

OFFICE OF THE CHIEF OF POLICE

NOTICE
14.1

July 2, 2018

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: LOS ANGELES POLICE DEPARTMENT GED SELECTION CHECKLIST
EXTENSION REQUEST, FORM 12.16.01 - REVISED

This Notice revises the Los Angeles Police Department GED Selection Checklist Extension Request, Form 12.16.01. The revised form will allow for more thorough documentation and capturing of pertinent information.

The Los Angeles Police Department GED Selection Checklist Extension Request is attached for immediate use and duplication and is available in E-Forms on the Department's Local Area Network. The use, completion, and distribution of this form remain unchanged.

Any questions regarding this Notice may be directed to Lieutenant II Brent McGuyre, Office of Constitutional Policing and Policy, at (213) 486-8730.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

Los Angeles Police Department
GED Selection Checklist
EXTENSION REQUEST

Employee Name: _____ Serial No.: _____ Rank: _____

GED

CLEAR

BUREAU GED

REQUEST FOR:

3 Deployment Periods (DPs)

12 DPs

Other _____

Note: Any extension longer than 3 DPs requires approval of the Chief of Police.

Employee's start date to GED/Special Enforcement Unit (SEU): _____ DP No. _____

Date should be verified with the Deployment Planning System (DPS) showing first date employee worked the GED/SEU. A copy of the Employee Organization-View Only History Page showing employee's start date, must be included with the employee's selection package for audit purposes.

Employee's original due-out date (last day of 39th DP from start date): _____

Employee's current due-out date if prior extension granted: _____

CHECKLIST OF EXTENSION DOCUMENTATION

TEAMS Evaluation Report (SO No. 23, 2003)

TEAMS II Report ("Promotion/Paygrade Advancement" Version ONLY, SO No. 27, 2003) - Dated within 30 days of CO's approval

* Does the employee's "Work History" indicate date of assignment to GED/SEU? Yes No

If Yes, a 01.40.00 is not required for extensions if GED/SEU assignment is properly documented in work history.

If No, a 01.40.00 must be completed to show assignment to GED/SEU, backdated to the actual start date based upon DPS. A 15.02.00 cover must provide explanation of 01.40.00 completion, and a copy to be maintained in the original selection package.

* Does the "Work History" and the date of assignment coincide with the actual start date indicated in the DPS?

Yes No If No, initiate process to correct "Work History" to reflect actual start date.

Confidential Financial Disclosure Report (Form 01.74.01) on File/Date submitted _____

PACKAGE REVIEW

Divisional Employee Folder, Form 01.01.00 (SO No. 27, 2003)

Date: _____ By Whom: _____ Serial No.: _____

Results: _____

Department Personnel Package (SO No. 27, 2003)

Date: _____ By Whom: _____ Serial No.: _____

Results: _____

Review of Standards Based Assessment (SBA)

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)

Results: _____

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: _____

Los Angeles Police Department
GED Selection Checklist
EXTENSION REQUEST

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 the duties of a GED officer/supervisor. A laundry list of complaints or use of force incidents and boiler plate Intradepartmental Correspondence, Form 15.02.00, are unacceptable. Each pending complaint or Use of Force must be documented, including the current status of the investigation.

COMPLAINTS Date: _____

Employee Providing Info: _____ Serial No.: _____

Supervisor Contacting: _____ 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 Date: _____

(LEGAL AFFAIRS DIVISION 213-978-8300) (SO No. 27, 2003, required as part of selection documentation)

Employee Providing Info: _____ Serial No.: _____

Supervisor Contacting: _____ Serial No.: _____

Per SO No. 23, 2003, "Criteria for Transfers/Loans of Sworn Personnel - Established."

USE OF FORCE REVIEW DIVISION (UOFRD) Date: _____

(213-486-5950) (Per direction of Risk Management Legal Affairs Group and Department Gang Coordinator)

Employee Providing Info: _____ Serial No.: _____

Supervisor Contacting: _____ Serial No.: _____

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

Yes No

If yes, explain in the Transfer Evaluation Report. Identify each by Incident Case Number.

Signature of Commanding Officer Reviewing

Serial No.

Date