

OFFICE OF THE CHIEF OF STAFF

NOTICE

October 6, 2023

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TO: All Department Personnel

FROM: Chief of Staff

SUBJECT: MAY 2024 NATIONAL POLICE WEEK PARTICIPANT SUBMISSIONS

The Department is seeking full-duty, sworn personnel to participate in the Los Angeles Police Department (LAPD) Honor Platoon and National Police Week (NPW) activities to be held in Sacramento, CA, May 5-7, 2024 and Washington, D.C., May 11-16, 2024.

Sworn personnel wishing to participate shall obtain written approval from their commanding officer and must be **full-duty** at the time of the event. To be considered for either detail, sworn personnel shall submit an Employee's Report (Form 15.07.00) to *their* commanding officer expressing an interest, their qualifications to attend, their assurances to purchase the items identified below (if needed), and to abide by the Honor Platoon's Rules and Protocols. Lodging and airfare will be provided, but meals will not be included. A hotel with a complimentary breakfast may be selected as the host hotel. However, this is yet to be determined and is not guaranteed. This is a **voluntary** detail, therefore per diem and overtime will [**not**] be authorized. Commanding officers shall show the approved sworn personnel's duty status as Leave with Pay (LP) for the specified three days for Sacramento and five days for Washington D.C. Selected personnel will be required to attend a briefing (duty status: LP – 3 hours) at the Los Angeles Police Protective League on April 9, 2024, at 1100 hours. The respective commanding officers should forward the original, approved Employee's Reports to Commander Steve Embrich, Serial No. 30993, Commanding Officer, Support Services Group, LAPD National Police Week Coordinator.

This detail can be physically demanding and requires sworn personnel to walk and stand for long periods of time, possibly in inclement weather. Sworn personnel will be required to be in possession of a Department approved Blauer 4660 Softshell Duty jacket in excellent condition, with Department specified name tape, proper rank insignia, and an embroidered badge with corresponding rank and badge number as defined in the Uniform and Equipment Committee Notice, *Department Approved Jackets*, dated December 20, 2017. In addition, participants must have an approved air travel firearms lock box and lock, and appropriate business casual attire.

The LAPD Honor Platoon, Sacramento, CA, is expected to participate in the following uniformed events: Candlelight Vigil at the California State Capital and the California Peace Officers' Memorial Foundation Enrollment Ceremony.

The LAPD Honor Platoon, Washington D.C. is expected to participate in the following uniformed events: Candlelight Vigil at the National Mall, Arlington National Cemetery, the National Law Enforcement Officer's Memorial, and the United States Capitol.

All Department Personnel

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Personnel will also be required to stand in formation during these events. Each participant shall ensure their uniform (class "A" with cover) and its appearance are in excellent condition. Classmates, former partners, relatives, and/or close friends of an officer killed in the line of duty shall receive preference for selection. Sworn personnel with prior military service, especially those who have been deployed overseas, are encouraged to apply. Preference may also be granted to those individuals who have not previously participated in this detail. Approved paperwork must be received by Commander Embrich no later than February 20, 2024.

Any questions regarding this Notice may be directed to the Office of Support Services, (213) 486-8410.

A handwritten signature in black ink, appearing to read "D. Randolph", is positioned above the typed name.

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

DISTRIBUTION "D"

LOS ANGELES POLICE DEPARTMENT
EMPLOYEE'S REPORT

15.07.00 (04/62)

DR _____

SUBJECT _____

DATE & TIME OCCURRED	LOCATION OF OCCURRENCE	DIVISION OF OCCURRENCE
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TO: (Rank, Name, Assignment, Division) Commander Steve Embrich, Commanding Officer, Support Services Group	DATE & TIME REPORTED
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DETAILS: (IF MORE SPACE IS NEEDED GO TO NEXT PAGE)

I am requesting to be considered to attend the Sacramento and/or Washington D.C. Memorial as a member of the Honor Platoon Cadre/Detail.

Sacramento Honor Platoon Detail _____ (Initial)

Washington D.C. Detail _____ (Initial)

This will be my first time attending this detail. _____ (Initial)

The last time I was selected was in _____. This time, I want to attend because _____ (If applicable)

I understand that if I am selected the following rules and protocols apply to the Honor Platoon Detail:

- This detail is on-duty.
- There is no Overtime for this detail.
- I will be carried as LP for timekeeping purposes.
- Should I cancel, I am responsible for the hotel/flight, if the hotel/flight arrangements have been made by the Los Angeles Police Protective League (LAPPL).
- I am able and capable to stand for long periods of time in full uniform in inclement weather.
- I will abide by the uniform requirement.
- I will attend the LAPPL and Honor Platoon Cadre MANDATORY Meeting. Only court or illness will be excused – documentation may be required.
- I will read and acknowledge all emails from LAPPL representatives and/or the Honor Platoon Cadre throughout the selection and during the detail.
- I will purchase the necessary uniform, equipment, boots/shoes, for this detail should I need to.
- I will wear my Class A to the mandatory meeting and will be inspected by the Honor Platoon.
- I will be responsible for my meals/water/snacks throughout the detail.
- I will be on time and follow instructions/directions at all times.
- I will be full duty with no restrictions throughout the detail.

I have read and agree to comply with the above expectations and rules of the Honor Platoon Detail.

 (Signature)

 (Commanding Officer Signature)

DATE & TIME TYPED	DIVN. RPTG.	CLERK	EMPLOYEE(S) REPORTING	SERIAL NO.	DIVN.
SUPERVISOR APPROVING		SERIAL NO.			