

INTRADEPARTMENTAL CORRESPONDENCE

September 22, 2003

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TO: All Commanding Officers

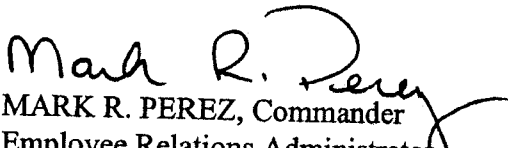
FROM: Employee Relations Administrator

SUBJECT: CHANGE OF WORK SCHEDULES FOR INDIVIDUAL NON-PATROL SWORN EMPLOYEES

Sworn employees in non-patrol functions no longer need to submit paperwork through channels to the highest levels in order to request a change of work schedule. They need only get approval from their own commanding officer. For example, a detective wishing to change from a 4/10 back to a 5/40 may make the request to the Area or Division commanding officer, and does not need to seek the approval of the Chief of Detectives, Chief of Operations, the Employee Relations Administrator, Bureau Chief, etc. The employee's commanding officer shall make the decision at the Area/Division level.

During the implementation of the Flexible Work Schedule there were provisions contained in Amendment No. 2 to Memorandum of Understanding (MOU) No. 24, for Police Officers Lieutenant and Below, requiring high-level administrative approval for employees wishing to change work schedules in non-patrol function. The current MOU entered into on August 1, 2003, with the Los Angeles Protective League no longer requires such approval. Article 4.1, E., Change of Shift, Rotation, of the current MOU simply states that changes of shifts shall be conducted so it is effective at the beginning of a deployment period.

Should you have any questions regarding this notice, please contact Employee Relations Group at (213) 485-6552.


MARK R. PEREZ, Commander
Employee Relations Administrator

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