

**DEPARTMENT TRAFFIC COORDINATOR
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU**

NOTICE
16.2

March 22, 2016

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: EMPLOYEES REQUESTING THE APPROVAL OF A MOTION
PICTURE/TELEVISION FILMING WORK PERMIT, FORM 1.17.01

This Notice reiterates the obligation of all commanding officers to comply with the provisions of all Municipal Codes, Department Notices, and policies designed to ensure fair management or oversight of Department employees requesting approval for a Motion Picture/Television Filming Work Permit (MPTFWP).

When determining recommendations for a MPTFWP, Sections 105 and 825.220 of the Family and Medical Leave Act (FMLA) should be considered. These regulations prohibit interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right. For example, in the absence of other reason for disqualification, rationale may not be based on an employee having an approved **intermittent** FMLA request due to a dependent with a disability.

Prior to approving a MPTFWP, commanding officers shall ensure the MPTFWP application accurately reflects the officer's eligible job classification, i.e., motorcycle officer, and the employment does not conflict with any medical restrictions. Without further reasons for disqualification, MPTFWP recommendations shall be approved. Commanding officers should monitor employees to ensure MPTFWP employment does not impair an employee's performance nor interfere with the efficiency and effectiveness of the Department. The impairment of effectiveness or efficiency of an employee by reason of their MPTFWP employment shall be cause for an immediate revocation recommendation to the Commanding Officer, Emergency Operations Division (EOD). As a reminder, a MPTFWP may not be suspended, revoked, or denied until such time that a hearing is held by a Deputy Chief of Police, in accordance with Los Angeles Municipal Code Section 80.03.1. The Commanding Officer, EOD, is responsible for coordinating the hearing.

Any questions regarding this Notice may be directed to Sergeant Susan Carrasco, Contract Services Section, EOD, at (213) 486-0410.

APPROVED:


MICHAEL P. DOWNING, Deputy Chief
Department Traffic Coordinator
Counter-Terrorism and Special Operations Bureau


SEAN W. MALINOWSKI, Commander
Chief of Staff
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