

INTRADEPARTMENTAL CORRESPONDENCE

April 4, 2018
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TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: REMINDER REGARDING TEMPORARY HIGHER LEVEL POSITION PROCEDURES UNDER MEMORANDUM OF UNDERSTANDING 24

To best assure the continuity of police services and provide commanding officers with alternatives to effectively manage their respective commands pending the authorization of upgrades, management has the discretion to temporarily fill a vacancy. To accomplish this, "employees from a lower civil service rank or lower paygrade position may be temporarily deployed to a position normally assigned to employees in a higher civil service rank or paygrade." This agreement entered into by the Department and the Los Angeles Police Protective League is memorialized in Memorandum of Understanding (MOU) 24, Article 5.9, Temporary Higher Level Position.

The mandated criteria for eligibility requires that a vacant higher level position exists and there is a vacant position authority specifically associated with the position the employee is assigned. Prior to placing an employee in an acting capacity that would entitle the employee to Temporary Higher Level Position, it is the responsibility of the commanding officer to verify that both the vacancy and position code exist.

For clarification, a vacancy may exist for either of the following reasons:

1. A position is permanently vacant and is scheduled to be filled; or
2. A position is temporarily vacant because the assigned employee is on loan or on an approved leave.

It is strongly recommended that prior to assigning an employee into a vacant position that would entitle the employee to receive Temporary Higher Level Position, commanding officers verify the employee is qualified and eligible to perform in that capacity. For example, a Police Officer II should be on the Police Officer III eligibility list prior to being assigned to a Police Officer III position. It is not recommended that commanding officers allow a Detective I, who has not attended the Department Supervisor School, to act in the capacity as a Detective II Supervisor.

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If you have any questions regarding this notice, please contact me or Detective III Theresa Hartter, Employee Relations Group, at (213) 486-7600.

APPROVED:



NICOLE L. MEHRINGER, Commander
Employee Relations Administrator



SEAN W. MALINOWSKI, Deputy Chief
Chief of Staff