

## OFFICE OF OPERATIONS

**NOTICE**  
1.11

January 24, 2020

**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** GANG ENFORCEMENT DETAIL AS A LIMITED TOUR ASSIGNMENT –  
CLARIFICATION AND REMINDER

This Notice serves to specify a time frame to assist affected personnel in anticipating the culmination of limited tours of duty and prepare for the transition of officers and supervisors assigned to a Gang Enforcement Detail (GED) as mandated per Department Manual Section 3/763.78, "*Gang Enforcement Detail as a Limited Tour Assignment*." Officers and supervisors **shall not** work in a GED assignment beyond the limited tour limit of 39 deployment periods until his or her extension request package has been approved by the appropriate entity (i.e., the Bureau commanding officer or the Chief of Police, as determined by the duration of the extension requested) **and** placed in the officer's interview/selection package.

Effectively immediately, prior to the end of an employee's GED tour, a GED supervisor interested in extending an employee's assignment shall complete the GED Extension Request Package no later than **30 calendar days** prior to the due-out date.

The GED Extension Request Package, i.e., the GED Selection Checklist, Extension Request, Form 12.16.01, a current TEAMS II report (promotion/paygrade advancement TEAMS II printout only), and all available attachments shall be submitted via the employee's chain of command for consideration and approval by the Bureau commanding officer no later than **20 calendar days** prior to the due-out date.

**Note:** An extension of up to **three deployment periods** in a GED may be granted upon written approval by a bureau commanding officer. Any longer extension shall require written approval from the Chief of Police. The Chief of Police will consider extensions of up to 26 additional deployment periods.

Additionally, after approval by the Bureau commanding officer, the GED Extension Request Package shall be hand-delivered to the Director, Office of Constitutional Policing and Policy, for a review and assessment no later than **13 calendar days** prior to the due-out date. The Office of Constitutional Policing and Policy shall then forward an informational copy to the Assistant to the Director, Office of Operations.

**Note:** In addition, the GED Tour Database shall be updated by the originating Area **and** approving bureau with new extension dates.

While commanding officers must anticipate the culmination of these limited tours of duty and prepare for the transition of officers and supervisors assigned to a GED, the management of limited tour assignments is the responsibility of **all** affected personnel.

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A Department-wide directive regarding the implementation of time frames for review and assessment of GED Extension Request Packages will be forthcoming.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

A handwritten signature in black ink, appearing to read "Robert Arcos". The signature is written in a cursive style with a large initial "R".

ROBERT N. ARCOS, Assistant Chief  
Director, Office of Operations

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