

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

**NOTICE**  
2.2.3

June 21, 2023

**TO:** All Commanding Officers

**FROM:** Employee Relations Administrator

**SUBJECT:** CLARIFICATION OF SCHEDULING FOR SWORN PERSONNEL DURING A SPECIAL EVENT

Due to the Special Event Declaration for June 22, 2023, which occurred after days off had been posted, the rules regulating Modification of Watch Hours, as described in *Memorandum of Understanding (MOU) 24, Article 4.1,C,2*, shall be followed.

Following the posting of the Deployment Period (DP) work schedule, management may temporarily adjust an employee's start of watch, either earlier or later, by up to (3) hours. The employee shall be compensated using the below example.

**Example:** The employee had an adjustment period of (5) hours. Since the change is (2) hours more than the normal adjustable (3) hour period, the employee shall be compensated at the rate for the extra (2) hours. The formula for the more than (3) hour adjustment in this scenario would be:

(2) hours over normal adjustment period x 0.5 straight time = 1.0 hours straight time submitted on an overtime report.

The adjustment period for detectives or administrative personnel is at the beginning of their normal start time.

Any questions regarding this Notice should be directed to the Employee Relations Administrator at (213) 486-7600.



L. E. For

T. SCOTT HARRELSON, Commander  
Employee Relations Administrator

APPROVED:



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

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