

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number SSU-001
	Subject Conducting Department Authorized Research Testing and Evaluation	
	Special Instructions Replaces CIU-002 dated March 12, 2009	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for conducting Department authorized research and/or testing and evaluation (RTE).

II. POLICY

All Department RTE shall be authorized by the Assistant Chief of Staff (AC/S) Operations and coordinated with the Staff Services Unit (SSU). No testing or evaluation, either formal or informal, shall be conducted outside the procedures in this SOP.

III. DEFINITIONS

A. PROJECT – Any Department sponsored research and/or testing and evaluation of products, devices, instruments, equipment, concepts, etc. by the SSU.

B. PROJECT OFFICER – Individual responsible for RTE reporting.

C. PROJECT TRACKING LOG (PTL) – Contains pertinent lead data and information to be maintained by SSU.

D. APPROPRIATE AUTHORITY – Superintendent, Chief of Staff, or AC/S Operations.

IV. PROCEDURE

A. All RTE requests shall be submitted, in writing, through channels, using the RTE Project Request form, to the AC/S Operations who shall:

1. Return all rejected requests to the employee who originated it, or
2. Forward any approved requests to the SSU Commander who shall assign a RTE a project number and will then oversee/coordinate the RTE project to its conclusion.

C. The SSU Commander may utilize the employee making the initial request for RTE as the project officer or may, upon justification, select another employee to serve as the project officer. If the initial employee is not selected as the project officer, the employee should be given an opportunity to participate in the project; unless justification exists to prohibit it.

D. It shall be the responsibility of the project officer to ensure necessary waivers are signed and completed prior to the beginning of any testing; that all time-lines are met during the project; and

upon the RTEs completion, shall forward the RTE Final Report, in writing, to the SSU Commander for review.

E. Upon review for completeness, accuracy, and with a recommendation about the effectiveness of the proposal the SSU Commander shall forward the RTE final report, through channels, to the AC/S Operations and the appropriate authority for review and final approval.

F After final review and approval, the appropriate authority shall forward the RTE final report to the SSU Commander for filing.

G. The SSU shall maintain a file of all RTE final reports and a database containing basic RTE information.

H. SSU personnel shall provide assistance with any approved RTE, upon request.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.