

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 12

April 20, 2006

**SUBJECT: EMERGENCY OPERATIONS GUIDE - AMENDMENT PROCEDURES - REVISED**

**PURPOSE:** In 1999, the Department's Emergency Operations Guide (EOG) was published to replace the Tactical Manual. Among other things, the new EOG outlines Department procedure and responsibility, as well as command strategy and tactics regarding civil disturbances and other emergencies. The EOG consists of nine volumes, including the Supervisor's Field Operations Guide. From time to time, as new procedures and tactics are developed, it will be necessary to update the EOG.

This Order supercedes Operational Order No 7, 2001, *Emergency Operations Guide - Amendment Procedures*, and provides revised guidelines for amending the EOG and assigns the Director, **Office of Operations (OO)**, the responsibility of approving any amendments to the EOG.

**PROCEDURE:**

- I. **EMPLOYEE'S RESPONSIBILITY.** An employee who becomes aware of a need to amend the EOG as a result of change in procedure, tactics, law, or for any other legitimate reason, shall submit an Employee's Report, Form 15.7, to his/her commanding officer. Any information that may support the proposed amendment shall be attached.
- II. **COMMANDING OFFICER'S RESPONSIBILITY.** Upon receiving a Form 15.7 requesting a revision to the EOG, a commanding officer shall:
  - \* Review the Form 15.7 for accuracy and validity;
  - \* Prepare an Interdepartmental Correspondence, Form 15.2, to the Commanding Officer, **Special Operations Bureau (SOB)**, requesting that the EOG be amended; and,
  - \* Forward the Form 15.2 and all supporting documentation via the chain of command to **SOB**.
- III. **SPECIAL OPERATIONS BUREAU, COMMANDING OFFICER'S RESPONSIBILITY.** The Commanding Officer, **SOB**, upon receiving a request to amend the EOG shall:
  - \* Review the request and all attached information, and determine if an amendment to the EOG is necessary.; and,

- \* If an amendment is necessary, ensure that a draft of the section to be amended is prepared and forwarded to the Director, OO; and,
- \* Upon approval of the Director, OO, ensure that the EOG is amended to reflect the requested amendment; and,
- \* Ensure the EOG changes are distributed to appropriate Department personnel.

IV. **OFFICE OF OPERATIONS RESPONSIBILITY**. The Director, OO, shall review and approve all amendments to the EOG.

Questions regarding this Order may be directed to, **Special Operations Support Division (SOSD) (213) 847-1600**.

**AUDIT RESPONSIBILITY:** The Commanding Officer, **Special Operations Support Division**, shall monitor compliance with this Order in accordance with Manual Section 0/080.30.

GEORGE GASCÓN, Assistant Chief  
Director, Office of Operations

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