

# OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 8

May 7, 2019

**SUBJECT: OFFICIAL DIVISIONAL TIME BOOK AND DEPLOYMENT PLANNING SYSTEM ABBREVIATIONS – RENAMED AND REVISED; MEDICAL EXAMINATIONS – REVISED; TETANUS IMMUNIZATION – REVISED; RECEIVING CLINIC HOURS – RENAMED AND REVISED; AND, COMPLAINTS REGARDING CONTRACT HOSPITALS/CUSTODY SERVICES DIVISION DISPENSARIES – RENAMED AND REVISED.**

**PURPOSE:** This Order revises various Department Manual sections that guide Department personnel who are injured on duty. Additionally, the duties and responsibilities previously overseen by the Central Receiving Clinic have been updated to reflect the transfer of these duties and responsibilities to other Department entities including Medical Services Division, City of Los Angeles Personnel Department. This Order also updates the abbreviations currently used by Area/divisional timekeepers and Sick/Injured On-Duty Coordinators in the Deployment Planning System to reflect updates to time codes for both sworn and civilian personnel.

**PROCEDURE:**

- I. OFFICIAL DIVISIONAL TIME BOOK AND DEPLOYMENT PLANNING SYSTEM ABBREVIATIONS – RENAMED AND REVISED.** Department Manual Section 3/705.40, *Official Divisional Time Book and Deployment Planning System Abbreviations*, has been revised and renamed as *Deployment Planning System Abbreviations*. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. MEDICAL EXAMINATIONS – REVISED.** Department Manual Section 3/720.35, *Medical Examinations*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.
- III. TETANUS IMMUNIZATION – REVISED.** Department Manual Section 3/720.36, *Tetanus Immunization*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.
- IV. RECEIVING CLINIC HOURS – RENAMED AND REVISED.** Department Manual Section 3/720.40, *Receiving Clinic Hours*, has been revised and renamed as *Medical Services Division, Personnel Department Hours*. Attached is the revised Department Manual section with the revisions indicated in italics.
- V. COMPLAINTS REGARDING CONTRACT HOSPITALS/CUSTODY SERVICES DIVISION DISPENSARIES – RENAMED AND REVISED.** Department Manual Section 3/720.50, *Complaints Regarding Contract Hospitals/Custody Services Division Dispensaries*, has been revised and renamed as *Complaints Regarding Medical Services Division Jail Dispensaries*. Attached is the revised Department Manual section with the revisions indicated in italics.

**AMENDMENTS:** This Order amends Sections 3/705.40, 3/720.35, 3/720.36, 3/720.40, and 3/720.50 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE  
Chief of Police

Attachment

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**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 8, 2019**

**705.40 DEPLOYMENT PLANNING SYSTEM ABBREVIATIONS.** The following abbreviations and symbols shall be used when inputting information into the *Deployment Planning System (DPS)*:

**All Employees.**

AW	Absent Without Leave ( <i>No Pay</i> )
AY	Acting Pay ( <i>Civilian Only</i> ) (Must have Employee Relations <i>Group's</i> Approval)
BL	Bereavement Leave ( <i>3 days per occurrence</i> )
BS	<i>Additional Bereavement from Sick Bank (2 days per Bereavement Leave)</i>
C1	<i>Family/Medical Leave using Sick</i>
CU	<i>Catastrophic Time Used (Sworn Only)</i>
DO	<i>Regular Day off</i>
DOOT	<i>Working Over Time (OT) on a Regular Day Off</i>
F3	<i>Family/Medical Leave using Family Illness</i>
F4	<i>Family/Medical Leave using Vacation</i>
F5	<i>Family/Medical Leave using Holiday Hours</i>
F6	<i>Family/Medical Leave using 1.5 Banked OT</i>
F7	<i>Family/Medical Leave using 1.0 Banked OT</i>
F8	<i>Family/Medical Leave using Leave Without Pay</i>
F9	<i>Family/Medical Leave using Injured on Duty (IOD)</i>
FD	<i>Family/Medical Leave using Floating Holiday (Civilian Only)</i>
FE	<i>Family Illness (Sworn Only) – Can be used in Half-Hour Increments</i>
FH	<i>Floating Holiday (Civilian) – Hours Must be taken in Full-Day (Maximum 8 Hours) Increments Only</i>

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 8, 2019**

FI	Family Illness (100%) (Civilian Only) – Can be Used in Half-Hour Increments
GN	Mandatory Furlough Time – Hourly Employees (Civilian Only)
GS	Mandatory Furlough Time – Salaried Employees (Civilian Only)
HO	Holiday (Full Day only)
HOOT	Working OT on a Holiday
HT	Holiday Closure Pay (Civilian Only)
HW	Hours Worked
ID	Injured On Duty (Sworn Only)
IS	Injured On Duty (Civilian Only)
JD	Jury Duty
KS	Overtime Off (Old Straight Bank)
KT	Overtime Off (Old Time and One-Half Bank)
LCH	Lunch
LD	Light Duty Return to Work Program (Only Duty Related Injuries)
LE	Lead Pay (Civilian – Only in Certain MOUs)
LP	Leave with Pay (Including All Department-approved Training)
LW	Leave without Pay
ML	Military Leave without Pay
MO	Modified Day Off (Civilian Only)
MOOT	Working OT on a Modified Day Off (Civilian Only)
MP	Military Leave with Pay (Maximum 174 Hours per Fiscal Year and per Order)

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 8, 2019**

O	Off as determined on the Days Off Schedule – <i>Cannot be Changed on Days Off Schedule</i>
OS	<i>Overtime Worked &amp; Accumulated – Straight Time</i>
OT	<i>Overtime Worked &amp; Accumulated – Time and One-Half</i>
PA	<i>Overtime Worked &amp; Paid – Time and One-Half</i>
PB	<i>Overtime Worked &amp; Paid – Straight Time</i>
PT	<i>Personal Time (Civilian Only)</i>
PL	<i>Personal Leave (Civilian – Only in Certain MOUs – Use only in 4-Hour Increments)</i>
PM	<i>Preventive Medicine (Can be used in Half-Hour Increments)</i>
RP	<i>Relieved from Duty with Pay (Sworn) – (Maximum 30 Calendar Days)</i>
RW	<i>Reduced Work Week without Pay (Civilian) – Hours Must be Taken in Full-Day increments (Maximum 8 Hours per Pay Period)</i>
SE	<i>Sick Excess (Banked)</i>
SH	<i>Short Day (Civilian Only)</i>
SK	<i>Sick (Can be Taken in Half-Hour Increments)</i>
SP	Suspension
TE	Terminated from Payroll (Retired, Resigned, Etc.)
TO	<i>Overtime Taken Off (Time and One-Half Bank, New)</i>
TR	<i>Relieved from Duty without Pay (Sworn Only)</i>
TS	<i>Overtime Taken Off (Straight Bank, New)</i>
UAT	<i>Unallocated Time</i>
UB	<i>Business Time for Union Activities</i>
UG	<i>Negotiation Time for Union Activities</i>

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 8, 2019**

UT	<i>Release Time for Union Activities</i>
VC	<i>Vacation (Can be Taken in Half-Hour Increments)</i>
VCOT	<i>Working OT on a Vacation Day</i>
WC	<i>Worker's Compensation</i>
WF	<i>Voluntary Work Furlough Time (Civilian Only) (Do Not Use for Mandatory Furlough Time)</i>
ZZ	<i>Employee Death</i>
--	<i>Indicates that the employee was transferred to another organization mid-deployment period</i>

**Note:** The abbreviations and symbols *listed above* shall be used *appropriately* when entering time codes into DPS. All attendance information *data must be entered correctly as it is collected electronically and uploaded directly and retrieved by Fiscal Operations Division (FOD) at the close of the pay period.*

**Day Off in Lieu of a Holiday – Sworn Personnel.** A day off in lieu of a holiday, when authorized, may be scheduled on any date during a deployment period. When an officer is off duty for an entire deployment period due to any of the following reasons, no day off in lieu of a holiday shall be designated in the DPS:

- Absent Without Pay;
- Leave Without Pay;
- Military Leave Without Pay;
- Relieved From Duty *Without Pay (TR)*; or,
- Suspended.

**Deployment Planning System Entries.** *Data entered into DPS shall accurately reflect the actual attendance record for each employee during the deployment period. Adjustments of less than eight hours to an employee's regular work day shall be indicated by using the appropriate DPS variation code followed by the number of hours and/or tenths of hours used (e.g., to indicate the use of four hours of overtime off, the DPS shall be marked HW/4 TO/4, or two hours of sick time off marked HW/6 SK/2).*

**Note:** Sick and vacation (*and any time being deducted from the Sick/Vacation time banks*) time can be used in half-hour increments.

*When an employee is expected to be absent during an entire deployment period (DP) for any reason (e.g., sick, IOD, vacation, family leave, worker's compensation, or other no pay status),*

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 8, 2019**

*that employee's work schedule shall be switched to a 5/40 work week and his or her days off shall be moved to Saturday and Sunday. This schedule shall be entered into DPS and continue into any subsequent months the employee is absent from work. Preapproval by the employee's command is required to report to work/duty during this time. While assigned to the 5/40 work schedule, any pre-approved hours worked over the initial eight hours assigned per day shall be compensated with overtime.*

**Note:** The above information applies to the *Days Off Schedule, Daily Sign in Sheet and DPS.*

**Deferment of Days Off.** *Sworn employees may defer regularly scheduled days off within a deployment period. They shall not be deferred from one deployment period to another.*

**720.35 MEDICAL EXAMINATIONS.** *Department employees are required to appear for medical examinations as directed by the Department, acting pursuant to a directive from Worker's Compensation Division, Personnel Department.*

**Note:** *When an employee does not appear for a scheduled medical examination as directed, it may result in the suspension of Worker's Compensation benefits.*

*When an employee is unable to keep, and wishes to be excused from a medical examination appointment, he or she shall immediately advise his or her treating physician to reschedule the appointment. An employee shall notify his or her supervisor of the change of appointment date as soon as practical and prior to the new appointment date.*

**720.36 TETANUS IMMUNIZATION.** *All officers shall be immunized against tetanus infection as directed by the Medical Services Administrator, Personnel Department.*

**720.40 MEDICAL SERVICES DIVISION, PERSONNEL DEPARTMENT HOURS.** *The hours for consultation for sworn personnel by Medical Services Division (MSD) staff at MSD are as follows:*

***Medical Services Division***

***520 East Temple Street, Los Angeles, CA 90012:***

- *Return to duty approval for minor illnesses not requiring examination by MSD staff.  
0730 to 1600 hours,  
Monday through Friday, BY APPOINTMENT ONLY.*
- *Telephone and switchboard.  
0730 to 1600 hours,  
Monday through Friday.*

**Note:** *For bloodborne pathogen exposure, 24-hour walk-in blood draw is available at any of the three jail dispensaries, or MSD during normal business hours.*

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Administrative Order No. 8, 2019**

**720.50 COMPLAINTS REGARDING *MEDICAL SERVICES* DIVISION JAIL DISPENSARIES.** When employees believe that the service rendered at a *Medical Services Division Jail* Dispensary is unsatisfactory, they shall notify their watch commander *or immediate supervisor* without delay.

*Note: Medical Services Division oversees the three Jail Dispensaries located at 77<sup>th</sup> Regional Jail Section, Metropolitan Jail Section, and Valley Jail Section.*

**Watch Commander's Responsibilities.** When watch commanders are notified of a complaint, they shall assign a supervisor to conduct a prompt *investigation*.

**Investigating Supervisor's Responsibilities.** A supervisor assigned to review a complaint shall make an effort to resolve the problem which led to the complaint.

When *the investigating supervisor* determines that a further investigation into the complaint may be warranted, *the supervisor shall* complete an Employee's Report, Form 15.07.00, containing all pertinent information concerning the incident, including:

- Name of facility;
- Name of medical personnel involved;
- Name of patient;
- Officer(s) *making complaint*;
- Date and time occurred; and,
- Nature of *the* complaint.

*A copy of the Employee's Report shall be forwarded to the employee's Area or divisional commanding officer.*

The original and five copies of the *Employee's Report* shall be delivered to the Hospital Unit Coordinator, *Department Operations Center, Communications Division*, no later than 1400 hours of the next administrative working day following the date of the reported incident.

**Hospital Unit Coordinator's Responsibilities.** When the Hospital Unit Coordinator receives the report, *he or she* shall:

- Immediately review the report to ensure that it contains sufficient information;
- File one copy of the report at *the Department Operations Center*; and,
- Deliver the original and four copies of the report to the Secretary of the General Manager, Personnel Department, prior to 1600 hours of the second administrative working day following the date of the incident.

When the Hospital Unit Coordinator receives a status report on a complaint submitted to the Personnel Department, *he or she* shall forward one copy to the commanding officer of the employee who initiated the complaint.