

OFFICE OF SUPPORT SERVICES

NOTICE

April 18, 2019

1.10

TO: All Department Personnel

FROM: Director, Office of Support Services

SUBJECT: PERMIT FOR SECONDARY EMPLOYMENT

Department Manual Section 3/744.20, *Application for Permission for Secondary Employment*, currently states that an employee is required to submit four (4) signed copies of a Permit for Secondary Employee, Form 01.47.00, to his or her commanding officer as a requirement in applying for secondary employment. This has not been our Department's practice since 2010, and is currently being amended in the Department Manual along with other procedures regarding secondary employment.

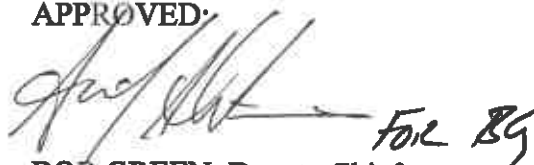
In the interim, this Notice serves to clarify that when an employee is applying for secondary employment, he or she shall submit only one (1) signed Permit for Secondary Employment to his or her commanding officer for review. A Special Order is forthcoming, which will reflect this Notice and revise the Department Manual accordingly.

Any questions regarding this Notice may be directed to Sergeant John Vasquez, Personnel Group, at (213) 486-8399.



JON F. PETERS, Assistant Chief
Director, Office of Support Services

APPROVED:



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

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