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OFFICE OF OPERATIONS

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PLANNING AND RESEARCH
DIVISION

NOTICE NO. 56

December 30, 1996

TO: All Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: 1997 OFFICE OF OPERATIONS PROJECT CALENDAR

A review of all effective Office of Operations (O.O.) Orders, Notices and Chief's Administrative Orders (AO) has determined that the following periodic reports must be submitted by Office of Operations entities in 1997:

O.O. ORDER NO. 9, 1989

Quarterly Hate Incident Reports from Area detective divisions to the concerned bureau via Area commanding officer shall be submitted not later than the 15th of January, April, July and October.

O.O. ORDER NO. 13, 1990 AND O.O. NOTICE NO. 13, 1994

Police Assisted Community Enhancement (PACE) quarterly reports from Area commanding officers to EAS, O.O., via the concerned bureau, shall be submitted not later than the 20th of January, April, July and October.

O.O. ORDER NO. 1, 1993

Report of triennial Area/division inspections by operations bureaus to the Director, O.O., shall be submitted not later than 30 days after the inspection is scheduled (See Attachment 1).

O.O. ORDER NO. 6, 1993

Publishing Plan according to the publication schedule (See Attachment 2).

O.O. ORDER NO. 9, 1994

Annual Reports of Volunteer programs from Area/division commanding officers to the Director, O.O., via the concerned bureau shall be received not later than December 1st of each year.

O.O. ORDER NO. 1, 1996

Each geographic operations bureau shall forward the annual "Crime Reduction Plan Report" and "Crime Reduction Plan Progress Reports" to the Director, O.O. in accordance with the dates listed below:

Crime Reduction Plan Due Dates

Annual Report:	Due to O.O. by the fourth Friday in June.
First Progress Report:	Due to O.O. by the fourth Friday in February.
Second Progress Report:	Due to O.O. by the fourth Friday in October.

ADMINISTRATIVE ORDER NO. 3, 1996

The following Department Coordinator Semi-Annual Reports shall be submitted to the Director, O.O., and the Chief of Police on the first administrative day of deployment periods two and nine:

NOTE: In accordance with Administrative Order No. 3, 1996, semi-annual reports are now required of three newly appointed Department coordinators including; the Commanding Officers of Narcotics Group, Detective Support Division and Bunco-Forgery Division.

Assistant Commanding Officer, Operations-Headquarters Bureau:

- * Transit and Rail System;
- * Traffic; and
- * Stolen Vehicle Recovery Network.

Commanding Officer, Detective Services Group:

- * Detectives;
- * Hate Crimes; and
- * Domestic Violence.

Commanding Officer, Operations-Juvenile Group:

- * Graffiti; and
- * Youth Services.

Commanding Officer, Uniformed Services Group:

- * Emergency Preparation;
- * Movie Industry; and
- * Vending.

Commanding Officer, Operations-Central Bureau:

- * Homeless.

Commanding Officer, Bunco-Forgery Division:

- * Aging.

Commanding Officer, Detective Headquarters Division:

- * Contract Hospitals; and
- * Psychiatric Emergency Coordinating Committee.

Commanding Officer, Detective Support Division:

- * Gangs; and
- * Career Criminals.

Commanding Officer, Narcotics Group:


- * Narcotics.

STATE OF THE COMMUNITY REPORT DUE DATES

Each geographic operations bureau shall forward the "State of the Community Report" Status Updates and the annual "State of the Community Report" to the Director, Office of Operations, in accordance with the due dates established by the Office of the Chief of Police. The following due dates have been established based on fiscal rather than calendar year:

Annual Report:	Due to O.O. by the third Monday in May.
First Status Report:	Due to O.O. by the third Monday in October.
Second Status Report:	Due to O.O. by the third Monday in March.

NOTE: After review, O.O. will forward these reports to Community Policing Group. Any questions regarding the "State of the Community Report" Status Updates or the annual "State of the Community Report," should be directed to Community Policing Group, at (213) 847-4882.


BAYAN LEWIS, Deputy Chief
Director
Office of Operations

Attachments

DISTRIBUTION "B"

ATTACHMENT 1

OFFICE OF OPERATIONS

THREE YEAR INSPECTION SCHEDULE

Bureau	Year One Quarters				Year Two Quarters				Year Three Quarters			
	1 Jan- March	2 April- June	3 July- Sept	4 Oct- Dec	1 Jan- March	2 April- June	3 July- Sept	4 Oct- Dec	1 Jan- March	2 April- June	3 July- Sept	4 Oct- Dec
OCB		N/E	NTN	RAMP		CTD			HOBK			CENT
OSB	77th		STD		SW					SE	HARB	
OWB		WIL		WTD		WLA		PAC				HWD
OVB	VNY		DEV	N.HWD	WVAL		FTHL		NHWD	PAC	FTHL	VTD
OHB		DSG TCS IAS				NARC GRP				JUV GRP		USG

PUBLICATION SCHEDULE

<u>ARTICLE I</u>	<u>DUE DATE</u>	<u>ARTICLE II</u>	<u>DUE DATE</u>
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OPERATIONS-CENTRAL BUREAU

OCB	05-01	OCB	11-01
O.O.	05-15	O.O.	11-15
OAS	05-31	OAS	11-30
OCOP	06-15	OCOP	12-15
Publisher	07-01	Publisher	01-01

OPERATIONS-SOUTH BUREAU

OSB	07-01	OSB	01-01
O.O.	07-15	O.O.	01-15
OAS	07-31	OAS	01-31
OCOP	08-15	OCOP	02-15
Publisher	09-01	Publisher	03-01

OPERATIONS-WEST BUREAU

OWB	03-01	OWB	09-01
O.O.	03-15	O.O.	09-15
OAS	03-31	OAS	09-30
OCOP	04-15	OCOP	10-15
Publisher	05-01	Publisher	11-01

OPERATIONS-VALLEY BUREAU

OVB	01-01	OVB	06-01
O.O.	01-15	O.O.	06-15
OAS	01-31	OAS	06-30
OCOP	02-15	OCOP	07-15
Publisher	03-01	Publisher	08-01

OPERATIONS-HEADQUARTERS BUREAU

OHB	09-01	OHB	03-01
O.O.	09-15	O.O.	03-15
OAS	09-30	OAS	03-31
OCOP	10-15	OCOP	04-15
Publisher	11-01	Publisher	05-01