

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 7

May 14, 2015

**SUBJECT: DEPARTMENT CHIEF SUSTAINABILITY OFFICER - ESTABLISHED**

**PURPOSE:** On April 8, 2015, the Mayor released Executive Directive No. 7, titled *Sustainable City pLAN* (Plan), and established sustainability as a core value for the City of Los Angeles. The Los Angeles Police Department (LAPD) and other specified City departments are required to designate a Department Chief Sustainability Officer (DCSO) who shall be responsible for implementing the Plans initiatives and developing innovative sustainability strategies. The DCSO shall be a senior Department official and collaborate closely with the Mayor's Office on relevant policies and programs.

**PROCEDURE:** The Chief of Staff has been designated as the DCSO for the LAPD and shall be responsible for implementing the Plan's initiatives related to the Department. All commanding officers shall familiarize themselves with the Department's responsibilities as set forth in the Mayor's Executive Directive No. 7, which can be accessed at <http://plan.lamayor.org/>.

**AMENDMENT:** This Order amends the Organization and Functions of the LAPD, which is accessible under the 'Organization' link on the Department's Local Area Network.

**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"

**THE ORGANIZATION AND FUNCTIONS OF THE  
LOS ANGELES POLICE DEPARTMENT  
Revised by Administrative Order No. 7, 2015**

**OFFICE OF THE CHIEF OF POLICE, CHIEF OF STAFF.**

**OFFICE OF THE CHIEF OF POLICE, CHIEF OF STAFF -FUNCTIONS.** The Chief of Staff is under the direction of the Chief of Police and is responsible for:

- Coordinating the flow of information from command and staff officers to ensure that the Chief of Police is fully informed prior to making decisions;
- Performing and coordinating special administrative audits and investigations;
- Coordinating Department boards of inquiry and ad hoc committees convened by the Chief of Police;
- Maintaining a permanent file of all requests to attend court in an on-duty status when appearing as a defendant in a criminal prosecution arising from employment with the Department;
- Maintaining a permanent file of all correspondence and reports concerning Department boards of inquiry and ad hoc committees convened by the Chief of Police;
- Maintaining files of the findings and recommendations of the Use of Force Review Board;
- Assisting, advising, and submitting recommendations to the Chief of Police in matters involving employee relations;
- *Serving as the Department's Chief Sustainability Officer in accordance with the Mayor's Executive Directive No. 7 (2015); and,*
- Exercising line command over the operations of Administrative Section;

**CHIEF OF STAFF, SPECIAL DUTIES - INFORMATION IMPACTING CITY GOVERNMENT.** Upon receiving notification of information which may have significant impact on City government, the Chief of Staff will immediately cause the following notifications to be made:

- Chief of Police;
- President, Board of Police Commissioners;
- Office of the Mayor, City of Los Angeles;
- President, Los Angeles City Council; and,
- Chair, Public Safety Committee, Los Angeles City Council.

**CHIEF OF STAFF - ORGANIZATION.** The Chief of Staff is comprised of the Administrative Section.

**CHIEF OF STAFF, ADMINISTRATIVE SECTION.**

**ADMINISTRATIVE SECTION FUNCTION.** The Administrative Section, under the direction of the Chief of Staff, is responsible for:

- Processing and tracking all incoming correspondence for the Chief of Police's review or signature;
- Drafting various types of correspondence for the Chief of Police's signature;
- Performing support staff functions for the Chief of Police and Chief of Staff; and,
- Performing various planning and research duties on special projects from the Chief of Police.



ERIC GARCETTI  
MAYOR

### EXECUTIVE DIRECTIVE NO. 7

Issue Date: April 8, 2015

**Subject: Sustainable City pLAN**

Today I am releasing the Sustainable City pLAN. As Mayor, I have made sustainability a core value for all that we do together in this City. All City Departments must contribute to and be responsible for the sustainable future of Los Angeles. The pLAN sets the course for a Los Angeles that is economically prosperous and environmentally sustainable and that ensures equal opportunity for all.

The current version of the pLAN is attached. The Office of the Mayor will issue a report on the pLAN every year as well as a major update of the pLAN every four years.

In accordance with the pLAN, I hereby order the following:

- All General Managers, Heads of Departments/Offices, and Commissions of City Government shall use the pLAN as a tool in strategic planning and prioritization of programs to achieve the near-term and long-term outcomes outlined in the pLAN, including by adopting pLAN strategies and priority initiatives.
- All General Managers, Heads of Departments/Offices, and Commissions of City Government shall take ownership of the pLAN components under their respective jurisdictions and shall collaborate with other Departments/Offices on programs that cut across departmental operations.
- To ensure accountability and departmental alignment with the pLAN, all General Managers, Heads of Departments/Offices, and Commissions of City Government shall provide regular written reports on meeting and beating the outcomes in the pLAN and shall incorporate pLAN progress into any annual performance-review submissions.
- All General Managers, Heads of Departments/Offices, and Commissions of City Government shall use the pLAN to help establish budget priorities for their Departments/Offices and shall submit proposals that achieve outcomes in the pLAN for consideration in my annual proposed budget.

- To capture progress of deliverables and to ensure transparency on an ongoing basis, all General Managers, Heads of Departments/Offices, and Commissions of City Government shall provide any raw data regarding the pLAN activities on the City's open-data portal and shall publish to the online pLAN dashboard metrics and indicators related to the near-term and long-term outcomes outlined in the pLAN.
  
- The General Manager of each of the following Departments and Bureaus shall designate a Department Chief Sustainability Officer or Bureau Chief Sustainability Officer (DCSO or BCSO) who shall be responsible for implementing pLAN initiatives and developing innovative strategies. DCSOs and BCSOs shall be senior officials; they shall work closely with the Mayor's Chief Sustainability Officer on policy decisions and major programs, and they shall collaborate with one another. I encourage General Managers and Heads of Departments/Offices not listed below to consider designating a person responsible for the functions of a DCSO or BCSO.
  - Airports
  - Building and Safety
  - City Planning
  - Contract Administration
  - Cultural Affairs
  - Economic and Workforce Development
  - Engineering
  - Fire
  - General Services
  - Harbor
  - Housing and Community Investment
  - Information Technology
  - Library
  - Neighborhood Empowerment
  - Police
  - Recreation and Parks
  - Sanitation
  - Street Lighting
  - Street Services
  - Transportation
  - Water and Power
  - Zoo

Executed this 8th day of April 2015.

  
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ERIC GARCETTI  
Mayor