

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 11

December 28, 2007

**SUBJECT: PROPER REPORTING OF POLITICAL ACTIVITIES**

**EFFECTIVE: IMMEDIATELY**

This Notice serves as a reminder that no Department employee may represent the City of Los Angeles or the Department in any political position regarding legislation or administrative action without prior approval from the Chief of Police.

(Los Angeles City Administrative Code 2.19)

- \* All employees requesting Department support on legislative matters must complete a Bill Response Report. The Bill, in addition to the Bill Response Report, shall be forwarded through the employee's chain of command to the Chief of Staff, Office of the Chief of Police.  
(Department Manual Section 1/270.10)
- \* The Department must provide accurate documentation to the Government Liaison Section in order to identify all Department lobbying efforts and legislative activity. This will allow for accurate and timely communication with the Office of the Mayor.
- \* Political Reform Act Reporting Forms shall list expenditures including travel, lodging, meals, and incidental expenses regardless of the funding source. This information shall be submitted to the Office of Operations in accordance with the following reporting dates:

1 <sup>st</sup> Quarter	January 1 - March 31
2 <sup>nd</sup> Quarter	April 1 - June 30
3 <sup>rd</sup> Quarter	July 1 - September 30
4 <sup>th</sup> Quarter	October 1 - December 31

**Note:** All commanding officers must submit the Political Reform Act Reporting Form, whether or not expenditures were actually incurred during the quarter, and the form must be signed by the Director, Office of Operations.

Please refer further questions to Detective III Sandra Lefler, Government Liaison Section, Office of the Chief of Staff, at (213) 485-3252.

EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

Attachment

DISTRIBUTION "B"