

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

April 2, 2021

SUBJECT: SELECTION PROCESS FOR GANG ENFORCEMENT DETAILS AND COMMUNITY LAW ENFORCEMENT AND RECOVERY PROGRAM – REVISED

PURPOSE: The purpose of this Order is to revise procedures for the selection process for Gang Enforcement Details (GED) and Community Law Enforcement and Recovery Program (CLEAR). Previously, an exception was provided for these positions which exempted them from requiring the advanced paygrade process, if the position was filled by a Police Officer III transferring into a GED/CLEAR Police Officer III position from within the same Area/division. This exemption will no longer exist.

PROCEDURE: Department Manual Section 3/763.76, *Selection Process for Gang Enforcement Details and Community Law Enforcement and Recovery Program*, has been revised and is attached, with the revisions indicated in italics.

AMENDMENT: This Order amends Section 3/763.76 of the Department Manual.

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

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised by Administrative Order No. 5 , 2021**

763.76 SELECTION PROCESS FOR GANG ENFORCEMENT DETAILS AND COMMUNITY LAW ENFORCEMENT AND RECOVERY PROGRAM.

Selection Process. To be selected for a Gang Enforcement Detail (GED)/Community Law Enforcement and Recovery Program (CLEAR) assignment, candidates shall participate in either the advanced paygrade process or a Suitability Interview, as determined below:

Police Officer II

- A Police Officer II (PO II) on a Police Officer III (PO III) eligibility list competing for a PO III GED/CLEAR vacancy (advanced paygrade process); or,
- A PO II applying for any PO II GED/CLEAR vacancy within or outside his or her assigned Area (Suitability Interview);

Police Officer III

- A PO III transferring into a PO III GED/CLEAR vacancy (advanced paygrade process).

Advanced Paygrade Selections. The process and documentation requirements established for filling advanced paygrade positions have not changed, including the requirement that the position be advertised.

For selectees chosen via the advanced paygrade process, an Intradepartmental Correspondence, Form 15.02.00, justifying the selection is required (Human Resources Bureau Notice, dated March 29, 2001). *The 15.02.00 shall be reviewed and approved by the respective bureau and the Office of Operations. The Office of Operations shall have final approval authority.*

Suitability Interview. In addition to meeting all application requirements established in Department Manual Section 3/763.75, these applicants shall participate in an oral interview with the commanding officer and/or his or her designee. The Suitability Interview is not intended to mirror the oral interview process for advanced paygrade assignments. It is a method used to confirm a selectee's suitability for assignment to GED/CLEAR.

Note: The Suitability Interview applies only to P IIs applying for a GED/CLEAR vacancy within or outside his or her assigned Area.

The commanding officer and/or his or her designee conducting the Suitability Interview shall ensure that the following information is documented on a TEAMS Evaluation Report, Form 01.78.04, or a GED Selection Checklist, Form 12.16.00, after the interview:

- Name of interviewer;
- Date of interview; and,
- Summary of discussion detailing suitability for GED/CLEAR assignment, emphasizing traits that indicate the selectee has demonstrated proficiency in a variety of law

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enforcement activities, necessary interpersonal and administrative skills, cultural and community sensitivity, and a commitment to police integrity.

Documentation Requirements for All GED/CLEAR Selectees. Commanding officers shall be responsible for documenting on a TEAMS Evaluation Report, a brief, evaluation of all GED/CLEAR selectees, incorporating reasons for that employee's selection. For applicants selected via the Suitability Interview, one TEAMS Evaluation Report may be used to document both the evaluation and the Suitability Interview. *The Teams Evaluation Report shall be reviewed and approved by the respective bureau and the Office of Operations. The Office of Operations shall have final approval authority.*

Additionally, commands shall complete a Request for Transfer/Change in Paygrade, Form 01.40.00, for all GED/CLEAR selections and submit it to Position Control Section, Personnel Division (Human Resources Bureau Notice, dated March 29, 2001).