

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 3

June 8, 2007

SUBJECT: CLARIFICATION OF THE USE AND COMPLETION OF THE TEAMS
EVALUATION REPORT, FORM 01.78.04

EFFECTIVE: IMMEDIATELY

The Office of Operations (OO) recently conducted an audit of the use of Training Evaluation and Management System (TEAMS) data, in accordance with the Annual Audit Plan for fiscal year 2006-07. The audit revealed that the Department was out of compliance in the use and completion of the TEAMS Evaluation Report (TER), Form 01.78.04. This Notice identifies the areas that require improvement to ensure compliance with the Consent Decree and reminds all personnel of the basic requirements for the use and completion of the TER.

PROCEDURES:

I. OFFICER IN CHARGE/WATCH COMMANDER'S RESPONSIBILITIES.

Officer in Charge (OIC)/Watch Commanders (WC) are reminded that once a sworn employee is transferred/loaned to their unit/watch, the concerned supervisor shall review the employee's TEAMS Report and complete and sign the TER within ten days of the transfer/loan date publication. Additionally, supervisors are reminded to use the current TER, Form 01.78.04, when completing evaluations of the respective employee(s). Supervisors are encouraged to refer to the following documents to assist them in reviewing and completing the TER.

- * Special Order No. 23, 2003, *Criteria for Transfers/Loans of Sworn Personnel-Established;*
- * Special Order No. 43, 2005, *TEAMS Evaluation Report, Form 1.78.04, Revised;* and,
- * Consent Decree Bureau Notice, dated June 9, 2004, *Categorical Use of Force Incidents-Inclusion into the Training Evaluation and Management System.*

II. COMMANDING OFFICER'S RESPONSIBILITIES.

Commanding Officers (C/O) shall ensure that TEAMS Reports and other relevant personnel information and documents are reviewed when an officer transfers or is loaned to his/her command. Furthermore, the C/O shall ensure that the OIC/WC to whose unit/watch the concerned employee is assigned, reviews the officer's TEAMS Report and completes a TER within ten days of the transfer/loan



June 8, 2007

publication date. The C/O shall be responsible for reviewing and signing the completed TER within the same ten day period.

Any questions regarding this Notice can be directed to the Office of Operations, Evaluation and Administration Section, at (213) 473-8826.

E. C. Paysinger

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

DISTRIBUTION "B"