

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

NOTICE
2.2.3

September 27, 2018

TO: All Concerned Personnel

FROM: Employee Relations Administrator

SUBJECT: MANAGED ATTRITION PROCESS – REVISITED

To address an increase in field workload, the Department will utilize the Managed Attrition process to move personnel into patrol and patrol related functions. This notice is intended to provide all concerned personnel with an understanding about the Department's Managed Attrition process.

The Managed Attrition process has been established within the following six documents:

- Chief of Police Intradepartmental Correspondence, *Managed Attrition Policy*, dated April 17, 1996;
- Human Resources Bureau Notice, *Managed Attrition Policy – Revisited*, dated March 7, 2002;
- Office of Operations Notice No. 5, *Managed Attrition – Office of Operations*, dated October 4, 2004;
- Office of the Chief of Staff, Employee Relations Administrator Notice, *Managed Attrition Rules Affecting the Opening of Olympic and Topanga Areas*, dated October 16, 2008; and,
- Office of the Chief of Staff, Employee Relations Administrator Notice, *Specialized Divisions Managed Attrition*, dated July 12, 2010.
- Office of the Chief of Police, Employee Relations Administrator Notice, *Managed Attrition Process – Revisited*, dated October 26, 2017.

All six of the aforementioned documents can be located on the Department's Local Area Network.

The following criteria shall be used for employees who are subject to Managed Attrition within the affected entities who are administratively transferred back to patrol and patrol related functions:

Notification of Reassignment:

Employees will be notified at least 30 days before being transferred as part of this Managed Attrition. The receipt of the Acknowledgement Form by the affected employee shall serve as the (30) calendar day notification prior to the Managed Attrition movement.

Note: If an employee applies for an exemption from being the subject of the Management Attrition process, it shall not extend the (30) calendar day notice time period for movement for that employee.

Reassignment:

This Managed Attrition shall affect the rank of Police Officer II through Lieutenant II and all paygrades of detectives.

- Volunteers; and,
- The “Last In, First Out” (LIFO) method shall apply.

For the purpose of this policy, LIFO determinations shall be made by comparing an officer’s tenure within that division/entity, by civil service rank and paygrade, with those of other similar officers at that division/entity. This includes officers who had advanced in paygrade within that command. In other words, first sort by rank and paygrade and then by time assigned within that division/entity at that paygrade. A paygrade advancement will restart that employee’s time within that command. If two employees are tied for the time assigned to that division/entity at that paygrade, and only one needs to be transferred due to Managed Attrition, the employee with most time assigned on the Department as a sworn employee shall remain at that command.

Exemptions to Managed Attrition:

- Non-General Fund budget positions shall not be subject to Managed Attrition, e.g., grants, Housing Authority of the City of Los Angeles, Transit Services Bureau, etc.;
- Military leave;
- Relieved of duty and assigned home;
- Long-term Injured on Duty (after 6 months). **Those with work restrictions are not exempt; or,**
- Employees with **SPECIAL** skills may be considered for exemption.

If a special skill(s) or hardship exemption is requested, the following process shall be required:

- If an affected employee or his/her command requests the special skill(s) exemption, that employee shall submit an Employee’s Report, Form 15.07.00, detailing his or her special skill(s) and justifying the critical need for the special skill(s) within that employee’s command, **no more than (7) calendar days** from the time that the employee has been served his or her Managed Attrition notice. That employee’s command shall have **no more than (14) calendar days** from when the employee has

served his or her Managed Attrition notice, to electronically submit an Intradepartmental Correspondence, with justification regarding the approval or disapproval of the special skill(s), along with the attached Employee's Report, to the Employee Relations Administrator (ERA). The ERA shall have **no more than (21) calendar days** from the date when that employee was initially served his or her Managed Attrition notice to make the final decision as to approve or disapprove the special skill(s) exemption request. The employee shall be notified in writing of the ERA's final decision; or,

- The Department shall consider each hardship on a case-by-case basis. The employee shall submit an Employee's Report with rationale for the hardship to his or her command, **no more than (7) calendar days** from the time that the employee has been served his or her initial Managed Attrition notice. That affected employee's command shall have **no more than (14) calendar days** from when the employee has been initially served his or her Managed Attrition notice, to electronically submit an Intradepartmental Correspondence, with justification for the approval or disapproval of the hardship, along with the attached Employee's Report, to the ERA. The ERA shall have **no more than (21) calendar days** from the date when that employee was initially served his or her Managed Attrition notice to make the final decision as to approve or disapprove the hardship exemption request. The employee shall be notified in writing of the ERA's final decision.

Note: A hardship that can be accommodated within the receiving Area or Division will not be considered a hardship for keeping an employee in a specialized division.

- An employee whose special skill or hardship request is denied may meet personally with staff from Employee Relations Group, to discuss the final decision made by the ERA.

Wish List:

All affected employees, with the exception of officers in the bonus position of Police Officer II+3, may submit a "wish list" of three choices from geographic Areas, within at least two geographic bureaus, **no more than (7) calendar days** from the time that the employee has been served his or her Managed Attrition notice. Officers in the bonus position of Police Officer II+3 may only submit a "wish list" for geographic traffic divisions. The Department shall consider that employee's city of residence. The Department shall not be obligated to assign an employee to one of the geographic Areas or Divisions requested on his or her "wish list."

Paygrade:

The affected employee shall continue to maintain his or her paygrade and bonus for only this Managed Attrition movement.

Right to Return:

The procedures for requesting a return to the original division for employees who have been transferred as a result of Managed Attrition shall be as follows:

- The affected employee shall electronically submit an Employee's Report **no more than (7) calendar days** of the related transfer order, to the ERA, requesting consideration to return to that command should a vacancy occur within (2) years of the original Managed Attrition transfer. ERG will then notify the commands and Position Control of the Right to Return request (for this Managed Attrition, please send all Employee's Reports to Sergeant Linda Ortega at 32551@lapd.online).
- The same seniority criteria as used in the established Managed Attrition process shall also apply to employees wishing to return to their prior commands. Specifically, the person with the most seniority at the desired specialized command, in the given rank and paygrade, shall have priority in returning to the specialized command;

Note: Employees from this Managed Attrition who submit a Right to Return request to the ERA will have priority over other employees currently on the Right to Return list from the previous Managed Attrition.


- If a vacancy occurs at an affected command, and special skills or training is needed for the position, the ERA will determine if the vacancy will be filled by the next employee on the Right to Return list or the employee on the Right to Return list who was moved from the vacant position and possesses the special skills and training. The determination will be on a case by case basis.
- If a vacancy is offered to an employee who has submitted a Right to Return request, and the employee declines the offer, the employee will be removed from the Right to Return list and will forfeit their opportunity to return to the affected command.

Limited Tour Positions:

- If employees are returned to their original positions **after** (1) year as part of their right to return, their tour limits at those original positions shall reset; or,
- If employees are returned to their original positions **within** (1) year as part of their right to return, their tour limits at those original positions will continue from the time period in which they had been transferred away as a result of Managed Attrition. The time employees were away from their divisions due to Managed Attrition will not count towards their time in the limited tour assignment.

Note: Employees that obtained positions before those positions were considered as limited tour positions shall be grandfathered into their assignments without being governed by the limited tour policy; however, these employees shall still be subject to the Managed Attrition process as part of the LIFO method.

Any questions regarding this Notice should be directed to the Employee Relations Group staff at (213) 486-7600.



VITO N. PALAZZOLO, Commander
Employee Relations Administrator

APPROVED:



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

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