

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO.3

January 27, 2022

SUBJECT: COMMENDATIONS BOARD – REVISED; CARRYING A CONCEALED WEAPON BOARD (RETIREEES) – REVISED; AND, UNIFORM AND EQUIPMENT COMMITTEE – REVISED

PURPOSE: The purpose of this Order is to amend Department Manual Sections 2/092.20, 2/092.61, and 2/093.10, which reflects the current Department organization and the changes in assignments of duties and responsibilities.

PROCEDURE:

- I. COMMENDATIONS BOARD – REVISED.** Attached is the revised Department Manual Section 2/092.20, *Commendations Board*, with the revisions indicated in italics.
- II. CARRYING A CONCEALED WEAPON BOARD (RETIREEES) – REVISED.** Attached is the revised Department Manual Section 2/092.61, *Carrying a Concealed Weapon Board (Retirees)*, with the revisions indicated in italics.
- III. UNIFORM AND EQUIPMENT COMMITTEE – REVISED.** Attached is the revised Department Manual Section 2/093.10, *Uniform and Equipment Committee*, with the revisions indicated in italics.

AMENDMENT: This Order amends Sections 2/092.20, 2/092.61, and 2/093.10 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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092. BOARDS.

092.20 COMMENDATIONS BOARD.

Responsibilities. The Commendations Board shall be responsible for:

- Evaluating commendation reports regarding acts performed by Department personnel;
- Recommending the Bureau Commendation, when appropriate, and returning the reports to the bureau of origin for presentation;
- Approving the awarding of the Police Star, Lifesaving Medal, Police Meritorious Achievement Medal, Community Policing Medal, and Human Relations Medal to employees whose commendatory acts meet the criteria;
- Forwarding reports worthy of consideration for the Police Medal, the Los Angeles Police Department Purple Heart, the Police Meritorious Service Medal, or the Police Meritorious Unit Citation, to the Director, Office of Support Services; *and*,
- Forwarding reports worthy of consideration for the Medal of Valor, the Police Distinguished Service Medal, the Police Commission Distinguished Service Medal, the Police Commission Integrity Medal or the Police Commission Unit Citation, to the Chief of Police.

Membership. The Board shall be comprised of:

- The Commanding Officer, *Administrative Services Bureau*, as Chair;
- One captain selected by the Director, Office of Operations;
- One captain selected by the Director, Office of Special Operations; *and*,
- One captain *and one civilian commanding officer* selected by the Director, Office of Support Services (OSS).

Reviewing Officer. The Director, *OSS*, is the Reviewing Officer on all matters within the purview of the Commendations Board.

092.61 CARRYING A CONCEALED WEAPON BOARD (RETIREES).

Responsibilities. The Carrying a Concealed Weapon Board shall be responsible for denying or revoking a retiree's privilege to carry a concealed weapon upon showing of just cause.

Membership. The Board shall be comprised of:

- The Commanding Officer, *Administrative Services Bureau*, as Chair;
- A peer member, selected by the retired officer or the Los Angeles Police Protective League; *and*,
- A Police Commission Hearing Officer.

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Reviewing Officer. The Director, Office of Support Services is the Reviewing Officer for all matters within the jurisdiction of the Carrying a Concealed Weapon Board (Retirees).

093.10 UNIFORM AND EQUIPMENT COMMITTEE.

Responsibilities. The Uniform and Equipment Committee shall be responsible for:

- Considering all requests for changes in the uniform and equipment items worn, utilized, or deployed by Department personnel in the course of their duties (including Department challenge coins) and making recommendations for approval of these items directly to the Chief of Police;
- Considering all requests for approval of product evaluations for uniform and equipment items, and reviewing and making recommendations directly to the Chief of Police for all completed product evaluations of uniform and equipment items worn, utilized, or deployed by Department personnel;

Note: Based on a needs assessment of currently approved uniform or equipment specifications, the Uniform and Equipment Committee may recommend and/or initiate product evaluations for uniform and equipment items. In these instances, the Department Uniform and Equipment Coordinator shall notify *the Office of Constitutional Policing and Policy (OCP)* of these actions via an Intradepartmental Correspondence, Form 15.02.00.

Exception: Items whose specifications are created by Motor Transport Division, Information Technology Bureau, Forensic Science Division, and Technical Investigation Division do not fall under the authority of the Uniform and Equipment Committee.

- Maintaining and publishing, semi-annually, a roster of authorized uniform dealers and their addresses, and publishing without delay the names and addresses of any dealers added to or deleted from the list;
- Maintaining, updating, and publishing the Department Uniform and Equipment Manual;
- Originating and maintaining all correspondence concerning uniforms, uniform standards, and approved equipment;
- Publishing notices concerning all newly approved uniform and equipment items;
- Publishing notices concerning all uniform and grooming standards;
- Notifying the Department of General Services of newly approved uniform and equipment items and initiating contract actions on behalf of the Department as they relate to City procurement contracts;
- Liaising with the Department of General Services regarding pending bids and bid specifications for uniform and equipment items;
- Supplying authorized dealers with copies of the Department Uniform and Equipment Manual and related Department directives;
- Acting as point of contact, along with *OCP*, for vendors wishing to present items for Department use and approval;

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- Inspecting and approving the facilities of dealers wishing to provide the Department with uniform and personal equipment items and ensuring they meet Department specifications; and,
- Reviewing and considering complaints or recommendations regarding uniforms, uniform standards, and equipment items.

Note: Employees with complaints or recommendations regarding uniforms, uniform standards, or equipment items may submit an Employee's Report, Form 15.07.00, to the Chairperson, Uniform and Equipment Committee.

Membership. The Committee shall be comprised of:

- The Commanding Officer, Training Bureau, as Chairperson;
- The Commanding Officer, *Administrative Services Bureau*, as the Co-chairperson;
- Two commanding officers from any geographic Area, selected by the Director, Office of Operations;
- The Commanding Officer, Counter-Terrorism and Special Operations Bureau or his or her designee; and,
- Two sworn directors from the Los Angeles Police Protective League.

Note: A quorum is necessary for the Committee to convene.

The supervisor assigned as the Department Uniform and Equipment Coordinator shall be the designee for all matters within the jurisdiction of the Uniform and Equipment Committee and shall be responsible for presenting all items and product evaluations of items being considered for approval to the Committee.

The Chief of Police reviews and approves all matters within the jurisdiction of the Uniform and Equipment Committee. Recommendations by the Uniform and Equipment Committee shall be presented directly to the Chief of Police by the Chairperson and the Department Uniform and Equipment Coordinator for final approval.