

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE 1.15

June 16, 2022

TO: All Concerned Department Personnel

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: METROPOLITAN DIVISION ARMORY SELECTION PROCESS

This Notice is intended to establish a selection process for the Armory within Metropolitan Division. Effective August 4, 2019, personnel assigned to the Armory were granted hazard pay. As such, any Armory vacancy requires a Department-wide Advertisement for Paygrade Advancement and Transfer Opportunities. The Armory has not had vacancies since the implementation of the hazard pay. Determining the appropriate criteria and adequate evaluation period to fairly select Department personnel for hazard pay positions is an ongoing goal within Metropolitan Division.

The following prerequisites are designed to assess a candidate's ability to complete the basic skills required of an officer assigned to Metropolitan Division, as well as the basic skills required to be an Armory Officer:

- Armory Officers must be able to individually work on weapons and equipment utilized by Metropolitan Division;
- Participate in a Department and Metropolitan Division Test and Evaluation process of weapons and equipment;
- Successfully complete weapons armorer's courses;
- Armory Officers must have knowledge in the use, care and maintenance of all power tools utilized by the Special Weapons and Tactics (SWAT) team; and,
- Possess a Commercial Driver's License (Class B) with Air Brakes Endorsement.

These skills are paramount to successfully completing both phases of training.

Armory selection (Phase I), followed by a six-month practical application period in the field (Phase II) prior to filling a vacant position. Included in the training regimen is an assessment of the candidate's ability to perform armorer and SWAT call up functions. Included in the training regimen is an assessment of a candidate's critical thinking abilities under various levels of stress and instruction. Non-selection can occur at any time during either phase of training.

The following outline is a summary of the application process:

DEPARTMENT-WIDE APPLICATION PROCESS:

- Open to current Police Officer III, Police Officer III+1, or Police Officer II who is Police Officer III eligible;

- Submission of a Transfer Applicant Data Sheet, Form 15.88.00, and two most recent Standards-Based Assessment Reports;
- Submission of the most current Training Evaluation and Management System (TEAMS) Report for Promotion/Paygrade Advancement;
- Commanding Officer approval required on the TEAMS Evaluation Report, Form 1.78.04; and,
- Proof of a current Firearm Bonus Course score of 365 within one year of application submission.

SELECTION PROCESS FOR PHASE I:

- Minimal Physical Fitness Qualification (PFQ) scores;
 1. 1.5 mile run in 13 ½ minutes or less
 2. 30 push-ups
 3. 40 sit-ups
- Armory Skills Test consisting of live fire weapons manipulations test on all the candidates' qualified weapon systems.

Note: An Armory supervisor will be present to provide oversight during each exercise.

- Oral interview;

Note: Oral Boards will be comprised of a Lieutenant or other supervisor, Armory supervisor, and outside supervisor from either a partner agency or outside Counter-Terrorism and Special Operations Bureau (CTSOb) command.

- Background investigations will only be conducted for those applicants scoring in the OUTSTANDING pool;
- Upon successful completion of Phase I, candidates will be placed in a "Qualified Selection Pool." Candidates will not be ranked in this pool;
- Completion of Phase I does not guarantee a permanent appointment within the Armory; and,
- Vacancies will be filled through attrition based on a package review, manipulations performance review, chain of command review and approval, with final approval from the Commanding Officer, CTSOb, and Director, Office of Special Operations (OSO).

ARMORY REMOVAL FACTORS:

Non-selection or removal may include, but is not limited to:

- Inability to successfully complete the manipulations test with a minimum score of 70 percent; and,
- Inability to achieve a score of 365 on the Firearm Bonus Course.

APPROVAL PROCESS FOR THE SIX-MONTH PHASE (PHASE II):

- Commencement of the six-month phase of training is dependent on the number of Armory vacancies;
- Successful completion of Phase I;
- The pool of eligible candidates will remain viable for 12 months, with a potential six-month extension at the discretion of the Commanding Officer, CTSOB, and the Director, OSO;
- Final appointment to the Armory requires successful completion of Phase I and Phase II; and,
- A Special Standards-Based Assessment Report will be completed incorporating performance during Phase II prior to final appointment.

Note: The six-month evaluation period is designed to assess a candidate's ability to transition from basic weapons skills to more advanced armorer skills (more advanced armorer skills will be working/repairing on weapons that are only utilized by Metropolitan Division personnel). Phase II candidates should also obtain a Class B Driver's License as a requirement to drive a truck with Air Brakes Endorsement.

The leadership teams within Metropolitan Division, CTSOB, and OSO are poised and committed to ensuring that all Department employees wishing to participate in the Armory selection process experience a thorough, fair, and impartial process.

If you should have any questions or need additional information, please contact the Commanding Officer, Counter-Terrorism and Special Operations Bureau, at (213) 486-8780.



DAVID J. KOWALSKI, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

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