

OFFICE OF OPERATIONS

NOTICE NO. 6

RECEIVED

February 5, 1997

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PLANNING AND RESEARCH
DIVISION

TO: All Concerned Commanding Officers, Office of Operations

FROM: Director, Office of Operations

SUBJECT: ADVERTISEMENT OF POLICE OFFICER III POSITIONS IN GEOGRAPHIC AREAS

EFFECTIVE: Immediately

← ALSO PUT
"COVETED POSITIONS"
IN TITLE
THANKS
CW

PURPOSE

The purpose of this Notice is to provide guidelines for filling Police Officer (PO) III position vacancies. The Notice specifies when vacant PO III positions must be advertised before the vacancies can be filled.

INFORMATION

The filling of a vacant PO III position has been a source of confusion in the past. There have been questions regarding which positions can be filled internally and which positions must be advertised or filled through the lateral transfer process.

This Notice does not amend Los Angeles Police Department (LAPD) Manual Section 3/763.40, Advancement and Transfer Opportunities. All coveted positions as shown in Attachment "A" must be advertised prior to filling a vacancy. All vacant limited tour positions must be advertised. Also, this Notice does not impact Personnel and Training Bureau Notice, "Sworn Assignment, Transfer, Rotation and Paygrade Advancement Policies and Procedures," dated July 8, 1991, which outlines procedures for intradepartmental lateral transfers for patrol divisions.

PROCEDURE

A commanding officer who has or anticipates having an advanced paygrade, coveted, and/or limited tour position vacancy must contact Position Control, Personnel Division (PD), to advertise the vacancy in the "Sworn Paygrade Advancement and Transfer Opportunities" bulletin. Some vacant PO III positions may be filled internally if all the following requirements are met.

- * The vacant position is not a coveted position or a limited tour position; and
- * The vacancy is filled by the reassignment of a PO III who is currently assigned to the same entity within a given Area (e.g. patrol division, area office, or detective division).

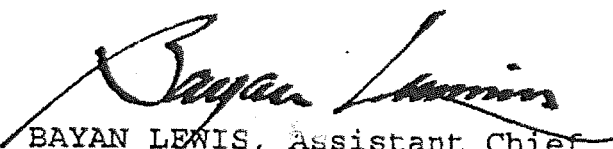
Example: Internal patrol vacancies, which include front desk, footbeats, field training officer, and CRASH positions, may be filled with an existing PO III from within that Area's patrol division.

NOTE: Position Control Section, PD must be notified in order to update the Position Tracking System (Human Resources Bureau Notice, "Restriction of Assignment of Position Tracking Numbers for Geographic Area and Traffic Division Police Officer III Authorities," dated September 8, 1996.)

A vacant PO III position in patrol may not be filled by a PO III assigned to the Area office or detectives (and vice versa) unless that position is first advertised in accordance with existing procedures.

NOTE: Area vice PO III and assistant training coordinator positions are considered Area office assignments. However, these positions are not interchangeable due to significant differences in job requirements and therefore must be advertised prior to filling the PO III vacancy.

Questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations, at extension 5-3860.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

Attachment

DISTRIBUTION "B"

COVETED POSITIONS BY RANK

RANK	
LT II	Any staff position at an Office or Bureau level
LT II	Any unit officer-in-charge position
LT II	Any division commanding officer position (i.e., geographic detectives, EODD)
LT I	Any staff position at an office or bureau level
DET III	Office of the Chief of Police
DET III	Front and back offices at a bureau or office level
DET II	Front and back offices at a bureau or office level
SGT II	Office of the Chief of Police
SGT II	Any staff position at an office or bureau level
SGT II	Geographic Area vice units
SGT II	Geographic Area assistant watch commanders
SGT II	Internal Affairs Division
SGT II	Planning and Research Division
SGT II	Any unit officer-in-charge position
SGT I	Any staff position at an office or bureau level
SGT I	Patrol adjutants
PO III+I	Office of the Chief of Police
PO III+I	Geographic Areas
PO III+I	Internal Affairs Division
PO III	Any staff position at an office or bureau level
PO III	Any staff researcher and writer position