

## OFFICE OF OPERATIONS

**NOTICE**  
11.2

February 6, 2023

**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** TRACKING SCHEDULE CHANGES IN THE DEPLOYMENT PLANNING SYSTEM

The purpose of this Notice is to update procedures pertaining to the Deployment Planning System (DPS). The DPS retains several functions, one facet of the system being the Daily Worksheets. Although many of the geographic Areas employ a notebook to track future changes to the planned deployment of officers, the Los Angeles Police Department (Department) entities are unable to properly track changes. If the notebook maintained by geographic Areas were to become lost or misplaced without schedule changes being updated into the Daily Worksheets, an issue arises in accurately capturing the modifications and causes the uncertainty of proper deployment being met until officers arrive at their start of watch.

Additionally, due to a recent increase in unplanned large-scale events that require significant police and Department resources, it is imperative that any changes in deployment are accounted for in a timely manner. With DPS properly updated, Department entities can effectively and expeditiously provide geographic Areas with the required additional resources for spontaneous events. Furthermore, it is indispensable that geographic Areas and the Office of Operations, Field Deployment Unit, accurately tracks Department resources.

Effective immediately and until further notice, any modifications to DPS shall be updated within **one hour**. This is inclusive of officers switching a shift mid-deployment period, Regular Day Off switch, or a Time Off request.

If you have questions regarding this matter, please contact the Field Deployment Unit, Office of Operations, at (213) 486-6070.



ROBERT E. MARINO, Assistant Chief  
Director, Office of Operations

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