

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 1

February 15, 2023

SUBJECT: MATERNITY UNIFORM – REVISED

PURPOSE: This Order revises the language for the maternity uniform in the Department Manual to reflect gender neutrality.

PROCEDURE: The Los Angeles Police Department recognizes the importance of gender neutrality and therefore has revised the language for the maternity uniform in the Department Manual. Additionally, officers are reminded that maternity uniforms are approved for pregnant officers to utilize when they are not able to wear a basic uniform. Officers can purchase the uniform(s) or contact the Los Angeles Women Police Officers and Associates (LAWPOA) regarding their loan program for maternity uniforms. Information regarding maternity uniforms and the assignment of pregnant employees can be found in Department Manual Sections 3/640.10 and 3/762.93. The Maternity Uniform Guidelines can be found in the Department Uniform and Personal Equipment Specifications Manual Sections I-G9.1 and I-G10.1. Department Manual Sections 3/640.10 and 3/762.93 have been revised to reflect gender neutrality. Attached are the revised Department Manual Sections with the revisions indicated in italics.

AMENDMENTS: This Order amends Sections 3/640.10 and 3/762.93 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

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**DEPARTMENT MANUAL
VOLUME III
Revised by Administrative Order No. 1, 2023**

640.10 MATERNITY UNIFORM. The maternity uniform has been approved for pregnant officers when it becomes impractical for them to wear a basic uniform. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual *Section I-G9.1 and I-G10.1*.

762.93 ASSIGNMENT OF PREGNANT EMPLOYEES. When an employee experiences symptoms of pregnancy, *the employee* shall consult *their* physician. Upon confirmation that *the employee* is pregnant, *the employee* shall submit to *their* commanding officer a written statement from *their* physician, which shall include the following information:

- Verification of the employee's pregnant condition; and,
- The physician's recommendation as to the proper duty assignment for the employee which should include one of the following:
 - Immediate assignment to sedentary duties;
 - Continued assignment in present duties until the employee's condition necessitates assignment to sedentary duties; or,
 - Immediate assignment to off-duty status.

Note: The employee may elect to take a maternity leave of absence (Manual Section 3/730.30) or use accumulated sick leave benefits, including 100 percent, 75 percent, and 50 percent paid sick leave time, for that period of time during which *the employee* is certified by a physician as unable to work. Accumulated vacation time may be used in conjunction with, or in lieu of, sick time. Sick leave will not be granted, however, after an employee has elected to take a maternity leave of absence and has begun such leave.

The concerned commanding officer shall comply with the recommendation of the physician and, when appropriate, reassign the employee.

Note: If a commanding officer (CO) desires verification of the recommendation, *the CO* shall assign the employee to sedentary duties and forward to the Commanding Officer, Personnel Division, an Intradepartmental Correspondence, Form 15.02.00, requesting that the employee be examined by a City physician. The employee shall submit to such examination. The City physician's recommendation will then be forwarded to the Commanding Officer, Personnel Division, who shall forward it to the concerned commanding officer. The concerned commanding officer shall evaluate the recommendation and then determine the appropriate assignment of the employee.

An officer who seeks accommodation to wear a maternity uniform shall comply with Manual Section 3/640.

When the wearing a uniform is no longer practical, the concerned employee shall be reassigned to non-uniformed duty and permitted to dress in appropriate civilian attire.