

**OFFICE OF THE CHIEF OF POLICE
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

January 25, 2023

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: MODIFICATIONS TO DEPARTMENT MOBILIZATION POLICIES AND PROCEDURES

This Notice serves to revise current policies and procedures related to Department Mobilization. Currently, the Emergency Operations Guide (EOG), Section 1/002.03 reads, "*002.03 MOBILIZATION OF THE DEPARTMENT. A mobilization is initiated by the Director of Emergency Operations and may involve the entire Department or selected Areas and divisions.*"

The Department is currently in the process of revising the EOG to read, "*002.03 MOBILIZATION OF THE DEPARTMENT. A mobilization is initiated by the Director of Emergency Operations and may involve the entire Department or selected Offices, Bureaus, Areas, Divisions, or individual personnel. The Chief of Police or his designee may modify the Mobilization to ensure adequate staffing to effectively provide for the safety of the public during a Special Event or an Unusual Occurrence.*"

NOTE: The suspension of certain provisions within the Memorandum of Understandings of Department personnel will remain for those personnel subject to a full mobilization or a modified mobilization.

In addition, the Department is in the process of modifying Section 1/002.08 which currently reads, "*002.08 MOBILIZATION WATCH ASSIGNMENTS. All Department Commanding Officers shall establish and maintain a mobilization watch assignment roster and ensure that personnel of their commands are informed of individual assignments. All officers shall be included except those on vacation, military leave, extended leave due to illness, or those otherwise not available during the deployment period. Assignments shall be structured so that 45 percent of the uniformed officers comprise the "A" watch and 55 percent comprise the "B" watch. Exception: Divisions and Sections that provide personnel for the DOC and EOC cadres shall assign 50 percent to A-Watch and 50 percent to B-Watch.*"

The modification will allow for a "C" watch to be implemented to provide a built-in relief for personnel assigned to "A" and "B" watches. All Department Commanding Officers shall establish and maintain a mobilization watch assignment roster to include "A," "B," and "C" watches in addition to the current "A" and "B" watch roster. In addition, the start and end of watch times are to be determined by the Chief of Police or his designee.

All Commanding Officers

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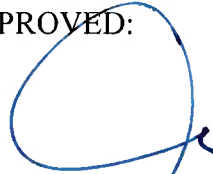
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The EOG is currently being revised to reflect these changes, and percentages are being calculated for the respective watches. Any questions regarding this Notice should be directed to the Employee Relations Administrator at (213) 486-7600.



T. SCOTT HARRELSON, Commander
Employee Relations Administrator

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

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