OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 1 **March 26, 2010**

SUBJECT: **STANDBY PROTOCOL FOR OFFICE OF OPERATIONS PERSONNEL**

EFFECTIVE: **IMMEDIATELY**

PURPOSE:

This Order establishes the protocols for usage of Standby time within Office of Operations. The Standby Teams may respond to all incidents that warrant the response of investigative resources during off hours.

BACKGROUND:

The City's ongoing fiscal crisis has caused the Department to continually evaluate current practices in an effort to effectively manage limited financial resources. This includes the protocols and usage of Standby Overtime.

Personnel on "Standby" status receive compensation, as described in Article 6.5 of the Memorandum of Understanding No. 24, Lieutenants and below. Standby status requires that the employee "...must be reachable by telephone, answering machine, or paging device and must, upon contact, respond to a work location within a designated period of time." To receive compensation, employees must have been explicitly placed on Standby status by their respective commands.

> **Note:** For further information regarding Standby, Recall and On-Call status, see the Employee Relations Administrator Notice, dated August 17, 2009, entitled, *Clarification of Standby versus Recall/On-Call Compensation-Reminder*, and Operational Order No. 2, dated April 24, 1998 entitled, *Compensation for Officers Assigned to Off-Duty Status*.
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> Commanding Officers are reminded that personnel not specifically placed on "Standby" status are only subject to "Recall" protocol. If an officer is recalled but cannot be contacted or is unable to respond, his/her failure to do so is not considered a performance deficiency, and no adverse action shall be taken against the employee.

PROCEDURE:

Every effort has been made to address the unique nature of each Office of Operations bureau's workload and geographic layout, while maximizing the available resources to respond to off-hours investigations.

Generally, the Standby personnel from the involved Area may be directed to respond to any incident requiring investigative resources. In the event that an incident requires additional resources, the concerned commanding officer may authorize the "recall" of additional detectives from his/her Area who are not on Standby status.

A Standby Assignment Roster may be used to identify the assigned team members and will be submitted to each bureau along with the scheduled days off. The name, rank, serial number, and off-hours contact numbers/information of the assigned personnel shall be provided on the Standby Assignment Roster. Each bureau will distribute the approved Standby Assignment Roster to each Area to be distributed to the watch commanders.

> **Note:** For purposes of this Order, an Investigator is defined as a Detective III, Detective II, Detective I, or a police officer assigned to a Detective or Traffic Division.

CENTRAL BUREAU

Operations-Central Bureau (OCB) may staff a Standby investigative component comprised of one Detective III, who will perform the overall bureau Standby team supervisory function, and two investigators from each geographic Area. The supervisory Detective III position may rotate on a weekly basis between the five geographic Areas within OCB.

Central Traffic Division may assign two investigators to Standby status.

Operations-Central Bureau may designate a total of 13 personnel on Standby status. With concurrence of the Director, Office of Operations, the bureau commanding officer may augment or decrease the number of Standby personnel at any time based upon operational necessity as defined by the concerned staff officer.

VALLEY BUREAU

Operations-Valley Bureau (OVB) consists of two sections; East Section (Van Nuys, North Hollywood, Foothill and Mission), and West Section (West Valley, Devonshire and Topanga).

Each section may staff a Standby investigative component comprised of one Detective III, who will perform the overall Standby team supervisory function for their section, and two investigators from each geographic Area. The supervisory Detective III position may rotate on a weekly basis between the geographic Areas within their section of OVB.

Valley Traffic Division may assign two investigators to Standby status.

Operations-Valley Bureau may designate a total of 18 personnel on Standby status. With concurrence of the Director, Office of Operations, the bureau commanding officer may augment or decrease the number of Standby personnel at any time based upon operational necessity as defined by the concerned staff officer.

WEST BUREAU

Operations-West Bureau (OWB) may staff a Standby investigative component comprised of one Detective III, who will perform the overall bureau Standby team supervisory function, and two investigators from each geographic Area. The supervisory Detective III position may rotate on a weekly basis between the five geographic Areas within OWB.

West Traffic Division may assign two investigators to Standby status.

Operations-West Bureau may designate a total of 13 personnel on Standby status. With concurrence of the Director, Office of Operations, the bureau commanding officer may augment or decrease the number of Standby personnel at any time based upon operational necessity as defined by the concerned staff officer.

SOUTH BUREAU

Operations-South Bureau (OSB) may staff a Standby investigative component comprised of investigators from each geographic Area, as well as the Criminal Gang Homicide Division (CGHD).

Each geographic Area with the exception of Harbor Area may assign one investigator to Standby status; one Area may provide a Detective III, who will perform the overall bureau Standby

team supervisory function. The remaining two geographic Areas may assign one investigator to Standby status. These assignments may rotate on a weekly basis between the three geographic Areas within OSB.

Criminal Gang Homicide Division

Criminal Gang Homicide Division may staff an investigative component comprised of the lieutenant officer in charge; one Detective III, and one investigative team assigned to each of the three Areas within CGHD (Southwest, 77th Street, and Southeast Areas). Each investigative team may consist of two investigators.

Harbor Area may designate two investigators to Standby status each week, due to the fact that Harbor does not assign its homicide investigations to CGHD. These investigators will respond to any investigative call-out in Harbor Area.

South Traffic Division may assign two investigators to Standby status.

Operations-South Bureau may designate a total of 15 personnel on Standby status. With concurrence of the Director, Office of Operations, the bureau commanding officer may augment or decrease the number of Standby personnel at any time based upon operational necessity as defined by the concerned staff officer.

The intent of this Order is to provide investigative resources, as needed, while conserving overtime allocations. Service delivery remains the priority of all entities and nothing in this order is intended to compromise the safety of personnel, or effectiveness of investigations.

AUDIT RESPONSIBILITY:

The Assistant to the Director, Officer of Operations, may monitor compliance with this directive.

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

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