

## OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

February 5, 2026

**SUBJECT:           VARIOUS DEPARTMENT MANUAL SECTIONS, FORMS, AND ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES – REVISED, TO REMOVE ADVERSE JUDICIAL FINDINGS VERIFICATION**

**BACKGROUND:**   The Federal Consent Decree was initiated in 2001 as the result of a U.S. Department of Justice investigation. The purpose was to reform Department practices and ensure constitutional policing. It required supervisors and managers to document their consideration of any **adverse judicial finding** against an officer in cases involving excessive force, false arrest or charge, improper search or seizure, sexual harassment, discrimination, or dishonesty when determining eligibility for certain specialized assignments.

Since that time, the Department has implemented numerous enhancements to ensure greater accountability and transparency in the identification, investigation, and tracking of employee misconduct.

The personnel complaint and use-of-force investigations documented in TEAMS II, along with other information tracked by the Department, provide comprehensive documentation of the types of incidents the Consent Decree required the Department to consider when determining eligibility for specialized assignments. Accordingly, the Department seeks to adopt a revised process for evaluating eligibility for certain specialized units that more accurately reflects employee performance and adherence to Department policy.

**PURPOSE:**           The purpose of this Order is to eliminate the requirement to verify adverse judicial findings during the selection process for specialized units. Internal Affairs Division (IAD) conducts a review of all civil lawsuits filed against the Department or its employees to determine whether a personnel complaint is warranted. Additionally, IAD and Critical Incident Review Division shall continue to be contacted, as required, when completing the TEAMS Evaluation Report for employee selections. These existing procedures render a separate review of adverse judicial findings redundant.

### PROCEDURE

- I.   SELECTION FOR LOANS TO INTERNAL AFFAIRS DIVISION – REVISED.** Department Manual Section 3/763.68, *Selection for Loans to Internal Affairs Division*, has been revised and is attached with revisions in italics.
  
- II.   SELECTION FOR LIMITED TOUR ASSIGNMENT TO INTERNAL AFFAIRS DIVISION – REVISED.** Department Manual Section 3/763.69, *Selection for Limited Tour Assignment to Internal Affairs Division*, has been revised and is attached with revisions in italics.

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- III. SELECTION TO AND/OR LOANS TO FORCE INVESTIGATION DIVISION –REVISED.** Department Manual Section 3/763.70, *Selection to and/or Loans to Force Investigation Division*, has been revised and is attached with revisions in italics.
- IV. REVIEW OF SELECTED CANDIDATE’S WORK HISTORY AND EVALUATION OF FINDINGS – RENAMED AND REVISED.** Department Manual Section 3/763.77, *Review of Selected Candidate’s Work History and Evaluation of Findings*, has been revised and renamed *Review of Selected Gang Enforcement Detail Candidate’s Work History and Evaluation of Findings*, and is attached with revisions in italics.
- V. FIELD TRAINING OFFICER QUALIFICATION AND SELECTION/ASSIGNMENT REQUIREMENTS – REVISED.** Department Manual Section 3/763.85, *Field Training Officer Qualification and Selection/Assignment Requirements*, has been revised and is attached with revisions in italics.
- VI. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF THE LOS ANGELES POLICE DEPARTMENT – REVISED.** The Department’s Organizational Structure and Responsibilities have been revised and are attached with revisions in italics.
- VII. RESIGNATION, FORM 01.50.00 – REVISED.** The Resignation form, Form 01.50.00, has been revised. It is attached with revisions in italics.
- VIII. FIELD TRAINING OFFICER ACKNOWLEDGMENT RECEIPT, FORM 01.56.00 – REVISED.** The Field Training Officer Acknowledgement Receipt, Form 01.56.00, has been revised. The form is attached with revisions in italics.
- IX. TEAMS EVALUATION REPORT, FORM 01.78.04 – REVISED.** The TEAMS Evaluation Report, Form 01.78.04, has been revised. The form is attached with the revisions in italics.
- X. TRANSFER ACTION ITEM, FORM 01.78.20 – REVISED.** The Transfer Action Item, Form 01.78.20, has been revised. The form is attached with the revisions in italics.
- XI. GED SELECTION CHECKLIST NEW SELECTION/LOANS, FORM 12.16.00 – REVISED.** The GED Selection Checklist New Selection/Loans, Form 12.16.00, has been revised. The revised form is attached with the revisions in italics.
- XII. GED SELECTION CHECKLIST EXTENSION REQUEST, FORM 12.16.01 – REVISED.** The GED Selection Checklist Extension Request, Form 12.16.01, has been revised. The form is attached with the revisions in italics.

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**FORM AVAILABILITY:** The above forms are available in E-Forms on the Department LAN and are attached for immediate use and duplication. Their use, completion and distribution is unchanged. All other versions of the revised forms shall be marked "obsolete" and placed into the Area/divisional recycling bin.

**AMENDMENT:** This Order amends Volume 3, Sections 763.68, 763.69, 763.70, 763.77, and 763.85 of the Department Manual. The Organizational Structure and Responsibilities within the "Organization" link on the Department's LAN will be updated accordingly to reflect the changes.

**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



JIM McDONNELL  
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 5, 2025**

**763.68 SELECTION FOR LOANS TO INTERNAL AFFAIRS DIVISION.**

**Loan Assignments.** Currently, a limited tour assignment to Internal Affairs Division (IAD) as a Sergeant II or Detective II is contingent on an employee's successful completion of a two-month loan to IAD. This loan process enables IAD to select from a pool of qualified candidates when filling regular assignments. A detective/sergeant with at least one year in grade is eligible for loan to IAD, and candidates must possess outstanding leadership, supervisory, and administrative skills. Investigative experience is desirable, but not required for an investigator position. The selection of candidates who lack investigative experience must be justified in writing on a Training Evaluation and Management System II (TEAMS II) Evaluation Report, Form 01.78.04.

Applicants may seek assignment as a loanee in several ways, most commonly by:

- Employee Request; or,
- Referral by any current IAD staff or a commanding officer.

Prior to consideration, all loanee applicants will submit the following:

- Transfer Applicant Data Sheet, Form 15.88.00;
- Standards Based Assessment – Lieutenants and Below, Form 01.87.00 (two most recent); and,
- Current TEAMS II report (promotion/paygrade advancement version only).

*Note: A current TEAMS II report shall be dated within 14 calendar days of submission.*

**Assessment of Eligibility for Loan.** A Loan/Transfer package must be prepared to assess the eligibility of all selected candidates. As part of this package, a TEAMS II Evaluation Report must be completed to indicate that the following documents were reviewed as part of a comprehensive background check:

- TEAMS II report (promotion/paygrade advancement TEAMS II report only);
- Transfer Applicant Data Sheet, Form 15.88.00;
- Standards Based Assessment – Lieutenants and Below, Form 01.87.00 (two most recent);
- Any pending or sustained complaint investigations, via a Complaint *Management System (CMS)* report; *and,*
- Any other investigations being conducted by IAD.

The intent of reviewing a selected candidate's work history is to assist in the evaluation of that candidate's appropriateness for IAD duties and responsibilities.

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**763.69 SELECTION FOR LIMITED TOUR ASSIGNMENT TO INTERNAL AFFAIRS DIVISION.** All lieutenants and below seeking selection to IAD shall submit a Transfer Applicant Data Sheet, their two most recent Performance Evaluation Reports, and a current TEAMS II report (promotion/paygrade advancement TEAMS II report only).

**Assessment of Eligibility for Assignment.** Managers shall utilize existing Departmental databases, information and documents to assess eligibility for a limited tour assignment to IAD. A Loan/Transfer package, including a TEAMS II Evaluation Report, shall be prepared for all selected candidates indicating that the following documents were reviewed as part of a comprehensive background check:

- Interview Evaluation/Questions;
- IAD Loan Rating;
- *Current* TEAMS II report (promotion/paygrade advancement only); *and,*
- Any pending or sustained complaint investigations, via *the Complaint Management System (CMS)*.

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

**Disqualification – Loan and Limited Tour Assignment.** In most cases, sworn employees who have a sustained complaint in any of the following categories shall be disqualified from consideration for an IAD position:

- Excessive use of force;
- False arrest or charge;
- Improper search or seizure;
- Sexual harassment;
- Discrimination; or,
- Dishonesty.

The Commanding Officer, IAD, may decide to select or retain a sworn employee with a sustained complaint in one or more of these categories. However, that decision must be justified on a TEAMS II Evaluation Report and retained in the interview/selection package. Additionally, the consideration of any discipline against a sworn employee for any of the above categories shall also be documented in the TEAMS II Evaluation Report form.

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**Deselection.** Sworn personnel selected and assigned to IAD may be deselected for acts or behaviors that would have disqualified them from selection to IAD. Deselection shall be consistent with the Department's downgrade and/or administrative transfer procedures (Manual Sections 3/762.35 and 3/763.55).

Deselection shall be considered if it involves any of the sustained allegations listed above. The Letter of Transmittal for the involved complaint shall include either a recommendation to deselect or justification for retention.

**Evaluation of Performance – Tour Extension.** Assignment to IAD is a limited tour assignment (Manual Section 3/763.67). A sworn employee may have their tour extended or begin a new tour in a different section only if:

- They have performed in a competent manner, including adherence to the policies and procedures for conducting and reviewing complaint investigations; and,
- Upon completion of an eligibility assessment, it is determined by the Commanding Officer, IAD, that such an extension would be in the best interests of the Department and IAD.

**763.70 SELECTION TO AND/OR LOANS TO FORCE INVESTIGATION DIVISION.**

**Qualifications and Requirements.** Candidates must possess the requisite experience, as well as outstanding leadership, supervisory, and administrative skills. Sworn personnel seeking selection to FID must submit a Transfer Applicant Data Sheet, Form 15.88.00, their two most recent Standards Based Assessment - Lieutenants and Below, Form 01.87.00, and a current Training Evaluation and Management System II (TEAMS II) report (promotion/paygrade advancement TEAMS II report only).

*Note: A current TEAMS II report shall be dated within 14 calendar days of submission.*

Unless they have already attended, selected employees must attend and successfully complete the first available *Peace* Officer Standards and Training (POST) certified Homicide School following selection. In the event a selected candidate has not attended Supervisory School, managers and supervisors must ensure the candidate is scheduled as soon as practicable.

**Assessment of Eligibility.** In addition to reviewing the submitted documentation, supervisors and managers will utilize existing Departmental databases, information and other documents to assess eligibility for assignment to FID, to include any pending or sustained complaint investigation(s), via a Complaint *Management* System (CMS) report.

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The intent of the review of an officer's work history is to assist in the evaluation of a candidate's appropriateness for FID duties and responsibilities.

**Evaluation of Findings.** Supervisors and managers will be required to document their consideration of any sustained complaint, or discipline against an officer on a TEAMS Evaluation Report, Form 01.78.04, for each of the following:

- Excessive use of force;
- False arrest or charge;
- Improper search or seizure;
- Sexual harassment;
- Discrimination; or,
- Dishonesty.

The Commanding Officer, FID, may decide to select or retain an officer with a sustained complaint in one or more of these categories. However, that decision must be justified in writing on a TEAMS Evaluation Report, Form 01.78.04, and retained in the selection package.

**Deselection of FID Personnel.** Sworn personnel assigned to FID may be deselected for acts or behaviors that would have disqualified them from selection to FID. Deselection will be consistent with the Department's downgrade and/or administrative transfer procedures (Manual Sections 3/762.35 and 3/763.55). Deselection will be considered if it involves a sustained allegation listed in this section under "Evaluation of Findings." If deselection is appropriate, the Letter of Transmittal for the involved complaint must include either a recommendation to deselect or justification for retention.

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**763.77 REVIEW OF *GANG ENFORCEMENT DETAIL* SELECTED CANDIDATE’S WORK HISTORY AND EVALUATION OF FINDINGS.** An interview/selection package must be prepared for each *Gang Enforcement Detail (GED)* applicant or “operational need” transfer/loan as part of an eligibility review and assessment. Until such time as TEAMS II is available, supervisors and managers will, in addition to reviewing documentation listed in Manual Section 3/763.75, utilize existing Departmental databases, information, and other documents to conduct this eligibility review and assessment, to include:

- The applicant’s Divisional Employee Folder, Form 01.01.00; and,
- Department personnel package.

The intent of reviewing an officer’s work history is to assist in the evaluation of a candidate’s appropriateness for GED duties and responsibilities.

**Documentation of Findings.** Supervisors must document in writing on a TEAMS Evaluation Report, Form 01.78.04, their consideration of any sustained complaint, or discipline against an officer for each of the following:

- Excessive force;
- False arrest or charge;
- Improper search/seizure;
- Sexual harassment;
- Discrimination; or,
- Dishonesty.

Supervisors and managers may decide to select or retain (i.e., extension of assignment) an officer with a sustained complaint in one or more of these categories. However, that decision *shall* be justified in writing on a TEAMS II Evaluation Report and retained in the interview/selection package.

**Selection.** The interview/selection package for the selected candidate *shall* be submitted to the Area commanding officer for review. If approved, the commanding officer must sign the TEAMS II Evaluation Report. Interview/selection packages *shall* be securely maintained within the administrative offices of the Area commanding officer.

**Deselection.** Sworn personnel assigned to a GED may be deselected if they commit an act or behavior that would have disqualified them from selection to GED. Deselection will be considered if it involves any of the sustained allegations resulting in a determination of misconduct in the categories listed *above*. The Letter of Transmittal for the involved complaint must include either a recommendation to deselect or justification for retention.

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**763.85. FIELD TRAINING OFFICER QUALIFICATION AND SELECTION/  
ASSIGNMENT REQUIREMENTS.**

**Basic Eligibility Requirements.** Prior to applying for a *Field Training Officer (FTO)* position, officers *shall* have:

- Met the eligibility requirements established in the Field Training Manual; and,
- Demonstrated analytical skills, cultural and community sensitivity, diversity and commitment to police integrity that meet or exceed standards.

**Selection/Assignment Requirements.** Sworn personnel can be assigned to an FTO position in the following ways:

- A current Police Officer III in a non-FTO position (e.g., coming from an assignment in the same Area and competing for an FTO position);
- A Police Officer II on a Police Officer III eligibility list competing for an FTO position via the advanced paygrade selection process; or,
- A Police Officer III (an existing FTO or non-FTO) laterally transferring into an FTO position (Manual Section 3/762).

Sworn personnel competing for an FTO assignment must submit a Transfer Applicant Data Sheet, Form 15.88.00, their two most recent Standards Based Assessments - Lieutenant and Below, Form 01.87.00, and a current copy of their Training Evaluation and Management System II (TEAMS II) report (promotional/paygrade advancement TEAMS II report only).

**Review of Selected Candidate's Work History and Evaluation of Findings.** In addition to reviewing documentation listed above, commanding officers will utilize existing Departmental databases, information and other documents to assess a selected FTO candidate's work history, to include:

- Review the employee's entire complaint history, including failure to appear, failure to qualify, and preventable traffic crashes;
- Review **all** sustained and pending complaints to ascertain if they contain elements of excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty;

**Note:** Listing the complaint history or attaching a TEAMS II report is insufficient.

- *Contact Force Investigation Division and ensure that any information obtained regarding LERI and In-Custody Deaths is documented in the narrative section of the TEAMS Evaluation Report (TER), Form 01.78.04.*

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The intent of reviewing a selected candidate's work history is to assist in the evaluation of that candidate's appropriateness for FTO duties and responsibilities.

Commanding officers *shall* document their consideration of any sustained complaint, or discipline against a selected candidate on a TER, for each of the following:

- Excessive use of force;
- False arrest or charge;
- Improper search or seizure;
- Sexual harassment;
- Discrimination; or,
- Dishonesty.

Commanding officers may decide to select or retain an employee with a sustained complaint in one or more of these categories. However, that decision *shall* be justified in writing on a TER and retained in the interview/selection package.

It remains the responsibility of each FTO to maintain proficiency in their performance as an FTO, including the requirements established for eligibility and in the Field Training Manual. The FTO must also remain in compliance with current requirements, including the successful completion of the Peace Officer Standards and Training (POST) mandated FTO Course and any required FTO recertification course(s). It is incumbent upon commanding officers to continually monitor the performance of their command's FTOs and their compliance with FTO training standards.

**Review of Candidate's Work History and Evaluation of Findings – Lateral Transfers.**

Sworn employees seeking to laterally transfer into an FTO position must submit the following for review and approval by both the *ir* current commanding officer and the commanding officer of the receiving Area/division:

- Request for Transfer and/or Change in Paygrade, Form 01.40.00;
- Current TEAMS II report (promotional/paygrade advancement TEAMS II report only); and,
- Standards Based Assessment - Lieutenant and Below, Form 01.87.00 (two most recent).

When approved, the documents *shall* be forwarded to, and maintained at, Personnel Division. Upon actual transfer of a sworn employee, the receiving commanding officer *shall* conduct another work history review and assessment, as required in Manual Section 3/762.80.

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**Conditional Assignment Pending Training.** Every employee selected for, or assigned to, an FTO position must have successfully completed FTO School prior to working with a probationer in the Structured Field Training Program *Period (SFTPP)*, and they must meet the training requirements detailed in the Field Training Manual.

An officer's FTO assignment is **conditional** upon successful completion of the requisite school(s). If the officer is unable to successfully complete the requisite school, a Notice to Correct Deficiencies (NTCD), Form General 78, *shall* be served to the officer, who will then have **90 days** to complete remedial training.

Absent exigent circumstances such as extended illness or injury, the FTO candidate will be downgraded or transferred to a non-FTO position if they fail to successfully complete remedial training, pursuant to Manual Sections 3/762.55 and 3/763.35. In the case of a downgrade and/or transfer of an employee during this conditional assignment phase, the employee may seek an *Administrative Appeal* via Employee Relations Group.

**Note:** The current Memorandum of Understanding (MOU No. 24) outlines the administrative appeal process and filing requirements.

Additionally, an officer who is deselected and downgraded from an FTO position, per Manual Section 3/763.55, *shall* not be assigned an advanced paygrade position for at least 26 Deployment Periods (two years). An FTO's commanding officer will have final authority for removing an FTO from the responsibility of training a probationer in the *SFTPP*.

Los Angeles Police Department

# RESIGNATION

To: CHIEF OF POLICE (via chain of command)	DATE
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Chief:

Effective the close of \_\_\_\_\_ ; I hereby tender my resignation for the following reason:

NAME (Print or Type)	TITLE	AREA/DIVISION	SIGNATURE	SERIAL NO.
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Statement of Commanding Officer regarding quality of service rendered by employee:

**Resignation is not final until it has been accepted by the Chief of Police or acknowledged by the signature of the Commanding Officer, Personnel Division.**

**Reinstatement \_\_\_\_\_ recommended.**

PRIOR TO DETERMINING ELIGIBILITY FOR REINSTATEMENT, THE FOLLOWING SHALL BE REVIEWED:

- Dept. Personnel Package  *Complaint Management System (CMS) Report*
- TEAMS Printout
- VERIFICATION OF RETURN OF POLICE PROPERTY BY RESIGNING EMPLOYEE (MANUAL SECTION 3/607.30)
- PRE-EXIT INTERVIEW VERIFIED \_\_\_\_\_  
(DATE-LOCATION)
- SEND TO PROFESSIONAL STANDARDS BUREAU, IF 01.28.00 PENDING

COMMANDING OFFICER	SERIAL NO.	DATE
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**FORWARD IMMEDIATELY TO PROFESSIONAL STANDARDS BUREAU OR PERSONNEL DIVISION.**

Remarks:

COMMANDING OFFICER, PERSONNEL DIVISION	SERIAL NO.	DATE
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**FIELD TRAINING OFFICER  
ACKNOWLEDGEMENT RECEIPT**

Rank/Paygrade (Print)	Last Name, First, M.I.	Serial No.
<p><b>SELECTION/LATERAL TRANSFER</b></p> <p>Assignment as a Field Training Officer (FTO) can be made either by the advanced paygrade selection process or a transfer into a vacant FTO position via the provisions of Memorandum No. 4 (1980) known as a “book transfer.”</p> <p>Notwithstanding eligibility for assignment to an FTO position, the Department reserves the right to consider pertinent personnel information prior to selection or approval of a Request For Transfer and/or Change in Paygrade, Form 01.40.00. As part of this process, supervisors and managers, to the extent available, utilize the officer’s existing TEAMS report. Additionally, when an officer is selected or is approved for a transfer to an FTO position, supervisors and managers are required to document their consideration of sustained complaints, or disciplinary action taken against an officer for excessive force, false arrest or charge, improper search and/or seizure, sexual harassment, discrimination, or dishonesty.</p>		
<p><b>CONDITIONAL ASSIGNMENT AND TRAINING</b></p> <p>The California Commission on Peace Officer Standards and Training (POST) requires that all FTOs complete FTO training prior to training probationary officers. Each officer who was previously an FTO, but has not worked in that capacity for three years or more, shall attend and successfully complete either FTO School or an FTO refresher course. For each officer who is required to attend FTO training, the assignment to FTO is <b>conditional</b> pending successful completion of the training.</p>		
<p><b>DESELECTION</b></p> <p>Officers assigned as FTOs may be deselected if they commit an act or exhibit behaviors that would have disqualified them from selection to an FTO position. Deselection from an FTO position must be consistent with the Department’s downgrade and/or administrative transfer procedures (Department Manual Sections 3/762.35 and 3/763.55).</p>		
<p><b>ACKNOWLEDGEMENT</b></p> <p>I acknowledge the above conditions as set forth and understand that my failure to successfully complete the above specified training within <b>90 days</b> of being notified of the need for remedial training (via a Notice to Correct Deficiencies) <b>will</b> result in my reassignment from the FTO position and generally a downgrade to Police Officer II pursuant to Manual Section 3/763.55. I also acknowledge that if I am deselected during the <b>conditional assignment</b> phase, I may <b>not</b> appeal the downgrade and/or administrative transfer. However, if the deselection occurs outside the conditional assignment phase, I may request an administrative appeal.</p>		
Signature of Officer	Serial No.	Date
Signature of Issuing Supervisor	Serial No.	Date

Los Angeles Police Department  
**TEAMS EVALUATION REPORT**

01.78.04 (10/2025)

EMPLOYEE NAME:	SERIAL NO.:	DIVISION:	ASSIGNMENT:
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I.  **TRANSFER**  **LOAN** Date of Loan: \_\_\_\_\_  
 All transfers shall use the Final Selection Process/Transfer Process TEAMS filter. TEAMS printout attached. RMIS Action Item No.: \_\_\_\_\_

II. This employee was selected for the following assignment:  
 FTO  GED/CLEAR  PSB  NED/GND, Narco Section

III. The following documents have been reviewed for (Attach all available documents to TEAMS Evaluation Report):

FTO	GED/CLEAR/NED/GND, Narco Section	FID	PSB
<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00	<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00	<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00	<input type="checkbox"/> Transfer Applicant Data Sheet, Form 15.88.00
<input type="checkbox"/> Standards Based Assessment Lieutenants and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____	<input type="checkbox"/> Standards Based Assessment Lieutenants and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____	<input type="checkbox"/> Standards Based Assessment Lieutenants and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____	<input type="checkbox"/> Standards Based Assessment Lieutenants and Below, Form 01.87.00 Dates: _____ To: _____ Dates: _____ To: _____
<input type="checkbox"/> TEAMS printout Date: _____	<input type="checkbox"/> Division Employee Folder, Form 01.01.00 (for GED/CLEAR only) <input type="checkbox"/> Department Personnel Package <input type="checkbox"/> TEAMS printout Date: _____ <input type="checkbox"/> Copy of the Receipt for the Original Confidential Financial Disclosure Packet, Form 01.74.02 <input type="checkbox"/> Basic Gang Awareness Course Date: _____ or Supervisor Action Item Number: _____ (for GED/CLEAR only)	<input type="checkbox"/> TEAMS printout Date: _____	<input type="checkbox"/> TEAMS printout Date: _____ <input type="checkbox"/> Any other investigations being conducted by PSB <input type="checkbox"/> Interview/Evaluation/Questions

Sections IV, V and VI shall be completed only for selections to FTO, GED, CLEAR, FID and PSB.

IV. Internal Affairs Division was contacted to obtain complaint history.  
Employee Obtaining Information: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

V. Critical Incident Review Division was contacted to ascertain if the sworn employee was involved in a LERI or In-Custody Death.  
Employee Obtaining Information: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

NARRATIVE: List each sustained administrative investigation, instance of discipline, unauthorized force, false imprisonment, unlawful search, sexual misconduct, discrimination, dishonesty, etc. and document review and consideration of each item.

(Continue on Page 2)

INTERVIEWING SUPERVISOR (GED/CLEAR ONLY):	SERIAL NO.:	DIVISION:	DATE:
WATCH COMMANDER / SUPERVISOR COMPLETING REVIEW:	SERIAL NO.:	DIVISION:	DATE:
COMMANDING OFFICER APPROVING:	SERIAL NO.:	DIVISION:	DATE:

**REQUEST FOR EXTENSION: (GED/CLEAR ONLY)** Note: All requests exceeding 3 months require approval of COP.

Approved  Denied

Employee due out (mo/yr): _____	BUREAU COMMANDING OFFICER:	SERIAL NO.:	DATE:
Extension requested to (mo/yr): _____	DIRECTOR, OFFICE OF OPERATIONS:	SERIAL NO.:	DATE:
	CHIEF OF POLICE:		DATE:

## TEAMS EVALUATION REPORT

NARRATIVE CONTINUED:

Los Angeles Police Department  
**TRANSFER ACTION ITEM FORM**

INVESTIGATIVE NARRATIVE CONTINUATION SHEET:

Los Angeles Police Department  
**TRANSFER ACTION ITEM FORM**

EMPLOYEE NAME	SERIAL NO.
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Date of Transfer: \_\_\_\_\_

RMIS TAI No. \_\_\_\_\_

TEAMS printout attached. **Only** Final Selection Process/Transfer Process TEAMS shall be used to complete this form.

**INVESTIGATIVE NARRATIVE:**

YOU MUST RESPOND TO ALL OF THE FOLLOWING ITEMS BELOW:

1. Division:

2. Assignment:

3. List each sustained administrative investigation *and/or* instance of discipline *for* excessive force, false arrest or charge, improper search or seizure, sexual harassment, discrimination, dishonesty, etc. Document your review and analysis of each item in the space provided below:

4. Name, Serial No., and date of watch commander/supervisor reviewing employee's TEAMS Report:

WATCH COMMANDER/ SUPERVISOR COMPLETING REVIEW	SERIAL NO.	DIVISION	DATE
COMMANDING OFFICER APPROVING	SERIAL NO.	DIVISION	DATE

Los Angeles Police Department  
**GED Selection Checklist**  
**NEW SELECTION/LOANS**

Employee Name: \_\_\_\_\_ Serial No. \_\_\_\_\_ Rank: \_\_\_\_\_

GED                       CLEAR                       BUREAU GED

**CHECKLIST OF SELECTION DOCUMENTATION**

- Transfer Applicant Data Sheet, Form 15.88.00, (DMS 3/763.75, "Application Requirements for a GED/CLEAR Position")(Except for Loans).
- TEAMS Evaluation Report (DMS 3/763.76) - Supervisor completing report must sign the TER (signature required).
- TEAMS II Report (Promotion, Paygrade Advancement and BOR) - Dated within 30 days of CO's approval. If a delay in the review process occurs, the original TEAMS Report must remain with the selection package indicating when it was originally pulled.
- Performance Evaluation(s) (Department Manual Section 3/763.75) (the most recent SBAs covering a minimum of one year).
- Transfer and/or Change in Paygrade, Form 01.40.00, (ONLY when officer/supervisor first enters and departs detail) - Not required for loans.
- Written approval from the Chief of Police, if less than 13 DPs have elapsed since prior Gang Unit assignment (per DMS 3/763.78).
- Intradepartmental Correspondence, Form 15.02.00, titled "Paygrade Advancement/Lateral Advanced Paygrade Transfer" from the Area C/O to the C/O, Personnel Division.

*If employee is selected to fill an advance paygrade position, i.e., P-III or Sgt-II, whether or not it is to be an upgrade or a lateral, or a transfer within or from outside the Area, a 15.02.00 is required to accompany the 01.40.00, (per DMS 3/763.76).*

- Copy of Deployment Planning System (DPS) printout showing the selectee's first DP in the GED and a copy of the DPS printout showing the selectee's last DP in the prior assignment. DPS printout must be placed in selection package no later than the first Friday of the new DP.
- Acknowledgment of Receipt of Assimilation Training.  
*Per HRB Notice, dated December 27, 2000, "Assimilation into Specialized Unit Standardized Training." Original maintained in Divisional Personnel Folder, copy to Selection Package.*
- Confidential Financial Disclosure Report (Form 01.74.01) Date submitted: \_\_\_\_\_
- Upon selection, all documentation shall be packaged. The selection package shall be stored with all supporting documentation and it is recommended that GED selection packages be consistently kept in one designated location at each Area.

**I. BACKGROUND — EMPLOYMENT HISTORY**

*(The following information shall be verified through TEAMS review by a Supervisor):*

**POLICE OFFICER**

Date of hire to Department: \_\_\_\_\_ Date Officer Completed Probation: \_\_\_\_\_

Did Officer complete two years of patrol\* time?                       YES  NO (\*Patrol, Transit, or Traffic)

Did Officer acquire a total of three years as a police officer?                       YES  NO (one year probation and two years patrol)

**SERGEANT**

Date of hire to Department: \_\_\_\_\_ Date Sergeant Completed Probation: \_\_\_\_\_

Was Sergeant wheeled from probationary Area?                       YES  NO                      Date: \_\_\_\_\_

Did Sergeant complete one year as a patrol supervisor?                       YES  NO                      Date: \_\_\_\_\_

Los Angeles Police Department  
**GED Selection Checklist**  
**NEW SELECTION/LOANS**

**OFFICERS AND SERGEANTS**

Prior GED or SEU Assignment:  YES  NO Area: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did 13 DPs elapse since prior gang unit assignment?  YES  NO (If no, ensure written approval is obtained from COP.)

**II. TRAINING/SUBJECT MATTER EXPERT VERIFIED**

- Assimilation Training Date of Training: \_\_\_\_\_ Supervisor Providing: \_\_\_\_\_
- CAL/GANG Date of Training: \_\_\_\_\_ Verified in TMS:  YES  NO
- Parole/LEADS Date of Training: \_\_\_\_\_ Verified in TMS:  YES  NO
- Court Certified Gang Expert Which gang(s): \_\_\_\_\_ What Gang Type(s): \_\_\_\_\_

**III. PACKAGE REVIEW**

- Divisional Employee Folder, Form 01.01.00 (DMS 3/763.77)  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_
- Department Personnel Package (DMS 3/763.77)  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_
- Review of Standard Based Assessment (SBA), Lieutenant and Below, Form 01.87.00  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_

*Results: Indicate evidence of a proficiency in a variety of law enforcement activities, i.e., interpersonal, administrative, cultural, community and commitment to police integrity and professional conduct (DMS 3/763.76).*

The two most recent Standard Based Assessments (SBAs) shall be submitted and must cover a period of over a year.

**SBA No. 1** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_ **SBA No. 3** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_  
**SBA No. 2** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_ **SBA No. 4** Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_

**IV. ORAL INTERVIEW {INDICATE TYPE BELOW}**

**ADVANCED PAYGRADE**

Identify location where promotional selection packages containing advertisement, interview worksheets, questions, and tasks and competencies are filed: \_\_\_\_\_

**SUITABILITY INTERVIEW**

Date: \_\_\_\_\_

Signature of Interviewer: \_\_\_\_\_ Serial No. \_\_\_\_\_

Interview notes shall list the name of the interviewer and summarize the following: discussions detailing the officer's suitability pertaining to a variety of law enforcement activities, the officer's interpersonal skills, administrative skills, the officer's commitment to integrity, and his or her success in dealing with the unique cultural differences that exist within our communities.

Los Angeles Police Department  
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**NEW SELECTION/LOANS**

**V. COMPLAINT HISTORY AND UOF [SO No. 27, 2003]**

Commanding officers shall conduct a detailed analysis of the officer's complete work history (complaint history and use of force) and address any issues or patterns noted. While providing an insightful recommendation for the selection/extension of the officer, reference should be made as to how the pattern (if any noted) will not affect the employee's ability to perform duties of a GED officer/supervisor. An extensive list of complaints or use of force incidents and non-specific language used in Intradepartmental Correspondence, Form 15.02.00, are unacceptable.

**COMPLAINTS**      Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_

**NOTE:** Commanding officers are required to review all sustained and pending complaints and document consideration of each sustained complaint that contains any of the six specified categories (excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty) pursuant to Special Order No. 43, 2005.

**These complaints shall be identified by CF Number.** (Document on TER narrative page)

**CRITICAL INCIDENT REVIEW DIVISION (CIRD)**  
(213.486.5950)

Name/Rank Supervisor Contacting CIRD: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Date/Time CIRD Contacted: \_\_\_\_\_ / \_\_\_\_\_ hrs

Name/Rank of CIRD Employee providing information: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Was the officer/sergeant involved in a LERI incident(s) or in custody death(s)?

YES       NO

If yes, what was the outcome(s) of each incident? Identify each by Incident Case Number. (Document on TER narrative page)

**90-DAY LOAN SELECTION**

Per Department Manual Section 3/763.72

A Loan to a GED shall be limited to one 90-day loan within 13 DPs, and justified in writing on a 15.02.00 to the bureau C/O and submitted with the package.

01.40.00 not required.

**NOTE:** If transferred from active loan status to permanent status, a new selection process is not required.

An officer/supervisor that is loaned to a GED/CLEAR Unit, then permanently assigned without leaving the unit shall include their loan as part of the 39 DPs limited tour assignment.

Employee's Loan Start Date: \_\_\_\_\_ Loan End Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Commanding Officer Reviewing

\_\_\_\_\_  
Serial No.

\_\_\_\_\_  
Date

Los Angeles Police Department  
**GED Selection Checklist**  
**EXTENSION REQUEST**

Employee Name: \_\_\_\_\_ Serial No.: \_\_\_\_\_ Rank: \_\_\_\_\_  
 GED                       CLEAR                       BUREAU GED

**REQUEST FOR:**

- 3 Deployment Periods (DPs)
- 13 DPs
- Other \_\_\_\_\_

**Note:** Any extension longer than 3 DPs requires approval of the Chief of Police.

Employee's start date to GED/Special Enforcement Unit (SEU): \_\_\_\_\_ DP No. \_\_\_\_\_

*Date should be verified with the Deployment Planning System (DPS) showing first date employee worked the GED/SEU. A copy of the Employee Organization-View Only History Page showing employee's start date, must be included with the employee's selection package for audit purposes.*

Employee's original due-out date (last day of 39th DP from start date): \_\_\_\_\_

Employee's current due-out date if prior extension granted: \_\_\_\_\_

**CHECKLIST OF EXTENSION DOCUMENTATION**

- TEAMS Evaluation Report (SO No. 23, 2003)
- TEAMS II Report ("Promotion/Paygrade Advancement" Version ONLY, SO No. 27, 2003) - Dated within 30 days of CO's approval
  - \* Does the employee's "Work History" indicate date of assignment to GED/SEU?     Yes     No
  - If Yes, a 01.40.00 is not required for extensions if GED/SEU assignment is properly documented in work history.
  - If No, a 01.40.00 must be completed to show assignment to GED/SEU, backdated to the actual start date based upon DPS. A 15.02.00 cover must provide explanation of 01.40.00 completion, and a copy to be maintained in the original selection package.
  - \* Does the "Work History" and the date of assignment coincide with the actual start date indicated in the DPS?  
 Yes     No    If No, initiate process to correct "Work History" to reflect actual start date.
- Confidential Financial Disclosure Report (Form 01.74.01) on File/Date submitted \_\_\_\_\_

**PACKAGE REVIEW**

- Divisional Employee Folder**, Form 01.01.00 (SO No. 27, 2003)  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
Results: \_\_\_\_\_
- Department Personnel Package** (SO No. 27, 2003)  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
Results: \_\_\_\_\_
- Review of Standards Based Assessment (SBA)**  
Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
Results: (Indicate evidence of a proficiency in a variety of law enforcement activities, i.e., interpersonal, administrative, cultural, community and commitment to police integrity and professional conduct) (SO No. 27, 2003)  
Results:  
SBA No. 1 Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_ SBA No. 3 Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_  
SBA No. 2 Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_ SBA No. 4 Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_

Los Angeles Police Department  
**GED Selection Checklist**  
**EXTENSION REQUEST**

**COMPLAINT HISTORY AND USE OF FORCE**

Commanding officers shall conduct a detailed analysis of the officer's complete work history (complaint history and use of force) and address any issues or patterns noted. While providing an insightful recommendation for the selection/extension of the officer, reference should be made as to how the pattern (if any noted) will not affect the employee's ability to perform the duties of a GED officer/supervisor. An extensive list of complaints or use of force incidents and non-specific Intradepartmental Correspondence, Form 15.02.00, are unacceptable. Each pending complaint or Use of Force must be documented, including the current status of the investigation.

**COMPLAINTS**    Date: \_\_\_\_\_

Employee Providing Info: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Supervisor Contacting: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Note: Commanding officers are required to review all sustained and pending complaints and document consideration of each sustained complaint that contains any of the six specified categories (excessive force, false arrest or charge, improper search/seizure, sexual harassment, discrimination, or dishonesty) pursuant to Special Order No. 43, 2005.

**These complaints shall be identified by CF Number** (document on TER narrative page).

**CRITICAL INCIDENT REVIEW DIVISION (CIRD)**  
(213.486.5950)

Name/Rank Supervisor Contacting CIRD: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Date/Time CIRD Contacted: \_\_\_\_\_ / \_\_\_\_\_ hrs

Name/Rank of CIRD Employee providing information: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Was the officer/sergeant involved in a LERI incident(s) or in custody death(s)?

YES       NO

If yes, what was the outcome(s) of each incident? Identify each by incident case number. (Document on TER Narrative page)

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Signature of Commanding Officer Reviewing \_\_\_\_\_ Serial No. \_\_\_\_\_ Date \_\_\_\_\_