

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE

June 2, 2020

1.15

TO: All Commanding Officers

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: CRITICAL PERSONAL PROTECTIVE EQUIPMENT INVENTORY AND SUPPLY TRACKING DURING COVID-19 / DOC ACTIVATION

Due to the increased usage of Personal Protective Equipment (PPE), the Department has established a minimum quantity of critical Personal Protective Equipment (PPE) to be maintained at each command. Critical PPE items include N95 masks, surgical masks, and rubber gloves.

The Department Operations Center (DOC) conducted an analysis and developed the attached matrix of the minimum quantity of critical PPE each command must maintain (Attachment 1). Each command shall request a sufficient quantity to maintain the minimum requirement by submitting a signed Supply Order Form (Form 15.11) via email or personally to their concerned bureau/Direct Report. The concerned bureau/Direct Report will forward the request to the DOC for processing and fulfillment. Also, each commanding officer is encouraged to conduct a weekly audit to ensure the minimum quantity of critical PPE is maintained.

In addition, for each calendar month, each bureau/Direct Report shall report the quantity of critical PPE in inventory at each command. The Critical Personal Protective Equipment Inventory and Supply Tracking Form has been created to capture and report this information (Attachment 2).

If you have any questions regarding this Notice, please have a member of your staff contact the DOC Logistics Section, at (213) 484-6745.

APPROVED:



PETER A. ZARCONE, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachments

DISTRIBUTION "B"

CRITICAL PERSONAL PROTECTIVE EQUIPMENT INVENTORY AND SUPPLY TRACKING
Minimum Quantity by Command

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|--------------------------------------|----------------|-------------|-----------------------|
| PERSONNEL AND TRAINING BUREAU | 105 | 63 | 1260 |
| Training Group | 20 | 12 | 240 |
| Training Division | 435 | 261 | 5220 |
| In Service Training Division | 785 | 471 | 9420 |
| Police Training and Education | 80 | 48 | 960 |
| Personnel Group | 80 | 48 | 960 |
| Personnel Division | 935 | 561 | 11220 |
| Recruitment and Employment Division | 490 | 294 | 5880 |
| Total | 2930 | 1758 | 35160 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|-------------------------------------|----------------|-------------|-----------------------|
| DETECTIVE BUREAU | 35 | 21 | 420 |
| COMPSTAT Division | 160 | 96 | 1920 |
| Detective Services Group | 75 | 45 | 900 |
| Robbery-Homicide Division | 495 | 297 | 5940 |
| Juvenile Division | 315 | 189 | 3780 |
| Gang and Narcotics Division | 1095 | 657 | 13140 |
| Commercial Crimes Division | 525 | 315 | 6300 |
| Detective Support and Vice Division | 820 | 492 | 9840 |
| Forensic Science Division | 930 | 558 | 11160 |
| Technical Investigation Division | 735 | 441 | 8820 |
| Total | 5185 | 3111 | 62220 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|--|----------------|------------|-----------------------|
| INFORMATION TECHNOLOGY BUREAU | 130 | 78 | 1560 |
| Information Technology Division | 200 | 120 | 2400 |
| Application Development & Support Division | 225 | 135 | 2700 |
| ECCCS Division | 190 | 114 | 2280 |
| Innovation Management Division | 80 | 48 | 960 |
| Total | 825 | 495 | 9900 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|---------------------------------------|----------------|------------|-----------------------|
| PROFESSIONAL STANDARDS BUREAU | 10 | 6 | 120 |
| Special Operations Division | 80 | 48 | 960 |
| Internal Affairs Group | 340 | 204 | 4080 |
| Administrative Investigation Division | 200 | 120 | 2400 |
| Criminal Investigation Division | 170 | 102 | 2040 |
| Force Investigation Group | 15 | 9 | 180 |
| Force Investigation Division | 425 | 255 | 5100 |
| Total | 1240 | 744 | 14880 |

CRITICAL PERSONAL PROTECTIVE EQUIPMENT INVENTORY AND SUPPLY TRACKING
Minimum Quantity by Command

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|---|----------------|-------------|-----------------------|
| ADMINISTRATIVE SERVICES BUREAU | 35 | 21 | 420 |
| Support Services Group | 15 | 9 | 180 |
| Communications Division | 3150 | 1890 | 37800 |
| Custody Services Division | 2525 | 1515 | 30300 |
| Motor Transport Division | 940 | 564 | 11280 |
| Records and Identification Division | 720 | 432 | 8640 |
| Evidence and Property Management Division | 560 | 336 | 6720 |
| Facilities Management Division | 100 | 60 | 1200 |
| Fiscal Group | 365 | 219 | 4380 |
| Total | 8410 | 5046 | 100920 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|--------------------------------|----------------|-------------|-----------------------|
| TRANSIT SERVICES BUREAU | 30 | 18 | 360 |
| Transit Services Group | 70 | 42 | 840 |
| Transit Services Division | 435 | 261 | 5220 |
| Traffic Group | 240 | 144 | 2880 |
| Central Traffic Division | 705 | 423 | 8460 |
| South Traffic Division | 630 | 378 | 7560 |
| West Traffic Division | 895 | 537 | 10740 |
| Valley Traffic Division | 1055 | 633 | 12660 |
| Total | 4060 | 2436 | 48720 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|--|----------------|-------------|-----------------------|
| COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU | 55 | 33 | 660 |
| Counter-Terrorism Group | 20 | 12 | 240 |
| Major Crimes Division | 525 | 315 | 6300 |
| Emergency Services Division | 570 | 342 | 6840 |
| Special Operations Group | 25 | 15 | 300 |
| Metropolitan Division | 2210 | 1326 | 26520 |
| Air Support Division | 455 | 273 | 5460 |
| Security Services Division | 1520 | 912 | 18240 |
| Total | 5380 | 3228 | 64560 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|----------------------------------|----------------|-------------|-----------------------|
| OPERATIONS-CENTRAL BUREAU | 360 | 216 | 4320 |
| Central Area | 2170 | 1302 | 26040 |
| Rampart Area | 1590 | 954 | 19080 |
| Hollenbeck Area | 1560 | 936 | 18720 |
| Northeast Area | 1505 | 903 | 18060 |
| Newton Area | 1825 | 1095 | 21900 |
| Total | 9010 | 5406 | 108120 |

CRITICAL PERSONAL PROTECTIVE EQUIPMENT INVENTORY AND SUPPLY TRACKING
Minimum Quantity by Command

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|-------------------------------|----------------|-------------|-----------------------|
| OPERATIONS-WEST BUREAU | 375 | 225 | 4500 |
| Wilshire Area | 1385 | 831 | 16620 |
| Hollywood Area | 1985 | 1191 | 23820 |
| West Los Angeles Area | 1220 | 732 | 14640 |
| Olympic Area | 1355 | 813 | 16260 |
| Pacific Area | 1555 | 933 | 18660 |
| LAX Field Services Division | 210 | 126 | 2520 |
| Total | 8085 | 4851 | 97020 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|--------------------------------|----------------|-------------|-----------------------|
| OPERATIONS-SOUTH BUREAU | 360 | 216 | 4320 |
| 77 th Street Area | 1970 | 1182 | 23640 |
| Southwest Area | 1935 | 1161 | 23220 |
| Harbor Area | 1565 | 939 | 18780 |
| Southeast Area | 1950 | 1170 | 23400 |
| South Bureau Homicide Division | 335 | 201 | 4020 |
| Total | 8115 | 4869 | 97380 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|---------------------------------|----------------|-------------|-----------------------|
| OPERATIONS-VALLEY BUREAU | 570 | 342 | 6840 |
| Van Nuys Area | 1385 | 831 | 16620 |
| Mission Area | 1520 | 912 | 18240 |
| Foothill Area | 1335 | 801 | 16020 |
| North Hollywood Area | 1435 | 861 | 17220 |
| Devonshire Area | 1345 | 807 | 16140 |
| West Valley Area | 1350 | 810 | 16200 |
| Topanga Area | 1400 | 840 | 16800 |
| Total | 10340 | 6204 | 124080 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|---|----------------|------------|-----------------------|
| OFFICE OF OPERATIONS | 335 | 201 | 4020 |
| Assistant to the Director, OO | | | |
| Homeless Coordinator | | | |
| Community Engagement Group | 70 | 42 | 840 |
| Community Outreach & Development Division | 185 | 111 | 2220 |
| Total | 590 | 354 | 7080 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|-------------------------------------|----------------|-----------|-----------------------|
| OFFICE OF SPECIAL OPERATIONS | 55 | 33 | 660 |
| Total | 55 | 33 | 660 |

CRITICAL PERSONAL PROTECTIVE EQUIPMENT INVENTORY AND SUPPLY TRACKING
Minimum Quantity by Command

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|------------------------------------|----------------|------------|-----------------------|
| OFFICE OF SUPPORT SERVICES | 65 | 39 | 780 |
| Critical Incident Review Division | 160 | 96 | 1920 |
| Behavioral Science Services | 105 | 63 | 1260 |
| Total | 330 | 198 | 3960 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|---|----------------|------------|-----------------------|
| OFFICE OF CONSTITUTIONAL POLICING & POLICY | 75 | 45 | 900 |
| Special Projects | | | |
| Audit Division | 200 | 120 | 2400 |
| Risk Management Legal Affairs Group | 100 | 60 | 1200 |
| Risk Management and Policies Division | 145 | 87 | 1740 |
| Legal Affairs Division | 405 | 243 | 4860 |
| Total | 925 | 555 | 11100 |

| | Surgical Masks | N95 Masks | Rubber Gloves (Pairs) |
|-------------------------------------|----------------|--------------|-----------------------|
| OFFICE OF THE CHIEF OF STAFF | 75 | 45 | 900 |
| Public Communications Group | 30 | 18 | 360 |
| Media Relations Division | 130 | 78 | 1560 |
| Employee Relations Group | 75 | 45 | 900 |
| Total | 310 | 186 | 3720 |
| Department Total | 65790 | 39474 | 789480 |

