OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 4

April 25, 2016

SUBJECT: PRODUCT EVALUATION PROCEDURES - REVISED

PURPOSE: Department Manual Section 3/270, Product Evaluation Procedures, has been revised to clarify that only the product evaluations requiring an approval from the Uniform Committee shall be approved, directed, and coordinated by Policies and Procedures Division (PPD). All other product evaluations shall be handled by the product’s subject matter experts in accordance with their respective offices’ and/or bureaus’ guidelines.

PROCEDURE: Department Manual Section 3/270, Product Evaluation Procedures, has been revised, and is attached with the revisions indicated in italics.

AMENDMENTS: This Order amends Section 3/270 of the Department Manual. The Organization and Functions of the Los Angeles Police Department link on the Department’s Local Area Network will be updated accordingly to reflect the changes related to the functions of PPD.

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.

CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"
270. PRODUCT EVALUATION PROCEDURES. The Product Evaluation Manual shall be maintained by Policies and Procedures Division (PPD). Only the product evaluations requiring an approval from the Uniform Committee shall be approved, directed, and coordinated by PPD. All other product evaluations shall be handled by the product's subject matter experts in accordance with their respective offices' and/or bureaus' guidelines.

270.10 PRODUCT EVALUATION REQUESTS. All requests, approved or disapproved, for product evaluations of items approved by the Uniform Committee shall be forwarded to Policies and Procedures Division. When Department employees originate the requests, they shall submit an Employee's Report, Form 15.07.00, to their commanding officer containing the following information:

- Available preliminary data on the product;
- A description of the need for the product; and,
- Any history of contact by a Department employee, on or off duty, with the product, its manufacturer, or its distributor.

Upon receipt of the request, the employee's commanding officer shall review the request and forward it through channels along with an Intradepartmental Correspondence, Form 15.02.00, to Policies and Procedures Division. The Intradepartmental Correspondence shall contain any additional information known to the commanding officer, including an opinion, if any, as to the desirability of the product.

All other product evaluation requests for items not governed by the Uniform Committee (i.e., technology, specialized equipment) shall be handled in accordance with the guidelines established by the respective office or bureau of the item's concerned Department Subject Matter Expert.
ORGANIZATIONS AND FUNCTIONS OF THE LOS ANGELES POLICE DEPARTMENT

POLICIES AND PROCEDURES DIVISION.

POLICIES AND PROCEDURES DIVISION - FUNCTIONS. Policies and Procedures Division is responsible for the following functions:

- Conducting research and preparing directives and correspondence, as needed, for the Chief of Police;
- Coordinating the distribution of all directives from the Chief of Police;
- Evaluating and implementing recommended changes in policies and procedures;
- Staffing the Department Operations Center, when activated;
- Conducting confidential research and analysis on issues of concern to the Chief of Police;
- Participating in the formulation of the Department’s annual overtime directive governing expenditures and disbursements;
- Amending and maintaining the Department Manual;
- Developing new forms and examining existing forms to determine the need for revision or elimination;
- Conducting research and preparing special project reports as directed;
- Researching and analyzing short-term and long-term matters which affect Department operations;
- Responding to selected inquiries from other agencies regarding Department procedures, policy, and operations;
- Maintaining the Product Evaluation Manual;
- Coordinating, monitoring and assigning product evaluations that require the approval of the Uniform Committee; and,
- Researching future trends.