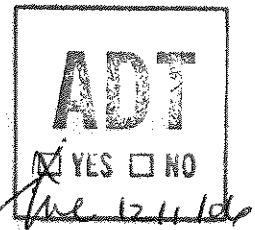


OFFICE OF OPERATIONS



OPERATIONS NOTICE NO. 9

November 10, 2006

SUBJECT: DEFICIENCIES IDENTIFIED DURING RECENT SWORN PAYGRADE SELECTION PROCESSES

EFFECTIVE: IMMEDIATELY

The Department has well-established procedures and protocols for sworn lateral and advanced pay-grade opportunities. It is imperative that these procedures and protocols be strictly followed to ensure the integrity of the selection process.

A recent Personnel Division audit revealed several errors/omissions in the process. The three most common errors were as follows:

- * Interview Worksheets were submitted without comments and/or sufficient justification for the final interview rating;

Note: All Interview Worksheets shall contain sufficient justification (comments) to support the final interview rating and category placement.

- * The selection rationale provided by the commanding officers occasionally lacked sufficient insight and/or justification for the final selection; and,

Note: Written rationale shall contain ample insight and justification to support the final selection.

- * The incorrect TEAMS II Evaluation Report was submitted by applicants and reviewed.

Note: The correct TEAMS II Evaluation Report for the selection process is entitled "Civil Service and Paygrade Interview."

This Notice serves as a reminder that all Department protocols and procedures shall be rigorously followed during the lateral or advanced pay-grade selection process.



The following attachments have been provided for reference:

- * Chief of Police Notice, dated June 29, 2004;
- * Completed Selection Package Content, Personnel Division Document listing needed attachments to selection package, revised 11/2006; and,
- * Human Resources Bureau Notice, dated March 29, 2001.

Any questions regarding Department selection policies and procedures should be directed to Employee Selection Unit, Personnel Division at (213) 847-7953.

Any questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 473-4530.

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

Attachments

DISTRIBUTION "A"