

6-7 On Loan Personnel

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-7**

Subject: **ON-LOAN PERSONNEL SELECTION**

Effective Date:	03/15/2009	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

I. **CONCEPT AND ISSUES**

A. **Purpose**

The purpose of this order is to provide policy and guidelines concerning the selection process and criteria used for "On-Loan" personnel.

B. **Background**

Field Operations Division units have on occasion provided Narcotics Bureau station crews with "On-Loan" personnel to assist with day to day investigations/operations. These "On-Loan" personnel are usually well rounded Patrol or Special Assignment deputies, who have shown a high degree of enthusiasm toward narcotics related investigations and/or issues that affect the communities they serve. Most often they have maintained a strong working relationship with members of their respective station crews.

C. Scope of Policy

This policy applies to the selection process and criteria used to select "On-Loan" personnel.

D. Accountability

"On-Loan" personnel are generally assigned to the station crew at their home unit of assignment. The Crew Sergeant of the respective station crew shall be accountable for completing the "Narcotics Bureau On-Loan Personnel Selection Checklist," which is attached to this Bureau Order.

E. Conclusion

This policy delineates the specific criteria and guidelines used to select "On-Loan" personnel. The policies discussed in this order help to provide a level of consistency with regards to the selection process for all newly assigned personnel regardless of permanency, which reduces the risk of overall liability to the Narcotics Bureau.

II. Policy

All personnel who are permanently selected for assignment to the Narcotics Bureau must meet certain selection criteria and undergo a comprehensive background process prior to their appointment to the Bureau.

In an effort to provide a certain level of consistency with regard to "On-Loan" personnel, this Bureau Order describes the selection criteria and process which shall be used prior to the acceptance of "On-Loan" personnel into the Bureau.

Each "On-Loan" candidate shall meet the following criteria:

1. Complete a Detective Division Application.
2. Shall not be the Subject of an ICIB or Administrative investigation (excluding traffic).
3. Shall not be on Performance Review.
4. A full Executive Summary PPI shall be submitted for the Captain's review.
5. Must receive the Bureau Captain's approval prior to temporary assignment with Narcotics Bureau.

Once the above criteria has been met, the "On-Loan" deputy shall complete the following under the guidance of his/her Crew Sergeant:

6. Meet with the Bureau Captain upon assignment.
7. Participate in an orientation tour of the Bureau Headquarters.
8. Review and submit completed documentation required by the

Operations and Training Staffs.

9. Sign for and receive equipment supplied by the Bureau.
10. Receive a Narcotics Bureau Manual.
11. Initiate training program with crew training partner.

The listed selection criteria and process has been documented in the "Narcotics Bureau On-Loan Personnel Selection Checklist." This checklist shall be completed by the respective Crew Sergeant and submitted to the Bureau Training Staff for maintenance.

All newly assigned personnel, whether "On-Loan" or permanent, shall be required to complete the Narcotics Bureau training program as described in Narcotics Bureau Order Number 1-4.

ORIGINAL SIGNED_

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

NARCOTICS BUREAU "ON-LOAN" PERSONNEL SELECTION CHECKLIST

NAME: _____ **EMPLOYEE #** _____

1. Detective Division Application submitted.	Date Completed:
2. Candidate is not the Subject of an ICIB or Administrative Investigation (excluding traffic).	Date Completed:
3. Candidate is not on Performance Review.	Date Completed:

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4. Executive Summary PPI submitted for Bureau Captain's review.	Date Completed:
5. Approval from Bureau Captain.	Date Completed:
6. Meet with Bureau Captain upon assignment.	Date Completed:
7. Participate in an orientation tour of Bureau Headquarters.	Date Completed:
8. Review and submit completed documentation required by the Operations and Training Staffs.	Date Completed:
9. Sign for and receive equipment supplied by the Bureau.	Date Completed:
10. Receive a Narcotics Bureau Manual	Date Completed:
11. Initiate training program with crew training partner. Crew training partner name:	Date Completed:

Submitted By: _____ Date: _____

Received By: _____ Date: _____

