

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

August 22, 2024

SUBJECT: REQUEST FOR ADVERTISEMENT OF VACANT CIVILIAN POSITION, FORM 15.89.01 – REVISED

PURPOSE: The purpose of this Order is to revise the *Request for Advertisement of Vacant Civilian Position*, Form 15.89.01, in order to streamline the Department’s civilian hiring process.

PROCEDURE:

I. REQUEST FOR ADVERTISEMENT OF VACANT CIVILIAN POSITION, FORM 15.89.01 – REVISED. The *Request for Advertisement of Vacant Civilian Position*, Form 15.89.01, has been revised and updated. A “*Request Type*” section, a section for Target Local Hire (TLH), and a section for Bridge to Jobs (BTJ) vacancies have been added.

II. USE OF FORM, REQUEST FOR ADVERTISEMENT OF VACANT CIVILIAN POSITION, FORM 15.89.01 – ESTABLISHED.

A. Use of Form. This form shall be used by the commanding officer of a Department entity to advertise civilian vacancies.

B. Completion-General. A separate form shall be completed for each classification.

C. Distribution.

- 1- Original, forwarded to Civilian Employment Section, Personnel Division.
- 1- Copy, retained at the Department entity advertising the vacant position.
- 2- **TOTAL**

FORM AVAILABILITY: The *Request For Advertisement of Vacant Civilian Position*, Form 15.89.01, is attached for immediate use and duplication and is also available in E-Forms on the Department’s Local Area Network. All other versions of these forms shall be marked “obsolete” and placed in the divisional recycling bin.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

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Any questions regarding this Order may be directed to the Civilian Employment Section, Personnel Division, at (213) 486-4660.

A handwritten signature in black ink, appearing to read 'D. Choi', with a stylized flourish at the end.

DOMINIC H. CHOI
Chief of Police

Attachment

DISTRIBUTION "D"

LOS ANGELES POLICE DEPARTMENT
REQUEST FOR ADVERTISEMENT OF VACANT CIVILIAN POSITION

CLASSIFICATION AND PAYGRADE OF VACANCY	NO. OF VACANCIES	DATE PREPARED
WORKING TITLE	WATCH <input type="checkbox"/> DAY <input type="checkbox"/> PM <input type="checkbox"/> AM	DATE OF VACANCY
DIVISION	SECTION	POSITION NUMBER(S)
DIVISIONAL CONTACT (NAME/SERIAL NO.)	CONTACT TELEPHONE NO.	
REQUEST TYPE (CHECK ALL THAT APPLY) <input type="checkbox"/> AVAILABLE FOR PAYGRADE ADVANCEMENT (Applicable to transfer opportunities only) <input type="checkbox"/> CERTIFICATION (Fill the vacancy via the current eligible list of applicants who have passed the City administered exam) <input type="checkbox"/> INTERNAL TRANSFER (Advertise the vacancy to existing Department employees who have status in the classification) <input type="checkbox"/> CITYWIDE TRANSFER (Advertise the vacancy to existing City employees who have status in the classification)		
THIS SECTION IS FOR TARGETED LOCAL HIRE (TLH) AND BRIDGE TO JOBS (BTJ) ONLY:		
Number of Days for Candidates to Call in and Report Availability:	Preferred Contact Method: <input type="checkbox"/> Telephonic <input type="checkbox"/> Email <input type="checkbox"/> Telephonic and Email	
First Level Supervisor (Name, Phone Number and Email Address):	Second Level Supervisor (Name, Phone Number and Email Address)	
DESCRIPTION OF DUTIES:		
COMMENTS: Indicate source of vacancy (include the name, class, and serial number of the individual involved in the substitute authority, promotion, transfer, retirement, or resignation which created the vacancy).		
REQUESTING EMPLOYEE'S SIGNATURE AND SERIAL NO.		DATE
COMMANDING OFFICER'S SIGNATURE AND SERIAL NO.	DATE	APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>
Upon completion, this request should be submitted to Civilian Employment Section, Personnel Division. Approved advertisements will be published on a subsequent CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES NOTICE. EMAIL: CES@LAPD.ONLINE		
CIVILIAN EMPLOYMENT SECTION REVIEWER	DATE PUBLISHED	APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>
REVIEWER COMMENTS: Reason for disapproved advertisements and notification to requesting division.		