

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

NOTICE

2.2.3

December 1, 2020

TO: All Concerned Personnel

FROM: Employee Relations Administrator

SUBJECT: MANAGED ATTRITION PROCESS – REVISITED

A City of Los Angeles fiscal emergency has created an unexpected Department budgetary crisis and shortfall. As a result, the Chief of Police is making significant and difficult changes to adapt to the current financial and personnel shortages. The Department must place priority on ensuring that essential patrol operations and investigative resources at the geographic level are adequately staffed and sustained until the City emerges from the budget crisis. To sustain essential patrol operations, the Department will utilize the Managed Attrition process to move personnel resources into patrol and patrol-related duties. This notice is intended to provide all concerned personnel with an understanding of the Department's Managed Attrition process.

The following criteria shall be used for employees who are subject to Managed Attrition within the affected entities who are deselected and/or administratively transferred back to patrol, patrol related functions, or investigative resources at the geographic level:

Notification of Reassignment:

Employees will be notified at least 30 days before being transferred as part of this Managed Attrition. The receipt of the Acknowledgement Form by the affected employee shall serve as the (30) calendar day notification prior to the Managed Attrition movement.

Note: If an employee applies for an exemption from being the subject of the Management Attrition process, it shall not extend the (30) calendar day notice time period for movement for that employee.

Reassignment:

This Managed Attrition shall affect the rank/paygrade of Police Officer II through Lieutenant II and all paygrades of detectives.

- Volunteers; and,
- The "Last In, First Out" (LIFO) method shall apply.

For the purpose of this policy, LIFO determinations shall be made by comparing an officer's tenure within that division/entity, by civil service rank and paygrade, with those of other similar officers at that division/entity. This includes officers who had advanced

in paygrade within that command. In other words, first sort by rank and paygrade and then by time assigned within that division/entity. A paygrade advancement **will not** restart that employee's time within that command. If two employees are tied for the time assigned to that division/entity at that paygrade, and only one needs to be transferred due to Managed Attrition, the employee with most time assigned on the Department as a sworn employee shall remain at that command.

Exemptions to Managed Attrition:

- Non-General Fund budget positions shall not be subject to Managed Attrition, e.g., grants, Housing Authority of the City of Los Angeles, Transit Services Bureau, etc.;
- Military leave;
- Relieved of duty and assigned home;
- Long-term Injured on Duty (after 6 months). **Those with work restrictions are not exempt;** or,
- Employees with **SPECIAL** skills may be considered for exemption.

If a special skill(s) or hardship exemption is requested, the following process shall be required:

- If an affected employee or his/her command requests the special skill(s) exemption, that employee shall submit an Employee's Report 15.07.00, detailing his or her special skill(s) and justifying the critical need for the special skill(s) within that employee's command, **no more than (7) calendar days** from the time that the employee has been served his or her Managed Attrition notice. That employee's command shall have **no more than (14) calendar days** from when the employee has been initially served his or her Managed Attrition notice, to electronically submit an Intradepartmental Correspondence, with justification regarding the approval or disapproval of the special skill(s), along with the attached Employee's Report, to the Employee Relations Administrator (ERA). The ERA shall have **no more than (21) calendar days** from the date when that employee was initially served his or her Managed Attrition notice to make the final decision as to approve or disapprove the special skill(s) exemption request. The employee shall be notified in writing of the ERA's final decision; or,
- The Department shall consider each hardship on a case-by-case basis. The employee shall submit an Employee's Report with rationale for the hardship to his or her command, **no more than (7) calendar days** from the time that the employee has been served his or her initial Managed Attrition notice. That affected employee's command shall have **no more than (14) calendar days** from when the employee has been initially served his or her Managed Attrition notice, to electronically submit an Intradepartmental Correspondence, with justification for the approval or disapproval of the hardship, along with the attached Employee's Report, to the ERA. The ERA shall have **no more than (21) calendar days** from the date when that

employee was initially served his or her Managed Attrition notice to make the final decision as to approve or disapprove the hardship exemption request. The employee shall be notified in writing of the ERA's final decision.

Note: A hardship that can be accommodated within the receiving Area or Division will not be considered a hardship for keeping an employee in a specialized division.

- An employee whose special skill or hardship request is denied may meet personally with staff from Employee Relations Group to discuss the final decision made by the ERA.

Wish List:

All affected employees may submit a "wish list" of three choices from the geographic patrol Areas, within at least two geographic bureaus, **no more than (7) calendar days** from the time that the employee has been served his or her Managed Attrition notice. The Department shall consider employee's city of residence. The Department shall not be obligated to assign an employee to one of the geographic Areas or divisions requested on his or her "wish list."

Paygrade:

Employees whose positions are being eliminated due to the re-organization of the Department, will be deselected from their positions as per Department Manual Volume 3/763.55.

Certain Police Officers III+1 will be reassigned to Senior Lead Officer positions throughout the Department. The wish list procedures will apply. Employees who do not wish to be transferred as a Police Officer III+1 Senior Lead Officer, will be deselected from their position. If there are Police Officer III positions in the employee's original division, the employee may remain at their original division of assignment, but are still subject to the managed attrition based on the employee's seniority to the division. A Police Officer III+1 who voluntarily deselected from his/her position without vacant Police Officer III positions in their original division will follow the Managed Attrition procedures of this Notice.

Additionally, other employees will be deselected from bonus positions. If there are similar positions in the employees' original division, the employee may remain at their original division of assignment, but are still subject to the managed attrition based on the employee's seniority to the division.

Right to Return:

The procedures for requesting a return to the original division for employees who have been transferred as a result of Managed Attrition shall be as follows:

- The affected employee shall electronically submit an Employee's Report, Form 15.07.00 **no more than (7) calendar days** of the related transfer order, to the ERA, requesting

consideration to return to that command should a vacancy occur within (2) years of the original Managed Attrition transfer. ERG will then notify the commands and Position Control of the Right to Return request (for this Managed Attrition, please send all Employee's Reports to Sergeant Linda Ortega at 32551@lapd.online).

- The same seniority criteria as used in the established Managed Attrition process shall also apply to employees wishing to return to their prior commands. Specifically, the person with the most seniority at the desired specialized command, in the given rank and paygrade, shall have priority in returning to the specialized command;
- If a vacancy occurs at an affected command, where special skills or training is needed for the position, the ERA will determine if the vacancy will be filled by the next employee on the Right to Return list, or an employee on the Right to Return list who was removed from the vacant position and possesses the special skills and training. The determination will be on a case by case basis.
- If a vacancy is offered to an employee who has submitted a Right to Return request, and the employee declines the offer, the employee will be removed from the Right to Return list and will forfeit their opportunity to return to the affected command.

Any questions regarding this Notice should be directed to the Employee Relations Group staff at (213) 486-7600.

APPROVED:



MARC R. REINA, Commander
Employee Relations Administrator



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

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