

OFFICE OF THE CHIEF OF POLICE

NOTICE
1.14

April 5, 2024

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: REASONABLE ACCOMMODATIONS – REMINDER NOTICE

The Purpose of this Notice is to remind Department employees of the requirements for reasonable accommodation requests. Additionally, this Notice serves to clarify the Department's Telecommute Program approval process as it relates to the reasonable accommodation process.

The Department seeks to institutionalize a culture of inclusivity and compliance with Federal and State Equal Employment Opportunity laws. The Diversity, Equity, and Inclusion Group (DEIG) in collaboration with Employee Relations Group (ERG), the Department's Women's Coordinator, and Personnel Division, actively strive to create, promote, foster, and safeguard the rights of every employee.¹ This Notice reaffirms the Department's commitment to ensuring that Diversity, Equity, and Inclusion (DEI) principles and the Department's Core Values are at the forefront of the Department's practices.

The Department's Reasonable Accommodation process is intended to promote equal employment opportunities by ensuring that the Department engages in efforts to reasonably accommodate employees with disabilities.

REASONABLE ACCOMMODATIONS

The Department is committed to maintaining a discrimination free workplace. Reasonable accommodation requests require that evaluations be made on an individualized and case-by-case basis with attention to the unique aspects of each case. The rules pertaining to accommodation requests can be found in Department Manual Section 3/711.75, *Temporary Disability Evaluation/Accommodation* and 3/711.76, *Permanent Disability Evaluation/Accommodation*. These rules are in compliance with applicable laws that protect the employee while allowing the Department to fulfill its operational needs.

Employees are reminded that, when the need for a reasonable accommodation arises, the Department will engage with the employee in a timely, good faith, interactive process to

¹ Diversity, Equity, and Inclusion Group Notice, *Diversity, Equity and Inclusion in the Workplace*, dated May 2, 2022

determine how to overcome the job-related limitations.² Generally, it is the employee's responsibility to inform the Department that an accommodation is needed.

In determining the feasibility of a requested accommodation, the Department will evaluate information regarding any functional limitations or restrictions that the employee must adhere to. Employees are responsible for ensuring that the Department receives the necessary documentation of their functional limitations or restrictions to make a determination.

It is important to note that the approval of accommodation requests is subject to operational needs. The Department is not required to provide an accommodation if it would create an *undue hardship*³ on the Department to do so. The Department will identify appropriate job assignments, taking into account the employee's skills and the Department's needs.

Note: Submitted doctor's notes should clearly outline the medical condition(s) that limits the employee's activities and the specific work restrictions and limitations that the employee needs to follow, such as functional constraints related to sitting or standing for a specified duration. The Department will not accept recommendations for the employee to work specific job assignments, such as the front desk, the kit room, telecommuting, etc.

TELECOMMUTING

The opportunity to participate in the Department Telecommute Program is available for employees who have received the final approval of each Area/division Commanding Officer and corresponding bureau. Should any telecommuting request be considered a "reasonable accommodation" in response to a Department-documented disability, the requesting employee must acquire additional written approval from the Return to Work Section and the Commanding Officer of Personnel Division.

Note: Telecommuting agreements may be discontinued by management in response to the changing needs of the Department as described in the Office of Support Services Notice, *Transfer of Department Telecommuting Program*, dated August 27, 2020.

² <https://personnel.lacity.gov/doc.cfm?get=owe-ra>

³ An undue hardship is defined as "an action requiring significant difficulty or expense, when considered in light of" certain factors, such as the cost to the employer, the employer's resources, and the employer's operations. 42 USC 12111(10)

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Further information may be obtained from the following contacts:

- Commander Steven Ramos, Diversity, Equity, and Inclusion Officer, at DEI@lapd.online
- Commander Jonathan Pinto, Employee Relations Group at (213) 486-7600
- Deputy Chief Emada Tingirides, Women's Coordinator, at 31546@lapd.online
- Police Administrator III Anne Marie Sauer, Administrative Services Bureau, at (213) 486-7060
- Police Administrator I Brian Taft, Personnel Division, at (213) 486-4650
- Return to Work Section at (213) 486-4610



DOMINIC H. CHOI
Chief of Police

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