

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 9

November 30, 2007

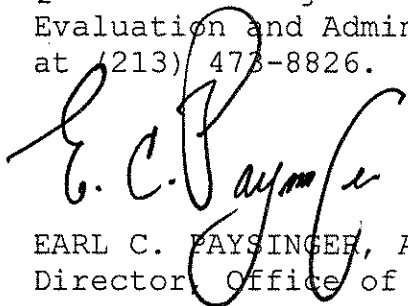
SUBJECT: PERSONNEL LOANS OUTSIDE OF ASSIGNED BUREAU

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order establishes Department guidelines for all operations commanding officers to obtain prior approval from their respective bureau chief when temporarily loaning an employee to an assignment outside of their bureau.

PROCEDURE: Commanding officers shall obtain verbal or written approval from the employee's assigned bureau chief as well as the requesting bureau chief prior to the effective date of any loan assignment. Proper notification and approval will assist with appropriate deployment, planning and monitoring of Department personnel.

Questions regarding this Order may be directed to the Evaluation and Administration Section, Office of Operations, at (213) 473-8826.



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

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