0012 - WORK ACTION CONTINGENCY PLAN/MINIMUM STAFFING

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0012**
Subject:	**WORK ACTION CONTINGENCY PLAN/MINIMUM STAFFING**

Effective Date	Jan. 2023	**Last Date Reviewed**	Jan. 2023	**Last Date Revised**	Jan. 2023

PURPOSE:

To provide direction for the collection and dissemination of personnel information in the event of a work action, in order for personnel redeployment or work consolidation to occur as needed.

REFERENCE:

Detective Division Order #7-1 (REVISED).

POLICY:

It is the policy of the Special Victims Bureau (SVB), to provide personnel support to Department units in critical need while maintaining operational efficiency and service to the public. Designated personnel will be prepared to respond to other Department units as directed to augment forces in order to maintain operational effectiveness and essential services.

PROCEDURE:

In the event of a work action or stoppage within the bureau, the following action shall occur:

I. The supervisor of the affected section or any supervisor or manager becoming aware of a work action, shall assess the situation as it impacts internal operations and shall report his/her findings to the Unit Commander, giving the following information:

A. Description of work action, its effect and cause.

B. Employee classifications and number of personnel involved.

C. The number and classification of employees remaining on duty.

D. Personnel needs, present and projected, to maintain essential functions.

E. Personnel available for redeployment.

F. Function, impact, and extent of work action within the area of responsibility.

G. Estimation of any security requirements as applicable and present personnel requirements to the Unit Commander, who shall contact Division Headquarters or the Department DOC if activated.

H. Estimate the amount of time required to initiate minimum staffing.

1. Terminate non-essential work in progress.

2. The time needed for excess personnel (those above minimum staffing) to be released for reassignment.

I. An estimate of any unusual operational requirements that may develop.

1. Transportation requirements.

2. Personnel issues.

II The Unit Commander will assess the situation as it impacts the SVB and will notify the Area Commander of the situation.

In the event of notice being given of a work action occurring outside the bureau, but requiring our bureau's assistance, supervisors or managers shall do the following:

A. Discontinue non-essential operations/services.

B. Prepare to redeploy 50 percent of their personnel.

C. Provide a time estimate of when re-deployment can occur.

D. Have personnel to be redeployed available at a staging area with roll-out gear, as appropriate.

E. Report her/his readiness to the Unit Commander or her/his designate.

III Essential Services/Functions of SVB.

A. Respond to requests for investigative services involving:

1. Persons arrested.

2. Victims of sexual and physical abuse in need of protective custody.

3. Serious crimes in progress.

B. File cases as required to ensure public safety.

1. In custody follow-up requirements for arraignments.

2. Maintain due diligence and follow critical investigative leads.

C. Respond to court as required.

1. Prevent dismissals

2. Prevent premature release of serious, habitual, or stalking suspects.

The following personnel shall be available for redeployment:

PERSONNEL	MIN. OPERATING FORCE	AVAILABLE FOR REDEPLOYMENT	TOTAL
Lieutenant	1	1	2
Sergeant	4	4	8

Bonus I Deputy	21	36	57
SWORN TOTAL	**26**	**41**	**67**
Civilian	6	0	6
GRAND TOTAL	**32**	**41**	**73**

**Subject to changes due to staffing levels.

Geographical deployment is divided into North County and the rest of Los Angeles County:

North Deployment:

1 Sergeant

4 Bonus I Deputies

1 Professional Staff

South/East/West/Northwest/Central Deployment:

1 Lieutenant

3 Sergeants

32 Bonus I Deputies

6 Professional Staff

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau