

## **20-23 Duty Commander and Captain Process**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-23

**Effective Date:**

01-01-2020

**Subject:**

Duty Commander and Captain Process

**Reference:**

**MPP 2-02/050.00 Area Commanders**

**PURPOSE**

Starting in January 2020, Commanders and Captains will be scheduled for weekend duty by reverse seniority.

The schedule for the first-half of the year will be emailed to all Commanders and Captains at the end of November or the beginning of December of the previous year.

The schedule for the second-half of the year will be emailed to all Commanders and Captains at the end of April or the beginning of May.

It's the responsibility of the Commander/Captain to find a replacement if they will not be able to fulfill their assigned duty. Once a replacement is found, they need to notify SIB ([sibopsadmin@lasd.org](mailto:sibopsadmin@lasd.org)) of the change so the schedule can be updated and disseminated.

## **SCOPE OF ORDER**

All commanders, captains, and SIB Operations.

## **ORDER**

The Sheriff's Information Bureau, Operations Section, shall be responsible for updating and maintaining the Weekend Duty Command Book. The following is the procedure for completing the Weekend Duty Command Book:

### **Monday**

- The book should be returned by Monday afternoon or Tuesday morning, at the latest, by the outgoing commander/captain.
- If it has not been returned by Tuesday morning, an email shall be sent to the outgoing weekend Captain/Commander, and their secretaries, as a reminder.

### **Tuesday**

- Send email to upcoming Weekend Duty Command Captain and Commander that they will be on-call, and the book will be ready for pick up by Thursday afternoon.
- Cc their respective secretaries and SIB SGT email group.
- Send JDIC message RE: the upcoming Weekend Duty Command.

### **Wednesday**

- Check JDIC for upcoming Tactical Alerts (print if there are any for the upcoming weekend).
- Check with Operations Center for any Operation Plans (print if there are any for the upcoming weekend).

- Update Duty Command Book with:
  - New cover page with Commander/Captain names and dates
  - If there are no Tactical Alerts for the weekend, print cover page
  - If there are no Operation Plans for the weekend, print cover page

## **Thursday**

- Before the book is picked up, check one last time for Tactical Alerts and Operation Plans (if any, print and add to book).
- Make sure weekend duty book has been picked up by 1400 hours. If not, send a reminder email to Captain, Commander and their secretaries.

## **Miscellaneous**

- Update Executive Roster, Department Directory and Org Chart as updates become available.
  - Add Weekend Duty Commander Topics monthly (from Risk Management Bureau)
  - Add any new/updated Newsletters and Field Operations Directives.
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