

Unit Order #6 - Paid Movie Assignments

Los Angeles County Sheriff's Department

CRESCENTA VALLEY STATION

UNIT ORDER # 6

PAID MOVIE ASSIGNMENTS

It is the policy of the Crescenta Valley Station that personnel working paid movie assignments adhere to the following procedures:

1. All personnel who wish to be considered for a paid movie assignment shall immediately submit a memorandum to the Scheduling and Training Sergeant. Personnel on training status may submit a memorandum regarding working movie assignments, but they will not be considered until successful completion of their field training program.
2. The Scheduling and Training Sergeant shall maintain an assignment roster of personnel desiring movie assignments. Personnel will be offered these assignments on a rotating basis which includes all three shifts. Should an available assignment conflict with scheduling and/or training requirements, the involved personnel shall be given the next available assignment. Should an individual decline a particular movie assignment, their name will rotate to the bottom of the rotation list for future consideration of movie assignments.
3. When movie assignments are received, the Scheduling and Training Sergeant shall review the request and the availability of personnel. No assignment, or combination of assignments of a scheduled shift shall be of such duration that an assigned deputies safety would be endangered. Extended assignments will be given only to personnel who are on a scheduled regular day off. Assignments shall not be split into shifts except as a last resort. This is due to only one 4-hour minimum being allowed for a split position assignment. The second deputy involved in a split assignment has no minimum number of hours warranty.
4. Personnel shall arrive on time for an assignment. If the film company is not at the designated location, the deputy shall remain at the location and have the station desk contact Sheriff's Headquarters Bureau. Personnel will not leave the predesignated site unless directed to do so by Sheriff's Headquarters Bureau.
5. When submitting for overtime regarding a movie job assignment, the following information must be included:
 - a. The Private Entity Contract number (P.E.C.)
 - b. The vehicle type, number, and mileage driven by the deputy.

- c. The production company name and shooting site.
 - d. The overtime must be designated as "Voluntary."
6. Completed overtime slips shall be submitted to the Scheduling and Training Sergeant, who shall review the completed slips for accuracy and then submit them for final approval. The Scheduling and Training Sergeant shall forward a memorandum to the Contract Law Enforcement Bureau for billing purposes.
 7. Any questions regarding movie job assignments shall be brought to the attention of the Scheduling and Training Sergeant during normal business hours.
 8. These guidelines are intended to ensure that all movie job assignments are fairly distributed among all interested personnel. Any variation to this Unit Order must be approved by the Scheduling and Training Lieutenant.

Todd D. Deeds
Crescenta Valley Station

Date Approved

(Revised on 05/17/2008)