

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

NOTICE
2.2.3

June 5, 2020

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: STAND-BY ASSIGNMENT FOR CIVILIAN EMPLOYEES

A change of the language on stand-by assignments in the civilian employees' Memoranda of Understanding (MOU) causes for clarification on the topic. Commanding Officers are reminded not to work any civilian employee out of class. This notice clarifies the role of a Commanding Officer (CO) in determining which assignments qualify to have a civilian employee assigned to stand-by, and how to obtain approval for placing the civilian employee on stand-by.

When assessing whether an assignment requires a civilian employee to be assigned off-hours stand-by, the CO shall consider the importance in the continuity of critical and essential Department functions that require a civilian employee to respond off-hours. The expectation shall be that the civilian employee will respond to the work location to resolve the issue at hand. Taking phone calls or working remotely during off-hours does not qualify for stand-by assignment unless the assignment as determined by the COs' can be performed remotely.


Effective immediately, before a civilian employee is assigned to stand-by, the CO shall seek approval through his or her chain of command with final concurrence by the Chief of Staff (COS). The Commanding Officers shall submit requests via Intradepartmental Correspondences, Form 15.02, containing the following information:

- Rationale for the operational need(s). Which critical/essential investigations or systems will the employee be responding to?
- How many days per week and the number of hours will a stand-by assignment be needed?
- How many civilian employees will be assigned stand-by concurrently?
- Does the assignment have an end date or is the assignment expected to be permanent?
- How many times per month is an off-hours response anticipated?
- How will the assignment be rotated among civilian employees?
- Who previously performed the off-hours function (how the task was handled prior to the new MOU's)?
- Are there other ways of handling the task?
- What is the benefit to the Department by assigning the civilian employee to stand-by during off-hours?

If the request is approved, the CO will be notified. The approval will be valid for six months. A new request with the above information shall be submitted every six months thereafter. Under no circumstance shall a civilian employee be assigned to stand-by prior to approval by the chain of command and concurrence by the COS.

Questions regarding this Notice shall be directed to Employee Relations Group at (213) 486-7600.

APPROVED:



**BEVERLY A. LEWIS, Commander
Employee Relations Administrator**



**DOMINIC H. CHOI, Deputy Chief
Chief of Staff**

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