

## OFFICE OF THE CHIEF OF POLICE

### NOTICE

March 20, 2020

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**TO:** All Department Personnel

**FROM:** Chief of Police

**SUBJECT:** REVISED TELEWORK PLAN FOR ALL DEPARTMENT EMPLOYEES  
DURING THE COVID-19 PANDEMIC

#### **PURPOSE:**

Public safety is a core function of government. In the City of Los Angeles, 4.2 million people rely on the sworn and civilian members of the Los Angeles Police Department (LAPD) to keep the peace, provide safety, and maintain order. As first responders, our deployment requirements in times of crisis are vastly different than those of other City departments. It is critical that we have sufficient deployment Citywide to ensure we fulfill the primary functions of policing. Operational and support tasks are equally important to ensure that we can effectively provide our most needed services. Uniformed first responders of the LAPD rely upon their civilian support functions. Likewise, first responder organizations require flexibility during significant incidents allowing employees to move between support functions and operational or field functions. It is with this backdrop that the Department is updating its teleworking protocols for all Department employees.

The COVID-19 pandemic is going to require our unflinching leadership, resolute support, and unwavering attention in the days, weeks, and months to come. The LAPD Revised Telework Plan detailed below is designed at once to protect our most vulnerable employees while ensuring we consistently maintain critical Department operations.

#### **PROCEDURE:**

##### **Teleworking Procedures Reminder**

Teleworking allows certain Department employees who can complete daily-required tasks remotely the option of working offsite. Based on the variety and complexity of different assignments, over the past 25 years the Department's telework procedures have evolved so that individual commands can uniquely tailor telework schedules to the advantage of both the Department and the employee. As such, teleworking schedules vary within the Department with some employees teleworking one or more days per work week, while others telework with less frequency and 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 the 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.

### **Updated Teleworking Guidelines**

Effective immediately, the only new teleworking agreements to be approved will be for employees with increased vulnerability to COVID-19 and employees with emergent and temporary child-care issues as a result of recent school closures (as defined below), **provided that 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.

In assignments where teleworking is not feasible as determined by the respective Area/division commanding officer, employees with increased vulnerability to COVID-19 or experiencing emergent child care issues related to school closures should be allowed to use their accrued benefits (sick time, vacation time, T/O time).

Because of the expected increase in numbers of employees who may telework, coupled with forecasted absenteeism related to the current pandemic, commanding officers may consider recalling other employees who are currently on teleworking contracts, provided the employees are not at increased vulnerability of COVID-19 or experiencing emergent child care issues related to school closures.

### **Teleworking for "High-Risk" Individuals**

Effective immediately, all commanding officers shall implement all reasonable measures to safeguard employees who are particularly vulnerable to COVID-19, as identified by the Centers for Disease Control and Prevention and the Los Angeles County Department of Public Health. In assignments where teleworking is feasible as determined by the respective Area/division commanding officer, teleworking shall be implemented as an enhanced precaution for those employees who are at elevated risk of serious illness associated with COVID-19.

Employees who may be "high risk" for serious illness associated with COVID-19 include, but are not limited to, personnel who are 65 years of age and older, pregnant, or experiencing

underlying health conditions as identified by the Centers for Disease Control and Prevention (CDC); such as heart disease, lung disease, diabetes, kidney disease, and weakened immune systems.

**Note:** For the purposes of this Notice, an employee is only considered “high risk” if they themselves meet one or more of the above criteria. An employee will not be considered “high risk” because someone they reside with is high risk.

### **Teleworking for Employees Affected by School Closures**

Recognizing that sudden school closures have created significant hardships, employees with immediate and short-term child-care emergencies in assignments where teleworking is feasible may telework with approval of the Area/division commanding officer **for a limited and specified amount of time, on a case-by-case basis.**

### **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 respond within two (2) hours. Travel time from the telework site to the employee’s location of assignment is considered on-duty.

### **Wellness Considerations**

The key to protecting our workforce and mitigating the spread of COVID-19 is to ensure our employees engage in safe, preventive practices. Continual reminders through verbal communication and visual aids such as signage, will serve to remind our employees to engage in safe practices. All commanding officers shall establish preventative measures in the workplace such as social distancing, the availability of hand-sanitizers, or, when feasible, staggered work schedules.

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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