

OFFICE OF THE CHIEF OF POLICE

NOTICE
1.11

March 16, 2020

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: COVID-19 EMERGENCY TELEWORK AND MITIGATION PLAN

The Department is committed to implementing strategies to protect our employees from COVID-19, while ensuring the continuity of police operations and safeguarding the public. In line with the Mayor's Directive, dated March 12, 2020, the following strategies shall be implemented within all commands immediately.

Travel

All non-essential travel is prohibited until further notice. This includes investigative travel unless all other alternatives would clearly be ineffective. All investigative travel requires prior approval by the Chief of Staff (COS).

Teleworking

Effective immediately, in assignments where teleworking is feasible as determined by the respective Area/division commanding officer, teleworking will be implemented as an enhanced precaution for those at elevated risk of serious illness associated with COVID-19. Consistent with guidelines established by the Los Angeles County Department of Public Health, the Department may expand its teleworking protocols should the need arise.

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. If the work assignment of the employee provides for the ability to telework, the employees shall be given the opportunity to telework in accordance with City guidelines.

Note: 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 on a case-by-case basis.

Effective immediately, each command shall identify positions where teleworking has been granted and report on the number of employees by rank, paygrade, function, and the length of time that has been approved for teleworking. This report shall be completed on the Area/Division Teleworking Tracking Chart which is available on the Local Area Network. Each Area/division shall submit their chart to their

respective bureau by 0800 hours. Each bureau shall submit the form to the COS every Monday at 0900 hours until further notice.

Commanding officers shall ensure that the following actions have been taken by each teleworking employee, prior to working offsite:

- Download Office 365 and Microsoft Teams on his or her personal computer;
- If teleworking requires access to his or her workstation or the Department network, VPN access shall be requested on his or her behalf by the respective commanding officer via email to ITDCO@lapd.online;
- Ensure that workstations remain powered on at all times in order to access VPN; and,
- Any documents that are currently being worked on at his or her workstation shall be saved to One Drive so they can be accessed on his or her personal computer via Office 365.

The Department may terminate an employee's participation in the teleworking program at any time based on the needs of a particular Area/division or the Department as a whole.

Group Settings and Community/Public Events

While on-duty, employees shall be restricted from attending meetings and other events that are anticipated to attract 50 or more attendees. Furthermore, employees within each command should be cautioned on the increased risk of COVID-19 exposure where people are gathering in large groups.

Additional

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. Employees shall continually be reminded of the following:

- **Hand washing:** Employees shall regularly and thoroughly clean their hands with soap and water for a minimum of 20 seconds, or use an alcohol-based hand rub; and,
- **Maintaining Social Distance:** Maintain at least six feet distance between themselves and others, as feasible.

If you have any questions regarding this Notice, please contact Deputy Chief Dominic Choi, Chief of Staff, at (213) 486-8740.



MICHEL R. MOORE
Chief of Police

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Attachment

AREA/DIVISION TELEWORKING TRACKING CHART

This form shall be completed by Area/division commanding officers to track the number of employees who are teleworking due to "high risk" for serious illness associated with COVID-19; including personnel 65 years of age and older, pregnant, or experiencing underlying health conditions such as heart disease, lung disease, diabetes, kidney disease, and weakened immune systems. In addition, those employees adversely impacted by school closures who, as a last resort, need a few days to obtain child care, shall be listed with an estimated return-to-work date. This form shall be submitted by each command to their respective bureau by 0800 hours every Monday.

Rank	Watch	Assignment	Teleworking (Yes/No)	Estimated Return to Work Date for Employees with Child Care Issues
TOTAL NO. OF EMPLOYEES:			DATE SUBMITTED:	