copy of Deployment Planning System (DPS) printout showing the selectee's first DP in the GED and a copy of the DPS printout showing the selectee's last DP in the prior assignment. DPS printout must be placed in selection package no later than the first Friday of the new DP.
- Acknowledgement of Receipt of Assimilation Training.  
*Per HRB Notice, dated December 27, 2000, "Assimilation into Specialized Unit Standardized Training." Original maintained in Divisional Personnel Folder, copy to Selection Package.*
- Confidential Financial Disclosure Report (Form 01.74.01) Date submitted: \_\_\_\_\_
- Upon selection, all documentation shall be packaged. The selection package shall be stored with all supporting documentation and it is recommended that GED selection packages be consistently kept in one designated location at each Area.

**I. BACKGROUND — EMPLOYMENT HISTORY**

*(The following information shall be verified through TEAMS review by a Supervisor):*

**POLICE OFFICER**

Date of hire to Department: \_\_\_\_\_ Date Officer Completed Probation: \_\_\_\_\_

Did Officer complete two years of patrol\* time?                       YES  NO (\*Patrol, Transit, or Traffic)

Did Officer acquire a total of three years as a police officer?                       YES  NO (one year probation and two years patrol)

**SERGEANT**

Date of hire to Department: \_\_\_\_\_ Date Sergeant Completed Probation: \_\_\_\_\_

Was Sergeant wheeled from probationary Area?                       YES  NO                      Date: \_\_\_\_\_

Did Sergeant complete one year as a patrol supervisor?                       YES  NO                      Date: \_\_\_\_\_

Los Angeles Police Department  
**GED Selection Checklist**  
**NEW SELECTION/LOANS**

**OFFICERS AND SERGEANTS**

Prior GED or SEU Assignment:  YES  NO Area: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did 13 DPs elapse since prior gang unit assignment?  YES  NO (If no, ensure written approval is obtained from COP.)

**II. TRAINING/SUBJECT MATTER EXPERT VERIFIED**

- |  |                         |   |
|--|-------------------------|---|
| <input type="checkbox"/> Assimilation Training       | Date of Training: _____ | Supervisor Providing: _____   |
| <input type="checkbox"/> CAL/GANG                    | Date of Training: _____ | Verified in TMS: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <input type="checkbox"/> Parole/LEADS                | Date of Training: _____ | Verified in TMS: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <input type="checkbox"/> Court Certified Gang Expert | Which gang(s): _____    | What Gang Type(s): _____  |

**III. PACKAGE REVIEW**

- Divisional Employee Folder, Form 01.01.00 (SO No. 27, 2003)**  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_
- Department Personnel Package (SO No. 27, 2003)**  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_
- Review of Standard Based Assessment (SBA), Lieutenant and Below, Form 01.87.00**  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_

*Results: Indicate evidence of a proficiency in a variety of law enforcement activities, i.e., interpersonal, administrative, cultural, community and commitment to police integrity and professional conduct (SO No. 27, 2003).*

The two most recent Standard Based Assessments (SBAs) shall be submitted and must cover a period of over a year.

**SBA No. 1** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_ **SBA No. 3** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_  
**SBA No. 2** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_ **SBA No. 4** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_

**IV. ORAL INTERVIEW (INDICATE TYPE BELOW)**

- ADVANCED PAYGRADE (SO No. 27, 2003)**  
Identify location where promotional selection packages containing advertisement, interview worksheets, questions, and tasks and competencies are filed: \_\_\_\_\_
- SUITABILITY INTERVIEW (SO No. 7, 2004)** Date: \_\_\_\_\_

Signature of Interviewer: \_\_\_\_\_ Serial No. \_\_\_\_\_

Interview notes shall list the name of the interviewer and summarize the following: discussions detailing the officer's suitability pertaining to a variety of law enforcement activities, the officer's interpersonal skills, administrative skills, the officer's commitment to integrity, and his or her success in dealing with the unique cultural differences that exist within our communities.

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**NEW SELECTION/LOANS**

**V. COMPLAINT HISTORY, ADVERSE JUDICIAL FINDINGS, UOF (SO No. 27, 2003)**

Commanding officers shall conduct a detailed analysis of the officer's complete work history (complaint history, adverse judicial findings, use of force) and address any issues or patterns noted. While providing an insightful recommendation for the selection/extension of the officer, reference should be made as to how the pattern (if any noted) will not affect the employee's ability to perform duties of a GED officer/supervisor. A laundry list of complaints or use of force incidents and boilerplate Intradepartmental Correspondence, Form 15.02.00, are unacceptable.

**COMPLAINTS**      Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_

**NOTE:** Commanding officers are required to review all sustained and pending complaints and document consideration of each sustained complaint that contains any of the six specified categories (excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty) pursuant to Special Order No. 43, 2005.

**These complaints shall be identified by CF Number.** (Document on TER narrative page)

**ADVERSE JUDICIAL FINDINGS (LEGAL AFFAIRS DIVISION, 213.978.4640)**  
(SO No. 27, 2003, required as part of selection documentation)

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
(SO No. 23, 2003, "Criteria for Transfers/Loans of Sworn Personnel - Established.") (Document on TER narrative page)

**CRITICAL INCIDENT REVIEW DIVISION (CIRD) (213.486.5950)**

(Per direction of Risk Management Division and Department Gang Coordinator)

Name/Rank Supervisor Contacting CIRD: \_\_\_\_\_ Serial No. \_\_\_\_\_

Date/Time CIRD Contacted: \_\_\_\_\_ / \_\_\_\_\_ hrs

Name/Rank of CIRD Employee providing information: \_\_\_\_\_ Serial No. \_\_\_\_\_

1. Was the officer/sergeant involved in a LERI incident(s) or in custody death(s)?

YES       NO

If yes, what was the outcome(s) of each incident? **Identify each by Incident Case Number.** (Document on TER narrative page)

**90-DAY LOAN SELECTION**

Per Department Manual Section 3/763.72

A Loan to a GED shall be limited to one 90-day loan within 13 DPs, and justified in writing on a 15.02.00 to the bureau C/O and submitted with the package.

01.40.00 not required.

**NOTE:** If transferred from active loan status to permanent status, a new selection process is not required.

An officer/supervisor that is loaned to a GED/CLEAR Unit, then permanently assigned without leaving the unit shall include their loan as part of the 39 DPs limited tour assignment.

Employee's Loan Start Date: \_\_\_\_\_ Loan End Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Commanding Officer Reviewing

\_\_\_\_\_  
Serial No.

\_\_\_\_\_  
Date