

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 02-18

May 15, 2018

TO: All Bomb Squad Personnel

FROM: Commanding Officer, Emergency Services Division

SUBJECT: BOMB SQUAD HIGH-VISIBILITY PATROL PROTOCOLS

PURPOSE:

This Divisional Order clarifies the Los Angeles International Airport (LAX) and Citywide High Visibility Patrol (HVP) definition and reporting procedures.

PROCEDURE:

Effective immediately, all Emergency Services Division (ESD) personnel assigned to the Bomb Squad shall document their individual HVP electronically in the Citywide or LAX Bomb Squad High Visibility Tracking Form **and** under the newly established "HVP" heading in their respective Green Log Book. Supervisors are to document completed HVP in both the respective High Visibility Tracking Form and in their Sergeant's Daily Report.

After completing HVP at LAX, each employee shall enter their individual HVP once per shift, into the Bomb Squad LAX High Visibility Tracking Form, by the employee's end of watch. The Bomb Squad LAX High Visibility Tracking Form shall include the following information:

- Date
- Technician
- Specific location where the HVP occurred; i.e. check box identifying the Airport Operations Area (AOA), Central Terminal Area (CTA), or Perimeter
- Total hours spent at each specific location
- Employee activity; i.e. foot beat, mobile patrol

High Visibility Patrol is defined as active foot or vehicle patrols occurring at a predefined location. The locations for LAX consist of the following:

- AOA
- CTA
  - Terminals
  - Roadways and pathways; i.e. horseshoe
  - Parking structures

- LAX Perimeter
  - The LAX perimeter is defined as the roadways, access areas, fencing, parking lots and buildings immediately adjacent to the airport within the geographic area defined by Pershing Drive, Westchester Parkway, Sepulveda Boulevard, Century Boulevard, Aviation Boulevard and Imperial Highway.

After completing Citywide HVP, each employee shall enter their individual HVP into the Bomb Squad Citywide High Visibility Tracking Form. Each location where HVP was conducted shall be entered as a separate entry into the database. All entries in the database shall be made by the employee's end of watch. The Bomb Squad Citywide High Visibility Tracking Form shall include the following information:

- Date
- Technician
- Specific location where the HVP occurred; i.e. Union Station – Purple Line Platform
- Division
- Hours

Citywide HVP consists of active foot or vehicle patrols at locations identified in the applicable Joint Regional Intelligence Center Predictive Analysis Overviews.

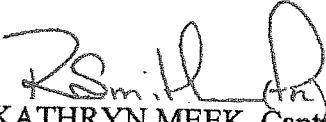
In addition to the Bomb Squad LAX and Citywide Tracking Forms, each employee shall enter their individual HVP activity in their Green Log Book under the newly established HVP heading. Employees shall include the new HVP heading in the Green Log Book for each work day, whether HVP was conducted or not. Each HVP activity shall be documented as a separate line item entry and shall include the following information:

- Time started
- Time ended
- Specific location where the HVP occurred; i.e., CTA - Terminal 1; Union Station – Purple Line Platform
- Employee activity; i.e., foot beat, mobile patrol

Example: 1300-1400 Union Station – Red & Purple Line Platforms – foot beat

These newly updated HVP protocols will allow for ESD to accurately track Bomb Squad activity and ensure validity of reported HVP hours.

Should you require additional information, please contact the Bomb Squad Officer in Charge.

  
KATHRYN MEEK, Captain  
Commanding Officer  
Emergency Services Division

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