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OFFICE OF OPERATIONS

PLANNING AND RESEARCH  
DIVISION

NOTICE NO. 47

October 16, 1996

**TO:** All Concerned Commanding Officers and Officers-in-Charge,  
Office of Operations

**FROM:** Director, Office of Operations

**SUBJECT:** NOTIFICATION TO JAIL FACILITIES RE: TASK FORCE OPERATIONS

**Effective:** Immediately

**PURPOSE:**

The purpose of this Notice is to establish a protocol for all Office of Operations (O.O.) personnel to follow when they become aware of task force or related operations that may increase or create a surge in demand on Department jail operations.

**INFORMATION:**

Throughout the Department there are many situations where unannounced task force and/or other large scale police operations, adversely impact jail/patrol operations. In some cases there may be insufficient time to notify the concerned jail in an effort to compensate for the increased demands on jail/patrol resources. However, in most instances these operations are planned well enough in advance to provide Department jail facilities with information that may assist the concerned jail in properly preparing for these types of events. As a result, in an effort to increase efficiency and to promote a more harmonious jail/patrol working relationship, a formal protocol has been established.

**PROCEDURES:**

Effective immediately, all O.O. entities anticipating task force or other large scale operations that have the potential of increasing the jail workload beyond its normal capacity (e.g., narcotic, Vice-related, DUI and/or Gang Task Forces), shall, whenever practical, notify the concerned jail no later than the second Friday of the preceding deployment period in which the event is scheduled to occur.

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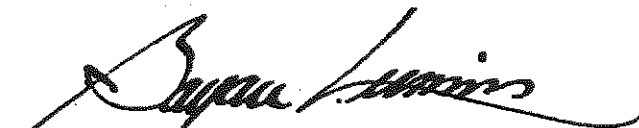
This notification may be made telephonically and should include the date, time and anticipated duration of the event. Additionally, a clear explanation of what is anticipated is critical in assuring that adequate jail resources are available for the entire duration of the event. Consequently, any other information which may be helpful in properly staffing and deploying sufficient resources for the event should be provided to the concerned jail.

When it is anticipated that a task force or other large scale event will result in an increased workload on any jail facility, the Jail Division Adjutant may be contacted and advised of the operation at extension 5-2545, or the involved jail may be contacted as follows:

- \* All Area Jails: Notify the Officer-in-Charge, Operations Jail Section, Jail Division at (213) 847-2040.
- \* Valley Jail: Contact the Officer-in-Charge, Valley Jail Section at (818) 756-8480 or the Valley Jail Watch Commander at (818) 756-8350.
- \* Metropolitan Jail: Contact the Officer-in-Charge, Metropolitan Jail Section at (213) 847-2542, or the Metropolitan Jail Watch Commander at extension 5-2510.

Commanding Officers and Officers-in-Charge are reminded that early notifications will permit the concerned jail facility to incorporate the event into their monthly deployment schedule. However, late notifications will only permit the concerned jail facilities to adjust existing deployment (by minimizing TOs, etc.) to accommodate these requests. In addition, as in the past, a request for civilian cash overtime allotments for special details (to secure additional detention officers) may be made via Fiscal Operations Division, when it is impractical or impossible to provide the concerned jail facility with sufficient notification.

The Evaluation and Administration Section (EAS), Office of Operations, and the Jail Division Commanding Officer will monitor compliance with these procedures. Questions regarding the procedures outlined in this Notice may be directed to EAS at extension 5-4111 or to the Commanding Officer, Jail Division at extension 5-2547.

  
BAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

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