

Unit Order 05 - Minimum Staffing

PURPOSE:

The purpose of this order is to indicate the number of units and personnel to be deployed on a daily basis; to meet the minimum safety requirements.

SCOPE:

This order is directed to all personnel who are responsible for ensuring the minimum safety staffing on a daily basis.

ORDER:

The following is a breakdown of the minimum staffing requirements for each shift.

WEST HOLLYWOOD STATION

DAY SHIFT (0600-1600 HOURS)

- Patrol staffing shall consist of a minimum of 6 deputies.

PM SHIFT (0600-1600 HOURS)

- Patrol staffing shall consist of a minimum of 7 deputies.

EM SHIFT (0600-1600 HOURS)

- Patrol staffing shall consist of a minimum of 6 deputies.

NOTE:

- A bicycle unit is considered a crime car.
- Each shift shall have at least one traffic car which shall count towards minimum staffing.
- The following units/teams do not count towards minimum staffing needs: motorcycle deputies, COPS team deputies, and Entertainment Policing Team deputies.
- Day shift overlap Deputies can be counted towards minimum staffing needs on both AM shift and PM shift. Overlap hours can remain variable, i.e., 1000-2000 hours or 1200-2200 hours, depending on the needs of the shift and unit.

UNIVERSAL CITYWALK

DAY SHIFT (0800-1800 HOURS)

- Staffing shall consist of a minimum of 1 deputy.

NOTE: In the event a call for service is placed at Universal Citywalk and there is only one deputy on-duty, the Watch Deputy shall dispatch a car from the city to assist in handling the call.

PM SHIFT (1800-0400 HOURS)

- Sunday-Wednesday shall consist of a minimum of 2 deputies.
 - Thursday-Saturday shall consist of a minimum of 5 deputies.
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