

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 11

November 8, 2021

SUBJECT: SELECTION FOR LIMITED TOUR ASSIGNMENT TO EVIDENCE AND PROPERTY MANAGEMENT DIVISION – ESTABLISHED

PURPOSE: The purpose of this Order is to establish Department Manual Section 3/763.80, *Selection for Limited Tour Assignment to Evidence and Property Management Division*, which establishes a limited tour assignment for sworn employees assigned to the Courier Unit within Evidence and Property Management Division. Sworn employees currently assigned to the Courier Unit prior to the publication of this Order shall be exempt from the limited tour assignment criteria.

PROCEDURE: Department Manual Section 3/763.80, *Selection for Limited Tour Assignment to Evidence and Property Management Division*, has been established and is attached.

AMENDMENT: This Order adds Section 3/763.80 to 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

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Established by Administrative Order No. 11, 2021**

763.80 SELECTION FOR LIMITED TOUR ASSIGNMENT TO EVIDENCE AND PROPERTY MANAGEMENT DIVISION. *Evidence and Property Management Division (EPMD) sworn personnel assigned to the Courier Unit are limited to 39 Deployment Periods (DPs).*

***Note:** Sworn personnel assigned to the Courier Unit shall not work or be reassigned within EPMD beyond the limited tour (39 DPs), unless they have been approved for an extension by the Commanding Officer (CO) of EPMD.*

Courier Unit Limited Tour Assignment. *Sworn personnel seeking an assignment to the Courier Unit shall submit a Transfer/Loan package, which includes the following:*

- *A Transfer Applicant Data Sheet, Form 15.88.00;*
- *Two most recent Standards Based Assessments, Form 01.87.00; and,*
- *The TEAMS II report (Promotion/Paygrade Advancement TEAMS II report only).*

Loan Assignments. *Sworn personnel may seek a loan assignment to the Courier Unit by submitting an Employee's Report, Form 15.07.00, or receiving a referral from current staff or the CO, EPMD. Prior to consideration, all loanee personnel shall submit a Transfer/Loan package.*

***Note:** If a loanee is selected for permanent assignment to EPMD within 90 days of completing the loan, a new eligibility assessment is not required. However, a loanee's Interview Evaluation/Questions and the EPMD Loan Rating shall still be reviewed and considered.*

Extension of Assignment. *Courier Unit assignments may be extended in special situations with the written approval of the CO, EPMD. The CO, EPMD, will consider one extension of up to 13 DPs. Prior to the end of an employee's limited tour assignment, an EPMD supervisor interested in extending an employee's assignment shall submit an Employee's Report, Form 15.07.00, justifying the reasons for the extension to the CO of EPMD.*

Commanding Officer's Responsibility. *The Commanding Officer, EPMD, shall monitor limited tour assignment positions to ensure that assigned personnel do not exceed the maximum allowable time in the positions.*