

**OFFICE OF THE CHIEF OF STAFF
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

October 16, 2008

TO: All Sworn Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: MANAGED ATTRITION RULES AFFECTING THE OPENING OF OLYMPIC AND TOPANGA AREAS

On January 4, 2009, the Department will open two new geographic Areas – Olympic Area and Topanga Area. Over 500 sworn employees will change assignments as a result of this momentous event. These will include employees moved to other Areas due to the realignment of geographic territory and position authorities in the Areas that shrink. Although the Department has endeavored diligently to seek volunteers for the needed movement, some of this movement may be the result of managed attrition.

The Department's Managed Attrition policy has been set forth in three documents: 1) the April 17, 1996, Chief of Police Intradepartmental Correspondence – "*Managed Attrition Policy*;" 2) the March 7, 2002, Human Resources Bureau Notice – "*Managed Attrition Policy – Revisited*;" and 3) Office of Operations Notice No. 5, October 4, 2004 – "*Managed Attrition – Office of Operations*." All three of these documents can be found on the Employee Relations Group web page on the Department LAN.

The key elements of the Managed Attrition policy are reassignment to another Area, requests to return to the employee's original Area, transfer cut-off date, and, for this instance, "wish lists."

Reassignments

Reassignments to other Areas will be effected using the following criteria:

- Voluntary requests
- If no volunteers, then "Last In, First Out" (LIFO) method shall apply.

NOTE: For purposes of this policy, LIFO determinations shall be made by a comparison of officer's tenure within the division, by civil service rank and paygrade. This includes officers advanced in paygrade within the division. In other words, first sort by Rank & Paygrade and then by time in the division at that paygrade.

EXAMPLE: Two Police Officer III's assigned to the same division.

#1 transferred in as a PIII six months ago.

#2 was a PII in the division for four years but made P3 in the division two months ago.

#3 PIII leaves first (the time in division clock resets with the paygrade advancement)

- Any exception to the above criteria requires articulable justification by the concerned commanding officer to his/her Office Director or Chief of Staff.
- The administrative transfer of the affected officer shall be made to an assignment at the same rank and, if possible, paygrade for which a vacancy exists, first within the same Bureau and, if that is not possible, then within the particular Office.

Request to Return to Original Division

Should an employee be transferred from an Area as a result of managed attrition, that employee may request a transfer back to the Area from which he/she was moved by submitting a completed Transfer and/or Change in Paygrade request, Form 1.40, to Personnel Division **within seven calendar days** of their transfer. Those employees who submit the Transfer and/or Change in Paygrade request, Form 1.40, **within seven calendar days** of their transfer will be placed at the top of the Memo 4 Logbook (waiting list) and transferred prior to others on the Logbook. All other transfer requests will be processed according to ordinary procedures.

Transfer Cut-Off Date

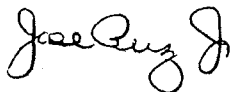
The LIFO cut-off date for any managed attrition due to the opening of the new Areas shall be the DP 12, 2008, Transfer Order. All transfers effective November 9, 2008, or earlier will be included in the "time in division" analysis for managed attrition. Employees transferred after this date will not be consider for managed attrition.

"Wish Lists"

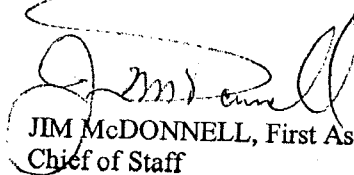
For this event only, the Department has agreed to allow employees identified as subject to managed attrition to submit a "wish list" of geographic Areas the employee would prefer if reassigned. The Office of Operations, Evaluation and Administration Section (OO-EAS) will coordinate the wish list process. OO-EAS will send each Area a list of names of those employees who are subject to managed attrition based on the LIFO rules listed above. Those employees, if they choose to, must submit their wishes to the Area adjutant. All wish lists must be forwarded to OO-EAS no later than **November 19, 2008**. As with all wish lists, the Department is not obligated to assign an employee to one of the Areas on their wish list but will make every effort to accommodate as many employees as possible.

If you have questions, please call the Employee Relations Group staff, at (213) 485-6552.

APPROVED:



JOSE PEREZ, Jr., Commander
Employee Relations Administrator



JIM McDONNELL, First Assistant Chief
Chief of Staff

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