

## Emergency Operations Bureau

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### • Unit Order 1 “ Emergency Management Training

#### **PURPOSE**

The purpose of this order is to ensure all Emergency Operations Bureau (EOB) sworn personnel, obtain and maintain the training necessary to be a subject matter expert in emergency management.

#### **SCOPE**

This Unit Order applies to all sworn personnel assigned to EOB.

#### **ORDER**

EOB is responsible for the planning, preparedness, and response to large-scale planned events and emergent incidents. As such, all personnel assigned to the unit are expected to uphold the utmost expertise and be subject matter experts in emergency management.

The following courses are mandatory for all sworn personnel assigned to EOB to attend and be proficient in the knowledge and application of. This is not a comprehensive list but a minimum expected level of certification for all sworn personnel. To be a true subject matter expert, training must be much more vast and continual:

- IS 100C - An Introduction to the Incident Command System
- IS 200c - Basic Incident Command System for Initial Response
- IS 235 - Emergency Planning
- IS 247b - Integrated Public Alert and Warning System (IPAWS) for Alert Originators
- IS 251a - Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- IS 700B - Introduction to the National Incident Management System
- IS 703B - National Incident Management System Resource Management
- IS 800D - National Response Framework, An Introduction
- IS 2200 - Basic Emergency Operations Center Functions
- ICS 300 - Intermediate Incident Command System for Expanding Incidents
- ICS 400 - Advanced Incident Command System for Command and General Staff
- SEMS G606 - Introduction to the Standardized Emergency Management System
- OARRS - Operational Response and Recovery System
- Alert LA - Emergency Alert and Warning System

The following courses are mandatory for all sworn personnel assigned to the EOB Tactical Planning Unit. The Logistics Section and SRT personnel may attend this training but, it is not mandatory:

- ICS 449 - Incident Command System Train the Trainer
- G191/775 - Incident Command System /Emergency Operations Center Interface

- AWR 167 - Sport and Special Event Risk Management
- MGT 314 - Enhanced All-Hazards Incident Management/Unified Command
- MGT 404 - Sports and Special Events Incident Management
- MGT 412 - Sports and Special Events Evacuation and Protective Actions
- MGT 440 - Enhanced Sports and Special Events Incident Management
- MGT 475 - Crowd Management for Sports and Special Events

The following courses are mandatory for all sworn personnel assigned to the EOB Logistics Section.

- Commercial Driver Training School (Class A Commercial Driver's License)
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## • Unit Order 2 – Duty Status

### **PURPOSE**

Sworn personnel assigned to the Emergency Operations Bureau (EOB) are routinely called upon, often after hours of business, to provide subject matter expertise and/or resource support during emergencies.

The purpose of this unit order is to ensure all EOB personnel assigned Duty Status or assisting with response/resource coordination outside normal work assignment and duties are appropriately compensated if such work is performed during off-duty hours.

### **SCOPE**

This Unit Order applies to all sworn personnel assigned to the EOB.

### **ORDER**

To provide coverage after regular business hours and weekends, all sworn personnel assigned to EOB shall be available to be placed on to Duty Status periodically, on a rotational basis.

Each sworn member will be assigned a take-home vehicle to facilitate timely response to large-scale emergencies.

In instances during off-duty hours, if a Duty Status employee receives a telephone call, notification by Department personnel, or a callout for their subject matter expertise, they shall be compensated in accordance with the Department's Call-Back Time/Early Shift Start procedures as outlined in the Department's Manual of Policies and Procedures (MPP) section 3-02/310.00. Following the Los Angeles County Sheriff's Department's Time and Attendance Manual, TK-01/003.50 Flexible Work Schedule, employees are permitted to work Duty Status on overtime before meeting the 40-hour threshold.

All personnel shall keep a detailed log regarding the telephone calls, notifications, and callouts they receive when submitting for overtime compensation. Employees shall complete a detailed narrative on their overtime slip shall be completed on the overtime worked report.

Any Duty Status employee who is unable to complete their required Duty Status period shall notify their supervisor (the next highest ranking Duty Status employee) immediately, and absent exigent circumstances, before the beginning of their Duty Status rotation.

Notwithstanding a personal emergency, Duty Status employees shall self-identify coverage for any Duty Status rotations they cannot complete. Partial coverage of Duty Status is permitted with prior supervisor approval and notification to the Department's 24-hour Watch Center.

If any of these guidelines conflict with a Memorandum of Understanding, the Memorandum of Understanding shall take precedence.

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## • **Unit Order 3 - Armory**

### **PURPOSE**

Establish ongoing uniformity of procedures for armory safety, responsibilities, equipment control, storage, and inventory. To facilitate the inspection and maintenance of equipment.

### **SCOPE**

This Unit Order applies to all Emergency Operations Bureau (EOB) personnel, sworn and civilian, who may have access to the EOB armory.

### **ORDER**

#### **I. Responsibilities**

1. The Armory Lieutenant, assigned as a collateral duty, shall be responsible for the control, maintenance and ordering of all armory equipment. He shall be assisted by a designated Armory Sergeant. The Armory Lieutenant and Sergeant shall make frequent inspections of the armory to ensure that all equipment is clean, serviceable and readily available for emergency use.
2. The Armory Sergeant shall be responsible for the regular cleaning and maintenance of all weapons as required by Department policy. The Armory Sergeant shall be responsible for the repair or replacement of any equipment or supplies found to be in substandard condition.
3. The Armory Sergeant shall prepare a quarterly inventory of armory equipment for submission to the Training Bureau Commander from the Emergency Operations Bureau Unit Commander.

#### **II. Equipment Control**

Entry into the armory is limited to sworn personnel only. Specifically, the Operations Lieutenant or Operations Sergeant.

1. The combination for the armory door is located within the Operations Lieutenant's safe.
2. Any equipment removed from the armory shall be listed on the Armory Control Sheet located in the Armory. Personnel who are issued equipment from the armory shall be responsible for the equipment until returned.

#### **III. Storage/Safety**

1. Ammunition and or any other special equipment stored in the armory shall be clearly marked.
2. Tear gas canisters shall be stored separately from ammunition to prevent corrosion.
3. Sting balls shall not be stored in the same room as ammunition.
4. All shotguns and rifles shall be carried or stored unloaded, pointed to the ceiling with the slide open

while inside of EOB.

5. All weapons, lethal or less lethal, shall not be left unsecured or unattended in any vehicle at any time.
6. The AR-15 or M-4 shall be utilized per Department Manual, section 5-09/170.30. A list of AR-15/M-4 qualified deputies shall be maintained in the Armory Manual and kept in shared files as well.

#### **IV. Inventory**

1. The Armory Sergeant and/or the Armory Lieutenant shall inspect the armory at least once a week for cleanliness and review the Armory Inventory Control sheet.
  2. The Armory Sergeant will ensure that all shotguns, as well as AR-15 or M-4 rifles are cleaned after each use or as needed.
  3. During January of each year, or as directed by the Training Bureau, the Armory Sergeant will have all assigned shotguns, AR-15, and M-4 rifles inspected for mechanical condition by the Department armorer and certified as having been test fired. This certification record shall be placed in the Armory Manual.
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### **• Unit Order 4 “Alcohol”**

#### **PURPOSE**

The purpose of this order is to ensure all Emergency Operations Bureau (EOB) personnel adhere to the Policy and Procedure related to the Operation of Vehicles, County or Private - 3-01/090.10 and the Use of Alcohol – 3-01/030.40.

#### **SCOPE**

This Unit Order applies to all EOB personnel, sworn and civilian, who may have Duty Status responsibilities and/or drive a county or private vehicle to or from Department functions, events, or incidents.

#### **ORDER**

EOB personnel shall not drink or be under the influence of any type of alcoholic beverage while on duty. This is to include any Duty Status personnel who are designated responders to any type of emergency management response or work-related event or incident.

EOB personnel shall never consume any type of alcoholic beverage while on-duty at any Department-related or sponsored activity, event, training, or conference.

If the employee has an odor of an alcoholic beverage on their breath or there is reasonable suspicion to believe the member is under the influence of alcohol, the unit commander or higher shall order a test of the member.

If the employee refuses a direct order to be tested, that employee shall be subject to discipline for violating MPP 3-01/030.10, Obedience to Laws, Regulations, and Orders.

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## • Unit Order 5 – Unforeseeable Absence Notifications

### **PURPOSE**

Unlike a traditional patrol station or custody facility, Emergency Operations Bureau (EOB) does not have a Watch Sergeant working after hours, nor does EOB have a Watch Sergeant phone number to report work schedule changes. The Duty Status Sergeant serves this role and is responsible for monitoring all bureau operations during their duty rotation, including managing what EOB personnel are available to respond at any moment should an emergency arise.

The purpose of this unit order is to establish a standard protocol for EOB personnel who are calling in an absence or last-minute adjustment to their normal work schedule.

### **SCOPE**

This Unit Order applies to all sworn personnel assigned to the EOB.

### **ORDER**

To ensure adequate coverage and management of personnel, employees who need to report an unforeseeable absence shall follow the reporting protocols outlined below during standard business hours or after hours.

#### Business Hours

Primary notification of an unforeseeable absence or schedule adjustment shall be made to the Duty Status Sergeant. Secondary notification shall be made to EOB Operations via telephone. If applicable, employees may elect to have the Absence Request Telephonic Notification form (SH-R-96) completed and attached to their Weekly Timecard by EOB Operations, or they may complete it upon their return if it will not delay the processing of timesheets.

#### After Hours

Primary notification of an unforeseeable absence or schedule adjustment shall be made to the Duty Status Sergeant. If applicable, employees may elect to have the Absence Request Telephonic Notification form (SH-R-96) completed and attached to their Weekly Timecard by the Duty Status Sergeant. Alternatively, they may complete it upon their return if it will not delay the processing of timesheets.

Following EOB Unit Order 2 – Duty Status, except during personal emergencies, Duty Status employees shall self-identify coverage for any Duty Status rotations they cannot complete. Partial coverage of Duty Status is permitted with prior supervisor approval and notification to the Department's 24-hour Watch Center.

If any of these guidelines conflict with a Memorandum of Understanding, the Memorandum of Understanding shall take precedence.

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## • Unit Order 6 - Special Event Contract Administrative Duties

### **PURPOSE**

Emergency Operations Bureau (EOB) responsibilities include, but are not limited to the planning, execution,

and processing of Supplemental Law Enforcement Services Agreement (SLESA) contracts for pre-planned events throughout the County. Examples of SLESA events include, the Pasadena Tournament of Roses Parade, the West Hollywood Outloud Festival, National Football League games at SoFi stadium, UCLA football games at the Rose Bowl, and the Manhattan Beach 4<sup>th</sup> of July Annual Celebration.

The purpose of this unit order is to establish a standard procedure for the processing of a SLESA event.

## **SCOPE**

This Unit Order applies to all sworn personnel assigned to the EOB.

## **ORDER**

Prior to an event, an Overtime Control Number (OCN) shall be requested by the Resource Unit Manager (RUM) through the Department's Contract Law Enforcement Bureau (CLEB).

### **Paperwork Submission**

In all instances where paperwork is submitted for review, approval, or processing, paperwork shall be submitted in the following order:

1. Handling EOB Sergeant or Peer (when authored by a sergeant)
2. Tac-Planning Lieutenant
3. Operations Sergeant
4. Captain's Secretary
5. Operations Lieutenant
6. Captain

All reviewers (Captain Secretary exempt) shall stamp the packet as "Contents Noted" with their initials and date they reviewed.

*Note: The bullet points listed below do not need to be completed in order.*

### **Event Action Plan (EAP)**

When an Event Action Plan is required, it shall be the responsibility of the Handling EOB Sergeant to:

- Review Prior Year's EAP's
- Schedule & Meet with the Contracting Entity Representative (CER) as necessary.
- Liaison with the CER.
- Author EAP and submit for approval.
- Serve as the primary contact from EOB throughout the planning, execution, and billing processes.

All EAPs shall be submitted to operations at least two weeks prior to the event date. When submitting an EAP for review and approval, all EAPs shall be accompanied by an up-to-date Event Personnel Matrix (Matrix).

### Pre-Event Staffing

- Generate interest list to collate list of Department personnel available for the event.
- Complete staffing Matrix.
- Distribute initial hired email to all personnel hired for the event. Although brief, the initial email should include an estimated start time if available.
- Two weeks before the event a reminder email shall be distributed to all personnel hired for the event.
- Within 10 days of the event, and no less than five days prior, an email shall be sent with reporting instructions, including reporting time, location, uniform of the day and required equipment (if applicable).
- Create and print overtime slips for personnel staffed at the event.

### 5 Business Days Prior to the Event

The draft Matrix, including all necessary changes, shall be emailed to the CER for their review at least five business days before the event.

The draft Matrix shall list all positions included in the EAP, highlighting any changes from previous operations (when applicable.) Personnel shall solicit written approval from the CER, paying specific attention to the number of personnel required to adequately staff the event and hours of operation.

Any disagreements in hiring levels by the CER shall be discussed and resolved through the Handling EOB Sergeant.

### Three Business Days Following the Event

At the conclusion of the event, a Pay, Leaves, & Records (PLR) packet should be prepared and submitted for review.

Included in the PLR packet shall be the following:

- PLR memorandum (Captain to Captain).
- Matrix summarizing in alphabetical order all personnel who submitted overtime related to the event including, their rank, position, and breakdown of overtime.
- Original overtime worked reports (SH-AD-678).
- PLR Unit, Tac-Planning cover sheet including receipt sheet.

Scanned copies of the PLR packet memo, Matrix, and all overtime slips shall be stored on the EOB designated online storage location for the respective event.

#### 5 Business Days Following the Event

Within five business days of the last day of the event, the finalized Matrix including check-in and check-out times shall be emailed to the CER for their records.

#### Thirty Days Following the Event

Within 30 days of the last day of the event, a draft Contract Law packet shall be emailed by the RUM or administrative staff (when available) to the CLEB designee for their review. When emailing the packet for CLEB review, personnel shall carbon copy the handling EOB Sergeant.

Included in the Contract Law packet shall be:

- CLEB memorandum (Captain to Captain).
- Special Event Service Summary Report.
- Vehicle report, if applicable.
- Mileage report, if applicable.
- Matrix summarizing in rank order (including subtotals for all ranks), all personnel who submitted overtime related to the event including, their rank, position, and breakdown of overtime.
- Scanned copy of all overtime worked reports (SH-AD-678).

Once submitted for review by CLEB, personnel shall follow up via email after 30 days if a packet has not been returned for final processing.

Once cleared for final processing, personnel shall print the final version of the packet and submit it for processing.

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