

OFFICE OF OPERATIONS

April 7, 2020

NOTICE

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TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: AREA-LEVEL ENFORCEMENT OF NON-ESSENTIAL BUSINESSES OPERATING IN VIOLATION OF MAYOR'S PUBLIC ORDER

To combat the spread of COVID-19 (novel coronavirus), Mayor Eric Garcetti issued a Public Order titled, *Safer at Home*, on March 19, 2020. The Order requires individuals to stay in their residences except for *Essential Activities* and businesses to close, except for those deemed to be *Essential Businesses* and/or *Essential Infrastructure* providers. While the majority of Angelenos have followed the Order, the Department continues to receive reports of non-essential businesses operating in direct violation of the Order.

Although the responsibility to educate the public, as well as enforce the provisions of the Public Order, falls on all Department personnel, the Safer at Home Business Ambassador Program (BAP) has been established to centralize and focus resources towards a more efficient process. Under the BAP, Community Engagement Group (CEG) will work closely with Bureau Vice Coordinators (BVC), as well as Area Vice and Community Relations Office (CRO) personnel, to enforce Section 8.77 (b) of the Los Angeles Administrative Code, with the following procedures being followed:

1. Community Engagement Group (CEG) will assemble a list of non-essential businesses that are alleged to be operating in violation of the Mayor's Order; to be broken-down by Bureau.
2. The list will be distributed to the BVC's, who will further divide the list by Reporting District (RD).
3. The BVC's shall distribute the list to the Area Vice Units and CRO Offices within their respective Bureaus.
4. The Area Vice Units and CRO personnel will conduct a follow-up to each site that has been designated as a non-essential business to verify the status of any ongoing operations.
 - If a business is determined to be in compliance or closed, officers shall log their observations on a Special Investigator Assignment/Control Log, Form 15.60.00.
 - If officers observe that the business is not in compliance, they shall provide the business owner/operator with a copy of the Mayor's Order and advise them they are in violation. The officers shall then complete a Complaint Application, Form 5.15.00.
 - Once the Complaint Application is completed and signed by the Area Watch Commander, it shall be processed by Area Records Unit personnel, before being forwarded to the BVC, who will in turn forward all received reports to PSR II Ana Pugliese, Serial No. N4397 and Lieutenant II Curtis McIntyre, Serial No. 32575.

I. BUREAU VICE COORDINATOR RESPONSIBILITIES:

- Receive the master list from CEG and create divisional-level worklists by address and RD;
- Forward worklists to the appropriate Area Vice and CRO Supervisors;
- Conduct a mid-watch audit and receive reportable information from each of their respective geographic Areas by 1200 hours, the findings of which shall be reported to both PSR II Ana Pugliese, Serial No. N4397 and Lieutenant II Curtis McIntyre, Serial No. 32575; and
- Receive the end of watch recap from deployed personnel and forward to the above-mentioned personnel.

II. AREA VICE SUPERVISOR RESPONSIBILITIES:

- Receive the list from the BVC and coordinate with Area CRO Supervisors to distribute to assigned personnel: Vice, CRO and Senior Lead Officers;
- Monitor and oversee the activities of their assigned personnel and assume all associated supervisory duties;
- Compile a mid-watch recap and submit to respective BVC; and
- Collect all completed Special Investigator Assignment/Control Logs and Complaint Applications for the work day, which shall be scanned and forwarded to the BVC. The original copies of the documents shall be forwarded to both PSR II Ana Pugliese, Serial No. N4397, and Lieutenant II Curtis McIntyre, Serial No. 323575.

III. AREA VICE AND SENIOR LEAD OFFICER RESPONSIBILITIES:

- Receive the list of non-essential businesses reported to be operating in their respective Area;
- Conduct follow-ups to each location. If the business is determined to be in compliance or closed, a line in the Special Investigator Assignment/Control Log, shall be completed. If it is determined the business is not in compliance, officers shall provide the business owner/operator a copy of the Mayor's Order and advise them they are in violation. The officers shall then complete a Complaint Application, Form 5.15.00;
- Provide a mid-watch update of current work product to the respective supervisor by 1200 hours; and
- Ensure all Complaint Applications and Special Investigator Assignment/Control Logs are properly completed prior to submission to the supervisor.

IV. PATROL OFFICER RESPONSIBILITIES:

Although the majority of enforcement will be handled by Area Vice and CRO personnel, after-hour reports of non-essential business operations may still be provided to Communications Division and result in the creation of Calls for Service.

A patrol officer responding to a report of non-essential business operations shall:

- Determine if the business is in compliance with the Mayor's Order or closed;

- If the business is in compliance with the Order or closed, choose the appropriate disposition code on the Mobile Data Computer (MDC) and utilize the “CV19” recap code, while including all pertinent information; and
- If the business is deemed to be out of compliance, provide the business owner/operator a copy of the Mayor’s Order and advise them they are in violation. Officers shall then complete a Complaint Application, Form 5.15.00. Officers shall also choose the appropriate disposition code on the MDC and utilize the “CV19” recap code, while including all pertinent information.

NOTE: Consistent with Department Manual Section 3/579.13, *Objectives of Body Worn Video*, these interactions should be captured on Body Worn Video (BWV). If officers are not assigned BWV and the business is deemed to be out of compliance, digital photographs should be taken and attached to the Complaint Application to support future prosecution by the City Attorney’s Office.

For a list of essential businesses, please visit <https://corona-virus.la/faq>.

If you have any questions regarding this Notice, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



ROBERT N. ARCOS, Assistant Chief
Director, Office of Operations

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