

OFFICE OF THE CHIEF OF STAFF
EMPLOYEE RELATIONS ADMINISTRATOR

NOTICE
2.2.3

April 19, 2007

TO: All Concerned Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: VENDORS IN DEPARTMENT FACILITIES PROHIBITED

This correspondence is to remind all Department personnel that the use of Department facilities by vendors of any sort is strictly prohibited. The Department has been notified recently that vendors have attempted to gain access to Department personnel by maintaining presence at the entrance/exit of Department facilities. This practice is in violation of a Human Resources Bureau Notice dated February 25, 2003. Vendors are not permitted to access roll calls or otherwise solicit on-duty employees in Department facilities.


This policy does not bar Directors of the Los Angeles Police Protective League from making presentations to on-duty officers when the Directors have the approval of the concerned commanding officers.

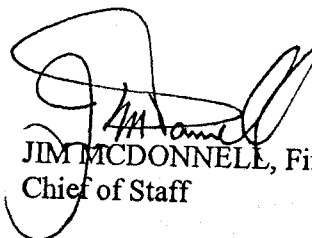
Department facilities may be made available to *recognized employee representation organizations* for the presentations or meetings to off-duty employees to the extent that the facilities used are available to the public and will not interfere with normal Department operations.

Commanding Officers shall remind personnel of their responsibility to adhere to this policy. Additionally, report any incidents of vendors soliciting that are in violation of this policy to the Employee Relations Administrator.

If you have any questions, please contact the Employee Relations Administrator at (213) 485-6552.

APPROVED:


TERRY S. HARA, Commander
Employee Relations Administrator


JIM MCDONNELLE, First Assistant Chief
Chief of Staff

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