

OFFICE OF THE CHIEF OF POLICE

NOTICE

1.15

March 17, 2020

TO: All Commanding Officers

FROM: Chief of Police

SUBJECT: PREPARING FOR INCREASED ABSENTEEISM DURING THE COVID-19 CORONAVIRUS PANDEMIC

The Department's ability to provide basic police services could be adversely impacted due to anticipated workplace absenteeism related to Coronavirus Disease 2019 (COVID-19). Mission Essential Functions (MEF) are the Department's top priority. This Notice provides direction to all commanding officers with regard to reviewing their respective command's MEF and determining which non-essential personnel can be re-deployed, should the need arise.

As defined by national Continuity of Operations Plan (COOP) guidance, MEF are those functions that City departments are required to maintain or immediately restore during or after an emergency. **For the Los Angeles Police Department, the Mission Essential Functions are those required to protect lives and property, and maintain order.** For patrol personnel assigned to the Office of Operations, for example, these functions are:

- Response to radio calls;
- Investigation of crimes;
- Transportation and processing of arrestees;
- Protection of vital facilities; and,
- Maintenance and restoration of order.

Throughout the Los Angeles Police Department, however, divisional MEF support a variety of systems, tasks, and actions all aimed at delivery of essential police services. The MEF for Communications Division will necessarily differ from that of Major Crimes Division. Commanding officers shall refer to Section Two of their Area/divisional COOP for what duties constitute MEF within their respective commands.

In the event our absenteeism reaches a critical level, the Chief of Police may defer or suspend any or all tasks not deemed MEF until normal operations resume. Should that occur, employees NOT assigned to a MEF must be able to be redeployed to support another Department function, including, but not limited to, the Department Operations Center (DOC) or patrol. In preparation for such reassignments, all commanding officers shall identify and maintain a list of non-essential positions that can be reassigned to MEF during the COVID-19 pandemic.

In this critical moment, every effort must be made to maintain the patrol minimums. If the number of patrol units falls below the prescribed minimums, watch commanders shall

immediately notify their commanding officers and reassign personnel from non-essential function positions to patrol, in order to fulfill those MEF required to safeguard the community. Commanding officers shall implement established protocols such as, but not limited to, holding units over from the previous watch, and activating specialized units such as Community Relations Officers, Senior Lead Officers, Gang Enforcement Details, bicycle units and other employees assigned to non-essential functions.

Commanding officers unable to meet their patrol minimums shall notify their bureau commanding officers to ascertain if additional resources are available. The DOC shall be advised of any need for resources in order to maintain the Area/patrol MEF.

The DOC will monitor patrol staffing throughout the Department. If any Area is unable to meet their MEF from internal non-essential resources, personnel will be reassigned from external resources from other Areas. All commanding officers should anticipate re-assignments of personnel to maintain the patrol MEF across all geographic Areas. A Tactical Alert may be initiated in order to maintain a geographic bureau's overall MEF.

If a geographic bureau is unable to maintain the patrol minimums to satisfy their MEF after a Tactical Alert has already been declared, the Department may need to reduce its patrol force to the Minimum Operating Force or mobilize the Department in which case sworn personnel may be deployed to patrol functions from across the entire Department.

Commanding officers of all non-patrol functions must ensure non-essential position personnel in their commands are prepared for reassignment. If Department needs are still not met, a mobilization would establish A/B watches, recall of all scheduled vacations and deferment of regular days off. All commanding officers shall review their A-Watch and B-Watch rosters and ensure personnel are aware of their assignments.

The DOC will prepare a Daily Resource Status (ReStat) Report for distribution to all Department command staff. The ReStat Report shall be used to determine the necessity to reassign Department personnel to ensure the MEF are staffed in each Area.

If you have any questions regarding this Notice, please contact the Emergency Management Section at (213) 486-5730.



MICHEL R. MOORE
Chief of Police

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