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 4th 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 belowdo 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.