

OFFICE OF THE CHIEF OF POLICE

MEMORANDUM NO. 1

September 8, 2023

SUBJECT: 2024 DEPLOYMENT AND VACATION SCHEDULES

This Memorandum activates the 2024 Deployment and Vacation Schedules, Los Angeles Police Department Temporary Numbers 101 and 70.

To ensure sufficient deployment, commanding officers shall assign vacations so that 12 percent or less of their personnel are concurrently on vacation at any given time. Additionally, commanding officers shall ensure that vacations for supervisory personnel do not surpass the 12 percent limit. Any necessary deviation will require the approval of the respective bureau commanding officer or equivalent.

Exception: Military leave shall not be included in the percentage allotted for vacations. The Chief of Staff will coordinate vacation schedules for the Direct Reports to the Chief of Police. Bureau commanding officers are responsible for approving the vacation schedules for subordinate commanding officers, including other personnel under the bureau commanding officers' direct commands. Commanding officers will oversee the vacation schedules of all subordinate personnel within their individual commands.

All commanding officers should be cognizant of the provisions outlined in Department Manual Sections 3/726.30 through 3/726.95 and Memorandum of Understanding No. 24 Article 7.1.1 relating to seniority, grouping of certain ranks and positions, vacation periods of transferred employees, etc. Bureau/Group commanding officers shall periodically audit the vacation schedules of the entities within their commands to ensure that the maximum allowable percentage is not exceeded. Vacation Schedules are required to be posted no later than November 1, 2023.

Any questions regarding this Memorandum shall be directed to Employee Relations Group, at (213) 486-7600. The attached forms will be available on the Department Local Area Network under Calendars, Deployment and Vacation Schedules and Deployment Calendars.


MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "B"

2024 DEPLOYMENT SCHEDULE

13 DEC 17, 2023 - JAN 13, 2024

	S	M	T	W	Th	F	S
A	17	18	19	20	21	22	23
B	24	25	26	27	28	29	30
C	31	1	2	3	4	5	6
D	7	8	9	10	11	12	13
						2	2

1 JAN 14, 2024 - FEB 10, 2024

	S	M	T	W	Th	F	S
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
						1	1

2 FEB 11, 2024 - MAR 9, 2024

	S	M	T	W	Th	F	S
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	1	2
	3	4	5	6	7	8	9
						1	1

3 MAR 10, 2024 - APR 6, 2024

	S	M	T	W	Th	F	S
A	10	11	12	13	14	15	16
B	17	18	19	20	21	22	23
C	24	25	26	27	28	29	30
D	31	1	2	3	4	5	6
						0	1

4 APR 7, 2024 - MAY 4, 2024

	S	M	T	W	Th	F	S
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
						0	1

5 MAY 5, 2024 - JUN 1, 2024

	S	M	T	W	Th	F	S
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
						1	1

6 JUN 2, 2024 - JUN 29, 2024

	S	M	T	W	Th	F	S
A	2	3	4	5	6	7	8
B	9	10	11	12	13	14	15
C	16	17	18	19	20	21	22
D	23	24	25	26	27	28	29
						1	1

7 JUN 30, 2024 - JUL 27, 2024

	S	M	T	W	Th	F	S
	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
						1	1

8 JUL 28, 2024 - AUG 24, 2024

	S	M	T	W	Th	F	S
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
						1	1

9 AUG 25, 2024 - SEP 21, 2024

	S	M	T	W	Th	F	S
A	25	26	27	28	29	30	31
B	1	2	3	4	5	6	7
C	8	9	10	11	12	13	14
D	15	16	17	18	19	20	21
						1	1

10 SEP 22, 2024 - OCT 19, 2024

	S	M	T	W	Th	F	S
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
						1	1

11 OCT 20, 2024 - NOV 16, 2024


	S	M	T	W	Th	F	S
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
						1	1


12 NOV 17, 2024 - DEC 14, 2024


	S	M	T	W	Th	F	S
A	17	18	19	20	21	22	23
B	24	25	26	27	28	29	30
C	1	2	3	4	5	6	7
D	8	9	10	11	12	13	14
						1	1

13 DEC 15, 2024 - JAN 11, 2025


	S	M	T	W	Th	F	S
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
						2	2

 HOLIDAYS-CIVILIAN

 DAYS OFF IN LIEU OF HOLIDAYS-SWORN (5/40 schedule)

 DAYS OFF IN LIEU OF HOLIDAYS-SWORN (4/10 schedule)

 PAY PERIOD ENDS

 PAY DAY

*Note: Sworn employees on the 9/17 and 3/12 schedules have 1 floating holiday to be used during DP 11. Sworn employees assigned to administrative assignments shall use this holiday in conjunction with the scheduled MOU Holiday (Veteran's Day).

**Note: For sworn employees on the 4/10 or 5/40 schedule, for DP 13, 2024, one holiday SHALL be scheduled in 2024 and one in 2025.

