Paid Movie Assignments

PURPOSE OF ORDER:

To establish protocol for personnel who work paid movie assignments.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of The Altadena 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 wishing to work movie detail assignments at Altadena Station should direct a memorandum to the Altadena Station Operations 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 ***and Altadena Operations Sergeant*** shall maintain an assignment roster of personnel desiring movie assignments. Personnel will be offered theses 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 and the Altadena Operations Sergeant shall review the request and the availability of personnel. No assignment, or combination of assignments ***shall violate any of the Department's overtime policies.*** 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 is not guaranteed the 4-hour overtime minimum.***

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 Information Bureau. Personnel will not leave the pre-designated site unless directed to do so by Sheriff's Information Bureau **or the on-duty Watch Commander**.

5. When submitting for overtime regarding a movie job assignment, the following information must be included:
    i. The Private Entity Contract number (P.E.C.)***, ie. 903-34798-07.***
    ii. The vehicle type, number, and mileage driven by the deputy.
    iii. The production company name and shooting site.
    iv. The overtime must be designated as "Voluntary."

6. Completed overtime slips shall be submitted to the Altadena Operations Sergeant who shall review the competed slips for accuracy and approve them. The Altadena Operations 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 or the Altadena Operations 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 Altadena Operations Lieutenant.

Reference: MPP 3-02/280.00, 3-02/280.10, 3-02/300.10