

## OFFICE OF OPERATIONS

**NOTICE**  
1.11

September 20, 2017

**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** CHIEF DUTY OFFICER ASSIGNMENTS

Command officers shall be assigned on a regular basis to off-hours field duty to provide a visible leadership presence and oversight of field activities. Additionally, Chief Duty Officer (CDO) assignments allow for first hand observations of operational issues and can identify best practices occurring among the various Department entities.

Beginning October 1, 2017, each bureau will deploy a CDO within its boundaries. The watch time for the CDO assignment will begin at the discretion of the assigned personnel, but shall continue until 2400 hours 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.

CDO duties are as follows:

- The CDO shift shall be a regular 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; and,
- The completed inspection sheets will be forwarded 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.

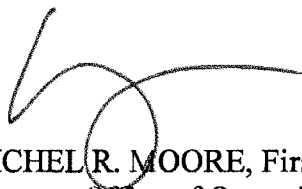
The staffing of an off-hours CDO is considered a high priority assignment; therefore, scheduling conflicts shall normally be resolved in favor of these assignments.

All Office of Operations Personnel

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

A handwritten signature in black ink, appearing to read 'MICHEL R. MOORE', with a large loop at the end.

MICHEL R. MOORE, First Assistant Chief  
Director, Office of Operations

DISTRIBUTION "A"

# 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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# 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 are directed to TSB for coverage? Specifically, knowledge of procedure for calling in personnel to meet staffing minimums.
- I. Are security cameras operational (if not, what has been done to correct)?
- 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. If 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?