

HUMAN RESOURCES BUREAU  
EMPLOYEE RELATIONS GROUP

NOTICE

2.1

February 8, 2002

**TO:** All Concerned Commanding Officers

**FROM:** Employee Relations Administrator

**SUBJECT:** USE OF CITY FACILITIES AND MONITORING OF UNION ACTIVITY

Recent events affecting the organization have established the need to reaffirm policy regarding union activity as it relates to Department personnel. This notice is designed to underscore the role of command officers concerning their responsibility to monitor union activity and to avert any possible, actual or perceived misconduct related to this subject by those in their commands.

Over the years, the Department and the various collective bargaining units that represent sworn and civilian members of the organization have endeavored to promote and ensure harmonious relationships within the workplace. As a result of this mutual understanding, organized union activity has been orderly, professional and conducted in a manner that has posed no significant problems. While the Department encourages approved and affiliated unions to keep its members apprised of significant information, it does not authorize the use of City facilities and/or property for union activity without proper approval and permission as set forth in the applicable articles of the various Memorandums of Understanding (MOU).

In pertinent part, Articles 2.4 and 2.4.1 of MOU No. 24, Police Officers, Lieutenants and Below, as well as a publication from the Los Angeles City Ethics Commission, delineates the responsibilities of peace officers concerning their participation in union activity, both on and off-duty. Commanding officers shall ensure that each member of their command is aware of and adhere to the following directives:

- Officers *shall not* participate in union activity while on duty.
- Off-duty officers who elect to participate in union activity shall conduct themselves in a manner consistent with Department policy and in adherence to the Core Values.
- Union logos or apparel displaying union or union affiliated insignia shall not be worn by on duty officers. This also pertains to off duty officers, while in a Department facility.

**Note:** This provision does not apply to League directors while on release time.

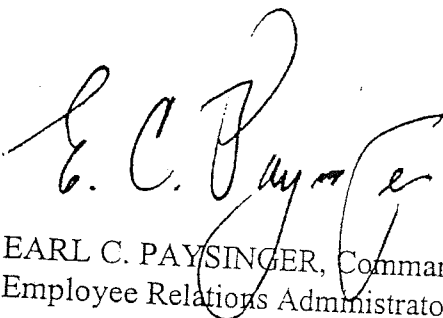
- Union information shall not be distributed at, placed or affixed within a Department facility, unless it is in compliance with Article 2.2, MOU No. 24.
- On-duty officers on their Code 7 period or "free time" shall be guided by Department Manual Section 3/702.20. Officers shall not engage in union business when being compensated to engage in City business.
- The use of roll call or briefing time shall be limited to the dissemination of Department-related information, updates and materials as well as for formal training. This special period *shall not* be used to distribute union materials, address any type of union activity or allow presentations other than those delineated in Article 2.4.1 of the current MOU.


It should also be noted that personnel assigned to Labor Relations Division have the special responsibility of advising the Department concerning labor issues and to gather sensitive information arising from these types of episodes. Nothing in this memorandum is intended to prevent them from carrying out their official duties as union observers or otherwise preclude them from assisting with the resolution of problems that may arise during these events.

Commanding officers shall ensure that all employees within their commands are aware of the provisions in this memorandum as well as the other, aforementioned applicable directives.

Should you have questions, you may contact me at 213.485.6552.

APPROVED:

  
EARL C. PAYSINGER, Commander  
Employee Relations Administrator

  
MICHAEL J. BOSTIC, Deputy Chief  
Commanding Officer  
Human Resources Bureau

Attachment

Distribution "B"