

## OFFICE OF OPERATIONS

### NOTICE

1.11

April 11, 2018

**TO:** All Commanding Officers

**FROM:** Director, Office of Operations

**SUBJECT:** FRONT DESK OPERATIONS

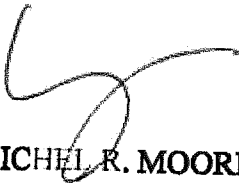
Pursuant to the Los Angeles City Council's Public Safety Meeting, the Public Safety Committee directed the Department to research the possibility of redeploying sworn personnel from less essential functions to patrol response functions.

In response, the Department determined that all four traffic divisions and 16 Area front desk operations could close during late evening and early morning hours. This modification would result in 48 additional patrol personnel being returned to patrol response needs. The new hours of front desk operations for the locations subject to the closures will be 0700-2300 hours daily. Additionally, this modification will cause desk officers, traditionally assigned to Watch 3, to be deployed on Watch 5 or 7. Watch 3 will no longer require desk officers but should continue utilizing a kitroom officer.

This Notice serves to outline the duties of personnel assigned to front desk operations once desk operations cease at 2300 hours. Upon closure, the officers assigned to desk duties shall verify that the emergency communication device located outside the front doors of the facility is properly functioning and, upon verification, the officers shall appropriately secure access to the desk area by closing and locking the front doors of the facility. The officers will then verify that the Area telephone tree is properly functioning and report the closure and verifications to the watch commander.

Upon closure, the officers will be available for redeployment to patrol functions or other duties at the discretion of the watch commander. The officers shall appropriately document their reassignment on the desk sign in/out sheet and the watch commander shall include the reassignment of duties in his or her Watch Commander Log.

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



MICHEL R. MOORE, First Assistant Chief  
Director, Office of Operations