

## OFFICE OF THE CHIEF OF POLICE

**NOTICE**  
11.2

July 25, 2024

**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** DEPLOYMENT OF OFFICE OF OPERATIONS RESOURCES BY THE  
DEPARTMENT OPERATIONS CENTER DURING OFF-HOURS

**PURPOSE.** The purpose of this Notice is to establish and clarify the procedures for identifying and assigning Office of Operations (OO) personnel to pre-planned events when the request for personnel is made during OO, Special Events and Permit Unit (SEPU) and bureau Special Events Units “off-hours.”

**BACKGROUND.** The Department has identified the need to implement formal protocols when requesting personnel for pre-planned events during off-hours. By implementing an operational framework for resource allocation, the Department can effectively respond to pre-planned events and ensure that each Area is prepared to address any incident.

**Note:** The OO SEPU and bureau Special Events Units hours of watch are generally Monday through Friday, 0600 to 1600 hours. Off-hours are considered to be outside this timeframe and holidays.

**PROCEDURES.** If a geographic Area becomes aware of an upcoming incident that requires additional personnel and their bureau's Special Events Unit and OO, SEPU is off-duty, the request will be handled through the following procedures:

- The geographic Area will notify their corresponding bureau Commanding Officer (CO);
- The bureau CO will contact the Assistant to the Director, OO (ADOO), who will identify the geographic Area(s) that will provide the requested personnel;
- The ADOO will notify the Department Operations Center (DOC);
- The DOC, acting on behalf of the ADOO, will contact the watch commanders of the identified Area(s) and collect the personnel’s information, as well as all necessary documentation; and,
- The DOC will forward all the collected data to the original Area requesting the personnel.

To ensure an accurate count of deployment, the following should be standard practice for the geographic Areas:

- The Deployment Planning System (DPS) for the geographic Areas should be completed for all watches, Friday through Sunday, and holidays before the weekend begins; and,

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- Utilize the 211 Operating System in accordance with OO Notice titled, *Utilization of the 211 Operating System*, dated December 29, 2023.

If you have any questions or require additional information, please contact the Special Events Unit, Office of Operations, at (213) 486-6688.

  
DOMINIC H. CHOI  
Chief of Police

for:

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