Station Order 17-038: Work Action Contingency Plan

The following plan will serve as a guide in the event of a work action by deputy personnel which would require emergency staffing of working positions at Walnut/Diamond Bar Station. This plan has been developed in order to ensure delivery of police services to areas normally served by our stations. The plan is based on the premise of a worst case scenario wherein all deputy personnel fail to report to work. It is reasonable to assume that some deputies will report, thus giving the Incident Commander latitude in developing an adequate field force and staffing interior post positions.

Watch Commanders should be critical in their evaluation of staffing needs. The public safety shall be the measure for any deployment. It can be anticipated that any work action will occur prior to the oncoming shifts reporting time and therefore some deputies not already on overtime could be ordered to work.

Also contact with other stations in our Region should be made to ascertain if they are in a similar situation. If these units are not involved in a work action, available resources should be requested to staff our needs (the Special Enforcement Bureau should also be contacted as an additional resource).

In a worst case scenario, a total of 19 supervisors are available, 5 lieutenants and 14 sergeants. In addition, 15 L.E.T.'S and 3 C.S.O.'s are available.

Field Operations

Tempered by the level of the work action a mobilization could require all personnel be placed on a 12 and 12 schedule with all R.D.O.s' canceled. The attached schedules reflect proposed deployment configurations, which include (17) supervisors assigned to Day Shift (4 interior and 13 exterior positions) and (16) supervisors assigned to the PM shift (4 interior and 12 exterior positions). C.S.O.'s would remain in their normal city or area assignments on 12 hours shifts as would L.E.T.'s assigned to desk positions. The Incident Commander should make an assessment as to whether there is a need to place the aforementioned classifications on a 12 and 12 schedule or whether they could remain on the usual 8 hr. shifts Days and P.M.'s.

Calls to which we shall respond will be prioritized as follows:

- Any life-threatening call/threat to public safety, including, "person

sick/injured calls.
- Felonies in progress.
- Depending on the circumstances, consideration will be given to dispatching a unit to felonies which have just occurred, with suspects still in the area.
- Traffic accidents with injuries.
- Domestic violence incident.
- Drunk driving violations.
- Issuance of citations in lieu of field arrest.

Consideration will be given to curtailing the following activities:

- Traffic enforcement
- Warrant service
- Investigation of non-injury traffic accidents
- Investigation of misdemeanor offenses

Desk Operations

Insofar as practical / applicable, the following activities will be encouraged:

- Taking reports via telephone. (This included petty theft and vandalism reports.)

Consideration should be given to the creation of a 'Report Log,' to be maintained in the desk area. If necessary callers will be asked to either call back, or have their request recorded in the Report Log for assignment to the first available unit.

Individuals requesting services requiring reports only of the type listed below can also be encouraged to respond to Walnut Station to file these documents.

- Runaways / Non Critical Missing Persons Reports (no suspicious circumstances).

- Assault / Battery (no medical treatment required/suspect has left the area).

- Misdemeanor crimes (suspect not at the location).

Jail Operations

Due to the fact jailer positions are normally staffed by Custody Assistants no additional staffing requirements are anticipated for these positions at this time.

Clerical Functions

The station's supervising secretary should be assigned to an overlap shift in order to impact clerical functions on both the DAY and PM Shifts. The clerical supervisor shall adjust schedules for civilian personnel on an as needed basis; otherwise they shall remain on their assigned shifts and hours.

Certain clerical functions / tasks are mandatory and take priority:

- Bookings

- Preparation of booking package that must include;

  - A criminal history
  - Personal history

- Driving history

- Arrest disposition report
- Court packages
- Detained petitions for juveniles
- Entry of stolen, recovered or stored vehicles
- Notification to registered owners of vehicle status
- Teletype broadcasts on major crimes or crimes with workable information

As in any mobilization, the Incident Commander will be required to be innovative and maximize available resources to accomplish our departmental mission. The guiding principle will be the safety of Department personnel.