

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 12**

**July 18, 2018**

**SUBJECT: TRANSFER ACTION ITEM – REVISED; COMMANDING OFFICER’S DUTIES – TRANSFERS – REVISED; AND, TEAMS EVALUATION REPORT, FORM 01.78.04 – REVISED**

**PURPOSE:** The purpose of this Order is to clarify the completion of the TEAMS Evaluation Report, Form 01.78.04, when selecting sworn employees for the following positions:

- Professional Standards Bureau (PSB); [which includes Internal Affairs Group (IAG), Administrative Investigation Division (AID), Criminal Investigation Division (CID), Special Operations Division (SOD), and Force Investigation Division (FID)];
- Field Training Officer (FTO);
- Gang Enforcement Detail (GED);
- Community Law Enforcement and Recovery (CLEAR) program;
- Narcotics Enforcement Detail (NED); or,
- Narcotics Section, Gang and Narcotics Division (GND), assignments.

The TEAMS Evaluation Report (TER) shall be completed for all selections to the above assignments at the time the employee is selected. A separate Transfer Action Item (TAI) is no longer required for these positions. If the selected employee is from an outside division, a Transfer Action Item will be generated by Application Development and Support Division at the time of the transfer. However, the TAI may be closed out by indicating that a TER has already been completed. This Order also eliminates the requirement to print and file paper copies of automated TAIs.

**Note:** If an automated TAI is not issued for an officer listed on the transfer order, or for officers assigned on loans, the commanding officer shall ensure that a paper copy TAI is completed and stored on file. Paper copies of TERs shall also continue to be stored and filed.

**PROCEDURE:**

- I. TRANSFER ACTION ITEM – REVISED.** Department Manual Section 3/762.70, *Transfer Action Item*, has been revised and is attached with the revisions indicated in italics.
- II. COMMANDING OFFICER’S DUTIES – TRANSFERS – REVISED.** Department Manual Section 3/762.80, *Commanding Officer’s Duties – Transfers*, has been revised and is attached with the revisions indicated in italics.
- III. TEAMS EVALUATION REPORT, FORM 01.78.04 – REVISED.** The TEAMS Evaluation Report, Form 01.78.04, has been revised.

**FORM AVAILABILITY:** The revised TEAMS Evaluation Report is available in E-Forms on the Department's Local Area Network (LAN).

**AMENDMENTS:** This Order amends Sections 3/762.70 and 3/762.80 of the Department Manual. The "Form Use" link applicable to the Teams Evaluation Report has been updated, attached for reference, and is accessible in E-forms on the Department's LAN.

**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**

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VOLUME III  
Revised by Special Order No. 12, 2018**

**762.70 TRANSFER ACTION ITEM.**

***Application Development and Support Division's Responsibilities.*** *Application Development and Support Division (ADSD) shall:*

- Generate an automated *Transfer Action Item (TAI)*, which shall include a hyperlink to the TEAMS Report, for each sworn employee (below the rank of Captain I) on the Transfer Order who is transferring into a new command; and,
- Send the TAI, after the Transfer Order is published, to the commanding officer (CO) receiving the employee.

**Note:** The TAI shall be sent to the CO's TEAMS Personal Worklist.

***Supervisor's Responsibilities.*** Upon receipt of the TAI, supervisors shall:

- *Open the delegated TAI;*
- *Click the "TEAMS Report" hyperlink and review the transfer employee's TEAMS Report;*
- *Enter answers to the guideline questions in the "Investigative Narrative"; and,*
- *Route the TAI to the Commanding Officer and click "Complete."*

**Note:** Once the supervisor completes the TAI, it will be electronically routed back to the CO's TEAMS Personal Worklist.

***For positions that require the completion of a TEAMS Evaluation Report (TER), (as delineated in Department Manual Section 3/762.80), a separate TAI form is not required. Once it has been verified that a TER has been completed, the TAI can be closed with no further action needed. An upgrade within a division/group or lateral transfer within Internal Affairs Group does not require a new TER or TAI; however, a transfer from one division to another within PSB (other than internally within LAG) does require a new TER.***

***Commanding Officer's Responsibilities.*** The CO or his or her designee (e.g., TEAMS II coordinator or adjutant) shall:

- Delegate each TAI to the employee's supervisor at the new assignment;
- Ensure all TAI's are routed back to the CO for final review and completion;
- Upon receiving the TAI back from the employee's supervisor, review the supervisor's responses to the items listed in the "Investigative Narrative";
- Closeout the TAI by clicking on the "Final Complete" button; and,
- Ensure the accurate and timely completion of the TAI prior to the start of the next deployment period.

**Note:** If a TAI is not issued for an officer listed on the Transfer Order, or for officers assigned on loans, the CO shall ensure that a paper copy of the Transfer Action Item

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Form, Form 01.78.20, is completed for each incoming transferred officer prior to the start of the next deployment period. When a hard copy Transfer Action Item Form is completed due to system failure or a TAI was not generated for the transferring employee, the original signed and dated Transfer Action Item Form, with the TEAMS Report attached, shall be maintained in the Area/divisional TAI file.

**762.80 COMMANDING OFFICER'S DUTIES – TRANSFERS.** Commanding officers, or *his or her* designee, shall review the transfer list and ensure those employees of their command whose names appear on the transfer list are promptly advised of their transfer.

Commanding officers, or *his or her* designee, shall determine the proper assignment of duties for employees transferred to their command, including the particular duties to be performed by the employees and the time they are to report to the new assignment.

When an officer transfers or is loaned into a new command, the commanding officer shall ensure that the watch commander or officer in charge reviews the officer's TEAMS report and completes the Transfer Action Item (TAI) or TEAMS Evaluation Report (TER), Form 01.78.04. Probationary police officers transferring from Training Division (Academy) are exempt from this requirement. The intent of the review is to ensure supervisors are aware of an officer's history in order to provide appropriate supervision and oversight over the employee(s).

For lateral transfers, a TAI, created by *Application Development and Support Division*, shall be completed, or a TER, *if applicable*. A TER is required when selecting sworn personnel for assignments to Professional Standards Bureau, (*which includes Internal Affairs Group, Administrative Investigation Division, Criminal Investigation Division, Special Operations Division and Force Investigation Division*), Field Training Officer, Gang Enforcement Detail, Community Law Enforcement and Recovery program, Narcotics Enforcement Detail or, *Narcotics Section, Gang and Narcotics Division*.

**File Maintenance.** Each commanding officer shall maintain an Area/divisional TER/TAI file of all TERs and *paper copy of TAI* (*when no automated TAI was generated*) completed for transfers and loans. The file shall contain the original TER and/or *paper copy TAI* (*when no automated TAI was generated*) for each incoming transfer or loan with the officer's TEAMS report attached.

**Note:** The TER form and the TAI form shall not be filed in the officer's Department or divisional personnel package. The TER is considered confidential and the information contained therein shall only be made available on a "right to know/need to know" basis (*Department Manual Section 3/408.16*). A sworn employee may review *his or her* own TEAMS report at any time.

## FORM USE LINK

**01.78.04 TEAMS EVALUATION REPORT, FORM 01.78.04.** *A TEAMS Evaluation Report (TER) shall only be completed for each sworn employee transferring into or loaned to Gang and Narcotics Division (GND), Narcotics Section, Professional Standards Bureau (PSB), [which includes, Internal Affairs Group (IAG), Administrative Investigations Division (AID), Criminal Investigation Division (CID), Special Operations Division (SOD) and Force Investigation Division (FID)], Gang Enforcement Detail (GED), Narcotic Enforcement Detail (NED), Community Law Enforcement and Recovery (CLEAR) and Field Training Officer (FTO) positions.*

**01.78.04-01 Use of Form.** This form is used to ensure that all of the required information has been evaluated and the findings have been documented appropriately.

**01.78.04-10 Completion.** The commanding officer gaining the transferred or loaned officer or selecting officers for assignment to *GND, Narcotics Section, PSB, [which includes, IAG, AID, CID, SOD, and FID], GED, NED, CLEAR, or FTO*, shall review the required documentation specific to each selection procedure and complete a TEAMS Evaluation Report.

- *Review the sworn employee's Standards Based Assessments (SBA) covering the most recent 24 month period to assist in determining suitability for selection to the assignment;*
- *Under the GND, Narcotics Section, PSB, [which includes, IAG, AID, CID, SOD, FID], GED, NED, CLEAR, or FTO headings, record the dates of the rating periods reviewed;*
- *Record the date of the TEAMS printout that was reviewed in the space provided;*
- *In addition to the date IAG and LAD was contacted to obtain the complaint history; the employee obtaining the history shall document his or her name, serial number, and division of assignment;*
- *In addition to the date Use of Force Review Division was contacted to ascertain if the sworn employee has been involved in a Law Enforcement Activity Related injury (LERI), or In-Custody Death, the employee obtaining the information shall document his or her name, serial number, and division of assignment;*

**Note:** Law Enforcement Activity Related Injury and In-Custody Death information *is* not contained within the current TEAMS printout. Use of Force Review Division shall be contacted to obtain the necessary information.

- *If applicable, enter the date that the GED/CLEAR sergeant or officer completed the Basic Gang Awareness Course. If the course has not been completed, generate a Supervisory Action Item (SAI) and enter the SAI number in the Basic Gang Awareness course box.*

**Note:** For each newly-appointed GED/CLEAR sergeant or officer, initiate an SAI indicating that training is required with a due date of 180 calendar days. Then enter the SAI number in the section.

- *In addition to the date the applicant was interviewed, the name, serial number, and division of assignment of the interviewing supervisor shall be completed in the space provided (GED ONLY); and,*

## FORM USE LINK

- For the selection of GED/CLEAR personnel only, the GED Selection Checklist, New Selection, Form 12.16.00, shall be utilized in conjunction with the TEAMS Evaluation Report. In addition, for extensions of assignments of GED/CLEAR personnel, the GED Selection Checklist, Extension Request, Form 12.16.01, shall be utilized.

**Note:** These checklists shall be used to ensure that all mandated selection criteria for a GED/CLEAR assignment are appropriately addressed.

***Note:*** *An upgrade within a division/group or lateral transfer within IAG does not require a new TER. A transfer from one division to another within PSB (other than internally within IAG) does require a TER.*

**Los Angeles Police Department  
TEAMS EVALUATION REPORT**

01.78.04 (07/18)

EMPLOYEE NAME:	SERIAL NO.:	DIVISION:	ASSIGNMENT:
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I.  TRANSFER  LOAN Date of Loan: \_\_\_\_\_  
 All transfers shall use the Final Selection Process/Transfer Process TEAMS filter. TEAMS printout attached. RMIS Action Item No.: \_\_\_\_\_

II. This employee was selected for the following assignment:  
 FTO     GED/CLEAR     PSB     NED/GND, Narco Section

III. The following documents have been reviewed for (Attach all available documents to TEAMS Evaluation Report):

FTO	GED/CLEAR/NED/GND, Narco Section	FID	PSB
<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00	<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00	<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00	<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00
<input type="checkbox"/> Standards Based Assessment Lieutenant and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____	<input type="checkbox"/> Standards Based Assessment Lieutenant and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____	<input type="checkbox"/> Standards Based Assessment Lieutenant and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____	<input type="checkbox"/> Standards Based Assessment Lieutenant and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____
<input type="checkbox"/> TEAMS printout Date: _____	<input type="checkbox"/> Division Employee Folder, Form 01.01.00 (for GED/CLEAR only)	<input type="checkbox"/> TEAMS printout Date: _____	<input type="checkbox"/> TEAMS printout Date: _____
<input type="checkbox"/> Complaint Index, Form 01.80.00	<input type="checkbox"/> Department Personnel Package	<input type="checkbox"/> Complaint Index, Form 01.80.00	<input type="checkbox"/> Complaint Index, Form 01.80.00
<input type="checkbox"/> Adverse judicial findings, if any	<input type="checkbox"/> TEAMS printout Date: _____	<input type="checkbox"/> Adverse judicial findings, if any	<input type="checkbox"/> Adverse judicial findings, if any
	<input type="checkbox"/> Adverse judicial findings, if any (for GED/CLEAR only)		<input type="checkbox"/> Any other investigations being conducted by PSB
	<input type="checkbox"/> Copy of the Receipt for the Original Confidential Financial Disclosure Packet, Form 01.74.02		<input type="checkbox"/> Interview/Evaluation/Questions
	<input type="checkbox"/> Basic Gang Awareness Course Date: _____ or Supervisory Action Item Number: _____ (for GED/CLEAR only)		

**Note:** Risk Management Legal Affairs Group should be contacted regarding any adverse judicial findings.

**Sections IV, V and VI shall be completed only for selections to FTO, GED, CLEAR, FID and PSB.**

IV. Internal Affairs Group was contacted to obtain complaint history.

Employee Obtaining Information:	Serial No.:	Division:	Date:
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V. Legal Affairs Division was contacted to obtain adverse judicial findings.

Employee Obtaining Information:	Serial No.:	Division:	Date:
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VI. Use of Force Review Division was contacted to ascertain if the sworn employee was involved in a LERI or In-Custody Death.

Employee Obtaining Information:	Serial No.:	Division:	Date:
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**NARRATIVE:** List each sustained administrative investigation, adverse judicial findings, instance of discipline, unauthorized force, false imprisonment, unlawful search, sexual misconduct, discrimination, dishonesty, etc. and document review and consideration of each item.

  
  
  

(Continue on Page 2)

INTERVIEWING SUPERVISOR (GED/CLEAR ONLY):	SERIAL NO.:	DIVISION:	DATE:
WATCH COMMANDER / SUPERVISOR COMPLETING REVIEW:	SERIAL NO.:	DIVISION:	DATE:
COMMANDING OFFICER APPROVING:	SERIAL NO.:	DIVISION:	DATE:

<input type="checkbox"/> REQUEST FOR EXTENSION: (GED/CLEAR ONLY) <b>Note: All requests exceeding 3 months require approval of COP.</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	BUREAU COMMANDING OFFICER:	SERIAL NO.:	DATE:
Employee due out (mo/yr): _____	CHIEF OF POLICE:		DATE:
Extension requested to (mo/yr): _____			