

**OFFICE OF SUPPORT SERVICES**

**NOTICE**  
3.5

March 20, 2020

**TO:** All Commanding Officers

**FROM:** Director, Office of Support Services

**SUBJECT:** REQUESTS FOR SANITIZING SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT

Since the onset of the COVID-19 outbreak in January, Fiscal Operations Division, Supply Section, has seen an exponential increase in orders of sanitizing supplies and protective equipment. Due to the nationwide shortage of sanitizing products and protective equipment, only Purell sanitizing wipes and nitrile gloves are available in the Supply Section warehouse. Fiscal Operations Division has made multiple requests for sanitizing products through various vendors. Due to the increased demand of such products on a national and worldwide level, current market analysis indicates that sanitizing products will have limited availability in the immediate future.

Effective immediately, Supply Section will be prioritizing requests from Department entities that have direct contact with the public. All Supply Order Forms (LAPD Form 15.11.00) request for sanitizing products and protective equipment must be approved and signed by the requesting commanding officer and submitted for the entire command. Once the Supply Order Form is completed, it is to be emailed to Supply Section at [supply@lapd.online](mailto:supply@lapd.online). No walk-in requests will be taken to allow Supply Section personnel to process requests and prepare orders for pick-up. Once the order is processed, Supply Section will contact the division to arrange for pick-up.

While it is the Department's commitment to provide the necessary supplies to keep our employees safe, the current national shortage of sanitizing supplies requires that all personnel utilize them judiciously. Commanding Officers are to ensure that supplies are being accounted for and being used for work-related needs.

If you should have any questions regarding this matter, please contact Senior Management Analyst II Manuel Rodarte, Officer in Charge, Supply Section, at (213) 473-7838.



BEATRICE M. GIRMALA, Assistant Chief  
Director, Office of Support Services

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