OPERATIONS ORDER NO. 6   July 8, 2008

SUBJECT: WATCH COMMANDER GENERIC E-MAIL ACCOUNTS -
            ESTABLISHED

EFFECTIVE: IMMEDIATELY

PURPOSE: In an effort to enhance Department-wide
            communications, the Department has established a
watch commander generic e-mail account at each of the 21
geographic Areas, the four traffic divisions, and the
Los Angeles International Airport-Field Services
Division (LAX-FSD). The establishment of a watch commander
generic e-mail account will enable Real-Time Analysis and
Critical Response (RACR) Division and other Department entities,
to effectively and efficiently convey critical information to
all on-duty watch commanders via the Department electronic
mail (GroupWise e-mail) system.

PROCEDURE: The watch commander's generic e-mail account shall
            be monitored on a 24-hour basis to facilitate
constant and immediate communication among all authorized
Department entities. The generic e-mail account must remain
logged on at all times to avoid unauthorized access from a
remote location and may be monitored from the watch commander's
office or from the Area Command Center Computer (ACC). The
generic e-mail account will allow on-duty watch commanders to
convey real-time crime and officer safety information throughout
the Department. The generic e-mail account will also establish
a reliable communication link between RACR personnel and Area
watch commanders for timely notifications regarding crime trends
and on-going or newsworthy incidents and will facilitate direct
communications with the Department Operations Center (DOC) during
unusual occurrences.

While the generic e-mail account will provide a communication
link between RACR Division and the Area watch commanders, it
will remain necessary for all personnel to make the required
telephonic notifications to RACR Division on all significant
incidents.

WATCH COMMANDER'S RESPONSIBILITY. The on-duty watch commander
shall be responsible for control and security of the generic
e-mail accounts. The on-duty watch commander shall follow all
Department rules and guidelines regarding the operation of
Department computer terminals (Manual Section 3/788.40). Each
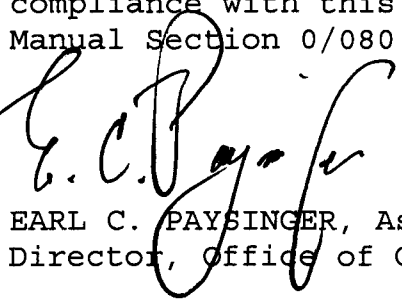Department entity shall sign-on to the generic e-mail account

with the pre-designated account name, which immediately identifies that particular Department entity. For example, Rampart Area is assigned the account name "WC-02," which will also serve as its Department email address (i.e., WC-02@lapd.lacity.org).

The temporary password "generic," has also been assigned to facilitate the initial setup of each watch commander generic e-mail account. Once the initial setup is complete, the Area/divisions Primary Local Area Network Coordinator (PLC) shall contact Jacquelyn Walker, Systems Analyst II, of Information Technology Division, at (213) 847-7915, to have the password reset to the permanent password. The attached document contains the assigned account names for each of the corresponding Areas/divisions.

> **Note:** It is recommended that the watch commander generic e-mail account be used as an information database for the on-duty watch commander. The database can include information such as Area Standing Plans, divisional personnel notification rosters, or any other information deemed critical or necessary for the respective Area/division.

If you have any questions or require additional information, please contact Jacquelyn Walker, Systems Analyst II, and Primary LAN Coordinator of Information Technology Division (ITD) at (213) 847-7915.

AUDIT RESPONSIBILITY: The Commanding Officer, Real-Time Analysis and Critical Response Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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

Attachment

DISTRIBUTION "B"

WATCH COMMANDER GENERIC E-MAIL ACCOUNTS

When entering the GroupWise password, please note that the characters are case sensitive.

RACR DIVISION	ACCOUNT NAME
Watch Commander	RACRDIVWC
Situation Status Officer	RACRSITSTAT
Resource Status Officer	RACRRESSTAT
Detective Support Unit	RACRDETECTIVES
Crime Analysis Detail	RACRDIVCAD

GEOGRAPHIC AREA	ACCOUNT NAME
Central Patrol Division	WC-01
Rampart Patrol Division	WC-02
Southwest Patrol Division	WC-03
Hollenbeck Patrol Division	WC-04
Harbor Patrol Division	WC-05
Hollywood Patrol Division	WC-06
Wilshire Patrol Division	WC-07
West LA Patrol Division	WC-08
Van Nuys Patrol Division	WC-09
West Valley Patrol Division	WC-10
Northeast Patrol Division	WC-11
77th Street Patrol Division	WC-12
Newton Patrol Division	WC-13
Pacific Patrol Division	WC-14
North Hollywood Patrol Division	WC-15
Foothill Patrol Division	WC-16
Devonshire Patrol Division	WC-17
Southeast Patrol Division	WC-18
Mission Patrol Division	WC-19
Olympic Patrol Division	WC-20
Topanga Patrol Division	WC-21

BUREAU TRAFFIC DIVISIONS	**ACCOUNT NAME**
Central Traffic Division	WC-24
South Traffic Division	WC-25
Valley Traffic Division	WC-26
West Traffic Division	WC-27

LAX-FIELD SERVICES DIVISION	**ACCOUNT NAME**
LAX-FSD	WC-14X