

OFFICE OF THE CHIEF OF POLICE

NOTICE 1.1

April 2, 2020

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: TELEWORK GUIDELINES FOR DEPARTMENT CIVILIAN EMPLOYEES
DURING THE COVID-19 PANDEMIC

PURPOSE:

This Notice expands the Department's March 20, 2020, telework guidelines. The Department will accept new telework agreements for civilian employees, **provided the requesting employee currently works in an assignment where telework is feasible.**

These telework guidelines are in place until specifically rescinded or until the Mayor lifts the Safer at Home policy, whichever is first.

BACKGROUND:

As first responders, our deployment requirements in the COVID-19 pandemic are vastly different than those of other City departments. It is critical we have sufficient deployment Citywide to ensure we fulfill the primary functions of policing. Because uniformed first responders of the LAPD rely upon their civilian support functions, operational and support tasks are equally important to ensure that we effectively provide our most needed services. The Department also recognizes its responsibility to minimize the spread of COVID-19. In addition to exercising sanitation protocols, practicing social distancing, and employing staggered work schedules, thoughtful expansion of teleworking may slow the spread of the virus. It is with this backdrop that the Department is judiciously updating its teleworking guidelines for its civilian employees.

PROCEDURE:

Updated Teleworking Guidelines

Effective April 6, 2020, a civilian employee may telework **provided the employee currently works in an assignment where telework is feasible.**

Note: Teleworking shall be considered *feasible* only when an employee can maintain continuity of his or her various job duties remotely.

Many civilians have multiple duties, some of which must be done at work, while others may be done off site. Consistent with current procedure, an employee may telework for only the time required to complete duties that can be accomplished off site.

Commands shall regularly monitor teleworking assignments and check in with their teleworking employees to ensure the quality and quantity of work product is consistent with the Department's normal expectations for employees who works on site. Commands should consider staggering employees' telework schedules to ensure required tasks are completed daily.

Example: Four employees have received approval for teleworking by the bureau commanding officer. Each employee is able to complete 75 percent of their work off site and 25 percent on site. The commanding officer should stagger each employee's on-site shift on different days throughout the work week.

Teleworking Procedures Reminder

Teleworking allows certain Department employees who can complete daily-required tasks remotely the option of working off site. Based on the variety and complexity of different assignments, individual commands can uniquely tailor telework schedules to the advantage of both the Department and the employee. Teleworking schedules may vary within the Department with some employees teleworking one or more days per work week, while others telework with less frequency when a specific task allows remote work. Some teleworking employees, based on the nature of their assignment, require the use of a Department-issued laptop, while others can complete their tasks with either remote access to the Department Local Area Network or use of their personal computer and internet.

Approval of Telework

The Department allows employees to telework with approval of a bureau commanding officer. Any supervisor or commanding officer within an employee's chain of command may rescind teleworking privileges based on the needs of the division or the Department as a whole. As the Department Manager, and consistent with City guidelines, the Chief of Police retains the sole discretion in determining how teleworking shall be utilized by the Los Angeles Police Department.

Recall of Teleworking Employees

Employees who are approved for teleworking may be asked to report back to work or be reassigned to other job duties at any time based upon the needs of the employee's division or the Department as a whole. Employees who are called back to their division on a regular telework day must be able to report to their work location within two hours. When an employee is called into work on a regular telework day and ordered to report within two hours, travel time is considered on duty.

All Department Personnel

Page 3

1.1

Any questions regarding updates or interpretation of the Telework Procedures should be directed to Commander Jeffrey Bert, Commanding Officer, Risk Management Legal Affairs Group at (213) 486-8720.



MICHEL R. MOORE
Chief of Police

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