

6-9 Personnel Selection

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **6-9**

Subject: **PERSONNEL SELECTION**

Effective Date:	03/15/2009	Last Date Revised:	04/02/2010
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 Bureau supervisory personnel.

B. **Scope of Policy**

This policy applies to the selection process and criteria used to select all incoming sergeant and lieutenant personnel. Deputy Bonus I, Deputy Bonus II items will be selected by current Department and Bureau of Compliance guidelines.

C. Accountability

Sergeants or Lieutenants assigned to the review process for applicants shall be accountable to follow the intent and purpose of this order which is to select the best candidates for transfer into the Narcotics Bureau with a conscientious review of qualifications, background, training, experience, education and past performance.

D. Conclusion

This policy delineates the specific criteria and guidelines used to select all newly assigned personnel, with the intent to reduce the risk and overall liability to the Narcotics Bureau.

II. POLICY

All supervisory personnel who are selected for permanent assignment to the Narcotics Bureau must meet certain requirements. Each successful applicant shall meet the following criteria:

1. Complete a Detective Division Application (Sergeants and Lieutenants only).
2. Undergo a comprehensive review / validation of information submitted by the applicant to be performed by a Bureau Sergeant, Lieutenant or Captain. The "Sergeant's Applicant Background Report" and "Sergeant's Rating Form" will be used by the Bureau supervisor. Also, the "Background Questionnaire for Sergeants" will be used to interview the candidate's current supervisor (Captain or Operations Lieutenant) for a recommendation from their current unit of assignment.
3. Shall not be the Subject of an ICIB or Administrative investigation - excluding traffic or shooting qualification. The Operations Sergeant or Lieutenant will contact the Captain of ICIB to determine if there are any active ICIB investigations.

4. An inquiry shall be made to ascertain if the candidate is on performance review. The fact that a candidate is on performance review will not automatically exclude that candidate from the selection process.

5. A Summary PPI shall be submitted for the Captain's review.

The Narcotics Bureau Unit Commander will review the list of applicants and the background evaluations completed. When openings within the Bureau occur, supervisory personnel will be selected by the Unit Commander to fill those vacancies from the pool of reviewed applicants. If that list is over 30 days old, a new summary PPI on those applicants who are being considered shall be submitted, and another inquiry made to ensure that they are not the subject of an ICIB or Administrative investigation.

Upon being successfully selected, all newly assigned supervisory personnel shall be required to complete the Narcotics Bureau training program as described in Narcotics Bureau Order Number 1-4.

The attached background evaluation forms are to be used for supervisory/management positions only. They are not to be used for deputy positions.

ORIGINAL SIGNED__

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION - NARCOTICS BUREAU

SERGEANT

APPLICANT BACKGROUND REPORT

BACKGROUND
RATING:

APPLICANT: _____
SERGEANT

EMPLOYEE NUMBER: _____ **U.O.A.:** _____

BACKGROUND REPORT
BY: _____

PERSONNEL FILE:

RATING ON LAST TWO
ANNUAL EVALUATIONS: _____ **DATE:** _____

_____ **DATE:** _____

SIGNIFICANT COMMENTS:

DISCIPLINARY ACTIONS:

COMMENDATIONS:

DRIVING RECORD:

TIME RECORDS:

“COMMENT BOOK” ENTRIES:

OTHER RELEVANT INFORMATION:

PRESENT / PAST ASSIGNMENTS:

COMMENTS / CONTACTS:

NARCOTICS BUREAU PERSONNEL:

COMMENTS / CONTACTS:

EVALUATION OF WRITTEN PRODUCT:

PHYSICAL LIMITATIONS (if any):

ADDITIONAL COMMENTS:

DISQUALIFICATION NOTICE:

DISQUALIFICATION NOTIFICATION BY: _____

DATE: _____ **TIME:** _____

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PRIOR INVESTIGATIONS

***** DO NOT DISCARD PRIORS *****

NAME: _____ **EMPLOYEE #:**

Last, First MI

FOUNDED INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

UNSUBSTANTIATED INVESTIGATIONS:

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FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

UNFOUNDED INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

PENDING INVESTIGATIONS:

FILE #	DATE	ALLEGATION(S)	DISCIPLINE	IAB	DIV

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Los Angeles County Sheriff's Department

Detective Division - Narcotics Bureau

SERGEANT'S APPLICANT BACKGROUND RATING FORM

APPLICANT NAME : _____ U.O.A.

BACKGROUND RATING: (*circle one*)

DOES NOT MEET MINIMUM STANDARDS / MEETS MINIMUM STANDARDS / EXCEEDS MINIMUM STANDARDS / OUTSTANDING

To be eligible for the position of Narcotics Bureau Crew Sergeant, all elements for minimum standards must be met. To receive a rating of "Exceeds Minimum Standards", no less than 7 elements must be met in addition to meeting the minimum standard. To receive a rating of "Outstanding", no less than 5 elements in the "Outstanding" category must be met in addition to meeting the minimum standard and all of the elements for "Exceeds Minimum Standard".

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MINIMUM STANDARD

~ Three years at the rank of Sergeant.

~ Successful completion of training in both custody and patrol assignments (Deputy Training).

~ Driving record with no more than one preventable accident within the past 24 months.

~ The applicant's performance evaluation as a sergeant have all been at the level of competents or higher.

~ No founded investigations involving ethical behavior.

EXCEEDS MINIMUM STANDARDS

â~ Last two performance evaluations were "Very Good" or above.

â~ No founded investigations during last 12 months.

â~ Applicant is rarely absent or late to work.

â~ Applicant is a self-starting supervisor who consistently seeks out new challenges.

Consistently completes all assignments in a timely manner.

â~ Supervising Watch Commander recommends the applicant for a Narcotics Bureau position.

â~ Applicant interacts with Crew Sergeant on a regular basis.

â~ Supervising Watch Commander indicates the applicant demonstrates strong leadership traits. The applicant consistently takes charge of tactical events, ensuring their appropriate resolution.

â~ Applicant demonstrates an above average ability to perform administrative duties and tasks.

â~ Applicant demonstrates the ability to work closely and supervise small work groups. Gets along well with other employees.

â~ Applicant demonstrates supervisory courage by fully cooperating in the disciplinary process.

OUTSTANDING

Last two performance evaluations were "Outstanding."

â~ Highly motivated supervisor who consistently sets the standard for supervision among his/her peers.

â~ Station Captain highly recommends applicant a Narcotic's Bureau position.

â~ The Applicant has been assigned to mentor/train newly assigned supervisors.

â~ Applicant possesses a great deal of credibility and respect with his/her peers, subordinates and supervisors.

Extremely knowledgeable of current legal issues.

â~ Applicant has prior investigative experience and/or has supervised a special team, (COPS, SPU, etc.), and has a recommendation from that unit.

â~ Applicant has demonstrated a strong interest in narcotics enforcement, (e.g. special training, or A member of C.N.O.A., etc.)

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