

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

NOTICE
2.23

June 25, 2008

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: REASSIGNMENT TO LOWER PAYGRADE POSITION (DOWNGRADE)
DESELECTION FROM BONUS POSITION-SWORN EMPLOYEES

Employee Relations Group (ERG) created this notice in order to familiarize Department members with the reassignment to lower paygrade position and deselection from bonus procedures for sworn employees below the rank of lieutenant. The policies governing these actions can be found in Department Manual Sections 3/763.55 and 3/763.60. The reassignment of employees for the ranks of lieutenant and above is addressed in Department Manual Section 3/763.72.

Commanding Officer Responsibilities

The table illustrates appropriate and inappropriate actions for a deselection or downgrade:

Encouraged/Appropriate Actions	Discouraged/Inappropriate Action
Consult with ERG.	<i>Proceeding prematurely.</i>
Consistent progressive documentation, i.e. counseling, comment cards, etc.	<i>Vague, passive or emotional language. Little or no supporting documentation.</i>
*Complete Notice to Correct Deficiencies, Form General 78. *Complete a "Special" rating, clearly documenting the performance deficiencies *Complete 15.2 (see attached exemplar).	<i>Citing specific allegations and/or confidential information. Using impromptu or non-standard formats.</i>
Complete a Request for Transfer and/or Change in Paygrade (Form 1.40)	
Meet with and provide copies of rating and 15.2 to employee. Determine whether employee agrees with the proposed action and allow 30 days for response.	<i>Delegating or avoiding timely meeting with concerned employee.</i>
Wait 30 days or for response from employee.	
Route documents via buck-slip to Director, Office of Support Services. Include ERG review. (see attached exemplar)	<i>No buckslip or missing required review/approval authorities, such as concerned Bureau or if applicable Office of Operations.</i>

Some deselections and/or downgrades may also include an administrative transfer. In those cases please refer to the companion ERG notice on that subject, dated June 25, 2008.

All Commanding Officers
Sworn Downgrade/Deselection Procedures
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Any questions regarding this notice should be directed to ERG, at (213) 485-6552.

APPROVED:



JOSE PEREZ, Jr., Commander
Employee Relations Administrator



JIM McDONNELL, First Assistant Chief
Chief of Staff

Attachments

DISTRIBUTION "B"

INTRADEPARTMENTAL CORRESPONDENCE

Date
Reference No.

TO: Director, Office of Support Services

FROM: Commanding Officer, _____ Area/Division

SUBJECT: REQUEST FOR DOWNGRADE OF _____, SERIAL NO. _____, _____ AREA/DIVISION

It is requested that _____ downgraded from his/her position as a _____ in accordance with Department Manual Section 3/763.60. This downgrade is requested because of (Articulate reasons for downgrade – must clearly demonstrate a failure or inability to satisfactorily perform the duties of the position. Be specific.)

Pursuant to Department Manual Section 3/763.60, I advised Officer _____ on (date) on his/her right to provide a written response to the proposed personnel action within 30 days. No response was received – OR – His/her written response is attached.

If you have any questions, please contact me at (XXX) XXX-XXXX.

Division Signature Block, Captain
Commanding Officer
_____ Area/Division

APPROVED:

APPROVED:

Bureau Signature Block, Deputy Chief
Commanding Officer
Operations-_____ Bureau

Director Signature Block, Assistant Chief
Director
Office of Support Services

Attachments

- Original Signed Request Acknowledgement Form
- Performance Evaluation Report (Form 1.78)
- Request for Transfer and/or Change in Paygrade (Form 1.40)
- Employee's Written Response (if applicable)

**REASSIGNMENT TO A LOWER PAYGRADE REQUEST
ACKNOWLEDGEMENT**

I, _____, acknowledge that I received a copy of this request.
Print Employee's Name Here, Serial No.

Employee's Signature

Date

Print Name & Serial No. of Person Serving

Signature of Person Serving