

## OFFICE OF OPERATIONS

### NOTICE

May 29, 2019

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**TO:** All Commanding Officers

**FROM:** Director, Office of Operations

**SUBJECT:** CHIEF DUTY OFFICER ASSIGNMENTS

Historically, the months of June, July, and August pose a challenge to the Department, in which the heat of the summer, the added vacationers and summer recess in most schools, tend to reflect an increase in Part I crime. At the same time, it is a period when many of our employees enjoy their vacations and the Area's deployment is challenged for staffing. As such, and taking all these factors into consideration, there may be a time where a shift of resources is necessary from one command to another in order to address a trending pattern or a spontaneous incident. Consequently, the need for Chief Duty Officer (CDO) arises, in order to provide a visible leadership and oversight in field activities. Additionally, the CDO assignments allows for first hand observations of operational issues and can identify best practices occurring among the various commands within a Geographic bureau.

Beginning on Monday, May 27, 2019, and concluding on Monday, September 2, 2019, each bureau will deploy a CDO within its boundaries. The watch time for the CDO assignment shall begin no earlier than 1400 hours and shall continue until at least midnight on each Thursday, Friday, and Saturday night. Each bureau shall complete a CDO calendar to ensure equitable distribution of CDO duties among Geographic Commanding Officers within the bureau. In completing this calendar, the CDO may be supplemented with a Lieutenant II (e.g., Bureau Gang Coordinator, Bureau Vice Coordinator, Gang Impact Team Officer in Command, and Detective Commanding Officer) assigned to the respective Bureau and/or Area.

The CDO duties are as follows:


- The CDO shift shall be a working day;
- The CDO will be required to inspect, at a minimum, one Area within the bureau (not their own command), as directed by the Office of Operations (OO) or the bureau Commanding Officer;
- A CDO Inspection Focus sheet will be provided to the bureaus which will be completed by the CDO during their visits (the inspection sheets will be updated by OO, as needed);
- The CDO may use this time to inspect elements of their own command, after inspecting a separate command, as instructed above;
- During the inspection, should the CDO identify a need to conduct additional inspections, he or she may do so. The CDO shall document the reason for any

additional inspections completed, as well as any related findings on the CDO Inspection Focus sheet;

- The CDO shall respond to major incidents within the bureau to provide oversight and guidance, as needed;
- While at an incident, the CDO shall contact the Area or Patrol Commanding Officer and provide timely and thorough updates of the incident;
- In addition, the CDO shall ensure the proper notifications are completed; and,
- The completed inspection sheets will be forwarded within 48 hours to the Bureau Commanding Officer for review, subsequent to the CDO mandates and other appropriate action, then forwarded to the Assistant to the Director, Office of Operations for final review.

The staffing of an off-hours CDO is considered a high priority assignment; therefore, scheduling conflicts shall normally be resolved in favor of these assignments.

Please refer any questions to the Evaluation and Administration Section, Office of Operations at (213) 486-6050.



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

Attachment

DISTRIBUTION "A"

## INSPECTION TYPES

- A. Demonstrated knowledge of OT tracking mechanism. What is the mechanism, and does it include tracking for Court, EOW, Call-ins, etc.?
- B. Watch Commander strategy for controlling overtime. Specifically, does the WC have knowledge of activity causing overtime and how is it controlled?
- C. Does WC have a copy of missions at his/her desk?
- D. Are mission forms specific to what is expected of officers when in mission areas?
- E. What accountability measures are used to ensure officers are adhering to mission expectations? Specifically, how does the WC determine personnel are actively working mission strategies; and, if not, how do they address personnel who do not utilize available time for mission activities?
- F. What system or strategy is used by WC to ensure calls in queue are being handled in a timely manner?
- G. Does the WC verify officers are clearing calls in a timely manner?
- H. Demonstrated knowledge of procedure for backfilling Area personnel units when divisional resources drop below minimums?
- I. Audit of 148 PC arrests and review of body worn video prior to approving bookings?
- J. Kitroom issues:
  - 1. Is the kitroom secured?
  - 2. Verify there is no unsecured equipment within the division (near kitroom, detective areas, etc.).
  - 3. Is the kitroom inspection/inventory report attached to the WC log?
  - 4. Of the inspection/inventory report shows unaccounted for equipment, has the WC taken the appropriate steps to locate the items?
- K. Is the WC aware of Cadet / youth activities occurring at the Area or off-site, if any?

# OFFICE OF OPERATIONS CDO INSPECTION FOCUS

DATE: \_\_\_\_\_

CDO Name \_\_\_\_\_

Area / Division Inspected \_\_\_\_\_

Inspection Conducted (Type) \_\_\_ / \_\_\_ / \_\_\_

## FINDINGS:

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## ANY BEST PRACTICES IDENTIFIED?

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## ISSUES / CONCERNS

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