

**OFFICE OF THE CHIEF OF STAFF
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

June 21, 2023

TO: All Concerned Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: APPROVED VENDORS

Spectrum Advisory Group has been approved as a vendor that can access Department facilities and may have access to on-duty employees in non-public areas such as the lunchroom or break room. At no time should vendors be allowed access to roll call. Notification should be made by the vendor prior to arriving at Department facilities to allow the respective commanding officer discretion in determining the dates and time the vendor will be on premises. Employee Relations Group (ERG) maintains a list of approved vendors and the list can be accessed on the ERG webpage.

Currently, the following are approved vendors:

- American Family Life Assurance Company (AFLAC);
- Lasers Edge Designs;
- Los Angeles Police Federal Credit Union;
- Colonial Life; and,
- Spectrum Advisory Group.

If you have any questions, please contact the Employee Relations Administrator at (213) 486-7600.

APPROVED:



T. SCOTT HARRELSON, Commander
Employee Relations Administrator



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "B"

ERG REPORT: MOU 24 - STATUS OF VENDORS WHO HAVE REQUESTED ACCESS TO DEPARTMENT FACILITIES

Under MOU No. 24, the Department and the LAPPL may meet to discuss vendors, and when mutually agreed upon, vendors may be allowed access to Department facilities. ERG will maintain a list of vendors reviewed under that process. Listed below are vendors who have been reviewed.

- Approved vendors are listed under the section titled "APPROVED VENDORS" and a date appears in the "Added" field.
- Non-Approved vendors are listed under the section titled "NON-APPROVED VENDORS" and a date appears in the "Reviewed" field.

If a vendor wants access to Department facilities, the vendor's information should be obtained, and the request forwarded to ERG with the following information:

- (a) vendor name and contact information;
- (b) vendor purpose in accessing Department facilities; and
- (c) type of employees and facilities to which the vendor wants access. ERG will then meet with the LAPPL to determine whether the vendor will be allowed access and the type of access allowed. (Note that vendors will NOT be allowed access to roll call at any time.)

For purposes of this vendor policy, colleges and universities are not considered to be vendors and are not subject to this vendor review process. Colleges and universities may be allowed access to Department facilities after approval of the Commanding Officer of the respective area or division. As with vendors, colleges and universities may NOT access roll call at any time.

APPROVED VENDORS

#	Name	Purpose (if known/applicable)	Where Allowed (if applicable)	Where Not Allowed (if applicable)	Added	MOU
1	American Family Life Assurance Company (AFLAC)		lunchroom, break room at facilities	roll call	7/20/2011	24
2	Lasers Edge Designs	laser engraving services	Area Stations and Dept facilities	roll call	8/25/2011	24
3	Los Angeles Police Federal Credit Union	Credit Union	lunchroom, break rooms at facilities	roll call	10/3/2012	24
4	Colonial Life	supplemental insurance products	lunchroom, break room at facilities	roll call	8/3/2015	24
5	Spectrum Advisory Group	supplemental insurance products	lunch room, break room at facilities	roll call	5/3/2023	24

NON-APPROVED VENDORS

#	Name	Purpose (if known/applicable)	Where Allowed (if applicable)	Where Not Allowed (if applicable)	Reviewed	MOU
1	All City Employees Benefit Service Association (ACEBSA)	ACEBSA Benefits	Only allowed in areas open to the public after approval of the respective Commanding Officer of the Area or Division	May NOT make any presentations in roll calls or solicit in any areas that are not open to the public.	2/1/2012	24
2	LEO Web Protect	removal of officers' private information from internet	Only allowed in areas open to the public after approval of the respective Commanding Officer of the Area or Division	May NOT make any presentations in roll calls or solicit in any areas that are not open to the public.	3/1/2012	24