



# Office of the CHIEF OF POLICE

## Memo

**TO** | **ALL PD PERSONNEL**

**FROM** | CHIEF OF POLICE Michael Ishii

**DATE** | March 17, 2020

**RE** | Emergency General Order 20-01 – Work changes due to COVID-19

The following work changes will take into effect **Saturday, March 21, 2020 at 0530 and end Saturday April 18, 2020 at 0530**. We will assess throughout the month and make changes, including extending, as needed.

There are three areas of focus:

A. Employee safety –

1. Modify workflow to limit/contain the contact and slow the spread of the coronavirus.
2. This includes grouping officers in smaller squads, reducing public contact for support staff, and having all sworn be ready to assist in patrol operations
3. Practicing CDC recommended guidelines (social distancing, limit group gatherings, etc.). Provide protective gear and work to get more.
4. Provide clear instructions on what to do if you have symptoms or have knowledge that you may have been exposed by another person or family.

B. Employee Accommodations for home childcare issues –

1. Help employees with school-aged children adjust to the sudden closure of schools

C. Department readiness to changing demands & changes in readily available officers --

1. Patrol model changes, DB/SOB/CAB/Traffic Bureaus adjust hours to provide support by patrolling shopping centers and providing additional resources on major incidents.
2. Many in the community may be anxious and stressed with the unknown nature of the virus. Add economic instability, job layoffs, child care issues, large crowds trying to buy basic necessities, etc. there is potential for an increase in police response to challenging situations. Violence may increase as time goes on.

## **Patrol Bureau:**

The major change for patrol will be adjusting to a “team policing” scheduling model. The goal here is to limit exposure by having officers work with the same six to seven people only. When working overtime on the cover shifts, officers working the same squad will be given first opportunity to sign up (see patrol schedule for a more detailed view).

### A. Team Policing Model

1. Mon-Tue-Wed 0530-1800 / 1730-0600
2. Fri-Sat-Sun 0530-1800 / 1730-0600

### B. Patrol Paybacks

1. Thursdays – Day Shift (0530-1530)
  - Officers working a Patrol payback have option to work for 12.5 hours (2.5 hours of overtime)
  - Each Thursday Day shift will be supplemented by two School Resource Officers assigned to work a 12.5 hour shift (0530-1800).
  - Minimum Staffing Levels – Thursday Day shift
    - Five officers
    - One supervisor
2. Thursdays – Night Shift (1730-0330)
  - Officer working a Patrol payback have option to work for 12.5 hours (2.5 hours of overtime)
  - Minimum Staffing Levels – Thursday Night shift
    - Six officers – May require posting of overtime spots
    - Two supervisors – May require posting of overtime spot

### C. Field Response Guidelines

1. Limit responses on nuisance calls (supervisor discretion on case by case basis)
  - Loud Music
  - Subjects Loitering
  - Transient (where presence is the issue – transient not causing any other problem)
  - Parking Complaints
  - Minor crimes (misdemeanors) – handle via phone
  - Missing persons – handle via phone
2. Be selective in making physical arrests
  - Officers have the same discretion to make arrests as often that is the best way to solve the problem. Use your best judgement on striking a balance between limiting exposure and taking the person into custody.
3. Respond to assist Fire Department only to provide for their physical safety
  - Watch Commander determine if we need to respond to certain Rescue calls.
  - Medical response calls involving someone that could be infected (let Fire handle unless they request us for an emergency)
  - Response to elderly care facilities will be evaluated by dispatch and supervision and non-emergency calls will be handled by phone

4. Temporary suspension of TACMED protocols until further notice
  - CPR – allow LA Co Fire to provide
  - No change to TACMED protocols for Department employees who have sustained an injury
  - Use your best judgement on this.
5. Carry all civil disturbance gear in car with you while on duty
6. Uniform –
  - It is recommended that officers assigned to Patrol utilize a Patrol Duty Uniform (PDU) which can be washed often. Washing after every shift is recommended. Standard (wool) patrol uniforms may still be worn, and dry cleaning often is recommended.
7. **Riding with a Partner (Adam car)**
  - Although it would be better to separate and ride alone for less exposure, in the interest of officer safety, Adam cars will still be allowed under one condition:
    - Pick a partner, and that will be the only person you can ride with during the deployment. So make sure you pick the right partner....

### **Detective Bureau:**

The major change for the Detective Bureau will be adjusting to a 3/12 schedule and splitting the Bureau into two smaller groups, limiting exposure in the bureau (more separation between cubicles). The other goal here is to be ready to support patrol operations as the need arises. They will also be ready to supplement patrol staffing if things escalate (sick officers, civil disturbance, etc.)

#### A. DB Schedule

1. Mon-Tue-Wed 0530-1800
2. Thu-Fri-Sat 0530-1800

- Detectives working Saturday will catch up on investigations
- Detectives working Saturday will conduct periodic patrols of shopping areas
  
- All Detective Bureau paybacks will be on Sundays (0800-1800)
- Detectives working Sunday will catch up on investigations
- Detectives working Sunday will conduct periodic patrols of shopping areas
- Detective Kemp temp reassigned to Air 55 full time
- Susan Herrera-Soto will work Mon-Tue-Wed-Thu (0700-1700)

#### B. Forensics Unit

1. No change until further notice

#### C. Detective Bureau Uniform

1. Detective Bureau Polo, Cargo Pants (wash often)

## **Special Operations Bureau**

The major change for the Special Operations Bureau will be adjusting to a 3/12 schedule and suspending regular SOB duties (i.e. homeless sweeps) while more actively supporting patrol with increased patrol of high crime and high traffic (shopping centers) areas. They will also be ready to supplement patrol staffing if things escalate (sick officers, civil disturbance, etc.)

A. Metro / Gangs / Mental Evaluation Team work schedule will be:

1. Mon-Tue-Wed 0530-1800
2. Thu-Fri-Sat 0530-1800

- SOB detectives working on Saturday will catch up on investigations
- SOB detectives working on Saturday will conduct periodic patrols of shopping areas
  
- All Special Operations Bureau paybacks will be on Sundays (0800-1800)
- SOB detectives working Sunday will catch up on investigations
- SOB detectives working Sunday will conduct periodic patrols of shopping areas

B. Offsite Special Operations Bureau personnel to remain at task force locations until further notice

- Lieutenant Goetz – LA IMPACT
- Detective Peraza – HIDTA
- Air 55 to continue normal operations
  - Officer Manley – Pilot
  - Detective Kemp – Temporary full time assignment as TFO / Observer
  
- Joyce Walker will work Tue-Wed-Thu-Fri (0700-1700)
- Temporary suspension of
  - Homeless outreach / cleanups
  - Business outreach

C. Narco unit no change for now. Flexible schedule to assist patrol (i.e. surveillance) as needed. Operations Captain will make decision.

## **Records Bureau – No changes**

The Records staff have ample room between each other and already work 6-6 shifts.

## **Community Affairs Bureau**

The major change for the Community Affairs Bureau will be adjusting to a 3/12 schedule and suspending regular CAB duties while more actively supporting patrol with increased patrol of high crime and high traffic (shopping centers) areas. They will also be ready to supplement patrol staffing if things escalate (sick officers, civil disturbance, etc.)

- A. Bureau Supervisors – (Mon-Tue-Wed - Thu-Fri-Sat, with Sunday paybacks)
  1. During normal 12.5 hour shifts (Mon-Sat, 0530-1800), conduct normal CAB business (liaison with Recreation Department to check in by phone on at risk population – seniors with no programs available)
  2. During Sunday payback (10 hours, 0800-1800), conduct normal CAB business and monitor shopping areas
- B. CAB Detective to Thu-Fri-Sat (12.5 hour shifts) with Sunday payback every four weeks (10 hours)
- C. School Resource Officers (12.5 hour shifts)
  1. Both SROs to Thu-Fri-Sat (0530-1800)
    - Every Thursday, SROs will be assigned to work Day shift patrol
    - Every Fri-Sat, SRO's will be assigned to the CAB supervisor.
    - SRO Paybacks will be on Sundays (0800-1800, every four weeks) – extra patrol Parks, Shopping Areas
- D. Lameka Bell and Kasey Maruya same schedule
- E. Suspension/cancellation of all outreach programs, tours, ride-alongs, volunteers.

## **Traffic Bureau**

The major change for the Traffic Bureau will be adjusting to a 3/12 schedule and reducing regular enforcement (parking and traffic) duties while more actively supporting patrol with increased patrol of high crime and high traffic (shopping centers) areas. They will also be ready to supplement patrol staffing if things escalate (sick officers, civil disturbance, etc.)

### A. Bureau Lieutenant

1. Tue-Wed-Thu 0530-1800
2. Friday payback 0800-1800

### B. Sworn officers

1. Two officers to Mon-Tue-Wed (0530-1800)
2. Two officers to Thu-Fri-Sat (0530-1800)
3. Paybacks Sunday (0800-1800) – regular traffic duties

### C. Full and Part Time professional staff – no change to current work schedules

### D. Scale down enforcement.

- Moving violations
- Parking Cites (except for handicap violations in major shopping areas)
- Street sweeping is confirmed to still take place, will not be enforced
- Temporarily suspend signing off on citations
- Supvs discretion based on needs

### E. Areas for continued focus:

- Accidents
- Blocking driveway
- Blocking roadway
- Impound / Storage as needed
- Supvs discretion based on needs

## **Jail / Front Desk / Property**

The major change is the lobby will be closed to the public. They will call in from the “blue pole” to the front desk during business hours and the jail at night. Phone reports may increase. The Jail has been designated as the supplemental jail for the cities of El Segundo, Manhattan, Hermosa, and Gardena. If they have any issues at their facility due to the coronavirus, prisoners would be booked and housed at HPD. Torrance PD is also designated as another SB regional Jail used by Redondo and PV.

With courts possibly closing, we may house more prisoners for a longer period. Jailers should make it a priority to keep arrestees separate as much as possible. Attempt to limit interaction and cite out when possible.

- A. Sergeant – Temporary reassignment to Patrol Bureau (see Patrol Bureau schedule)
  - 1. Front Desk (12 hour shift with 8 hour payback every other week)
- B. Desk PSO supplemented by two recent police academy graduates
  - 1. 1 Staff - Mon-Tue-Wed (0700-1900)
  - 2. 2 Staff – Thu-Fri-Sat (0700-1900)
- C. All desk paybacks on Wednesdays
  - 1. Wednesday desk payback (1100-1900)
  - 2. Every Wednesday, desk to be supplemented by Property PSO from 0700-1100, or as needed
- D. Jail (12 hour shift with 8 hour payback every other week)
  - 1. Jail personnel to be supplemented by three recent academy graduates
    - Day shift jail (Sun-Mon-Tue, and Thu-Fri-Sat, 0700-1900)
    - Night shift jail (Sun-Mon-Tue, and Thu-Fri-Sat (1900-0700)
  - 2. Jail personnel paybacks on Wednesdays
    - Day jail payback (0700-1500, or 1100-1900)
    - Night jail payback (1900-0300, or 2300-0700)
- E. Property
  - 1. Remain on current schedule (Mon-Tue-Wed-Thu, 0700-1700)
  - 2. Supplement front desk staffing every Wednesday, from 0700-1100, or as needed

## **Admin Personnel**

- a. Internal Affairs – No changes – ready to assist patrol if needed
- b. Training – ready to assist patrol if needed
- c. Executive Assistant to the Chief – No changes
- d. Payroll – No changes
- e. Accounts Payable – No changes
- f. Operations Captain – Change as necessary
- g. Administrative Captain – Change as necessary

## **Sick Leave Procedure**

The following procedures are in place to help minimize the possible spread of COVID-19

- No out of country travel.
- Notify your Supervisor if you are travelling out of state.
- Those who are currently on vacation and returning from out of state travel must report to their respective Supervisor before returning to work.
- Those who are currently on vacation and returning from outside of the United States from certain countries may be placed on a 14 day quarantine based on parameters set by the United States Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC). Employees that fall under this criteria must report it to their Supervisor.

If you have any types of symptoms (such as fever, cough, aches, etc.)

- Notify your supervisor immediately
- Do not come to work – you can use any of your bank hours (sick/vac/oto)
- Supervisor will contact either Captain
- Based on circumstances, Captains will consult with Dr. Nakagawa for further direction
- Captains (with input from Dr. Nakagawa) will determine if a full 14 day self-quarantine will be necessary.

If you are asymptomatic but think you may have been exposed

- Notify your supervisor immediately
- Supervisor will contact either Captain
- Based on circumstances, Captains will consult with Dr. Nakagawa for further direction
- Captains (with input from Dr. Nakagawa) will determine if you can come to work. As of now, unless stated differently by the Captains, you are to come to work.

## **Childcare:**

With most schools closed for (at least) the next few weeks, I am aware and understand many of you will be affected with childcare issues. I will work closely with your supervisors through the Captains on this issue so that you can work to make arrangements for childcare.

- Contact your immediate supervisor if you will be affected by the school closures and need time off. Based on your situation (every household will be different), we will do our best to allow time off, hours adjust etc.
- Considering the current environment, the workplace is not the best place for your children. Since first responders are at the frontlines (right behind healthcare workers) that have the potential of contracting coronavirus, we want to limit exposures as much as possible.

## **Time Off:**

For now, time off request will be honored in accordance with policy. This is subject to change if there is a significant change in our community where we will need maximum deployment, or , if officers and staff call off sick.