

## OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 1

January 10, 2012

**SUBJECT: CHECK-IN PROCEDURES FOR AREA SPECIALIZED UNITS**

**PURPOSE:** It is vitally important for the on-duty patrol watch commander to have an accurate awareness of all personnel currently deployed in the Area, including specialized units. This Order establishes procedures for supervisors of all Area specialized units to report to the on-duty patrol watch commander at their start and end of watch. In addition, specialized unit supervisors are required to brief the watch commander as to the unit's operational objectives and provide an actualized Daily Worksheet printout from the Deployment Planning System (DPS). Finally, this Order requires all patrol watch commanders to maintain a tracking system of the specialized units deployed during their watch.

**PROCEDURE:**

- I. AREA SPECIALIZED UNIT SUPERVISOR'S RESPONSIBILITIES.** The supervisor of each Area specialized unit shall report to the on-duty patrol watch commander at the unit's start of watch (SOW) and end of watch (EOW).

**Note:** Units who perform strictly administrative functions (e.g., Area records units, Crime Analysis Details, etc.) are exempt from this Order.

The specialized unit supervisor shall provide the patrol watch commander with the actualized Daily Worksheet printout from the DPS and shall brief the watch commander as to the unit's operational objectives for the tour of duty. That supervisor shall document the time and the name of the on-duty watch commander that was provided the DPS printout and the SOW check-in briefing in his/her Sergeant's Daily Report, Form 15.48.00.

At EOW, the supervisor shall check out with the on-duty watch commander. During check-out, the supervisor shall report any employees who are overtime and give an estimated EOW time for those employees. The supervisor shall document the time and the name of the on-duty watch commander that was provided the EOW briefing in his/her Sergeant's Daily Report.

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Specialized units that are working outside of their Area of assignment (e.g., special event, task force, etc.) are still required to check in and out with the on-duty patrol watch commander from their Area of assignment. This Order does not relieve a specialized unit supervisor from the responsibility of making notifications to the patrol watch commander of the Area in which they will be working as required.

**Note:** The responsibility for checking in and out with the watch commander and documenting the contacts is the responsibility of the specialized unit supervisor, not the watch commander.

- II. WATCH COMMANDER'S RESPONSIBILITIES.** Each Area patrol watch commander shall maintain a tracking mechanism (e.g., chart, deployment white board, etc.) in the watch commander's office detailing the start and end of watch for each Area specialized unit deployed in the field, the deployment strength, and the unit's operational objectives for that period.

Any questions regarding this Order should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

*D. McCarthy for*

EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

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