

## CHAPTER III - Personnel Policy and Procedures

### 3/1 Disciplinary Procedures

#### 3/1.1 Discipline - Defined

Discipline is defined as instructing, teaching, and training, not merely as punishment or penalty. The main purpose of discipline is to facilitate coordination of effort, develop self-control and character, correct unacceptable behavior, and foster orderliness, uniformity and efficiency.

#### 3/1.2 Misconduct - Defined

Employees shall be subject to disciplinary action for acts of misconduct, which is defined as:

- A. Commission of a criminal offense.
- B. Neglect of duty.
- C. Violation of LAWA Police policies, rules, or procedures.
- D. Violation of LAWA Administrative policies, rules, or procedures.
- E. Conduct which may tend to reflect unfavorably upon the employees of the LAWA Police.

#### 3/1.3 Complaint

##### A. Complaint - Defined

The definition of a complaint includes any public complaint, anonymous or third person, regarding LAWA Police service, policy or procedure, claims for damages, or employee misconduct, regardless of whether the complaint alleges misconduct, and any complaint of misconduct initiated by a LAWA Police employee.

##### B. Conditions of Acceptance

- 1. Complaints shall be accepted from any source: written, verbal, in person or telephonic (or TTY), by mail, facsimile transmission, or electronic means, or anonymously; at any LAWA Police facility accessible to the public.

- 2. A complaint shall not be initiated when the **sole** reason consists of one or more of the following issues, unless the initial conversation with the complainant identifies attributable misconduct:

##### a. Disputed traffic citation

Supervisors shall conduct a preliminary investigation of the violator's complaint about the issuance of the traffic citation and document the investigation in their log. If no error was identified in the issuance of the citation, the complainant should be directed to the appropriate court for resolution, and no Complaint Form is required. However, if misconduct was alleged or discovered during the interview, then a Complaint Form is required.

##### b. Vehicle Impound Complaints

Supervisors shall interview the complainant regarding the incident that resulted in the vehicle being impounded. If no other allegation(s) of misconduct is made regarding the vehicle impound itself, no Complaint Form is required and the complainant may be referred to the Vehicle Impound Hearing process. However, if misconduct was alleged or discovered during the interview, then a Complaint Form is required.

##### C. Accepting Complaints

- 1. A supervisor receiving a complaint in person, by telephone or in any written form, shall:
  - a. Conduct a preliminary investigation, as outlined in Part E of this directive.

**Exception: Supervisors who find themselves the subject of alleged misconduct shall report the incident to an uninvolved supervisor of higher rank who shall conduct the preliminary investigation.**

- b. Complete a Complaint Form, listing the name of the citizen as the complainant, summarizing the complaint and the complainant's statements under the Summary portion;
- c. Tape-record all interviews. If not practical, supervisors shall include a written justification under the Summary portion of the Complaint Form;

**Note: If a non-employee complainant or witness refuses to be recorded, an attempt shall be made to record the refusal on tape or on a signed statement of refusal.**

- d. Attempt to resolve the matter to the satisfaction of the complainant and take appropriate action to prevent aggravation of the incident;

- e. Submit the Complaint Form and preliminary investigation to the watch commander, Officer-in-Charge (OIC), or civilian equivalent, for review.

**Note: If, during the course of a complaint investigation, the investigating supervisor has reason to believe that additional misconduct may have occurred, other than that alleged by the complainant, the investigating supervisor shall record the additional misconduct as a separate allegation on the original complaint.**

##### 2. Watch Commander/Officer in Charge - Responsibility

A watch commander, unit officer in charge (OIC) or civilian equivalent who becomes aware of a complaint shall ensure that a Complaint Form is prepared without unnecessary delay. Upon receipt of a Complaint Form submitted by a supervisor, the watch commander, section OIC or civilian equivalent, shall:

- a. Review the form for completeness and accuracy, ensuring that a thorough preliminary investigation was conducted;

- b. Sign and date the Complaint Form and submit the complaint investigation and attachments as soon as practicable to the Section Commanding Officer for approval.

##### 3. Commanding Officer's Responsibility

- a. A Commanding Officer, upon becoming aware of a complaint, shall ensure that the original Complaint Form is forwarded to the Officer-in-Charge, Internal Affairs Unit (IAU), within two calendar days of the complaint initiation (or in the event of a weekend, the following business day).

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**Note: Complaints received directly by IAU shall be handled in accordance with guidelines as outlined in Section 3/1.3.B.3. Upon receipt of a Complaint Form from IAU with a complaint form (CF) number already issued, the Commanding Officer shall ensure that a supervisor promptly investigates the complaint.**

- b. Using the Preliminary Case Screening box on the Complaint Form, the employee's commanding officer shall recommend whether the complaint should be classified as Disciplinary or Non-Disciplinary.

### 3/1.4 Citizen Reporting of a Complaint of Employee Misconduct

When a citizen wishes to report misconduct and/or make a complaint, the employee whom the citizen contacted shall immediately notify his or her supervisor.

#### A. Use of Complaint of Employee Misconduct Form

1. Any employee assigned to sections accessible to the public, such as the front desk of an LAWA Police facility, shall, upon request, provide the individual with a Complaint of Employee Misconduct form; a preaddressed business reply envelope marked "ATTN: Internal Affairs Unit," and a Complaint Information pamphlet appropriate for the language spoken. The employee shall then ask the individual if he/she would like to speak with a supervisor about the complaint.
2. Any employee who receives a completed Complaint of Employee Misconduct form shall immediately notify a supervisor. Upon the return of a Complaint of Employee Misconduct form to any LAWA Police facility, the employee receiving the form shall ask the complainant to wait until his or her supervisor has reviewed the form. If the complainant is unable to wait for a supervisor, the employee shall ensure that the complainant receives the bottom copy of the form, and that a supervisor receives the original.
3. Supervisor's Responsibility

When possible, a supervisor shall review the Complaint of Employee Misconduct form with the complainant to ensure that all necessary information has been obtained. If a supervisor determines that immediate action is required after the review, such action shall be taken. The supervisor shall ensure the appropriate distribution of Complaint of Employee Misconduct forms.

#### 4. Commanding Officer's Responsibility

Commanding officers shall ensure that a supply of Complaint of Employee Misconduct forms with postage-paid, preaddressed business reply envelopes marked "ATTN: Internal Affairs Unit," and Complaint Information pamphlets, in multiple languages, are maintained at all LAWA Police facilities accessible to the public.

#### B. Public Complaints Not Made In Person

Letters of complaint from the public against LAWA Police employees may be comprised of any written material, including formal letters, notes, facsimiles, electronic mail correspondence.

#### 1. Employee's Responsibility

An employee who receives a letter of complaint from the public shall, without delay, deliver the letter to his or her watch commander or supervisor.

#### 2. Supervisor's Responsibility

When a Section receives a complaint other than in-person, (i.e., written, telephonic, electronic) a watch commander or supervisor shall:

- a. Complete a Complaint Form listing the name of the citizen as the complainant and attach the related correspondence, documents and statements; and,
- b. In cases involving an anonymous complaint, make a reasonable effort to identify the complainant. Identification of the anonymous complainant is desirable in order to complete a thorough investigation and to report back to the complainant the findings of the investigation;
- c. The Complaint Form shall be forwarded to the Watch Commander, unit officer in charge (OIC) or civilian equivalent for review. Upon approval the Form and all documentation shall be forwarded to IAU.

#### 3. Internal Affairs Unit's Responsibility

When Internal Affairs Unit receives any complaint from the public, IAU shall:

- a. Complete a Complaint Form, documenting the preliminary information only and attach the related correspondence, documents, and statements;
- b. Issue a Complaint Form (CF) number;
- c. Assign and forward the Complaint Form to the appropriate Section for appropriate action; and,
- d. Mail an acknowledgment of the complaint to the complainant with the CF number referenced.

### 3/1.5 Notification Requirements

When immediate action is necessary or the complaint is such that it may subject the employee or the LAWA Police to severe criticism or liability, the concerned supervisor shall ensure that the following notifications are made without delay to:

- A. The employee's watch commander/officer in charge (OIC), or civilian equivalent, who shall notify the employee's commanding officer; and,
- B. Internal Affairs Unit.

When the employee's commanding officer is not available or when Internal Affairs Unit is closed, the notification shall be made to the Command Duty Officer.

### 3/1.6 Investigating and Reporting Complaints

The following procedures shall apply to complaint investigations:

- A. Identify all involved employees;
- B. Obtain names, addresses, and telephone numbers of all witnesses, and a summary of their statements. Indicate the times, locations, and business and residence phone numbers where witnesses will be available for re-interview;

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- C. The interviews of all complainants, involved LAWA Police employees, and witnesses shall be conducted individually (no group interviews) and shall be recorded. Should a non-employee complainant or witness refuse to be recorded, an attempt shall be made to record the refusal on tape or on a signed statement of refusal;
- D. Interview all involved supervisors regarding their conduct at the scene during the incident;
- E. Document any visual examinations for trauma, medical treatment for actual or alleged injury;
- F. Photographs (utilize color film when appropriate);
- G. Inspection of the object alleged to have caused injury (objects should be photographed and, when practicable, retained).

**Note: The withdrawal of a complaint, the unavailability of a complainant to make a statement, or the fact that the complaint was filed anonymously or by a third party, shall not be reasons to adjudicate a complaint without further attempts to investigate. Commanding officers shall ensure reasonable efforts are made to get to the truth of the matter.**

### 3/1.7 Reporting a Complaint

#### A. Employee Responsibility - Reporting Misconduct

When an employee becomes aware of possible misconduct by another LAWA Police employee, the employee shall immediately report the incident to a supervisor or directly to Internal Affairs Unit (IAU). This requirement applies to all employees, including supervisory personnel and managers (the rank of lieutenant or above), who learn of possible misconduct through the review of an employee's work. Generally, the supervisor accepting the complaint shall initiate the Complaint Form. Only supervisory or management personnel who are first made aware of possible misconduct shall complete a Complaint Form.

#### B. Supervisor's Responsibility

When a supervisor becomes aware of a public complaint, or a complaint of misconduct initiated by LAWA Police personnel, the supervisor shall accept the complaint and:

1. Conduct a preliminary investigation;

**Exception: Supervisors who find themselves the subject of alleged misconduct shall report the incident to an uninvolved supervisor of a higher rank, who shall conduct a preliminary investigation and, if necessary, complete a Complaint Form.**

2. Complete a Complaint Form in the following manner:

- a. List all allegations per the LAWA Administration Manual Sections, LAWA Police Directive number, Policies and Procedures per the LAWA Police Manual, and/or City of Los Angeles Policy;
- b. Summarize the complaint and the complainant's statements under the Summary portion.
- 3. Tape-record all interviews. If not practical, supervisors shall include a written justification under the Summary portion of the Complaint Form;

**Note: If a non-employee complainant or witness refuses to be recorded, an attempt shall be made to record the refusal on tape or on a signed statement of refusal.**

4. Attempt to resolve the matter to the satisfaction of the complainant and take appropriate action to prevent aggravation of the incident;
5. Submit the Complaint Form and preliminary investigation to the watch commander, Section officer in charge (OIC), or civilian equivalent, for review;
6. Forward the Complaint Form to the Section Commanding Officer.

**Note: If, during the course of a complaint investigation, the investigating supervisor has reason to believe that additional misconduct may have occurred, other than that alleged by the complainant, the investigating supervisor shall record the additional misconduct on the original complaint.**

#### C. Involved Section Commanding Officer

The involved Commanding Officer shall complete the "Preliminary Case Screening" Section of the Complaint Form and forward the Complaint form to the involved Assistant Chief.

#### D. Involved Assistant Chief

The involved Assistant Chief shall complete the "Classification" portion of the Complaint Form.

Complaints reported on a Complaint Form shall be classified as either Disciplinary or Non-Disciplinary. The employee's Commanding Officer, or civilian equivalent is responsible for the initial complaint classification; however, the Chief of Airport Police, or designee, will make the final classification.

### 3/1.8 Non-Disciplinary Complaints

A complaint may be classified as Non-Disciplinary when all of the following criteria are met at the time the complaint is initiated:

- The complaint, as stated, would not amount to the commission of a felony or misdemeanor crime;
- The complaint, as stated, may not result in discipline against the employee, or the complained of act or omission by the employee has no nexus to the employee's position with the LAWA Police;
- The complaint does not allege any of the following: Unauthorized force; discrimination of any kind; unlawful search and/or unlawful seizure of person or property; dishonesty; domestic violence; improper/illicit use of alcohol, narcotics, or drugs; sexual misconduct, theft, or retaliation/retribution against another employee;
- The complaint was not as a result of concerns arising out of a criminal prosecution, or, dismissal of California Penal Code Section 148 charges, or otherwise initiated by a judge or prosecutor acting in their official capacity;
- The accused employee has no apparent pattern of similar behavior (should generally be limited to the past five years) for which he/she is accused; and,

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- The complaint was not initiated in response to civil suits or claims for damages involving on-duty conduct and civil lawsuits regarding off-duty conduct required to be self-reported by employees.
  - A. The Chief of Airport Police, or designee, who makes a final Non-Disciplinary classification shall check the appropriate box on the back of the complaint form and select the appropriate disposition/ rationale as follows:
    1. **Policy/Procedure.** The facts of the case revealed that the complaint relates to LAWA Police policy/ procedure and not to a specific employee's actions.
    2. **Employee's Actions Did Not Rise to the Level of Misconduct.** A preliminary investigation revealed that the allegations did not rise to the level of misconduct and/or the named employee's actions were protected by law or found to be consistent with LAWA Police policy or procedure.
    3. **Employee's Actions Could Have Been Different.** The facts in the complaint revealed the employee's actions could have been different. However, the employee's act or omission is best addressed through corrective action by the employee's commanding officer. The corrective action(s) taken was:
      - Counseling;
      - Training;
      - Referral (Employee Assistant Program)
    4. **Demonstrably False.** The complaint was demonstrably false, or, demonstrates an irrational thought process, and was consistent with the complainant's established pattern of making chronic or crank complaints.
    5. **LAWA Police Employee(s) Not Involved.** The preliminary investigation revealed that the complaint did not involve a LAWA Police employee(s).
  - B. Adjudication of a Non-Disciplinary Complaint

After receiving a complaint from the Chief of Airport Police, or designee, that has been classified as Non-Disciplinary, the employee's commanding officer shall complete and sign the Complaint Form.

**Note: A Notice to Correct Deficiency is a form of discipline and shall only be used for Disciplinary Complaints (See Section 3/1.8 for Disciplinary Complaint Procedures).**
  - C. Internal Affairs Unit's Responsibility

Internal Affairs Unit (IAU) will issue Complaint Form (CF) numbers for all Complaint Forms received and approved by the commanding officer and involved Assistant Chief. Upon the issuance of the CF number, IAU will enter the number on the Complaint Form and mail a copy to the address indicated by the complaint along with a letter acknowledging receipt of the complaint.

Internal Affairs Unit shall promptly review every Complaint Form, determine whether the complaint will be investigated by IAU or by the employee's Section, and promptly notify and forward the complaint to the affected entities for appropriate action. For tracking purposes, Internal Affairs Unit shall maintain copies of all Complaint Forms received and forwarded to the concerned Section.
  - D. Time Limit

There is a maximum of sixty (60) calendar days from the day the Complaint Form number is assigned to the completion of the case, which includes serving the Findings and Disposition memorandum to the employee (refer to Section 3/1.10). Any request for extension shall be made in writing by the investigator to the Chief of Airport Police, via chain of command, with justification.
  - E. Administration Section Scope of Authority

The Commanding Officer, Administration Section, has authority to take charge of an investigation of any act of misconduct when, in his/her opinion, it is advisable. He/she may act in a staff capacity and advise or assist in the investigation or assume the responsibility thereof when:

    1. Sufficient supervisory personnel to conduct the investigation are not available to the concerned commanding officer.
    2. An outside agency is to conduct the Administrative investigation of an incident per the MOA.
    3. Personnel of more than one section are involved.
    4. The complaint or the investigation is of a nature that it would be impracticable for the investigation to be conducted by the concerned commanding officer.
    5. Investigation is being improperly conducted.
    6. Complaints involving command officers, except as directed by the Chief of Airport Police.

At the conclusion of the investigation, the Commanding Officer, Administration Section, shall obtain a recommendation for the disposition of the case from the concerned commanding officer.
- ### 3/1.9 Disciplinary Complaint Procedures
- A. Complaint Investigation Report

Using a Memorandum, the following headings shall be used when completing the Complaint Investigation Report that alleges misconduct:

    1. Complaint;
    2. Summary;
    3. Allegations listed per the LAWA Administrative Manual;
    4. Investigation
    5. Interview Summaries
    6. Disciplinary history.

Depending upon the complexity of the investigation, the final report can be as brief or as detailed as necessary, so long as it enables the reviewer to properly adjudicate the complaint.

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- B. Investigator's Notes
- Cal. Govt. Code §§ 3304(d) and 3508.1(a) establish the limitations periods during which an employee may be discharged, suspended or disciplined. Since the limitations period is based on the date the misconduct was discovered by an uninvolved supervisor, documentation of the date on which specific information is obtained is essential. On occasion, the initial information may be too vague to constitute misconduct and/or additional misconduct may come to the LAWA Police's attention during the subsequent investigation.
- Commanding officers shall ensure that the supervisor assigned to complete a complaint investigation completes an Investigator's Notes Section to document an in-depth chronological record of the investigation, recording the dates of the initial notification and all investigative contacts and processes.
- Investigator's Notes may be subject to discovery and shall only be released after confidential information, if any, is redacted and with the approval of the Commanding Officer, Administration Section. When Internal Affairs Unit completes the investigation, the Investigator's Notes shall be retained by Internal Affairs Unit pending the adjudication of the complaint.
- B. Assignment Memo
- An Assignment Memo shall be prepared and attached to the complaint investigation file by the Internal Affairs Unit. The Assignment Memo shall be used to track the complaint investigation through documentation of the dates, times, and concerned employees who handled the case in each step of the process.
- C. Interrogation Admonitions
1. Miranda Rights
- When an administrative interrogation focuses on or involves possible criminal misconduct by an employee, the employee shall be advised of his/her Miranda rights before questioning begins, or at the point at which the interrogation begins to focus on possible criminal misconduct.
2. Administrative Admonition of Rights
- a. If the employee declines to waive his/her Miranda rights and the administrative interview is to continue, the interrogating officer shall read the Administrative Admonition of Rights from the Employee Lead-In Form verbatim as follows:
- (1) Your silence could be deemed as insubordination and lead to administrative discipline, which could result in your discharge or removal from office; and,
- (2) Any statements made under the compulsion of the threat of such discipline cannot be used against you in any subsequent criminal proceeding.
- b. After reading the Administrative Admonition of Rights to an employee during a complaint investigation the interrogating officer shall:
- (1) Request that the employee being interviewed sign and date the Employee Advisement Form, in the appropriate space;
- (2) Sign the Employee Advisement Form as the witnessing supervisor; and,
- (3) Attach the Employee Advisement Form the Complaint Form, as an addendum
- (4) After the completion of the Employee Advisement Form, the employee shall be ordered to give a statement for administrative purposes only following the format outlined on the form. The interrogating officer shall sign and date the form affirming that the administrative order was given in the prescribed manner.
- Note - If the employee refuses to sign the Employee Advisement Form and refuses to give a statement, the interrogating officer shall note "Refused to Sign" on the form and have a witnessing supervisor sign the form. The original Complaint Form shall be revised with an additional charge of Insubordination and becomes part of the original investigation.**
- D. Time Limit for Investigation of Complaint
- It is the goal of the LAWA Police to complete all complaint investigations within two months of the Complaint Form being received by IAU. Notwithstanding that goal, all efforts should be undertaken to ensure the entire complaint process is completed within the limitations established by law.
- The investigation shall be considered complete when the accused employee's commanding officer receives the completed complaint investigation for review and findings. The date of receipt shall be prominently noted at the beginning of the Findings and Disposition memorandum (Refer to Section 3/1.10).
- E. Disciplinary Complaint Disposition
1. Disciplinary allegations shall be dispositioned using **only** the following classifications:
- a. **Unfounded:** Means that the investigation clearly established that the allegation is not true;
- b. **Not Sustained:** When the investigation discloses insufficient evidence to clearly prove or disprove the allegations made;
- c. **Sustained:** When the investigation discloses that the act complained of did occur and constitutes misconduct; or,
- d. **Exonerated:** Means that the investigation clearly established that the actions of the peace officer that formed the basis for the complaint are not violations of law or department policy.
- e. **COAP Withdrawal:** This classification may only be used by the Chief of Airport Police and must be requested via memorandum with supporting justification.
2. Penalties for Sustained Complaints
- a. When a Disciplinary complaint is sustained, the employee's commanding officer may recommend any of the following penalties:
- (1) No Penalty (Calif. Government Code Section 3304)

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- (2) Comment Card
- (3) Notice to Correct Deficiency;
- (4) Suspension;
- (5) Discharge; or,
- (6) Termination on probation.
- b. Notice to Correct Deficiency
- When it is determined that a penalty of a Notice to Correct Deficiency is appropriate, the employee's commanding officer will administer discipline. Sustained complaints for which a Notice to Correct Deficiency is appropriate for the first offense or a related infraction include, but are not limited to, the following:
- (1) Failure to qualify;
- (2) Failure to appear in court at time subpoenaed;
- (3) Failure to appear for training;
- (4) Tardiness;
- (5) Violation of Uniform Policy;
3. Notification of Investigation Results to Complainant.
- Internal Affairs Unit shall prepare a Reply Letter on LAWA letterhead addressed to the complainant. The reply letter shall, at a minimum, include:
- a. The Complaint Form (CF) number;
- b. The date of occurrence, or the date the complaint was reported to the LAWA Police;
- c. The general nature of the complaint and/or allegations(s);
- d. The resolution and disposition of the complaint and/or allegations;
- e. The general acknowledgement that appropriate action was taken, without indicating the specific penalty, when an allegation was sustained;
- f. Generally, the LAWA Police reply letter should not include the names of the accused employees. Provisions of State law preclude the unnecessary release of employee information regarding personnel matters.
- 3/1.10 Preventable Traffic Collisions**
- Note: Refer to Section 12/6 for Vehicle Safety Policy and Procedures: Vehicle Collision Review.**
- A. Upon receiving the Vehicle Safety Review Panel Report package and Complaint Form, the Internal Affairs Unit will assign a Complaint Form (CF) Number to the Complaint Form and forward the Complaint Form, the Disciplinary History of the involved employee, and all related documentation to the involved employee's Commanding Officer.
- B. Employee's Commanding Officer Responsibilities
- When the traffic collision is classified as preventable, the commanding officer shall:
1. Complete the PTC portion of the Complaint Form;
2. Complete the "Preliminary Case Screening" section of the Complaint Form.
3. Additional Misconduct involved in the incident
- If additional misconduct is involved, include the preventable traffic collision as one of the allegations for the complaint investigation for the associated misconduct and list the additional misconduct (i.e. #1 - Violation of Section 12/5.2.B.1 - Initiation of Vehicular Pursuit; #2 - Violation of Section 12/5.2.E - Pursuit Driving Tactics, etc).
4. Forward the original completed Complaint Form and a copy of all related reports to the Assistant Chief, Office of Operations.
- C. Assistant Chief, Office of Operations - Responsibilities
- The Assistant Chief, Office of Operations, shall review all documentation of the Traffic Collision and complete the "Classification by Assistant Chief of Police" section of the Complaint Form. The Complaint Form and all related reports shall be forwarded to the Investigations and Selection Unit, Internal Affairs Detail, for final processing.
- D. The Internal Affairs Unit shall be responsible for tracking all preventable traffic collisions.
- 3/1.11 Findings and Disposition**
- The concerned employee's commanding officer shall draft a Findings and Disposition memorandum for the signature of the Chief of Airport Police. The purpose of the Findings and Disposition memorandum is to notify the employee of the disposition of the investigation. The Findings and Disposition memorandum shall be forwarded with the case file to IAU.
- Note: The concerned employee's commanding officer shall not assign or delegate drafting the Findings and Disposition memorandum to the initiating and/or investigating supervisor.**
- A. The Findings and Disposition memorandum shall use the following headings:
1. Adjudication;
2. Allegation;
3. Classification;
4. Rationale;
- a. Training Issues;
- b. Work/Complaint History Analysis;
- c. Actions Taken; and,
- d. Recommendations.
- B. Serving of Findings and Disposition to Employee
- The involved employee's Commanding Officer, or designee shall give the employee a copy of the Findings and Disposition memorandum.
- 3/1.12 Notice of Intent to Discipline**
- The involved employee's Commanding Officer, or designee, shall , in cases of sustained allegations:

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- A. Advise the employee of the specific penalty recommended by the Chief of Airport Police.
- B. Give the employee a copy of all investigative material upon which the proposed disciplinary action is based.
- C. Give the employee a copy of the Notice of Intent to Discipline memorandum;
- D. Notify the employee that any response, either orally or in writing, to the proposed disciplinary action must be made within five calendar days of service, including Saturday, Sunday and holidays.
- E. Advise the employee that failure to exercise his/her right to a Skelly Hearing within the time limit stated above shall be deemed an admission of the charge(s) and a waiver of their right to an administrative appeal.
- 3/1.13 Suspension or Discharge Procedures**
- A. Suspension or Discharge of Employee
- Upon submission of the Skelly Report, and upon the approval of the Deputy Executive Director of Airport Law Enforcement & Protection Services, LAWA Human Resources Division shall compose a Notice of Discharge or Suspension, Form General 77.
- Note: Any discharge, or any suspension in excess of six working days, may be appealed to the Civil Service Commission.**
- B. Involved Employee's Commanding Officer's Responsibility
- After the Form General 77 is signed by the Deputy Executive Director (or designee), the involved employee's Commanding Officer (or designee) shall:
1. Execute the order.
  2. Complete the portion of the form entitled "Service of Notice."
  3. Give one copy to the concerned employee. The original shall be delivered to Human Resources Division no later than 0900 hours of the following weekday, excluding holidays.
- 3/1.14 Resignations or Retirements Prior to Adjudication of Complaint**
- A. Retirements and resignations prior to the disposition of a complaint shall be noted in a memorandum, which will be placed in the IA package.
- B. Resignations in Lieu of Disciplinary Action
- A summary of the circumstances surrounding the employee's resignation and the status of the pending disciplinary action shall be placed on a memorandum. The memorandum, accompanied by a copy of the Resignation Form, shall be hand-delivered immediately to Internal Affairs Unit (in no case later than 0900 hours of the following business day, excluding holidays). The investigation of a complaint involving the resignation or retirement of the accused employee shall be concluded within the one year legal time limit.
- 3/1.15 Recordation and Processing of Complaints**
- A. Recordation
- The record and disposition of all complaints shall be maintained and accessible as part of the LAWA Police's IA Pro System and any similar system. The records for all Complaints shall be retrievable based on current record retention policy from the date reported, and access to such records shall be through Internal Affairs Unit. Access to such complaint records shall be on a right-to-know/need-to-know basis.
- B. Processing
- All internal affairs cases, including those concerning LAWA/ONT, LAWA/VNY and LAWA/PMD shall be processed and tracked through Internal Affairs Unit at LAWA/LAX. Employees shall never transmit case files directly to any entity outside of the LAWA Police (including Human Resources Division and the City Attorney's Office, without the prior approval of the Commanding Officer, Administration, or the Chief of Airport Police.
- 3/1.16 Release of Employee Disciplinary Records**
- No employee disciplinary records shall be released to any outside entity, including other law enforcement agencies, without the approval of the Commanding Officer, Administration. Disciplinary records include case files, citizen complaint information, disciplinary history summaries and all related documents.
- 3/2 Police Officer Personnel Records**
- 3/2.1 Personnel Files**
- Police Officer personnel files shall only be maintained in accordance with established policies of the City of Los Angeles Personnel Department and Department of Airports Human Resources Division, and within the provisions of Article 13 of the Memorandum of Understanding and California Government Code Section 3303 F., California Penal Code Sections 832.5 and 832.7, et. seq.
- A. City Personnel Department Files
- Only documents relative to an Officer's work history, and not of a **CONFIDENTIAL** nature, are maintained by the Personnel Department.
1. The Personnel Department will permit any employee to review his/her file upon request and with presentation of valid identification.
  2. An employee's supervisor is permitted to review a subordinate's file when there is an appropriate supervisory responsibility.
  3. A supervisor from another City Department may review an employee's file for the purpose of determining the employee's desirability for transfer or promotion (a pre-hiring selection process).
- All other access to an employee's file is denied unless a signed waiver from the employee authorizes access or a subpoena requests the records.
- B. Airport Human Resources Division Files
- Only documents relative to an Officer's work history, and not of a **CONFIDENTIAL** nature, are maintained by Airport Human Resources Division.
1. The Human Resources Division will permit an employee to review his/her file upon request and with presentation of valid identification.
  2. An employee's supervisor is permitted to review a subordinate's file when there is an appropriate supervisory responsibility.

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3. A supervisor from another Division or City Department may review an employee's file if hiring that employee.

### C. LAWA Police Files

Personnel files maintained by the LAWA Police are considered a "Working Package" and may contain Police documents or documents not maintained in "Official" personnel files of the City Personnel Department or Airport Human Resources Division.

1. An Officer shall be allowed to review his/her personnel file upon request and in the presence of a supervisor. The request shall be subject to the provisions of Article 13 of the MOU.
2. An employee's supervisor shall be permitted to review a subordinate's file when there is an appropriate supervisory responsibility.
3. Access to and control of personnel files shall be the responsibility of the Chief of Airport Police.

All other access shall be denied.

Requests from other City Departments or outside agencies shall be referred to the Airport Human Resources Division.

### 3/2.2 Grievance Files

All grievance matters are **CONFIDENTIAL** and shall be filed and maintained separately from personnel files. Access to Grievance Files shall be **RESTRICTED** to a "Right to Know/ Need to Know" basis. Access to and control of Grievance Files shall be the responsibility of the Chief of Airport Police.

### 3/2.3 Internal Affairs Files

Internal Affairs Files are **CONFIDENTIAL** and access is **RESTRICTED**.

- A. Access to Internal Affairs files by LAWA Police supervisory personnel shall be on a "Right to Know/Need to Know" basis and with the permission of the Commanding Officer, Professional Standards Section.
- B. All other access shall be denied.
- C. Access to and control of Internal Affairs Files shall be the responsibility of the Commanding Officer, Professional Standards Section.

### 3/2.4 Background Investigation Files

Background investigation files are **CONFIDENTIAL** and access is **RESTRICTED**.

- A. An officer shall not be permitted to review his background file.
- B. All other access shall be denied.

Access to and control of Background Investigation files shall be the responsibility of the Commanding Officer, Professional Standards Section.

### 3/2.5 Peace Officer Bill of Rights

Section 3305 states, "No Public Safety Officer shall have any comment adverse to his/her interest entered in his/her personnel, or any other file used for personnel purposes by his employer, without the Public Safety Officer having first read and signed the

instrument containing the adverse comment indicating he is aware of such content, except that each entry may be made if after reading such instrument the Public Safety Officer refuses to sign it. Should a Public Safety Officer refuse to sign, that fact shall be noted on the document, and signed or initialed by such officer."

"...such Officer," shall indicate the supervisor administering the document.

No notes or reports deemed to be **CONFIDENTIAL** may be entered in the Officer's personnel file."

### 3/2.6 Procedures for the Sealing of a Notice to Correct Deficiencies

#### A. Information

Refer to specific MOU's for language regarding time periods and other requirements concerning subsequent incidents.

#### B. Procedures

1. Whenever an employee requests a Notice to Correct Deficiencies be sealed, the employee shall submit an Employees Report to his/her immediate supervisor. The report shall include the date the NTCD was issued.
2. The supervisor shall:
  - a. Review the request;
  - b. Review the employee's package and the MOU for the requesting employee. Determine if the NTCD meets the provisions of the MOU and are not part of a continuing pattern of disciplinary action;
  - c. Contact Internal Affairs to determine if the employee is currently under investigation or if disciplinary action is pending;
  - d. Make a copy of the NTCD;
  - e. Draft a recommendation pertaining to the employee's request;
  - f. Forward the recommendation, with the attached copy of the NTCD, to the Watch Commander or Section Head.
3. The Watch Commander or Section Head shall review the request and recommendation and forward the package, along with any additional recommendations, to the Section Commanding Officer for approval.
4. If approved, the Commanding Officer shall forward the request to the Chief of Airport Police for final approval.
5. Upon approval of the Chief of Airport Police, a memo shall be generated requesting Records Unit seal the NTCD in the employee's Division file.
6. Records Unit shall generate a memo to the Human Resources Division requesting the NTCD be sealed in the employee's Department file.
7. The Office of the Chief of Airport Police shall issue a memo to the employee indicating whether the request to seal the NTCD was approved or denied.

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### 3/2.7 Review of Background or Internal Affairs Files by Outside Agencies

#### A. Policy

Outside law enforcement agencies with a legitimate reason for reviewing an LAWA Police employee's Background and/or Internal Affairs file(s) may do so, provided the agency representative presents a waiver signed by the involved employee.

Two exceptions to the waiver requirement exist:

- A Discovery Motion pursuant to Sections 1043 and 1046 of the California Evidence Code;
- Pursuant to California Penal Code Section 832.7, no waiver is required if an investigation is being conducted by the grand jury, a district attorney's office, or the Attorney General's office concerning the conduct of police officers or a police agency.

#### B. Procedures

##### 1. Requests to Review Background/Internal Affairs Files

- a. Whenever an outside law enforcement agency requests to review the Background and/or Internal Affairs file(s) of an employee of the LAWA Police, the agency shall contact Investigations and Selection Unit and schedule an appointment to meet with a supervisor assigned to that Unit. The agency shall be advised to provide a waiver signed by the employee prior to the appointment date and time.

**Note: No waiver is required if the information is requested pursuant to Penal Code Section 832.7 or Sections 1043 and 1046 of the Evidence Code.**

##### b. The supervisor, upon receipt of the waiver, shall:

- Retrieve the requested file(s);
- Remain with the agency representative until the review is completed.

**Note: All file reviews are to be completed in the Investigations and Selection Unit Interview Rooms.**

##### 2. Location of Files

###### a. Captain Files

The files for personnel holding the rank of Captain are located in the Office of the Chief of Airport Police.

###### b. Lieutenant Files

The files for personnel holding the rank of Lieutenant are located in the Chief's Adjutant's office.

###### c. Sergeant and below Files

The files for personnel holding the rank of Sergeant and below are located in Records Unit Office, with the exception of those assigned to Patrol Services Section. These files are located in the Patrol Services Section Captain's office.

### 3/2.8 Use of Employee Comment Sheet

#### A. Information

Section 3.030 of the LAWA Administrative Manual outlines policy and procedures in regards to the Annual Performance Evaluations. The LAWA Police Employee Comment Sheet was designed to assist supervisors in evaluating employees throughout the year.

**Note: The Employee Comment Sheet shall not be used in lieu of a Notice To Correct or any other form of disciplinary documentation.**

#### B. Procedures

##### 1. Employee Comment Sheet

- a. Whenever a supervisor wants to make a written comment on a subordinate employee's job performance, the supervisor may utilize the Employee's Comment Sheet.

**Note: Comment sheets shall only deal with comments, positive or where improvement is needed, pertaining to job performance. These comments may come from citizens as well as other supervisors. They do not replace disciplinary forms already in existence.**

**Since Comment Sheets are non-disciplinary and are not entered into an Employee's Personnel File, they are not grievable.**

- (1) The commenting supervisor shall present the Comment Sheet to the employee and require the employee sign the Comment Sheet. A copy will be provided to the employee.

- (2) The employee may provide a written response to any Comment Sheet within 30 days of reviewing the comment (Section 3306, Government Code).

- b. The signed Comment Sheet shall be reviewed by the supervisor's Watch Commander, Unit Supervisor, or Section Head prior to filing. Any written response to the comment by the employee shall also be reviewed by the Watch Commander, Unit Supervisor or Section Head and attached to the comment sheet once it is received.

##### 2. Filing of Comment Sheets

###### a. Captains and Above

The Comment Sheet file for Police Captains and above shall be located in the Chief's Adjutant office.

###### b. Lieutenants, Sergeants, and Below

The Comment Sheet file for Police Lieutenants, Sergeants, and below shall be located in Records, with the exception of sworn employees assigned to Patrol Services Section, which are located in the Patrol Service Section Staff Office.

**Note: Employee Comment Sheets shall be maintained in a separate file from Personnel or LAWA Police Personnel files.**

##### 3. Annual Performance Evaluations

- a. Supervisors completing a LAWA Performance Evaluation shall utilize the Comment Sheets covering

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- b. the period being evaluated. Comment Sheets shall be listed on the LAWA Performance Evaluation to substantiate the rating the employee received. Once listed and recorded, the original Comment Sheets shall be removed from the Comment Sheet File and attached to the copy of the LAWA Performance Evaluation that is given to the employee.
- c. No Comment Sheets pertaining to the evaluation period for which an Evaluation was completed shall remain in the Comment Sheet file. Additionally, copies of the Comment Sheets shall not be attached to the original Performance Evaluation routed to Human Resources.

**3/2.9 Pitchess Motion Procedures**

**A. Information**

A Pitchess motion is a request made by a defendant in a criminal action for access to information in the personnel file of an arresting police officer. The name "Pitchess" comes from a 1974 California Supreme Court case, *Pitchess v. Superior Court* (1974) 11 Cal.3d 531. The Pitchess process is now codified in California Evidence sections 1043 to 1047.

The theory underlying a Pitchess motion is that a defendant should be entitled to any information that is relevant to his/her defense. If the arresting officer's personnel file contains information that might bear on the defendant's claim that the officer had engaged in misconduct, as a matter of fairness, the defendant should have access to that information.

Both the legislature and the courts, however, have recognized that the police officer whose records are sought has an equally compelling interest in maintaining the privacy of his/her personnel file. The Pitchess hearing process is designed to ensure an appropriate balance of those two competing interests.

**Definition**

**Personnel File** - For purposes of a Pitchess motion this includes all records maintained by the employer on the arresting officer, including records of internal affairs investigations, citizen complaints, records in the Human Resources Department, and records containing psychological or other medical information concerning the arresting officer.

This is the broad field of potential records that may be implicated. Necessarily, in each individual case, this broad scope is narrowed in accord with the particular charges made. Records in a personnel file evidencing a leave of absence for medical reasons, for example, would not be relevant to a criminal case where the police misconduct alleged was submission of a false report. The scope of appropriate and potentially relevant records in each individual case should be discussed in advance so that the appropriate records are provided to the court.

**B. Procedures**

Whenever the LAWA Police Division receives a Pitchess motion, a copy of the Pitchess motion is sent to the City Attorney's Office, the LAWA Police Records Unit and the LAWA Police Internal Affairs Unit Pitchess motion Coordinator.

- 1. The Pitchess motion Coordinator shall:

- a. Immediately notify the involved officer(s), via memorandum, of the Pitchess motion, and the date, time and location of the hearing;  
**Note: Presence of the officer at the hearing is at the officer's discretion.**
- b. Determine what specific records are being requested by the Pitchess motion;
- c. Review the involved officer's Personnel Records for requested records.
- 2. If the Pitchess motion Coordinator determines that the motion will not be opposed, the Coordinator will appear at the hearing and participate in an in-camera hearing with the judge in chambers. The judge will then determine what information will be released to the defendant's attorney.
- 3. If the Pitchess motion Coordinator determines that the Pitchess motion should be opposed, he/she will contact the City Attorney's Office.
  - a. The City Attorney's Office will file an Opposition to Motion for Pretrial Discovery (Pitchess Motion).
  - b. The Pitchess motion Coordinator and a LAWA Deputy City Attorney will appear at the hearing and participate in an in-camera hearing with the judge in chambers.
- (1) The judge will first evaluate whether the defense attorney who filed the Pitchess motion has set forth specific facts that support the particular records requested.
  - (a) If it is determined that the facts do not support the Pitchess motion, the judge will deny the motion.
  - (b) If it is determined that the facts support the Pitchess motion, the judge will determine the type of records that are subject to disclosure.
- (2) If the judge rules in favor of granting the Pitchess motion, the judge will then conduct a separate review of actual records from the police officer's personnel file that fall into the categories identified in Part a. above, and determine whether they are relevant to the underlying case and comply with various statutory limitations.
- (3) Any records deemed relevant by the judge will then be disclosed to the defendant's attorney.

**3/3 Grievance Procedures**

**3/3.1 Procedure**

- A. Coordination  

The Department of Airports Human Resources Division, Employee Relations, is designated as the grievance coordination Detail for the Los Angeles World Airports. The Chief of Airport Police's secretary is the LAWA Police grievance coordinator.

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### B. Initiation

Grievances are initiated, processed and responded to in accordance with Los Angeles World Airports Administrative Manual, Section 3.050. In addition, various Memorandums of Understanding (MOUs) between the City and employee labor organizations sometimes cover grievance procedures. Employee initiating, or supervisors responding to, a grievance shall consult both the Administrative Manual and the applicable MOU, if any. In the event that conflict exists between the Administrative Manual and a provision outlined in an MOU, the MOU shall take precedence.

### C. Processing

1. Once an informal discussion is held, the involved supervisor shall prepare a "Supervisor's Report of Informal Grievance Discussion" and forward it, through channels, to the grievant's Commanding Officer. After reviewing the grievance issues and the supervisor's response, the Commanding Officer shall initial the report and forward it to the Chief of Airport Police's secretary.
2. The Chief's secretary shall cause the grievance to be logged and a folder prepared, containing the supervisor's report and any supporting or explanatory documents. A copy of the supervisor's report shall also be forwarded to the LAWA Human Resources Division, Employee relations.
3. If an employee proceeds to the next step in the grievance process (Written Grievance), the supervisor accepting service of the grievance shall sign in the space provided on the grievance initiation form. All copies shall be forwarded immediately to the Chief's secretary, who shall distribute copies of the grievance in accordance with the Administrative Manual provisions, with one copy going to the grievance file prepared earlier.
4. The entire grievance file shall then be forwarded to the concerned Commanding Officer for response within the allowable time limits.
5. After meeting with the grievant, the Commanding Officer shall prepare a written "Grievance Response" form and serve it to the grievant. All other copies shall be forwarded, with the folder, to the Chief's secretary for processing. The secretary shall distribute copies of the response to the Human Resources Division and to the grievance folder.

Any appeals by the grievant shall be processed in the same manner as outlined above, with the originals submitted to the Chief's secretary for processing. All other copies shall be forwarded to the person reviewing the grievance. As supplemental material is obtained, it shall be included in the folder. The folder shall be returned to the Chief's secretary for file custody after each response.

### 3/3.2 Record Keeping

The LAWA Human Resources Division, Employee Relations, maintains official grievance documents for LAWA. Each grievance (including informal discussions) initiated by any employee of the LAWA Police shall also be recorded in a grievance folder maintained by the Chief's Adjutant. These folders are classified as "Confidential Files".

There shall be no records, documents or notes placed in an employees personnel file indicating that the employee filed any grievance.

### 3/3.3 Grievance Analysis

The Chief shall conduct an annual evaluation of all grievances initiated by LAWA Police employees and shall prepare a report of the findings. The report shall include grievance issues, resolution methods, level at which grievances were resolved and other information that may clarify grievance issues. This report shall be forwarded to each Commanding Officer for review. The Command Staff shall examine the results of the analysis to examine grievance trends and potential agency problems.

### 3/4 Distribution of Personnel and Personnel Alternatives

#### 3/4.1 Watch and Days Off Bid Requests

Officers shall submit their bids using the **REQUEST FOR DAYS OFF** slip noting the first and second choice of watch on the face of the form. Pre-approved vacation/holidays and requests for vacation/holidays should be noted appropriately. Requests for vacation/holidays that have not been pre-approved shall be accompanied with a request voucher for each event.

#### A. Regular Hours of Work and Overtime

Notwithstanding the provisions on Section 4.108 (Regular Hours of Work) and 4.113 (Overtime) of the Los Angeles Administrative Code (LAAC), any employee who is assigned to a law enforcement function (civilian or sworn) may be assigned by management a work schedule consisting of nineteen (19) days of work in each twenty-eight (28) day deployment period, with eight (8) regular days and one (1) holiday off.

#### B. Eight (8) Hour Minimum Attendance Requirement

An employee shall be in actual attendance on duty a minimum of eight (8) hours every day he/she is assigned to work. The eight (8) hours does not include time to consume a meal (lunch). Adjustments to an employee's work schedule may be made in order to accomplish the objectives of the LAWA Police. In all cases, a regular full-time employee shall work a total of 160 hours in each twenty-eight (28) workday deployment period. Compensated time off will be considered as time worked.

#### C. Watch Bid Procedures

##### 1. Airport Police Officer

- a. Airport Police Officers shall complete a Bid Request Form by the last day of the deployment period, two deployment periods in advance.

Example: By the last day of DP 2 for days off in DP 4

- b. Officers should rank each Watch in order of preference (i.e. 1st choice and 2nd choice).

Watch bids shall be quarterly. Change of watch can be requested for DP#1, DP#4, DP#7, and DP#10. The last period shall be for 4 DPs in length.

- c. In the event there are two or more equally qualified officers in a specialty area (i.e., FTO, Rangemaster, etc.), who request the same Watch, seniority will prevail.
- In the event of a bonafide emergency, management may reassign officers needed for the emergency on the basis of reverse seniority. Such assignments are temporary for the duration of the emergency.

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- If it becomes necessary to reassign officers in order to meet minimum deployment needs (as determined by management); management may reassign the least senior qualified officer(s) to those positions.
  - d. Seniority for Airport Police Officers will be calculated as follows:
    - Seniority will be in accordance with the LAWA Police seniority list.
    - For officers hired after December 1, 1988, seniority will be based on hire dates. Where hire dates are equal, seniority will be based on final average scores on the list. Where the final average scores are equal, seniority will be based on application filing date.
  - e. **Failure to Bid.** Officers who fail to submit a Bid Request during the time allowed will be assigned to a Watch at the discretion of the Commanding Officer.
  - f. Change of Watch during the deployment period may be done based on Officer request (by seniority) or due to deployment needs.
  - g. Day and PM mid-watches, when established, will be considered part of the primary watch for purposes of days off.
  - 2. Airport Police Sergeants
    - a. All non-probationary Airport Police Sergeants Watch and days off assignments, with the exception of those assignments designated as special assignments shall be by employee bid, using civil service seniority.
      - Watch bids shall be for six (6) deployment periods.
      - Days off shall be assigned using the twenty-eight (28) day deployment period.
    - b. During emergencies, the A/B watch assignments shall be at management's discretion. However, efforts shall be made to accommodate employee requests.
    - c. Management may reassign employees to meet deployment needs for up to one (1) full deployment period without the need to request bids. For assignments which exceed or are expected to exceed one (1) deployment period, management shall allow all effected employees to bid for their desired assignment.
      - If the assignment occurs with less than two weeks left in the current period, management may continue the assignment through the end of the next full deployment period.
    - d. Mutual trades of watch assignments may be granted provided that no more senior employee who originally bid for that watch is denied their watch preference.
    - e. **Failure to Bid.** Supervisors who fail to submit a Bid Request during the time allowed will be assigned to a Watch at the discretion of the Commanding Officer.
  - D. Days Off
    - 1. Days Off Request Forms shall be submitted for one (1) Deployment Period at a time (28 day period)
    - 2. Days Off may be in pairs, split or may change from week to week. Officers are encouraged to vary days and plan ahead for family or business commitments.
  - 3. Pre-planned vacation days shall be included on Bid Requests.
  - 4. The indicated symbols will be used to complete the Days Off Request Form.
    - O - Regular day off
    - V - Vacation
    - H - Holiday
    - ML - Military leave
    - JD - Jury Duty
  - 5. All pre-planned maximum deployment days (i.e. training, special events, pre or post holiday planning) will be announced for the deployment period and will be "lined out" for maximum deployment. Officers should avoid requesting those days off.
  - 6. When a requested day(s) cannot be granted, supervisors will generally move the day(s) to adjacent days, after giving officers an opportunity to reschedule to a day that can be granted.
  - 7. Officers will be listed by seniority on the Watch Commanders worksheets so that days off will be granted on a seniority basis on each Watch.
  - 8. Days off shall be granted by strict seniority subject to adjustments needed to comply with items 5, 6, 7, and 10.
  - 9. Completed Days Off Request Form shall be submitted to the appropriate Watch Commander.
  - 10. Completed schedules submitted by Watch Commanders are subject to review and approval of the Commanding Officer and may be revised at any time according to deployment needs.
  - 11. All Watch and Days Off shall be posted at least ten (10) days prior to implementation.
- ### 3/4.2 9/80 Work Schedule and Holidays
- Employees working on a 9/80 schedule shall be scheduled to work one 8-hour day "short day" on the last day of the calendar work week in which they have already been scheduled to work four 9-hour days.
- A. When a holiday occurs during an employee's regularly scheduled workweek, that day will be considered the employee's "short day." If there are two (2) holidays in one 80-hour bi-weekly period, the employee must make up the time or use one (1) hour vacation or other compensated time (sick time may not be used) so that hours worked will total eighty (80) hours.
  - B. In cases where an employee takes a holiday off, all holidays shall be used as an eight (8) hour day. All other days within the pay period shall be nine (9) hour days. If an employee desires to take the eight (8) hour day, it shall be approved by their supervisor in the pay period prior to the holiday and not in the same pay period where the holiday falls. Time slips should indicate eight (8) hours duty, and one (1) hour vacation (VC), Leave Without Pay (LW), or make-up time. Time slips must be accompanied with a voucher.

All approvals shall be obtained for individual pay periods where a holiday occurs and shall not be assumed that once it was approved such approval is applicable to all future situations.

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### 3/4.3 Personnel Loans

- A. Personnel loans are not to exceed three months in duration without the express approval of the Chief of Airport Police (for LAX and Van Nuys) or the Commanding Officer of Ontario Police Section. Approval shall be granted month to month and only for just cause.
- B. Training loans will be administered in the same manner as selections for Specialized Assignments.
  - 1. Positions shall be announced as outlined in Section 3/8.2.A.1 of the Airport Police Manual;
  - 2. The selection process shall generally follow the same procedures as outlined in Section 3/8.2.A.2. However, at the discretion of the Commander, Professional Standards, the selection process may not contain all the steps outlined in Section 3/8.2.A.2. However, the process shall be fair and open.

### 3/5 Payroll/Compensation

#### 3/5.1 Timekeeping Procedures

Accurate timekeeping is the responsibility of the employee and supervision. Watch Commanders, Section and Unit Supervisors shall be accountable for the accurate timekeeping and timely forwarding of Weekly Time Sheets to the Timekeeper.

- A. Watch Commanders
  - 1. Watch Commanders shall ensure that a copy of each watch's deployment schedule for the deployment period is provided to the Timekeeper.
  - 2. Watch Commanders shall ensure that the original copy of each watch's deployment sheet:
    - a. Has been corrected to adjust any personnel status changes;
    - b. Is signed by the Watch Commander to account for the exact number of personnel deployed on that watch; and
    - c. The original copy of the daily deployment sheet is forwarded to the Timekeeper
  - 3. Watch commanders shall ensure that the Watch Time Book is accurate at all times. Watch Time Books will be subject to audit by the Commanding Officers at any time.
- B. Support Supervisors
  - 1. Support group supervisors shall maintain a time book, daily deployment sheet or deployment schedule sheet for audit.
  - 2. Section and Unit supervisors of support groups shall ensure that weekly processing of Weekly Time Sheets are completed accurately and turned in to the Timekeeper in a timely manner. Any daily exception to weekly timekeeping requires immediate notification, documentation and processing of a Payroll Adjustment Request (Pink Form) and attached voucher for prior pay period.

**Note: See Section 3/5.4 for instructions on the Payroll Adjustment Form.**

#### C. Supervisors

Supervisors shall collect the Weekly Time Sheets and ensure that they are properly completed and signed by both the employee and the supervisor.

#### D. Timekeeper

The Timekeeper and all supervisors shall use the same standardized symbols for timekeeping. The Timekeeper shall be responsible for the accurate recording in the Master Time Book and timely processing of all LAWA Police time documentation.

#### E. Employee

- 1. All Weekly Time Sheets and vouchers shall be signed with the employees' legal signature. Signature stamps shall not be used to endorse any timekeeping document.
- 2. Any change of a regular day off shall require the submission of form "Request for Change of Day Off" to a PSS supervisor. Upon approval, any change shall be recorded accurately in the watch time book or schedule.
- 3. Time off, other than a regular day off, shall be accurately recorded on the Weekly Time Sheet and a completed voucher shall be attached (i.e., vacation, sick). Time off deviations occurring after regular Time Sheets have been submitted shall be processed for the next pay period by completing a Payroll Adjustment Request and attaching a voucher to document the time off.

#### 3/5.2 Weekly Time Sheet

The primary purpose for any timekeeping system is to pay employees and to distribute the cost of labor. Every working hour is to be reported and charged to an account number. It is the responsibility of each employee and his/her immediate supervisor to submit a Weekly Time Sheet for each scheduled workday in a timely manner.

When an employee is not available to sign the Weekly Time Sheet, it is the responsibility of his/her immediate supervisor to submit the employee's Weekly Time Sheet to Records Unit for transmitting and forwarding to Payroll Section.

This procedure is to be audited by Watch Commander and Unit Supervisors continuously.

#### A. General Information - Weekly Time Sheet

- 1. Print all information - no abbreviations except those authorized for use.
- 2. Use black or blue ink pens only - No pencil.
- 3. Do not use correction fluid on any forms.
- 4. If a mistake occurs, cross the mistake and have a supervisor initial it.
- 5. Use one character per box.

#### B. Regular Time

For the purpose of time reporting, LAWA Police's day begins with A.M. Watch at 2200 hours unless the employee is working overtime/ extended watch on PM Watch. All time reported after the beginning of the AM Watch will be dated for the following day.

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1. Timekeepers work from Weekly Time Sheets must be reviewed weekly and must be accurate
2. Records Unit will pre-print a small number of Weekly Time Sheets for Police personnel and newly hired personnel with the following information:
  - a. Section Name
  - b. Payroll Division Number - Two-digit number.
  - c. Last four numbers of the employee's Social Security Number.
  - d. The employee's last name.
  - e. The employee's first initial.
  - f. The employee's middle initial.
  - g. The employee's Personnel I.D. No.

Employees shall be responsible for duplicating their pre-printed Weekly Time Sheets. If the employee has no pre-printed time sheets left, he/she shall contact Records Unit for assistance.

3. Before the submission of Weekly Time Sheets to the Records Unit, the following areas need to be completed:
  - a. WEEKEND DATE - Always a Saturday.
  - b. PP - Pay period Number - 01 to 27.
  - c. Duty Hours Worked.
  - d. Variation Code - leave blank if you are a full-time employee.
  - e. COST CODE - Use "S" if you are working your regular assignment, "R" if you are working an assignment that is not your regular assignment, "TR" if you are attending a training class. "I" is reserved for deployment to PMD unless otherwise noted.
  - f. Shift - Shade the box showing the shift you worked (D - days, S - Swings, G - Graveyard).
  - g. Account Number - This is the Cost Center Unit number.  
  
Contact Payroll Division for any questions dealing with Cost Center Unit Numbers.
  - h. Actual time worked - Mark in the actual hours worked. Start in the middle box if you worked 1 to 9 hours. Fractions of an hour are reflected on the third box. Put a "0" in the box if there is no fraction of an hour in the third box. Do not use decimal points since they are already provided.
  - i. BN - Bonuses - One letter Code. Refer to list of bonuses applicable to your Memorandum of Understanding (MOU).
  - j. Comment Section - Description of Bonus Code being used.  
  
**Example - Under comments, the PSS sergeant above would print in Comment Section "Acting Watch Commander."**
  - k. Totals - Add up the total hours worked for each day. Do not use decimal points in your hours.

- l. Signature of employee on the lower left-hand side – No rubber stamps allowed.
- m. Signature of supervisor on the lower right hand side.
4. For reporting Off Variations
  - a. The variation Code section must be completed, and the account Number section left blank.
  - b. The Shift Box, Number of Hours, Comment section and signatures must be completed as explained above.

### 3/5.3 Weekly Overtime Sheet

**The Fair Labor Standards Act (FLSA) requires that employees be compensated for overtime in a timely manner. Late submission of time sheets and/o0r overtime sheets is not an acceptable reason for failing to comply with the FLSA. All LAWA Police Personnel shall submit overtime sheets IMMEDIATELY after overtime is worked. Supervisors are responsible for ensuring that overtime is accounted for and compensated properly and in a timely manner.**

- A. General Information - Weekly Overtime Sheets
  1. Print all information - No abbreviations except those authorized for use.
  2. Use black or blue ink pens only - No pencil.
  3. Do not use correction fluid on any forms.
  4. Use one character per box.
- B. Before the submission of Weekly Overtime Sheets to the Records Unit, the following areas need to be completed by the employee:
  1. Weekend Date - refers to the Saturday ending of each workweek. Do not use dashes, periods or slashes between the month, day and year.
  2. Pay period Number - 01 to 27
  3. Division Name and Payroll Number.
  4. Last four numbers of the employee's Social Security Number.
  5. Employee's full name starting with last name, then first initial and middle initial.
  6. The employee's Personnel I.D. No.
  7. Specific dates of the overtime day.
  8. "Var Code" or "Variation Code Column" - Use " PA " for overtime paid at time and a half, and "PB" for overtime paid at straight time.
  9. COST CODE - Use "S" if you are working your regular assignment, "R" if you are working an assignment that is not your regular assignment, and "I" if you are working a Movie Detail.
  10. Account Number - This is the Cost Center Unit number.
  11. "Day Columns with number hours" - Reflect the number of hours/fraction of an hour under this column. Hours shown should be on a different line per day. Do not use decimal points since they are already pre-printed.

**Note: Refer to 3/5.2.B.3.g for Cost Center Unit numbers by assignment.**

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12. BN - Bonuses - One letter Code. Refer to list of bonuses applicable to your Memorandum of Understanding (MOU).
13. "Overtime Recap" - From & To" Column - Indicate per day the start and ending hour of overtime spent.  
  
*Circle "AM" or "PM," whichever is appropriate.*
14. "Comments" or "Reason for Overtime" Section - State reason for working overtime. Number your reasons according to the days worked.

**Example - If you worked three days overtime, you would enter each day on a separate line. Then you will number your reasons under this section, regardless whether they are identical reasons or not, to match the day of overtime.**

15. Sign the form on the lower left-hand side - No rubber stamp authorized before obtaining Commanding Officer's signature. A signature stamp cannot be used.

16. Supervisors must sign the form on the lower right hand side.

### C. Authorization/Approval

Overtime shall be authorized by an on-duty supervisor at the completion of overtime. A complete supervisor's signature is necessary (badge numbers are not allowed as signatures). Weekly Overtime Time Sheet Forms (Yellow Form) must be authorized before obtaining Commanding Officer's signature. A signature stamp cannot be used.

1. Not obtaining authorization signature may cause a delay in the recording of time.
2. Overtime "authorization" and "approved" must be signed by the next higher rank of supervision. Acting Watch Commanders may "authorize" a sergeant's overtime. "Approval" of overtime requires the signature of the LAWA Police Head (COAP) or a Commanding Officer.
3. "Time Off/Overtime" Voucher

All deviations from regular time require a "Time Off/Overtime" voucher attached to the Weekly Time Sheet. A voucher shall be completed for any timekeeping deviation by all personnel.

The yellow NCR copy of vouchers for either time off or overtime shall be given to the employee.

**Note: As an officer safety issue which directly relates to alertness and effectiveness, Watch Commanders and Supervisors shall monitor overtime usage closely and shall not permit individuals to work or accumulate excessive overtime.**

### D. Overtime for Missed Lunch

An officer failing to request, but was not denied a Code 7 (lunch break) shall not be paid for missing his/her lunch.

### E. Court Compensation

1. Sworn Employees

Article 44 of the LAAPOA M.O.U. and Article 44 of the L.A.A.P.S.A. M.O.U. states the following:

### A. Basic Compensation

*An employee must report to court when subpoenaed or remains on-call. If the employee appears in court, the supervisor must be notified, at the latest one administrative day prior to the scheduled court appearance. If the employee wishes to remain on-call, the employee must be able to appear in court not more than one hour after being notified that the employee's appearance is required in court. To appear in court more than an hour after having been notified will void the employees right to on-call compensation. An employee need not remain at home, but must be available for telephonic notification at a location where the supervisor knows the employee can be reached.*

1. *An off-duty employee shall receive a minimum of four (4) hours compensation for any court day he/she is subpoenaed to be on call or required to appear.*
2. *An off-duty employee shall receive hour-for-hour overtime compensation for each additional hour of actual attendance in excess of the four (4) hour minimum, with the exception that no compensation will be given for the initial 60 minutes of a noontime recess.*
3. *An employee shall not receive court on-call overtime compensation and hour-for-hour overtime compensation for the same time period.*

### B. Multiple cases

*An off duty employee who receives morning and afternoon subpoenas for separate cases on a court day shall receive overtime compensation as in Paragraph A (1) above, for each case for a total of eight (8) hours. In addition, he/she shall receive hour-for-hour overtime compensation for each additional hour of actual court attendance in excess of four (4) hours.*

### C. Exceptions to the Four Hour Minimum

1. *Court appearances or on-call status commencing four (4) hours or less before the employee's regularly assigned shift begins. Compensation will be for the actual time between the commencement of the court appearance or on-call and the beginning of the employee's assigned shift with the same noon recess provisions as outlined in Paragraph A (2) above.*
2. *Court appearances commencing four (4) hours or less after the employee's regularly assigned shift ends. Compensation will be for the actual time between the end of the employee's assigned shift and the termination of the court appearance with the same noon recess provisions as outlined in Paragraph A (2) above.*

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3. Court appearances or on-call status that begins during an employee's regularly assigned shift. Compensation will be for the actual time between the end of the employee's assigned shift and the termination of the court appearance with the same noon recess provisions as outlined in Paragraph A (2) above.

4. Compensation for on-call status shall not exceed four (4) hours.

2. Non-Sworn Uniformed Officers

Article 5.11 of the Safety/Security MOU states the following:

A. Basic Compensation

An employee, at the employee's option, may report to court when subpoenaed or remain on-call. If the employee elects to appear in court, the supervisor must be notified, at the latest, one administrative day prior to the scheduled court appearance. If the employee wishes to remain on-call, the employee must be able to appear in court not more than one hour after being notified that the employee's appearance is required in court. To appear in court more than an hour after having been notified will void the employees right to on-call compensation.

An employee need not remain at home, but must be available for telephonic notification at a location where the supervisor knows the employee can be reached.

(1) An off-duty employee shall receive a minimum of four (4) hours compensation for any court day he/she is subpoenaed to be on call or required to appear.

(2) An off-duty employee shall receive hour-for-hour overtime compensation for each additional hour of actual attendance in excess of the four (4) hour minimum provided for in Paragraph A(1) above, with the following noontime recess exceptions:

<u>Length of Recess</u>	<u>Amount of Compensation</u>
Forty-Five (45) Minutes or Less	None
Forty-Six (46) Minutes or More	All time over forty-six (46) minutes (in six (6) minute Increments)

**Note: An employee shall not receive court on-call overtime compensation and hour-for-hour overtime compensation for the same time period.**

B. Multiple Cases

An off duty employee who receives morning and afternoon subpoenas for separate cases on a court day shall receive overtime compensation as in Paragraph A (1) above. In addition, he/she shall receive hour-for-hour overtime compensation for each additional hour of actual court attendance in excess of four (4) hours.

C. Exception to the Four Hour Minimum

(1) Court appearances or on-call status commencing four (4) hours or less before the

employee's regularly assigned shift begins. Compensation will be for the actual time between the commencement of the court appearance or on-call and the beginning of the employee's assigned shift with the same noon recess provisions as outlined in Paragraph A (2) above.

(2) Court appearances commencing four (4) hours or less after the employee's regularly assigned shift ends. Compensation will be for the actual time between the end of the employee's assigned shift and the termination of the court appearance with the same noon recess provisions as outlined in Paragraph A (2) above.

(3) Court appearances or on-call status that begins during an employee's regularly assigned shift. Compensation will be for the actual time between the end of the employee's assigned shift and the termination of the court appearance with the same noon recess provisions as outlined in Paragraph A (2) above.

**Note: Compensation for on-call status shall not exceed four (4) hours.**

F. Under the Department's Overtime Resolution, no overtime compensation is authorized for employees considered an integral part of the Department's management team and are designated in the category included in the Executive Level.

**3/5.4 Payroll Adjustment Request Form**

A Payroll Adjustment Request shall be submitted when an employee's Weekly Time Sheet has already been processed and needs changing.

A. General Information - Payroll Adjustment Request

1. Print all information - no abbreviations except those authorized for use.
2. Use black or blue ink pens only - No pencil.
3. Do not use correction fluid on any forms.
4. Use one character per box.
5. This form is used to correct prior pay period transactions.

B. Before the submission of the Payroll Adjustment Request to the Records Unit, the following areas need to be completed by the employee:

1. "Pay Period Ending" - refers to the second Saturday of the pay period. Do not use dashes, periods or slashes between the month, day and year.
2. Payroll Division Number.
3. Last four numbers of the employee's Social Security Number.
4. The employee's Personnel I.D. No.
5. Employee's full name, starting with last name, then first initial and middle initial.



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6. "From" Section - This section should show the original entry submitted for the adjusted day. This entry can be a multi-line entry (Example - the employee originally filled out the regular Weekly Time Sheet for partial work hours and partial vacation time).
- Under the "From" section, fill in the following boxes:
- a. "Var Code" or "Variation Code Column" - Write in the variation code (Example - SK for sick, VC for vacation, etc.). Refer to the Weekly Time Sheet for a complete list of variation codes. Do not write anything in the boxes if referring to regular hours worked.
  - b. COST CODE - Use "S" if you are working your regular assignment, "R" if you are working an assignment that is not your regular assignment, or "I" if you are working a Movie Detail.
  - c. "Date of Record" - Write in month, day and year. Do not use dashes, periods or slashes between the month, day and year.
  - d. "Shift" - Mark this box only if it was not your regular shift.
  - e. "Account Code" - Fill out these boxes for Cost Center Unit numbers only. Do not write in Cost Center Unit numbers for variation like VC, SK, etc.
  - f. "Time/Hours/Fraction of an hour" - Indicate original numbers of hours being corrected.
  - g. "BN" - Indicate bonuses originally submitted or paid.
6. "To" Section - Complete this section with the corrected information and follow the same instructions as shown in the "From" Section but in reference to the correct information.
7. Sign and date the form on the lower left-hand side - No rubber stamps allowed.
8. Supervisors must sign and date the form on the lower right hand side.
2. To prevent delays, Weekly Time Sheets should be accurately completed and signed by supervisors before submitting to the Records Unit.
- a. PSS employees shall submit their Time Sheets for the second week (early closing date) even if they do not have a supervisor's signature for Thursday to Saturday of the second week.
  - b. Each Section/Unit will handle their own timekeeping and submit Weekly Time Sheets, Weekly Overtime Sheets, and Payroll Adjustment Requests to their assigned Timekeeper.
- B. Payroll Adjustment Requests
- 1. Payroll Adjustment Requests shall be submitted to the timekeeper no later than Thursday morning of the second week of the payroll period, to be included in the present pay period closing work. Otherwise, the adjustments will not be amended until the following pay period.
  - 2. Each Section/Unit shall submit Payroll Adjustment Requests to their assigned Timekeeper.
- C. Weekly Overtime Time Sheet
- 1. Any overtime worked and not submitted as of the second week deadline will not appear on the following payday, but will be paid the following payday (i.e. - Overtime submitted after April 10, 1996 will not be paid in the April 24 paycheck, and will be instead paid on the May 8, 1996 paycheck).
  - 2. Each Section/Unit will submit Weekly Overtime Sheets to their assigned Timekeeper.
  - 3. Overtime must be submitted to Payroll no later than the pay period after it is worked. Late submission of overtime adversely affects budget projections and does not allow Accounting Division to match expenses against the periods in which it is authorized. Additionally, late overtime timesheets require additional processing steps which cause delays in processing other payroll related documents. Employees are reminded that overtime submitted late is subject to delay in payment. Failure to adhere to this policy may result in the offending officer being denied voluntary overtime assignments.

### 3/5.5 Computer Generated Forms

Computer generated Weekly Time Sheets, Weekly Overtime Sheets, and Payroll Adjustment Request forms are available for employee use. These forms can be found on the LAWA Intranet website at <http://lawahome/istrc/Graphics/welcome3.html>. Click "FAMIS," click "Forms" on the FAMIS Navigation Menu, then scroll down to the name of the desired form. Instructions for completing these forms are available on the same page.

Employees using computer-generated forms shall print the form on the correct color paper (i.e. - white paper for the Weekly Time Sheet, yellow paper for the Weekly Overtime Sheet and pink paper for the Payroll Adjustment Request). These forms shall be processed as outlined in Sections 3/5.2, 3/5.3 and 3/5.4.

### 3/5.6 Payroll Deadlines

#### A. Weekly Time Sheets

- 1. All Weekly Time Sheets shall be submitted to the Records Unit as indicated below:
  - a. The first week of the payroll period's Time Sheets are due by Sunday at 0800 hours (i.e. - Time Sheets for March 31, 1996 to April 6, 1996 are due by 0800 hours on Sunday, April 7, 1996).
  - b. The second week of the payroll period's Time Sheets

### 3/5.7 Payroll Checks and Direct Deposit Slips

- A. All payroll checks and direct deposit slips shall be distributed by the Records Unit.
- B. All payroll checks must be signed for. No signature shall be required for direct deposit slips.
- C. The Monday following payday, all checks unclaimed shall be returned to Payroll unless Records Unit receives other instructions.
- D. Unclaimed direct deposit slips shall be distributed to sections, units or shifts for distribution by supervisors.

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### 3/5.8 Release Time - LAAPOA (Los Angeles Airport Peace Officer Association)

In accordance with MOU 30, members of LAAPOA may be granted release time. All Weekly Time Sheets pertaining to Release Time/ Union Activities shall be submitted as regular time on duty, but marked **RELEASE TIME/UNION ACTIVITIES** in the "Comments" section of the Time Sheet. This will allow LAWA Police and the Accounting Division to keep an accurate account of time used for union activities.

### 3/5.9 Assignment of Overtime

#### A. Voluntary Overtime- General Policy

LAWA Police recognizes that voluntary overtime assignments are desirable to most, but not all, personnel. LAWA Police is committed to a fair and equitable distribution of overtime hours.

**Note: At no time shall an employee work more than 128 hours of voluntary overtime in one deployment period. A deployment period is defined as a 28-day period.**

#### 1. Procedures for Requesting Overtime

a. Employees requesting overtime shall complete an "Overtime Request and Assignment Document" and submit the form to a supervisor from the Watch or unit offering the overtime assignment.

b. The supervisor shall:

- (1) Determine whether the employee is eligible and qualified to work the overtime position;
- (2) Employees determined to be eligible to work overtime shall adhere to the guidelines set forth by the Watch or unit offering the overtime.
- (3) Employees placed on suspension, shall be ineligible to work voluntary overtime.
- (4) Employees on vacation may work overtime, provided the overtime is not on the employee's regularly scheduled duty hours.
- (5) Employees on any type of leave status (Maternity, Family, Sick, Family Illness, etc.) shall be ineligible to work voluntary overtime.

**Note: This type of voluntary overtime may only be approved by the Chief of Airport Police during extended alert periods.**

(6) Employees who fail to appear for a voluntary overtime assignment and were not excused from the assignment by a supervisor for a legitimate reason (i.e. – sick, emergency vacation, etc.) shall be ineligible to work voluntary overtime for one deployment period.

**Note: For uniformed civilian employees, the period for ineligibility to work voluntary overtime will be 30 days.**

(7) Employees on long term illness or light duty status shall only be eligible to work voluntary overtime in positions which do not conflict with the employee's work or medical restriction(s).

(8) No employee shall be assigned to, nor may accept voluntary overtime for more than 16 hours of law enforcement activities within a 24 hour period. The 16 hour limit is a combined total of both regular and overtime hours. However, if the officer is involved in an incident or arrest, this rule shall be waived.

(9) For purposes of this section, active means performing regularly-assigned duties.

ASOs may not accept voluntary police watch overtime if they have worked a police watch or an active Aircraft Rescue and Firefighting (ARFF) shift 8 hours prior to the overtime shift. If an ASO has worked a police watch or an active ARFF shift within the last 8 hours and they are scheduled to work voluntary overtime, they must inform their supervisor of such and decline the voluntary overtime. The supervisor shall inform the person responsible for scheduling the overtime as soon as possible to facilitate finding a replacement.

(10) Determine deployment needs;

(11) Supervisors shall give a written response to all Overtime Request and Assignment Documents within two (2) days of receiving the request.

(a) If disapproved, write "Disapproved" on the right top side of the Document and forward the Document to the requesting employee;

(b) If approved, complete the "Assignment" portion of the document and forward a copy of the Document to the requesting employee.

c. All original copies of approved Overtime Request and Assignment Documents for Patrol Services Section shall be retained by the Operations Center for audit purposes.

Other Sections utilizing the Overtime Request and Assignment Document shall retain their own copies for audit purposes.

#### 2. Employee Responsibilities

a. Employees accepting overtime shall be responsible for reporting at the assigned time with all applicable equipment and/or uniforms.

b. Employees unable to report due to illness, emergency, etc., shall be responsible for notifying the unit's supervisor prior to the start of their O/T assignment. Failure to do so may result in future disciplinary action.

#### 3. Overtime Detail Assignment Procedures

For the purpose of this procedure, details are defined as, but not limited to, movie details, dignitary protection, and checkpoint details within the LAWA Police Division.

a. All overtime positions in this category shall be posted or emailed for voluntary sign up.

b. The sergeant coordinating the detail shall email or post a notice of the assignment at a designated location at the Airport Police facility, office and/or on the Bulletin Board of the location offering the detail. The posting of positions available for overtime shall be posted as soon as the detail is approved.

c. Hiring for the detail shall occur as soon as practical prior to the detail.

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- d. In the event the detail becomes available with less than 24-hours notice, the sergeant shall make the hiring decisions consistent as possible within this procedure and the operational needs of the detail.
- e. The sergeant selecting officers for an overtime detail shall be responsible for tracking eligibility and priority of officers requesting the detail.
- f. In the event an officer is hired for an overtime position within 48 hours of the start time of that position, the supervisor shall make a courtesy notification to the employee.
4. Distribution of Overtime
- a. Officers interested in working overtime at other locations other than the one they are stationed at should express such interest to the supervisor responsible for coordinating detail overtime.
- b. LAWA/ONT Police Services and Safety Division have established a system of tracking voluntary overtime worked by APOs and ASOs. (See Section 3/5.9 C. 5. below for further details on the Point System). Overtime details located at ONT shall be distributed using the Point System.
- B. Mandatory Overtime – Airport Police Officer (APO)
1. Minimum Staffing
- a. Whenever a supervisor determines the number of employees scheduled to work is below minimum needs, or if an event occurs requiring more personnel than scheduled, he/she may assign employees to work overtime on a mandatory basis.
- b. When assigning overtime on a mandatory basis to fill minimum staffing needs, selection of personnel should be done by using reverse seniority, with the following exceptions:
- (1) Except in an emergency, no one may be assigned to work more than sixteen (16) hours within a 24 hour period; and,
- (2) Not more than one time in any seven consecutive days.
- In such cases, the next eligible employee of higher seniority may be assigned. The reversed seniority list shall be used until depleted.
- Exception: If all available personnel have worked mandatory overtime that week, employees with the lowest seniority shall work a second overtime assignment.**
2. Operational Need/Interest of the City
- Notwithstanding the above, a supervisor may order an employee to work anytime it is believed there is an operational need to do so, or that doing so would be in the best interest of the Department/City.
- An employee so ordered is entitled to any compensation required by law or called for on the MOU for their classification.
- C. Mandatory Overtime - Airport Safety Officer (ASO)
- The following procedure shall be followed for the force hiring of overtime for Airport Safety Officers (ASO).
- Additionally, this procedure creates a "Point" system for monitoring overtime worked by APOs and ASOs at LAWA/ONT.
- Furthermore this procedure establishes a rotating reverse seniority system for the force hiring of Airport Safety Officers.
- Within this procedure the terms "Assign Hire" and "Force Hire" have the same meaning. An officer is working an assignment on a non-voluntary basis.
- Officers assigned to an overtime assignment shall be responsible for reporting at the assigned time with all-applicable equipment and/or uniforms. Officers unable to report due to illness or emergency shall notify the on-duty watch commander as soon as possible. Failure to do so may result in future disciplinary action.
- For the purpose of this procedure the following groups of employees have been established.
- ASOs may request exemption from force hire for platoon duty and routine patrol and terminal assignments. Due to the unique nature of their dual roles the ASOs requests for exemptions shall be submitted to and approved by Chief of Safety Division at least fourteen calendar days in advance. ASOs are allowed to submit four exemption requests per calendar year. If more than one officer requests the same period of time for exemption the number of officers given an exemption shall be at the discretion of the Chief of Safety Division. Exemptions will be granted on a "First come, First Served" basis. In the event more than one officer submits a request on the same date seniority shall prevail.
1. Restrictions to Force Hires
- Below is a list of restrictions to the force hiring of ASOs.
- a. No ASO will be force hired to work more than 16 hours, of police watch, in any 24-hour period.
- b. No ASO will be force hired to an assignment that results in less than eight hours of turn around time to their next regular platoon duty assignment.
- c. No ASO can be force hired to work more than six days in a seven-day period, regardless of the day worked being scheduled, voluntary or force hires.
- d. No ASO will be force hired more than three times in a seven-day period.
- e. If the ASO is ending a platoon duty assignment of 48-hours, the ASO shall have a minimum of 12 hours off until the next force hire assignment. This requirement shall apply to only those ASOs that are coming off duty from an AM Watch police duty at the end of the 48 hours. The amount of overtime worked shall not exceed 8 hours.
- f. If the ASO is ending a platoon duty assignment of 72-hours or more, the ASO shall have a minimum of 12 hours off until the next force hire assignment.
- g. No ASO will be force hired on a day they have off as the result of a "trade."

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2. Scheduled Overtime
- ASOs will use the established "Point System" for determining selection of volunteer overtime. When an ASO is hired for a routine patrol or terminal assignment they shall be given 'points' based upon the established point system. It shall be the responsibility of the Police Sergeant assigning the ASO to voluntary overtime to either notify a Senior Airport Safety Officer of the hiring and the requisite point value or to log in the requisite point value themselves according to the established Point System.
3. Force Hire
- ASOs will use the established "Force Hire List" for determining which ASO is to be force hired to backfill routine patrol or terminal assignments.
4. Emergency/Unusual Occurrence, National Emergency
- By definition, the 24-hour shift of ASOs constitutes eight hours of law enforcement and sixteen hours of crash rescue watch. In the event of a national emergency, unusual occurrence or natural disaster, there may be a need for the Commanding Officer, Police Service to modify the 24-hour shift to twelve hours of law enforcement.
- The Commanding Officer, Police Services, with the concurrence of the ONT Airport General Manager, may make the modification.
5. Point System Process
- a. The point system will consist of each officer having a point card in a card file box. When an overtime point is given to an officer their card will be placed in a position in the card filling box corresponding to the total amount of overtime points accumulated (Example: 1 point next 2 points, etc). If there is more than one officer with the same point total the position of the card shall be based on the last date the officer worked overtime. The card will be placed in a descending order by date for that point total.
- Example: Officer A has 2 points, Officer B has 2 points, Officer A worked his overtime on 2-2-05, Officer B worked his overtime on 2-1-05, Officer B's card would be placed in front of Officer's A card. If there continues to be a tie this process of looking at the previous overtime date will continue until the tie is broken.**
- b. When two or more officers are vying for the same overtime position the supervisor assigning the overtime will check each officer's accumulated overtime point total. The officer with the least amount of overtime points shall be assigned the overtime. If two or more officers have the same point total the overtime will be assigned to the officer who is first in that point position as described above.
- c. In the event an officer declines an overtime position that was signed up for, the officer will be assessed the points as if he had worked the position.
- d. Points are given as follows: 8 hours or less = 1 point. More than eight hours to 24 hours = 2 points. ASOs working a 24-hour platoon duty overtime assignment shall receive 2 points.
- e. Voluntary Overtime Points
- Overtime points shall be used to reflect overtime worked by officers. The purpose of points is to monitor which officers are working overtime and to break a "tie" in the case where two officers are vying for the same overtime position.
- Points are assigned when an officer works any type of voluntary overtime. The following are exceptions:
- Points are not given for court overtime.
  - Points are not given for extended Watch overtime (example: Radio call or to complete a report).
  - Points are not given when an officer adjusts their beginning/end of watch to accommodate an unexpected delay in relief.
- f. Overtime points are zeroed out at the end of each calendar quarter. The APO point system will include that at the zeroing out of points, cards will be placed in order from highest seniority officer to lowest.
- g. Rotating Reverse Seniority Force Hire List Procedures
- A Rotating Reverse Seniority Force Hire List for APOs will be established and maintained in the following manner. The Rotating Reverse Seniority Force Hire List will start with the least senior officer at the top on the list and progress down in seniority to the most senior officer. When a supervisor force hires from the Rotating Reverse Seniority Force Hire List, they will hire the first available officer in descending order from the first officer on the list to the last. When an officer is force hired he will be placed on the bottom of the list along with the date hired. In the event two or more officers are force hired for the same date, the officers will be placed in descending order for that date by the date of the previous force hire.
- Example: Officer A & B where force hired on 3-2-05, Officer A was last force hired on 12-22-05, Officer B was last force hired on 12-25-05. Officer A would be placed above Officer B at the bottom of force hire list. Each officer continues to move up the list until they are force hired at which time they will be moved to the bottom of list and the process continues. At the start of each calendar quarter the list will be reestablished with the least senior officer at the top of the list and progress down in seniority to the most senior officer.**
- h. Audit Rights and Responsibility
- Management will allow a duly appointed representative from LAAPOA to monitor and audit the overtime points earned. The duly appointed representative should schedule an appointment the scheduling sergeant or designee to gain access to overtime point cards and daily deployments at least 48 hours in advance.
- 3/5.10 Holidays**
- A. Holiday Provisions - MOU 30 and 39
- Employees in MOU 30 and 39 shall cease receiving any holiday or holiday pay or benefits and, instead, shall receive thirteen (13) extra paid vacation days per annum.

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### B. Saved Holidays

Employees are responsible for maintaining and tracking their own saved holiday time. Failure to do so may result in docked hours and generation of an Attendance Deviation Report. Failure to use saved holidays or request to be paid for saved holidays within a twelve (12) month period will result in the loss of the holiday.

1. Whenever an employee attempts to use a saved holiday twice, resulting in docked hours, the employee's supervisor shall not allow the employee to use a vacation day or sick day for the docked hours.
2. Employees are prohibited from using a saved holiday on the actual date of another holiday.

### 3/5.11 Military Leave With Pay

Pursuant to Section 4.110 of the City of Los Angeles Administrative Code and Section 395.01 of the California Military and Veterans Code, an employee of the LAWA Police is granted military leave with pay, such leave to be for a maximum of thirty (30) eight (8) hour calendar days per fiscal year. This thirty (30) day period includes eight (8) regularly scheduled days off. Consequently, employees are not entitled to claim time off for days off missed during military leave.

In addition, a leave granted for "weekend drills" is not considered part of the 30 day military leave. These days shall be taken as regular days off without pay.

**Note: This policy does not pertain to those employees who are members of a State Military Reserve and are ordered to active duty during times of war, rebellion, insurrection, riot, public calamity or catastrophe and other emergencies as set forth in Military and Veterans Code Sections 142, 143, and 146.**

- A. Employees who receive orders to report for military duty shall immediately forward a copy of the orders to his/her Commanding Officer who will notify the employee's immediate supervisor of the military leave. The supervisor shall ensure submitted timesheets reflect military leave.
- B. The Commanding Officer shall forward the orders to Human Resources Division, who will verify the validity of the orders and determine whether the orders are for paid or non-paid military leave.
- C. Human Resources will contact the Airport Police Timekeeper whether the employee's military leave is paid or non-paid military leave. Payroll Division shall also be contacted to ensure proper timekeeping.

### 3/5.12 Rest Periods

MOU #30 - Article 4.5, MOU #39 - Article 29, MOU #18 - Article 4.3, and MOU #12 - Article 30 reads as follows:

***"Each employee shall be granted a minimum of fifteen (15) minutes rest period in each four (4) hour period; provided, however, that no such rest period shall be taken during the first or last hour of an employee's working day nor shall such rest period exceed fifteen (15) minutes without the express consent of the designated supervisor."***

***Management reserves the right to suspend the rest period or any portion thereof during an emergency. Any rest period so suspended or not taken at the time permitted shall neither be accumulated nor carried over from one day to any subsequent day, or compensated for in any form."***

Code 15 is used to request a rest period. Officer's Call is used when uniformed employees call out of service to use restroom facilities. Generally an Officer's Call should take less than 15 minutes.

- A. LAWA Police uniformed employees shall contact Communications Unit to request a Code 15, as outlined in Section 13/2.C.23, or Officer's Call, and give the location where the Code 15 or Officer's Call will be taken. An Officer's Call shall not be requested in lieu of a Code 15.
- B. At the end of the Code 15 or Officer's Call, the officer shall contact Communications Unit and show him/her "clear."
- C. A supervisor shall be contacted whenever a Code 15 or Officer's Call exceeds fifteen (15) minutes.
- D. Employees may also request a combination of a Code 7 and 15, which shall not exceed forty-five (45) minutes. However, at no time is travel time authorized for Code 7 or Code 15.
- E. Officers may not combine two Code 15's.
- F. Supervisors may, at any time, deny a Code 15 when an emergency arises, or question the location where the Code 15 or Officer's Call was taken or circumstances of why the Code 15 or Officer's Call was taken

### 3/5.13 Call Back Pay

- A. Call back pay provides compensation whenever employees are ordered to return to duty by Management while off-duty.
- B. Mandated Department Meetings  
Officers required to attend mandated Department meetings during their time off would receive a minimum of four (4) hours premium pay and hour-by-hour overtime compensation thereafter for each additional hour of attendance at a meeting, as long as the four hours do not overlap any part of the officers' regular working hours. If any part of the officers' overtime overlaps regular working hours, the officer would only receive overtime compensation for the time they are off their regular shift. The beginning of the officers' regular time automatically reverts officers to straight time, even if they remain in the meeting.

The following exceptions apply:

1. Meeting commencing four (4) hours or less before the employee's assigned watch;
2. Meeting commencing less than one (1) hour after the employee's assigned watch;
3. Meetings that begin during an employee's assigned watch and terminate after the assigned watch.

Compensation for the three exceptions listed will be on an extended watch, hour-per-hour basis.

**Note: Under no circumstances shall an officer self-deploy to a meeting. The attendance of the officer must be mandated by Management.**

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### 3/6 Employee's Benefits

#### 3/6.1 Vacation

##### A. Annual Vacation Schedule

Vacations shall be scheduled for the LAWA Police according to the following guidelines:

1. Vacation bids may be accepted during the last two months of the current year for the following year. For example, 1996 bids may be accepted in November and December, 1995.
2. Management shall have the right to determine the maximum percentage of personnel, within any given Unit or section, granted vacation for any particular time period. Bids for Patrol Services Section shall be based upon the total Sectional strength, with the exception of the Bike Patrol Unit. Vacations shall be granted by **SENIORITY**.
3. Separate Units or Details of each Section, other than Patrol Services Section, shall have the responsibility to bid and assign vacations based upon the deployment needs of the individual Unit. Vacations shall be granted by **SENIORITY**.
4. Officers may bid for one "annual vacation." They may submit a bid for their first choice for that vacation and a second choice should the first one be denied. The officer shall clearly indicate first and second choice on the bid request forms. Annual vacations shall be granted using **SENIORITY** and the authorized percentage of personnel allowed off for any given period as determined by management. No officers "second choice" bid may be granted ahead of a more senior officer's "first choice" bid.
5. Officers may request additional vacation time over and above their one "annual vacation." However, only the "annual vacation" shall be granted based on **SENIORITY**. Additional vacations shall be granted based on deployment needs and on a "first come, first served" basis.

##### B. Loans of Personnel

Because Civil Service seniority is the primary criteria for granting a vacation request, planning of deployment needs of watches is necessary, and in some instances might require loans of personnel to other assignments during peak vacation periods.

When loans of personnel become necessary to cover allocations for vacations, loans shall be determined:

1. Voluntarily by most seniority; or,
  2. Mandatory by least seniority.
- ##### C. Scheduling of Supervisory Vacations – Holiday Season
- Due to the volume of requests for vacation during the month of November-December, there is a need to coordinate the scheduling of vacations for supervisors.
1. All vacation requests submitted by supervisors for this period shall be forwarded to the supervisor's Section Commander for review prior to approval to ensure adequate coverage of all Section.
  2. Pre-approved vacations for this period shall be forwarded to the Section Commander for inclusion on the schedule.

Section Commanders shall prepare and maintain supervisory vacation schedules for their Section and be prepared to make supervisory loans to accommodate Sections with a heavy vacation schedule.

#### 3/6.2 Job Actions and Employee Request for Time Off

Consistent with departmental strike plans, a uniform and consistent application of established policy regarding employee requests for time off during a job action shall be observed throughout the city. It is established policy that employees will not be paid during their participation in a job action.

Certain provisions of the Administrative Code and the Personnel Resolutions of independent departments allow an employee to request a leave with pay for employee illness, illness of a family member, death of a family member, or vacation. Those same provisions also establish the basis upon which an appointing authority may approve such requests.

In the face of a job action, it is particularly important that management continues to exercise its discretion in approving such requests. Appointing authorities must not permit employees to use paid leaves of absence to cover time lost as a result of participation in a job action.

The guidelines below should be observed in order to insure uniformity of approval of the above types of leaves of absence throughout the City, should a job action occur.

##### A. Employee Illness

Requests for sick leave for any period of time **must be accompanied** by a doctor's certificate or other satisfactory medical proof, which verifies the illness and the necessity of the absence.

##### B. Illness of Family Member

Consistent with leave for employee illness, an employee must provide a doctor's certificate or other satisfactory medical proof of the illness of a family member, which necessitated the employee's absence. Please note that the definition of "family member" may vary from one Memorandum of Understanding to another.

##### C. Death of a Family Member

When requesting a leave based upon the death of a family member, an employee must provide a death certificate or other satisfactory proof (e.g., obituary notice) of the death of a family member. As noted above, the definition of family member may depend on the employee's MOU.

##### D. Vacations

It is standard personnel practice that a request for vacation must be submitted by the employee in advance of taking vacation time off. Once a job action has been announced or has commenced, management must continue to approve only those requests "when the employee can be reasonably spared." The need to withdraw approval of vacations approved prior to the announcement or commencement of a job action should be determined on a case-by-case basis with staffing requirements in mind. It is vitally important that City management act uniformly and fairly at all times in its relations with employees and particularly in the context of a job action.

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### 3/6.3 Outside Employment

Employees engaged in outside employment, self-employment, or who participate in any outside business activity must comply with Section 5.040 of the LAWA Administrative Manual, by submitting a Report of Outside Employment and receiving approval from the Departmental Personnel Officer.

Police trainees and probationary employees are generally prohibited from engaging in any outside employment or business activity that would impact their training capabilities or conflict with their ability to complete the academy. Any Report of Outside Employment submitted by such personnel shall be reviewed on a case basis by the COAP or designee.

### 3/6.4 Sworn LAWA Police Employees Employed as Armed Security Officers Off-Duty

Section 7580 of the California Business and Professions Code requires anyone, including Peace Officers, employed as a security officer to obtain a Guard Registration card from the California Bureau of Security and Investigative Services. In addition, if the assignment requires the guard be armed, the guard must obtain a Permit for Exposed Firearm from the same Bureau. However, peace officers employed as Private Security Guards and/or Patrol Officers for a Public Entity are exempt from these provisions pursuant to California Penal Code Section 70 (c).

- A. LAWA Police employees who wish to work off-duty shall follow the Outside Employment and Business Activity Policy as outlined in Section 5.040 of the LAWA Administrative Manual.
- B. Additional Documentation Requirement  
Employees who wish to work off-duty as security officers shall:
  - 1. Attach a copy of their current Guard Registration card to their Report of Outside Employment or Business Activity; and,
  - 2. If the assignment requires a firearm to be carried, a copy of a current Permit for Exposed Firearm shall also be attached.
- C. Employment as Personal Security  
Special consideration shall be given for requests to work off-duty for an individual for personal security (i.e. – Body Guard). This is to ensure that such employment would not be in conflict with, inconsistent or incompatible with the employee's duties and responsibilities and/or the functions of the LAWA Police.
- D. Restrictions
  - 1. Employee who are relieved of duty, on administrative leave, carried on long-term sick or Injury On Duty (IOD) status, or on Probationary status are prohibited from engaging in outside employment.
  - 2. The following **shall not** be approved for Outside Employment:
    - a. Employment as a Process Server or as a Bail Recovery agent;
    - b. Employment by a Criminal Defense Attorney in Los Angeles County or an Attorney or legal firm involved in pending litigation against the City of Los Angeles, the Los Angeles World Airports, or the Los Angeles World Airports Police;

- c. Employment as a Traffic School Instructor in the same Judicial District as the employee;
  - d. In any location where a labor dispute or strike is in process or anticipated;
  - e. At any location where the sale of alcoholic beverages is the principal business.
3. Employees shall not carry or use any City issued equipment, including firearms and/or handcuffs, during authorized (off-duty) outside employment.

### 3/6.5 Podium Detail Sign-up Guidelines

- A. In order to create a fair and equitable process for all officers interested in working overtime on the podium detail, the following procedures have been instituted for podium detail sign-up:
  - 1. Officers must complete an availability sheet listing the days they are available to work the podium detail. Availability sheets may be submitted immediately after the posting of the upcoming Deployment Period on the bulletin board adjacent to the roll call room, which will occur on the 4<sup>th</sup> Tuesday of the current DP.
  - 2. Availability sheets shall be submitted to a supervisor who shall sign the sheet in the upper right hand corner. The supervisor's signature shall include their name, serial number, and date and time the form was received. Completed forms shall be placed in the Podium Detail notebook and forwarded to the PSS Administrative Office for further processing.
  - 3. Availability sheets will be accepted up until 0001 hours on the last Sunday of the Deployment.
  - 4. Based on the number of voluntary overtime submittals, along with the total number of podium slots, staff will formulate an equitable distribution of individual overtime assignments.
- 1. The finished Podium Detail assignments shall be posted on the bulletin board adjacent to the roll call room.
- B. Officers must follow Airport Police Policy and Procedure Guidelines (Section 3/5.9) regarding appropriate and timely notification in the event they can not fulfill their overtime commitment. In the event that an officer can not fulfill their overtime commitment, an alternate will be selected using the previously submitted availability sheets.
- C. Officers desiring to mutually trade overtime assignments shall complete a "Change of Day-Off Request" slip. In order for the trade to be valid, the trade slip must be signed by both parties and submitted to the on-duty Watch Commander or patrol supervisor for approval. The Watch Commander shall forward the slip to the PSS Administrative Office for filing.
- D. Officers who fail to report for overtime three times in any deployment period shall be suspended from working overtime for a period of six months and may be subject to progressive discipline.

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### 3/7 Miscellaneous Provisions

#### 3/7.1 Minimal Time Off With Pay

Per Article 52 of the Clerical MOU, employees may be allowed minimal time off with pay. For the purpose of this Section, minimal time off shall be referred to as "make-up time."

- A. Make-up time is only to be used for urgent personal business. Time can be made-up only in increments of one (1) hour. (Refer to Article 52 of the MOU).
- B. Make-up time cannot be used to compensate for an employee being tardy to work and/or from lunch/break. When an employee has an emergency prior to reporting for duty and desires to make-up the time he/she must obtain prior approval from the on duty senior-clerk typist. (The one hour rule still applies).
- C. An employee's lunch period cannot be used as a period to make-up time. The time has to be made up during the normal course of the business day for the Police Records Unit.
- D. The make-up time for the Day Shift shall begin immediately following employee's normal shift. Day Shift can work after normal shift.
- E. PM Shift can make-up time prior to normal shift. The PM Shift can make-up time prior to the beginning of the employee's normal shift.
- F. The make-up request must be submitted to the employee's immediate supervisor and approved by the Principal Clerk.

#### 3/7.2 Serial Numbers

##### A. Airport Police Classification

A five digit numbering system has been developed which meets the functional criteria of the LAWA Police that distinguishes between Airport Police Officer classifications and other civilian/support personnel. The serial numbers assigned to personnel of the Airport Police Officer classification should not be confused with the Department issued "employee number" for the purposes of City, Department and Accounting identification. The LAWA Police Serial number shall be used for all LAWA Police activities requiring a serial number, such as reports, subpoenas and rosters.

The five digit serial numbers shall be assigned based upon the following criteria: year of hire into the Airport Police Officer classification determining the first two digits; the remaining three digits shall be assigned consecutively.

**Example:** "87259" (87 year hire + 259 consecutive #)

##### B. Security Officer Classification

A five digit numbering system has been developed which meets the functional criteria of the LAWA Police that distinguishes between Security Officer classifications and other civilian/support personnel, is compatible with computer formats, and eliminates any possibility of duplication.

The serial numbers assigned to personnel of the Security Officer classification should not be confused with the Department issued "employee number" for the purposes of City, Department and Accounting identification. The LAWA Police Serial number shall be used for all Division activities requiring a serial number, such as reports, subpoenas and rosters.

The five digit serial numbers shall be assigned based upon the following criteria: year of hire into the Security Officer classification determining the first two digits (numeric and alphabetic); the remaining three digits shall be assigned consecutively.

**Example:** "8D050" (The first digit, "8" represents the decade of the year of hire. The second digit "D" corresponds to the year of hire. Hence, "8D" signifies '84.)

##### C. Civilian Classification

A five digit numbering system has been developed which meets the functional criteria of the LAWA Police that distinguishes civilian/support personnel from other classifications, is compatible with computer formats, and eliminates any possibility of duplication.

The serial numbers assigned to civilian personnel should not be confused with the Department issued "employee number" for the purposes of City, Department and Accounting identification. The LAWA Police Serial number shall be used for all Division activities requiring a serial number, such as memos and reports.

The five digit serial numbers shall be assigned beginning with the letter "C" denoting a civilian employee, and the remaining four digits shall be assigned consecutively.

**Example:** "C0110 (C civilian employee + 0110 consecutive #).

##### D. Seniority

Seniority for Police and Security Officer personnel hired on the same day shall be determined by their civil service test score. In the event that personnel being hired have the same civil service test score, the interview score, then call in time for the certification interview will be used to determine seniority. Personnel transferring into LAWA on the same day as personnel newly hired into the same classification will receive the highest seniority of the group. Serial numbers of personnel transferring, promoting or receiving an emergency appointment out of the LAWA Police to other City Departments shall be deemed inactive. Should an Officer transfer back to the LAWA Police within six months of their leave, their previous serial number shall be reactivated. Employees who transfer out for periods longer than six months shall be issued a new serial number if they return. Should an Officer return to LAWA prior to completion of the probationary period or return from an emergency appointment, their previous serial number shall be reactivated. Promotions from within the LAWA Police do not affect any change of serial number.



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**Note: Seniority for sworn employees hired by LAWA Police who were hired as lateral employees from another law enforcement agency, or those individuals who were hired by another City of Los Angeles law enforcement agency prior to being hired as a LAWA Police officer shall follow the same seniority criteria as newly hired employees. Prior City service shall not be a factor in determining Department seniority. However, it shall not affect the employee's City seniority.**

- E. Issuance of Serial Numbers
1. The LAWA/LAX Investigations and Selection Unit shall be responsible for issuing serial numbers to newly hired LAWA Police officers.
  2. The Office of Traffic and Security at LAWA/LAX shall be responsible for issuing serial numbers to newly hired LAWA Police Security Officers.
  3. LAWA/LAX Records Unit shall be responsible for issuing serial numbers to newly hired LAWA Police civilian employees.

**Note: No serial numbers shall be issued to Airport Police, Security Officers, or Police civilian employees by any other LAWA Police administrative personnel assigned to other airports not referenced above.**

- F. Serial Number Database
- All serial numbers shall be entered in a database, which will be maintained by the entity issuing the serial number.
- A read-only database shall be maintained by the Human Relation Liaison Unit, Office of Support Services.

**3/7.3 Retired Officer Identification Card**

The LAWA Police shall issue identification cards to honorably retired peace officers, in accordance with the requirements set forth in California Penal Code Sections 12027, 12027.1 and 12031.

- A. Definitions
1. A "retiree" is defined as any sworn LAWA Peace Officer who has been awarded a pension by the City of Los Angeles.
  2. The term "honorably retired," as used in this policy, is defined as any sworn LAWA Peace Officer who has qualified for, and accepted a service or disability retirement, except that the term "honorably retired" does not include:
    - a. An officer who, for misconduct, is terminated, resigns, or who agrees to retire in lieu of termination, and is thereafter granted a service-connected disability pension;
    - b. An officer who is granted a service-connected stress-related disability pension;
    - c. An officer who is retired after January 1, 1989, because of a psychological disability;
    - d. An officer, who is under investigation at the time of retirement, for an act which, after adjudication and evaluation, may have resulted in discharge.

3. The term "disability retirement" is defined as any peace officer who has satisfactorily completed entry level probation prior to accepting a disability pension, who is not affected by any of the above disqualifying factors, and is physically and mentally capable of safely operating a firearm.

4. The term "CCW" means, "carry concealed weapon."

B. Procedures

1. Identification Cards

a. Approved Format

The Identification Card shall be on a 2x3-inch card and contain the following:

- A recent photograph of the retired officer;
- The retired officer's name, address, and date of birth;
- The date of retirement;
- LAWA Police as the issuing agency, along with the agency's address;
- "CCW" Endorsements

All cards will bear an endorsement stamp stating either "CCW Approved " or " No CCW privilege."

- Renewal Date

Each card shall bear an endorsement renewal date of five years from the date of retirement or most current issuance to comply with the provisions of Penal Code Sections 12027 and 12031.

- Admonitions

In addition to the "CCW" endorsement, each identification card shall bear admonitions regarding the use of the card by any person other than the retiree and surrendering of the card upon demand of the Chief of Airport Police.

2. Issuance of Identification Card

The Office of the Chief of Airport Police shall be responsible for the issuance of identification cards to officers retiring from LAWA Police.

a. New Retiree

Prior to issuance of the identification card, the retiree shall be advised that failure to notify the LAWA Police of involvement in any disqualifying conduct will automatically result in termination of the privilege to carry a concealed and/or loaded firearm.

This advisement shall be noted on the Retired Officer Declaration, which shall be signed by the retiree prior to issuance of the identification card. The retiree shall receive a copy of the signed Declaration, and the original shall be retained by the LAWA Police and placed in the retiree's personnel package.

b. Previously Retired LAWA Police Officers

LAWA police officers, retired prior to the effective date of this policy, who petition the LAWA Police to obtain or renew their privilege to carry a concealed and/or loaded firearm, either in person or by mail, shall be required to:

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- Sign a Retired Officer Declaration;
  - Undergo a background check by the LAWA Police, which shall cover the period of time from the effective date of retirement to the renewal date shown on the retiree's identification card to ensure that the retiree has not become ineligible to possess a retired identification card or to carry a concealed and/or loaded firearm.
3. Renewal of Identification card
- Retired LAWA police officers shall petition the LAWA Police, Office of the Chief of Airport Police, to extend their privilege to carry a concealed and/or loaded firearm at least 30 days but not more than 60 days prior to the renewal date, either in person or by mail.
- Upon receiving the petition the LAWA Police shall perform a background check covering the period of time from the effective date the identification card was last issued to the date the retiree's petition was received to ensure that the retiree has not become ineligible to possess an identification card bearing a "CCW Approved" endorsement.
4. Endorsement Denial or Revocation
- The LAWA Police may deny or revoke an honorably retired officer's "CCW Approved" endorsement when prior to or after retiring, the officer has:
- a. Been committed, either voluntarily or otherwise, to any hospital, mental institution, or other facility for treatment of a mental or emotional disorder or for the use of alcohol, drugs, or narcotics, or is addicted to or dependent on alcohol, drugs, or narcotics;
  - b. Committed an act of misconduct for, or been arrested for, any crime involving force or violence, moral turpitude, dishonesty, the use of narcotics, drugs, alcohol, or other intoxicants, or for the brandishing, discharge, or use of any firearm, or otherwise come under the close scrutiny of any law enforcement agency;
  - c. Been involved in conduct during active service, which reasonably could have resulted in termination.
  - d. Committed any act or been involved in any activity which, in the view of LAWA, reasonably could create a danger to the public at large should the retiree be authorized to carry a concealed and/or loaded firearm.
- Whenever the LAWA Police is notified or becomes aware that a retired LAWA Police officer is involved in any of the above circumstances, the incident shall be investigated under the direction of the Office of the Chief of Airport Police, with consideration given to factors such as the severity, frequency, and regency of the acts to determine if just cause exists to deny or revoke the retiree's privilege to carry a concealed and/or loaded firearm.
- The Office of the Chief of Airport Police shall notify the retiree of the decision to deny or revoke the retiree's privilege to carry a concealed and/or loaded firearm.
5. Notice of Denial or Revocation
- A retiree whose "CCW Approved" endorsement is denied or revoked, shall be served, either in person or by first-class mail, postage prepaid, with a return receipt request to the retiree's last known place of residence, a Notice of Endorsement Denial or Revocation, which includes a statement of the retiree's rights and responsibilities regarding the revocation process (See Section G - Appeals Hearing).
- Note - For purposes of this Section, "last known place of residence" shall mean records normally believed to know the retiree's last known location of residency, or sources reasonably accessible to the Department and not administratively burdensome.**
- Upon the date the agency receives the signed registered receipt or upon the date the notice is personally served, the retiree shall have 15 days to respond to the Notice. A retiree who fails to respond to the Notice shall forfeit the right to request a hearing, and shall immediately surrender the identification card with "CCW Approved" endorsement to LAWA Police. LAWA Police shall issue a new identification card to the retiree with a "No CCW privilege" endorsement.**
6. Appeals Hearing
- A retiree, who is served a Notice of Denial or Revocation, has the right, within 15 days of receipt of the Notice, to request a hearing to determine if good cause exists for the LAWA Police to deny or revoke the retiree's privilege to carry a concealed and/or loaded firearm.
- a. Hearing Board Members
- The hearing shall be conducted by a three-member board. One member of the board shall be selected by the LAWA Police, and one member of the board shall be selected by the retiree or the retiree's employee organization. The third member shall be selected jointly by the LAWA Police and the retiree or the retiree's employee organization.
- b. Hearing Results
- Any decision by the Board shall be binding on the LAWA Police and the retiree.
- c. In cases where the Board concludes that good cause does exist to deny or revoke a retiree's privilege to carry a concealed and/or loaded firearm, the retiree shall immediately surrender the identification card with "CCW Approved" endorsement to LAWA Police. LAWA Police shall issue a new identification card to the retiree with a "No CCW privilege" endorsement.
  - d. In cases where the Board concludes that just cause does not exist to deny the retiree the privilege to carry a concealed and/or loaded firearm, the LAWA Police, with the cooperation of the retiree, shall issue an identification card with "CCW Approved" endorsement within ten (10) days of notice of the Board's decision.
7. Retired LAWA Police Officer Roster
- The Office of the Chief of Airport Police shall generate a roster of retired LAWA Police officers. This roster, which shall be placed in the Watch Commander's Office, shall include:

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- a. The retiree's name;
- b. Date of retirement; and,
- c. Whether the retiree's identification card is stamped "CCW Approved" or "No CCW privilege."
- d. List the vehicle plate numbers for each vehicle registered in the employee's or eligible family member's name and attach a copy of the California Vehicle Registration for each vehicle entered;
- e. Return the completed forms to the Office of the Chief of Airport Police for signature.

**3/7.4 Procedures for Requesting Confidentiality of Home Address**

Section 1808.4 of the California Vehicle Code (CVC) provides for Confidentiality of Home Address for certain employees of law enforcement agencies, including their spouse and children.

LAWA Police employees covered by this section are:

- Active or retired sworn officers and supervisors (Section 1808.4 (a)(11) CVC) ;
- Communications operators and supervisors (Section 1808.4 (a)(9) CVC);
- Active or retired Security Officers and supervisors (Section 1808.4 (a)(19) CVC);
- Any Police employee designated by the Chief of Airport Police as being in a sensitive position (Section 1808.4 (a)(22) CVC);

**Note: The confidentiality under this Section remains in effect for 3 years, and must be renewed every 3 years. For information on applying for confidentiality under this category, refer to Section 3/7.5.A.1.f.**

- The surviving spouse or child of a peace officer if the peace officer died in the line of duty (Section 1808.4 (a)(23)(B) CVC).

**Note: These requests shall be forwarded to the Office of the Chief of Airport Police.**

LAWA Police employees not covered by this section are:

- Any other civilian personnel;
- Relatives of eligible employees who are not current spouses (i.e. - fiancées, persons co-habiting with the eligible employee, ex-spouses, etc.);
- Vehicles not registered to the eligible employee and/or spouse/child.

**Note: Delineation between persons covered and persons not covered are governed by LAW. The LAWA Police, as an agency, is not permitted to change the delineation.**

**A. Procedures**

- 1. Eligible employees wishing to apply for Confidentiality of Home Address shall:
  - a. Obtain a DMV form INV 32 from the LAWA Police Operations Center or the Traffic Services Section Administrative Unit.
  - b. Identify the type of service being requested;
  - c. List the California State Driver's License/Identification Card for the requesting employee, spouse, and child (ren) and attach a copy of the Driver's License/Identification Card of the spouse and child (ren) with the application;

- f. Employees who consider their work assignment in the LAWA Police to be a sensitive position as defined in Section 1808.4 (a)(22) of the California Vehicle Code shall:
  - (1) Complete an Employee's Report, requesting Confidentiality of Home Address, and outlining the justification for granting the request;
  - (2) Submit the Employee's Report to their Section Commander, who will review and either approve or disapprove the request.
  - (3) If the Commander agrees with the request, the employee will be directed to complete a DMV form INV 32, attach the original Employee's Report and approval to the form, and forward it to the Office of the Chief of Airport Police for final approval and signature.

**2. The Office of the Chief of Airport Police shall:**

- a. Confirm the eligibility of the requesting employee;
- b. Review all required submitted documentation for eligibility of the spouse, child (ren), and vehicles entered on the form;

**Note: If it is found that a person or vehicle is ineligible, the form will be returned to the requesting employee.**

- c. Arrange for final review and signature by the Chief of Airport Police or designee.

**d. Upon approval:**

- (1) Place the NCR yellow copy of the DMV INV 32 form in the Confidentiality of Home Address file;
- (2) Forward a copy of the DMV INV 32 form, which will be placed in the requesting employee's LAWA Police file.

**3. Updating Confidentiality Information**

Once confidentiality is approved, any subsequent changes (i.e. - Add/Delete vehicle, spouse, etc.) requires a new INV 32 be completed and submitted.

**3/7.5 Procedures for Employees Resigning, Transferring, or Being Terminated from the LAWA Police**

**A. Resignation Procedures**

- 1. Employees wishing to resign from the City of Los Angeles shall obtain a Resignation Form from the LAWA Police Records Unit or Human Resources Division.
  - a. The supervisor shall forward the form immediately to the Section Commanding Officer. The Section Commanding Officer shall notify the Chief of Airport Police regarding the resignation.

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- Note: The supervisor receiving the form shall not make any written comments about the concerned employee on the form.**
- b. The Section Commanding Officer shall complete the "Supervisor's" section on the form. The form shall immediately be forwarded to the Human Resources Division via the office of the COAP.
- Note: Employees that are about to be terminated may resign in lieu of being discharged. If the employee chooses to do so they abandon their rights to the Civil Service Commission and Department records will indicate "not willing to rehire."**
2. Acceptance of Resignation
- a. Once a resignation is accepted **it cannot be withdrawn.**
- b. The office of the COAP shall send out a memo of notification to all LAWA Police Sections and Units regarding the resignation of the employee.
3. Exit Interview
- a. Human Resources Division
- Human Resources Division shall mail a questionnaire to all employees who voluntarily resign. Employees who wish to have a personal exit interview with a member of the Human Resources Division management shall call 646-4273 to make an appointment. All information is confidential and shall not be discussed with former supervisors nor placed in their personnel folders.
- b. LAWA Police
- The employee may request an Exit Interview with their Section Commanding Officer. The concerned Section Commanding Officer shall forward a memo outlining the reasons for the employee leaving the LAWA Police to the Office of the Chief of Airport Police. The Exit Interview is confidential and shall not be discussed with former supervisors nor shall a copy of this memo be placed in their personnel folders.
4. Retired Peace Officer Identification Card and Badge
- Sworn officers retiring from the LAWA Police and meeting the criteria as outlined in Section 3/7.3 may obtain a Retired Officer Declaration form the Office of the Chief of Airport Police.
5. Retirement Notifications
- The Office of the Chief of Airport Police shall:
1. Notify all Section Commanders, Watch Commanders and Unit Heads;
2. Contact the Vulnerability Assessment and Analysis Unit, who will notify the Security Technology Section to remove the employee's name from both the B2K and ACAMS computer systems.
- B. Transfer Procedures
- Employees transferring from LAWA Police to another Section or City Department shall follow procedures as outlined in Section 3.080 of the LAWA Administrative Manual.
1. The employee shall:
- a. Notify the Office of the Chief of Airport Police, in writing, as soon as the transfer has been confirmed;
- b. Arrange to turn in all LAWA Police -issued equipment.
2. The Office of the Chief of Airport Police shall:
- a. Notify all Section Commanders, Watch Commanders and Unit Heads;
- b. Contact the Vulnerability Assessment and Analysis Unit, who will notify the Security Technology Section to:
- Remove the employee's name from both the B2K and ACAMS computer systems if the employee is transferring from LAWA;
  - Change the status of the employee's Security Badge if the employee is transferring from the LAWA Police to another Division within LAWA.
- C. Termination Procedures
- Whenever an employee is terminated from LAWA Police, the Office of the Chief of Airport Police shall:
1. Notify all Section Commanders, Watch Commanders and Unit Heads;
2. Immediately confiscate the employee's LAWA Security Badge and forward it to the Security Credential Section with a memo stating that the employee has been terminated from LAWA.
3. Contact the Vulnerability Assessment and Analysis Unit, who will notify the Security Credential Section to remove the employee's name from both the B2K and ACAMS computer systems.
4. Arrange to have all LAWA Police -issued equipment returned to the Logistics Unit.
- D. Return of Department Property
1. Resigning or Transferring Employee
- a. Prior to the effective date of the resignation or transfer, employees shall schedule an appointment in advance (except under unusual circumstances) with the Logistics Unit to return all Department property (i.e. - I.D.'s, keys, equipment, uniforms, manuals, etc.).
- b. If Logistics Unit personnel are unavailable, the employee shall turn in their equipment to their immediate supervisor. The supervisor shall complete an Equipment Checklist form (See Part 3, this Section), place the original copy of the Checklist and the equipment in a box, seal the box, and place it in the Watch Commander's Office. The box shall be forwarded to Logistics Unit the next business day.
- c. Duty weapons turned in by Sworn personnel **shall only** be given to a sworn supervisor or a sworn employee of the Range Detail. Duty weapons turned in after business hours shall be placed in the Watch Commander's safe until Range Detail personnel retrieve it.
2. Terminated Employee
- In the event an employee is terminated the Logistics Unit shall accompany the employee, or his designee, along with a witness to the employee's locker to retrieve all Department property.
- If the employee is unable to turn in his/her Department property, a designee may do so.

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- a. If the employee's locker contains Department property, and the employee is unable to respond to the station, the Logistics Unit supervisor shall gain access to the locker and retrieve the Department property. All of the employee's personal property shall be released to the employee's designee.
- b. In the event the employee does not have a designee the Logistics Unit shall make arrangements with the employee.

### 3. Equipment Checklist

The Logistics Unit, or involved supervisor, shall complete an Equipment Checklist form, and issue the NCR copy to the employee. The Logistics Unit shall determine what Department property is reusable or salvageable and will be retained by the LAWA Police.

- a. The employee's LAWA Security Badge shall be immediately forwarded to the Security Credential Section with a memo stating that the employee has retired, transferred, or has been terminated from the Los Angeles World Airports.
- b. The employee's perimeter gate access medium shall be immediately forwarded to the Vulnerability Assessment and Analysis Unit with a memo stating that the employee has retired, transferred, or has been terminated from the Los Angeles World Airports.
- c. The employee's Administrative Manual shall be returned to Airport Human Resources Division. All other City Manuals shall be returned to Manuals and Orders Unit.
- C. DMV Notification - Request for Confidentiality of Home Address (INV 32) forms

The Office of the Chief of Airport Police shall be responsible for informing the California Department of Motor Vehicles that there has been a change in a sworn officer's or Police radio dispatcher's status (i.e. - retirement, transfer, termination, etc.).

**Note - Section 1808.4 (c) CVC allows an officer and qualifying family members to retain the confidentiality for 3 years following termination of employment. A retired peace officer is entitled to permanent confidentiality.**

### D. P.O.S.T. Notification

Training Unit shall notify the California Peace Officer's Standards and Training, within 30 days, whenever a sworn officer, for whatever reason, leaves the LAWA Police.

### E. Disposition of LAWA Police Personnel Files

1. All LAWA Police Personnel Training files shall be given to the LAWA Police Records Unit supervisor and he/she takes the files to the Records Retention Center for storage.
2. All LAWA Police personnel Background Investigations files are kept in Investigations and Selection Unit for two to three years. Then they should be given to LAWA Police Records Unit supervisor and he/she takes the files to the Records Retention Center for storage.
3. All Section Personnel files shall be given to the LAWA Police Section Records Unit supervisor and he/she takes the files to the Records Retention Center for storage.

### 3/7.6 Critically Injured or Deceased Employee Notifications

Whenever notification is received by the LAWA Police that a member of the LAWA Police has been critically injured or has died, on or off duty, the on-duty Watch Commander or designee shall be notified.  
The Watch Commander or designee shall make mandatory notification to the following:

- A. The Chief of Airport Police;
- B. The Command Duty Officer;
- C. The involved employee's Commanding Officer;
- D. The involved employee's Unit supervisor, if applicable.

### 3/7.7 Death Notice

#### A. LAWA Police Employee

Whenever a Division employee receives notification that a member of the LAWA Police has died, on or off duty, the employee shall complete a Death Notification Intake Form and deliver the form to the Operations Center supervisor. The Operations Center supervisor shall notify the on-duty Watch Commander or designee. The Watch Commander shall notify Communications Unit to make notifications.

The Chief of Airport Police, or designee, shall issue a Death Notice memo, within twenty-four (24) hours of notification, which will contain the employee's name, last assignment, how the death occurred, if known, and the name(s) of surviving immediate family members. This memo shall be distributed to all Sections, and a copy forwarded to all Divisions within LAWA via e-mail.

A follow-up memo containing information pertaining to viewing and funeral arrangements shall also be issued.

#### B. Relative of LAWA Police Employee

Whenever a Division employee receives notification that a family member of an LAWA Police employee has died, the employee shall complete a Death Notification Intake Form and deliver the form to the Operations Center supervisor. The Operations Center supervisor shall notify the Office of the Chief of Airport Police.

The Chief of Airport Police, or designee, shall issue a Death Notice memo, within twenty-four (24) hours of notification, which will contain the affected Division employee's name and Section/Unit, the deceased relative's name and relationship to the employee (brother, aunt, mother, etc.), and any other pertinent information (funeral arrangements, viewing information, etc.) available.

A copy of this memo shall be placed in all roll-call books and distributed to all Sections and Units.

**Exception: If the employee requests no death notification be given to other members of the LAWA Police, that request shall be respected.**

#### B. California Law Enforcement Officer Killed in the Line of Duty

Whenever notification is received by the Division that a California law enforcement officer was killed in the line of duty, the Office of the Chief of Airport Police shall be notified.

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The Chief of Airport Police, or designee, shall issue a Death Notice memo, which will contain the law enforcement officer's name, employing agency, the circumstances surrounding the death, if known, and any other pertinent information. This memo shall be distributed to all Sections via both hard copy and e-mail.  
A followup memo containing information pertaining to funeral arrangements shall also be issued.

2. It shall be the responsibility of all LAWA Police personnel to update their emergency contact information.
3. Emergency contact information is confidential and shall not be used or accessed without the approval of the employee's Commanding Officer or a member of the Executive Command Staff (Chief, Assistant Chief or Deputy Chief).

### 3/7.8 Emergency Contact Information

#### A. Policy

LAWA policy for home address and telephone numbers, which is contained in LAWA Administrative Manual Section 5.170, states that:

***All Los Angeles World Airport (LAWA) employees must provide their home address and telephone number in writing to both the Human Resources Division and their immediate supervisor. If an employee has more than one residence or telephone number, all addresses and/or numbers must be provided.***

***Current Employee contact information is required by LAWA because of the necessity to contact off-duty employees in emergency situations, and/or resolve work related issues when an employee is off-duty.***

***It is important that notification be promptly given when an employee changes his/her address and/or telephone number.***

Pursuant to LAWA Administrative Manual Section 5.170, all LAWA Police employees shall provide emergency contact information. It is the employee's responsibility to update this information whenever necessary. Failure to follow this policy may subject the employee to progressive discipline. This policy does not excuse LAWA Police employees from calling their designated work site whenever an emergency is declared at their work site for possible immediate deployment.

#### B. Procedures

##### 1. Emergency Contact Information Request

- a. Bi-annually LAWA/LAX Police Operations Center personnel shall distribute the "Emergency Contact Information Request" form to all LAWA/LAX Police personnel.
- b. LAWA/ONT and LAWA/VNY shall be responsible for distributing these forms to their employees. LAWA/VNY shall also be responsible for distributing these forms to LAWA Police employees assigned to LAWA/PMD.
- c. All employees shall complete this form and return it to their immediate supervisor. Supervisors shall be responsible for ensuring the forms are completed by their subordinates. Completed forms shall be forwarded to:  
  
LAWA/LAX - Operations Center.  
LAWA/ONT - Communications Center  
LAWA/VNY and LAWA/PMD - Van Nuys OIC
- d. Upon receiving the form, the information shall be entered into a database which shall be maintained by assigned personnel at their work site. All current information shall be provided to the LAWA/LAX Police Operations Center personnel.

### 3/8 Special Assignments

#### 3/8.1 Specialized Position

It is the policy of the LAWA Police to utilize management team and specialized assignments to accomplish LAWA Police goals and objectives as well as promote personal and career development. Special assignments are open to all non-probationary sworn officers, and sergeants unless otherwise specified in the Vacancy Announcement.

#### Definitions

**Management Team Assignment** - An assignment generally at a management or mid-level management position where the primary function is the application of general management practices and principles to a specific function of the LAWA Police. All positions allocated for captains or lieutenants are considered management team assignments.

**Special Assignment** - An assignment often characterized by increased levels of responsibility and specialized training or knowledge, but within a given position classification, routinely occupied by a Sergeant or below.

#### 3/8.2 Announcement and Selection

**Note - This section shall be followed for the selection of personnel for any LAWA Police Specialized Unit. This includes Specialized Units at LAWA/LAX, LAWA/ONT, LAWA/VNY, and LAWA/PMD should any Specialized Units be formed there.**

#### A. Special Assignments

1. Announcement  
As specialized position vacancies occur within the LAWA Police, the Commanding Officer where the vacancy occurs shall prepare a notice of position availability for review by the Chief of Airport Police. This notice shall include the position description, required and/or desired qualifications, work hours and days off assignment procedures, and any other pertinent information. When approved, the notice will be issued by the Office of the Chief to all eligible personnel.  
  
The application procedure shall be detailed in the announcement, including the application form (Employee's Report, Employment Application form or resume format), and any required information to be included. Applications shall be forwarded, through the chain of command, to the Chief's adjutant, who will record the receipt of the application and forward it to the concerned Commanding Officer.
2. Selection
  - a. The Commanding Officer shall select an interview panel, consisting of a supervisor or management representative from outside the Specialized Unit's Chain of Command. The outside representative should be from a separate Police Section. Personnel from outside the LAWA Police may be invited to sit on the panel if their specialized expertise will benefit the selection process. The panel shall formulate a rating

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- b. worksheet using the Certification Interview Report form. The panel chairperson or his/her designee shall schedule and notify all applicants for interviews and/or other selection processes.
- c. The Certificate Interview Report form (PB form #16) shall be used to score the interview. Any applicant whose overall average score is at or above the standard (60%+) rating shall be considered qualified for the position applied for. Persons whose overall average score is below the standard rating shall not be considered for assignment to the position.
- d. After the interviews are completed, scores tallied, and a selection list of qualified applicants developed, all documentation shall be forwarded to the Commanding Officer. A memorandum shall be prepared by the Commanding Officer to the Chief listing the names of the applicants, rating scores, comments and recommendations of each panel member, if any, of personnel to fill the vacancies, and his/her recommendation, if any.
- The Chief shall approve or disapprove the selection(s) for the position(s) and notify the concerned Commanding Officer.
- e. The qualified applicant list shall stay active for a period of six (6) months after the interviews are completed, and may be extended for longer periods by the Chief. Any additional selection of personnel for the special assignment interviewed for shall be selected from this list, subject to verification of the applicant's continued qualifications. However, an applicant may be disqualified for cause and passed over for selection.
3. Appointment
- a. When the Chief approves the selection(s), an assignment memorandum will be sent to:
- The employee selected.
  - All interviewed employees.
  - All Commanding Officers.
  - Roll Call Book
  - Records
- The Commanding Officer of PDS shall ensure that a copy of the memorandum be placed in the employee's personnel file and that the transfer be noted on LAWA Police organizational documents.
- b. In the event that no employee expresses interest in the position, or if none of the applicants are qualified, the Chief may appoint any qualified employee based on the LAWA Police's needs.
- B. Management Team Assignments
1. Announcement
- As management team assignments become available within the LAWA Police, the Chief shall prepare a notice of position availability based on the Position Vacancy announcement contained in the appendix of this directive. This shall include the position description, required and/or desired qualifications, work hours and any other pertinent information. Employees shall forward a memorandum to the Chief conveying their interest in the position.
2. Selection
- After consideration of LAWA Police needs, employee interest, qualifications, and career development, the Chief shall make the appointment to the position based on the LAWA Police's needs.
3. Appointment
- After the Chief makes the selection(s), an assignment memorandum shall be sent to:
- The employee selected.
  - All employees who expressed interest in the position.
  - All Commanding Officers.
  - Roll Call book.
  - Records
- The Commanding Officer of PDS shall ensure that a copy of the memorandum be placed in the employee(s)' personnel file and that the transfer be noted on LAWA Police's organizational documents.
- 3/8.3 Annual Review**
- A. Each management team and specialized assignment shall be reviewed annually by the Chief and Commanding Officers to determine whether:
1. The assignment meets the needs of the LAWA Police;
  2. The reason for the position is still valid;
  3. The position description is still valid;
  4. The placement of the position is still appropriate within the LAWA Police's organizational structure;
  5. The position classification of the assignment remains appropriate; and to:
    - a. Conduct a cost benefit analysis; and
    - b. Evaluate the performance of the employee assigned.
  - B. Management team assignments shall be reviewed annually in April and special assignments shall be reviewed annually in September.
- 3/8.4 Assignment Duration**
- A. Special Assignments are normally made for a minimum of twenty-four (24) months and are subject to annual review.
- B. Management team and special assignments are based on the needs of the LAWA Police, the performance of the employee assigned and the discretion of the Chief. They may be rescinded or discontinued at any time, based upon:
1. An employee's request to be removed from the position;
  2. Upon recommendation of the Chief or Commanding Officer after a review of the assignment;
  3. An evaluation of the performance of the employee assigned.
  4. Whenever possible, employees shall be given at least 14 days notice of reassignment (30 days is desirable).

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C. Personnel who are returning from a special assignment may apply for another special assignment when it becomes available, however, additional consideration shall be given to those applicants who have not been recently assigned to a special assignment.

**3/8.5 Return to General Assignment Duties**

Personnel returning to general assignment duties shall be given days off and watch assignments in accordance with applicable LAWA Police bid procedures, if any.

**3/9 Employee Recognition**

**3/9.1 Peace Officer's Safe Driving Awards Program**

The Automobile Club of Southern California's Peace Officer's Award program recognizes law enforcement officers who maintain an accident-free driving record while performing in a patrol capacity, either in marked or unmarked vehicles.

A. Eligibility List

1. Annual Review of Officer-Involved Traffic Accident Reports

The LAWA Police Analytical Unit (DAU) shall be responsible for maintaining a file of officer-involved Traffic Accident Reports, reviewing said reports and generating a roster of those officers eligible for this award, including officers and sergeants assigned to plainclothes Details or administrative duties, who have had no preventable accidents while working in a patrol capacity within a five-year period. This list shall contain:

- a. The candidate's first name, middle initial, and last name, and;
- b. The candidate's rank.

The list shall be forwarded to the District Manager of the Culver City office of the Automobile Club of Southern California for the preparation of certificates.

B. Certificate and Plaque Preparation

When the certificates have been lettered, they shall be returned to the LAWA Police for signature by the Chief of Airport Police. The signed certificates shall be returned to the District Manager for placement in a walnut plaque.

C. Award Presentation

The District Manager shall assist the LAWA Police in the presentation of awards. Public Relations shall be contacted for appropriate press releases of the award presentation.

D. Subsequent Awards

The first award of five or more conservative years to an officer is a lettered certificate on a walnut plaque. Subsequent awards in five year increments to the same officer shall be a certificate for placement in the previously received plaque.

**3/9.2 10851 (Stolen Vehicle) Award Program**

The Southern Division Headquarters of the California Highway Patrol, in cooperation with the Automobile Club of Southern California, is actively involved in a 10851 Award Program for local jurisdictions within the County of Los Angeles.

A. Criteria for Award Recognition

- 1. Officers who, during a 12 month period, meet any of the following criteria, will be eligible for award recognition:
  - a. Make six separate theft recoveries cleared by arrests;
  - b. Recover a total of twelve stolen vehicles, of which a minimum of three must be cleared by an arrest; or,
  - c. Develop information which results in the identification of a theft ring, the arrest of two or more suspects, and the recovery of at least ten vehicles.
- 2. Eligibility List

The LAWA Police Analytical Unit shall develop and maintain a log showing the number of recovered stolen vehicles and Grand Theft Auto arrests individual officers perform within a twelve (12) month period. A list of qualifying officers shall then be forwarded to the Office of the Chief of Airport Police.

When the LAWA Police qualifies an officer for the 10851 Award Program recognition, the officer's name will be submitted to the California Highway Patrol Southern Division Headquarters Vehicle Theft Coordinator by the Chief of Airport Police.

B. Awards

1. Departmental Plaque

Upon eligibility of the first officer(s) under this award program, the LAWA Police will receive a plaque designed to accept the names of officers who meet the above criteria.

2. Individual Officer Plaque

Officers qualifying for the 10851 Award shall receive a plaque and their name will be engraved on the Departmental plaque.

3. 10851 Pin

Officers qualifying for the 10851 Award shall receive a blue and gold recognition pin engraved "California 10851."

Officers shall wear the 10851 pin on the lower left corner of the right pocket flap of the uniform shirt.

4. 10851 Master Award

Officers qualifying for the 10851 Award for the fifth pin will be nominated for the 10851 Master Award and receive a plaque recognizing this achievement.

5. 10851 Master Award Pin Bar

Officers qualifying for the 10851 Master Award shall receive a gold recognition pin bar. Officers shall wear the 10851 Master Award pin bar on the lower left corner of the right pocket flap of the uniform shirt.

C. Award Presentation

The LAWA Police shall coordinate with the California Highway Patrol for the presentation of 10851 Awards by the Chief of Airport Police to qualifying officers. Public Relations shall be contacted concerning media coverage and press releases.



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### **3/9.3 Issuance of Commendations**

The LAWA Police will award appropriate commendations to employees who perform service or acts deserving official recognition, in addition to recognizing those who provide exceptional service on a given project or during a specific incident.

#### **A. Reporting Procedures for Commendations**

LAWA Police supervisors shall complete a Notice of Commendation, Form Gen. 79, to report:

1. Actions worthy of commendation which he/she observed involving an employee under his/her supervision;
2. Actions worthy of commendation reported to him/her, which involve an officer of the LAWA Police;

The form shall be forwarded to the Commanding Officer for approval and signature.

#### **B. Processing**

1. The Commanding Officer shall review the Notice of Commendation and, if appropriate, approve the Notice.
2. A copy of the Notice of Commendation shall be sent to Training Unit, who will be responsible for printing a "Certificate of Commendation" for the concerned employee(s). The Certificate(s) shall be signed by the concerned Commanding Officer and the Chief of Airport Police.

#### **C. Commendation Presentation**

The "Certificate of Commendation" and a copy of the Notice of Commendation shall be presented by the concerned employee's Watch Commander or Section Head.

### **3/9.4 Employee Commendation Form**

#### **A. Distribution of the Employee Commendation Form**

##### **1. Field Supervisors**

Field supervisors shall carry copies of the Employee Commendation form and provide the form and postage paid envelope upon request to any citizen

##### **2. Front Desk**

The front desk shall store Employee Commendation forms and distribute them to citizens who requests it.

##### **3. Telephonic Requests**

Whenever a citizen calls to commend the actions of a LAWA Police employee, the employee receiving the call shall connect the citizen to an available supervisor. The supervisor receiving the call shall ask the citizen if they would like an Employee Commendation form mailed to them. If the citizen requests a form be mailed, the citizen's mailing address will be obtained.

#### **B. Processing of the Employee Commendation Form**

1. All Employee Commendation forms shall be forwarded to the involved employee's Commanding Officer.
2. The Commanding Officer shall review the form and forward the form to the Chief of Airport Police.

3. The Chief of Airport Police shall review the form, make any comments on the form, and forward the form back to the Commanding Officer for presentation to the employee.

4. A letter acknowledging receipt of the Employee Commendation form may be sent to the individual or entity commending the employee, at the discretion of the Chief of Airport Police.

5. The Commanding Officer shall present the Employee Commendation form to the involved employee for signature.

6. The original form shall be forwarded to Records for filing as outlined in Section 3/2,8.B.2.

7. A copy of this form shall be forwarded to Human Resources for insertion in the employee's Personnel File.

### **3/9.5 Letters of Commendation**

Whenever the LAWA Police receives a letter of Commendation, it shall be forwarded to the concerned employee's Commanding Officer.

A copy of the letter will be retained by the Commanding Officer, who will forward the original letter to the Chief of Airport Police

#### **A. Office of the Chief of Airport Police**

1. The Chief of Airport Police will review all letters of commendation received by the LAWA Police.

2. A letter acknowledging receipt of the letter of commendation may be sent to the individual or entity commending the employee, at the discretion of the Chief of Airport Police.

3. At the conclusion of the review, the original letter shall be returned to the employee's Commanding Officer, along with any comments made by the Chief of Airport Police.

#### **B. Processing**

1. A copy of the letter of commendation shall be presented to the employee, with an attached copy containing a signature block for the employee to sign to acknowledge receipt of the form.

2. The signed copy of the letter of commendation shall be placed in the employee's LAWA Police file.

### **3/9.6 The Public Safety Officer Medal of Valor and the Governor's Medal of Honor**

#### **Public Safety Officer Medal of Valor**

The Public Safety Officer Medal of Valor Act, enacted by Congress on May 30, 2001, created the Public Safety Medal of Valor as the highest national award for valor by a public safety officer.

"Public Safety Officer" is defined as a person (living or deceased) who serve(d) in a public agency, with or without compensation, as a firefighter, law enforcement officer (including a corrections or court officer, or a civil defense officer), or emergency services officer, as determined by the U.S. Attorney General.

An act of valor is defined as:

- A. Above and beyond the call of duty; and

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**B. Exhibiting**

1. Exceptional courage, extraordinary decisiveness and presence of mind.
2. Unusual swiftness of action, regardless of his or her personal safety, in an attempt to save or protect human life.

The Medal of Valor Review Board will review the nominations and recommend individuals for recognition.

**Governor's Medal of Valor**

The Governor's Medal of Valor Act became effective Jan. 1, 2003 and added Chapter 9.8, commencing with Section 3400, to Division 4 of Title 1 of the Government Code.

Under this law, the Governor of the State of California is authorized to award a Medal of Valor to one or more public safety officers who are cited by the Attorney General for extraordinary valor above and beyond the call of duty. This award is recognized as the highest state award for valor awarded to a public safety officer.

**A. Governor's Medal of Valor Review Board**

The Governor's Medal of Valor Review Board recommends candidates for the Medal of Valor from among the nominations received by the Board.

**B. Award Guidelines**

Nominees for the Governor's Medal of Valor must meet the following criteria to qualify:

1. Public Safety Officer Category - Law Enforcement Officer

**Note: Not eligible - Retired, Honorary, Military, Federal, and Non-Sworn Uniformed personnel.**

2. Status at Time of Incident - Paid

**C. Award Criteria**

**Items #1 through 5 are required for nomination.**

1. Award nominations are to be made by the chief public safety officer in the jurisdiction where the act of heroism occurred.
2. Award is for a single act (24 hours or less) in the preceding year.
3. Nominee must have been in a duty status
4. Recognition for extraordinary valor above and beyond the call of duty.
  - a. Extraordinary is defined as being "beyond what is ordinary or usual; highly exceptional, remarkable."
  - b. Valor is defined as "courage and boldness, as in battle; bravery."
5. Public Safety Officers face danger daily, thus this recognition is for:
  - a. A single act of valor of a degree very seldom encountered and of a magnitude strikingly above the norm of public safety officer acts of bravery; **or**
  - b. A situation that presented a serious and immediate threat to the nominee's life.

**Items #6 through 9 are not required but may be considered by the Board**

6. Nominee successfully saved the life of another safety officer or civilian.
7. Nominee demonstrated in this act an exceptional degree of professionalism as appropriate to her/his specialty:
  - a. Tactics, marksmanship, leadership.
  - b. Firefighting or rescue skills.
  - c. Medical knowledge or skill.
8. Nominee demonstrated in this act extraordinary personal character:
  - a. Courage
  - b. Endurance
  - c. Calm in the face of danger
9. Nominee accomplished assigned mission:
  - a. Suspect apprehended or killed
  - b. Person rescued
  - c. Life saved
- D. Agency Certification

The nominating agency head must certify to the best of their knowledge that the nominee is in good standing with their agency and community.
- E. Nominee Certification

The nominee must agree to be present for the award ceremony.
- F. Public Safety Officer Medal of Valor

Whenever it is determined by supervisory or management personnel that a sworn employee of the Los Angeles World Airports Police meets the criteria to be nominated for the Public Safety Officer Medal of Valor, the Chief of Airport Police shall be notified.

The Chief of Airport Police, or designee, shall prepare a nomination package, including the Public Safety Officer Medal of Valor Application for Extraordinary Valor Above and Beyond the Call of Duty Form in compliance with the Award Guidelines as contained in the Public Safety Officer Medal of Valor Act.

The nomination package shall be forwarded to the Medal of Valor Review Board no later than July 30 of the proceeding year (example - Nominations for acts occurring in 2004 must be postmarked no later than July 30, 2005).
- G. Governor's Medal of Valor

Whenever it is determined by supervisory or management personnel that a sworn employee of the Los Angeles World Airports Police meets the criteria to be nominated for the Governor's Medal of Valor, the Chief of Airport Police shall be notified.

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The Chief of Airport Police, or designee, shall prepare a nomination package, including the Governor's Medal of Valor Nomination Form in compliance with the Award Guidelines contained in the California Department of Justice Information Bulletin #04-CJIS-15.

The nomination package shall be forwarded to the Medal of Valor Review Board no later than March 15 of the proceeding year (example - Nominations for acts occurring in 2004 must be postmarked no later than March 15, 2005).

### 3/9.7 Commendations and Medals

The LAWA Police Commendations and Medals Program offers the LAWA Police an opportunity to thank employees for their efforts on behalf of LAWA and acknowledge individuals who have advanced their career development on their own but have never been recognized for their accomplishments. This program creates an incentive for other employees to strive to further their career goals within the Division.

#### A. Award Classifications

In addition to national, state, City-wide awards and LAWA awards, four types of awards may be presented to LAWA Police members:

1. LAWA Police Medals
2. LAWA Police Service Ribbons
3. LAWA Police Firearms Proficiency Recognition Award (refer to Section 7/3.3)
4. Airport Police Commendations.

#### B. Airport Police Medals

##### 1. Merit Awards

The conferring of a merit award shall be in recognition of a single action of bravery or lifesaving performed by a LAWA Police employee. Several commendatory incidents of bravery or lifesaving, each being worthy of an award, will not qualify the employee for a higher award.

- a. **Medal of Valor.** The Medal of Valor is the highest LAWA Police award and may be awarded to LAWA Police members in all classes and ranks who distinguish themselves by conspicuous bravery or heroism above and beyond the normal demands of police service. To be awarded the Medal of Valor, an individual shall have performed an act displaying extreme courage while consciously facing imminent peril. The award consists of a medal, ribbon and citation.
- b. **Police Cross.** The Police Cross may be awarded to officers who distinguish themselves by bravery or heroism above and beyond the normal demands of duty, but to a lesser degree than required for the Medal of Valor. The award consists of a medal and ribbon.
- c. **Police Star.** The Police Star may be awarded to:
  - Employees who distinguish themselves by bravery or heroism above and beyond the normal demands of duty, but to a lesser degree than required for the Police Medal.
  - Employees who distinguish themselves by performing in stressful situations with exceptional tactics and/or judgement.

The award consists of a medal and ribbon.

- d. **Lifesaving Medal.** The Lifesaving Medal may be awarded when a life is saved or prolonged due to actions taken by an officer, and if no action had been taken the life would most likely have been lost. The award consists of a medal and ribbon.
2. **Service Awards**

Individual awards for service are based on exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of a major project or field operation. Long and faithful service in not considered for purposes of such an award.
- a. **Distinguished Service Medal.** The Distinguished Service Medal is the highest LAWA Police award for service and may be awarded to sworn and civilian employees who distinguish themselves by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement. The award consists of a medal, ribbon and citation.
- b. **Meritorious Service Medal.** The Meritorious Service Medal may be awarded to employees who perform meritorious service similar to, but to a lesser degree than required for the Distinguished Service Medal. The award consists of a medal and ribbon.
- c. **Sergeant Alfred E. Turner Humanitarian Service Medal.** This medal, named after an esteemed long-time LAWA Police sergeant, is awarded to employees who have, in their day-to-day activities, shown great compassion and have gone above and beyond the call of duty in their response to fellow human beings. It is primarily intended for on-duty actions.
3. **Special Incident and Professional Development Ribbons**
  - a. **Special Incident Ribbons.** These ribbons shall be presented to personnel assigned to or on duty when an incident or event occurs that severely impacts the normal operation of LAWA and the City of Los Angeles. Special incident ribbons and criteria for receiving ribbons are implemented on a case-to-case basis upon recommendation of the Uniform Committee.
  - b. **Professional Development Ribbon.** This ribbon recognizes educational and professional achievement above and beyond normal duty requirements.
4. **Unit Citations**

A unit citation for outstanding performance may be conferred upon an organizational unit of the LAWA Police. The commendatory accomplishment must be the result of a combined effort by members of the unit.

**Note: The awarding of a unit citation does not preclude the conferring of individual awards to members of the unit for individual accomplishments during the unit's activities.**

**Los Angeles World Airports Police Unit Citation.** The Los Angeles World Airports Police Unit Citation may be awarded to an organizational unit of the LAWA Police for bravery or outstanding service by its members functioning as a team. The award is given to each employee assigned to the unit at the time the commendatory act was performed. It consists of a medal, ribbon and a copy of the citation.

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5. Minor Commendations (Refer to Section 3/9.3)
- The Los Angeles World Airports Police will award appropriate commendations and medals to employees who perform service or acts deserving official recognition, in addition to recognizing those who provide exceptional service on a given project or during a specific incident.
- C. Reporting Procedures
1. Commendations
- Refer to Section 3/9.3 for procedures.
2. Individual Medals
- a. Supervisors shall report actions worthy of an individual medal in the same manner as a commendation, and attach a separate memo recommending awarding the officer a medal. The form shall be forwarded to the Section Commander for review.
- b. The Section Commander shall review the Notice of Commendation and memo, and forward a recommendation as to the type of medal to be awarded to the concerned employee to the Awards and Decorations Board.
3. Unit Award
- Supervisors shall report actions performed by a Unit in the same manner as a commendation, and attach a separate memo, with a roster of the Unit members involved, recommending the Unit Award. The form shall be forwarded to the Unit's Section Commander for review. The Section Commander shall then forward the form to the Awards and Decorations Board for final review and signature.
- D. Awards and Decorations Board
- The Awards and Decorations board will be composed of an Assistant Chief as Chairperson, one Lieutenant, one Sergeant, one officer selected by the Chairperson, and one senior civilian employee.
1. The Chairperson shall be responsible for:
- a. Maintaining the official files of the board;
- b. Providing staff and clerical support;
- c. Maintaining a record of the minutes of all meetings;
- d. Submitting to the Chief of Airport Police the names of persons recommended to fill the standing board, names to fill vacancies and any proposed change in the membership of the board.
2. When a member has been designated as the recorder, the member shall assume the responsibilities for maintaining official files and records of the boards.
3. The Awards and Decorations Board will convene quarterly (or as directed by the Chief of Airport Police) to review recommendations for personnel awards and commendations. Each award will be judged on its accuracy, merit, and substantiated performance of the individual.
4. The Board will submit its recommendation to the Chief of Airport Police for final approval or disapproval via the Chief of Staff.
5. In reviewing an award recommendation, the Board shall make note of the following to the Chief of Airport Police:
- a. Approval of the award as requested.
- b. Upgrade to a higher award.
- c. Downgrade to a lesser award.
- d. Disapproval of the award
- E. Commendations and Awards Presentation
1. Minor Commendations
- Minor commendations shall be presented by the concerned employee's Watch Commander or Unit supervisor.
2. Major Commendations and Medals
- a. A copy of the Notice of Commendation and approved medal recommendation shall be sent to the Training Unit, who will be responsible for:
- (1) Printing a "Certificate of Commendation" for the concerned employee or, when appropriate, for each member of a unit being awarded a unit commendation. The Certificates shall be signed by the Chief of Airport Police;
- (2) Ordering the appropriate medal(s) to be awarded;
- b. The Office of the Chief of Airport Police shall be responsible for the scheduling of an Awards Ceremony, at the discretion of the Chief of Airport Police.
- F. Wearing of Ribbons and Awards
- Employees are encouraged to wear authorized medals or ribbons on the uniform shirt. Medals or ribbons **shall not** be worn on the nylon waist-length field jacket or BDU uniform.
1. Authorized Medals - When Worn
- a. Medals shall only be worn while attending ceremonial events (i.e. - Funerals, Award Presentations, etc.) or at the direction of the Chief of Airport Police.
- b. If only one medal is to be worn, center it above the right breast pocket. Place the lower edge of the suspension holding bar parallel and touching the top seam of the pocket flap.
- Note: The "P" button on the right pocket may be omitted so as not to cause damage to the reverse side of the medallion.**
- c. If two or more medals are to be worn, they shall be centered on the right breast pocket in the same manner as one medal. A maximum of three medals may be worn side-by-side in a single row (with no overlap), in descending order of precedence. The name plate will not be worn.
- Note: The "P" button on the right pocket may be omitted so as not to cause damage to the reverse side of the medallion.**
- Exception: The Medal of Valor shall be suspended by the neck sash.**

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d. Wear both large medals and ribbons on the class A (long sleeve) Uniform as prescribed in Section 3/9.7 E.1(a). Center ribbon(s) above the left breast pocket where the lower edge of the bottom row is parallel to and touching the top seam of the pocket flap. Arrange ribbon(s) in descending order of precedence.

If necessary to provide sufficient space for ribbons, the badge may be adjusted upwards a maximum distance equal to the width of two rows of ribbons.



2. Authorized Ribbons

a. Ribbons authorized for wear with the uniform in descending order of precedence a

U.S. ARMED FORCES	FOREIGN GOV'T.
STATE OF CALIF.	OTHER STATES
A. P. D.	OTHER CITY DEPT.

(1) United States Government ribbons

(2) Foreign government awards

(3) State of California ribbons

(4) LAWA Police Awards and decorations, using the following order of precedence:



- (a) Medal of Valor
- (b) Police Medal
- (c) Police Star
- (d) Distinguished Service Medal
- (e) Meritorious Service Medal
- (f) Lifesaving Medal
- (g) Humanitarian Service Medal
- (h) LAWA Police Unit Citation
- (i) LAWA Police Professional Achievement Award
- (j) Special Incident Service Medals

**3/9.8 Firearms Proficiency Recognition Award Program**

A. Firearms Proficiency Recognition Award Qualification

1. A Firearms Proficiency Recognition Award qualification course of fire shall be announced annually by the Rangemaster. All sworn personnel may request to fire this course to qualify for a Marksman, Sharpshooter, or Expert Firearms Proficiency Recognition Award.

**Note: Officers graduating from a Police Academy (Basic or In-Service) shall receive the Firearms Proficiency Recognition Award, based on the officer's final academy firearms qualification score.**

(5) Awards from other City Departments.

b. Military Ribbons

Officers are encouraged to wear ribbons representing duly authorized decorations or awards for service in the Armed Forces of the United States, or awarded by an ally friendly to the United States at the time of service.

- 2. A modified Firearms Proficiency Recognition Award qualification course of fire for the Distinguished Expert Award shall be announced bi-yearly by the Rangemaster. All sworn personnel may request to fire this course to qualify for this award.
- 3. In the event an officer is on an approved leave (i.e.- vacation , I.O.D., extended sick, jury duty, etc.) when the Firearms Proficiency Recognition Award qualification course of fire occurs, the officer will be allowed to fire the course upon returning to duty.

The wearing of armed forces ribbons shall follow the Order of Precedence Within Categories of Medals as mandated by Chapter 29, Army Regulation 670-1.

3. Ribbons - Wearing

a. Ribbons representing authorized medals may be worn on the uniform shirt. They shall be centered above the left breast pocket below the badge extending toward the wearers' left in descending order of precedence with the bottom row on the seam. (Note: up to two rows may be worn ON the pocket flap in order to avoid moving the badge).

B. Award Classifications

1. Marksman

Officers must achieve an average score between 75%-79% of the total possible score .

Three ribbons shall constitute a complete row. Precedence of rows shall be top to bottom. Additional rows shall also extend toward the wearers' left in descending order of precedence. An incomplete row shall be the top row with its ribbons centered on the complete row(s) beneath.

2. Sharpshooter

Officers must achieve an average score between 80%-89% of the total possible score.

b. When LAWA Police ribbons are worn in conjunction with military ribbons and/or ribbons awarded by outside governmental agencies, the order of precedence is:

- United States Government awards
- Foreign Government awards
- State Government awards
- LAWA Police Awards
- Other City Department awards

3. Expert

Officers must achieve an average score above 90% of the total possible score.

4. Distinguished Expert

Officers must achieve an average score between 98%-100% of the total possible score on a modified bulls-eye course of fire on a bi-yearly basis to qualify for the award.

Ribbons must also be worn in the correct order of precedence established by the awarding agency.

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- C. Annual Awarding of Firearms Proficiency Recognition Awards
- Penitential communication, as stated in Section 1032 of the California Evidence Code:
- Upon receipt of the awards eligibility list the Officer-in-Charge, shall order the medals to be awarded.
- "...means a communication, made in confidence, in the presence of no third person so far as the penitent is aware, to a clergy [member], who, in the course of the discipline or practice of his [or her] church, denomination, or organization, is authorized or accustomed to hear such communications and, under the discipline or tenets of his [or her] church, denomination, or organization, has a duty to keep those communications secret."**
- If an officer is eligible to receive an award, and the preceding year the officer had received an award of the same classification (i.e. 1995 - Expert Award, 1996-Expert Award), the officer shall not receive a second award of the same classification and shall be authorized to continue to wear the award previously issued.
- Therefore, communications between a Chaplain and a penitent (employee) remain confidential so long as they are made in confidence. Basically, any and all private conversations between a Chaplain and an employee can and should be considered penitential communications.
- The Chief of Airport Police, or his designee, shall present the Firearms Proficiency Recognition Awards to eligible officers.
- D. Wearing Firearms Proficiency Recognition Awards
- The only exceptions to this rule of confidentiality are:
- Officers who qualify for any of the Firearms Proficiency Recognition Awards shall be eligible to wear the award on their Class A or B uniform for a period of one (1) year after receipt of the award. Awards shall not be worn with BDUs.
1. The penitent threatens the life of the Chaplain, or the life of another;
  2. The penitent is or is about to endanger the safety of others;
  3. The penitent threatens suicide;
- Exception - Officers who qualify for the Distinguished Expert award are eligible to wear the award only for a six month period.
- C. Responsibilities
- Note: Only authorized LAWA Police issued Firearms Proficiency Recognition Award medals shall be worn by uniformed officers and supervisors. The wearing of any other firearms proficiency medal is not authorized.**
- The Chaplain shall be responsible for:
- The Firearms Proficiency Recognition Award shall be worn on the outside flap of the left pocket of the uniform shirt, near the upper right side seam.
1. Responding to the needs of LAWA Police employees during times of death, injury or emotional distress;
  2. Providing spiritual support and guidance to employees upon request;
  3. Assisting supervisors in making notifications to family members of employees receiving serious injury or upon death of a LAWA Police employee on or off duty;
  4. Being available to LAWA Police employees and their families when requested in times of personal stress and/or crisis;
  5. Participating in ride-alongs and foot patrols in order to become acquainted with the stressors experienced by sworn and non-sworn uniformed officers in the performance of their duties;
  6. Assisting the LAWA Police, when requested, in providing comfort and support to Los Angeles World Airport tenants and the traveling public during times of emotional trauma(i.e. - the aftermath of violent crime, air disasters, etc.) as a means of alleviating pressure on LAWA Police employees;
  7. Maintaining an influence/presence that fosters the highest ethical conduct among employees;
  8. Maintaining contact with the local clergy;
  9. Fostering public confidence and support during periods of heightened public interest and by attending civic events;
  10. Serving as a resource for crisis intervention and other forms of counseling to the members of LAWA's aviation community when requested to do so by the LAWA Police;
- 3/10 Employee Assistance**
- 3/10.1 Chaplain Program**
- A. General
- A Police Chaplain is a member of the clergy with special interest in and training for providing pastoral care in the field of law enforcement. This pastoral care is offered to all people, regardless of race, gender, sexual orientation, national origin, creed or religion. It is offered without cost or proselytizing.
- The Police Chaplain is led in his/her own faith to be available and ready to serve those in need. The chaplain's ministry provides a source of strength to the members of law enforcement agencies, their families, and the community.
- LAWA Police Chaplains serve on a purely voluntary basis.
- B. Privileged Communication
- Chaplains listen and participate in the workplace of law enforcement officers with empathy and experience, advising calmly in the midst of turmoil and danger, offering assistance when appropriate or requested.
- All of this is accomplished with the total confidence that what is said in confidence will stay confidential. Chaplains do not divulge confidential communications. This kind of communication is described in law as penitential communication.

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11. Responding to Call-outs and reporting to the Operations Center supervisor or on-duty Watch Commander on arrival.
- Note - Chaplains shall complete the Peer Support Training course prior to participating in Call-outs.**
- D. Chaplain Call-Out Procedures
- Whenever it is determined that a Police Chaplain(s) is needed to respond to a critical incident (i.e. - officer-involved shooting, critically injured employee, death of employee on or off duty, etc.), the Operations Center shall be notified.  
The Operations Center supervisor or designee shall:
1. Contact a Chaplain, give a brief description of the incident, request he/she respond to the station, and obtain an ETA;
  2. Assign a Patrol unit to escort the Chaplain to the incident site or Command Post.
- Note: if the Chaplain is responding to a specific incident at the request of a Section or Unit other than Patrol Services Section, the requesting Section or Unit shall provide logistical support and transportation for the Chaplain.**
3. At the conclusion of the incident, or when it is determined that the Chaplain's services are no longer required, the Chaplain shall be transported back to the station and released.
- E. Chaplain Contact information
- Police Chaplain contact information shall be maintained by the Operations Center staff.
- F. Qualifications for Chaplaincy
- The following shall be used to assess the professional qualifications of candidates for the LAWA Police Chaplain Program:
1. Candidates shall be ecclesiastically certified persons in good standing and endorsed for the law enforcement chaplaincy by a recognized religious body. The candidate shall have a minimum of five (5) years' experience in ministry.
  2. The candidate shall have an established or formal penitential custom in his/her church, synagogue or denomination.
  3. Candidates from specialized ministries (i.e. - Salvation Army, etc.) shall demonstrate appointment in that ministry by appropriate documentation.
  4. Candidates shall be either serving in, or retired from, a ministry position, including:
    - a. Pastoral ministry;
    - b. Chaplaincy (i.e. - military);
    - c. A teaching or administrative position at a school, college or seminary whereas service as a clergy person is a substantial part of the duties.
- G. Application Process
1. Candidates shall complete a City of Los Angeles Employment Application form, listing their qualifications. Resumes may be attached to the application, but will not be accepted in lieu of an application.
  2. The Chief of Airport Police, or designee, shall review all applications and interview all qualified candidates.
  3. Selected candidates shall undergo a ten (10) year background check as mandated by the Federal Aviation Administration prior to acceptance into the Chaplain Program.
  4. Selected candidates shall undergo a criminal history record check prior to acceptance into the Chaplain Program.
  5. Acceptance of a candidate shall be at the sole discretion of LAWA.
- H. Training
- Chaplains shall complete the Los Angeles Sheriff Department Peer Support Person Training Course or an approved equivalent course prior to eligibility for Call-outs.
- In addition, active chaplains shall complete 3.5 Continuing Education Units (CEU's) within the first three- (3) years and every three years thereafter of participation in the Chaplain Program. CEU's may be earned through LAWA Police training and/or approved courses which may include:
1. Stress Management;
  2. Death Notification;
  3. Burn-out (officers and chaplains);
  4. Legal Liability and Confidentiality;
  5. Ethics;
  6. Crisis Response - Critical Incidents;
  7. Law Enforcement Family Issues;
  8. Substance Abuse;
  9. Suicide;
  10. Sexual Harassment and Retaliation;
  11. Officer Injury or Death;
  12. Sensitivity - Diversity Training.
- I. Code of Conduct
    1. Chaplains serve the LAWA Police on an interdenominational basis.
    2. Chaplains shall not recruit employees to a "new" faith (no proselytizing).
    3. Chaplains are not to become a replacement for an individual's own clergy.
    4. Chaplains shall not interfere with LAWA Police personnel in the performance of their duties.

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5. Chaplains may visit LAWA Police -controlled facilities and shall wear proper LAWA Security Badges at all time.
6. Chaplains shall have access to all buildings and scenes where the presence of law enforcement officers indicates the requirement of need for the Chaplain's services. Escort service shall be provided when necessary.
7. Chaplains shall dress in a manner appropriate to the calling and becoming of a trained and ordained religious leader, keeping in mind that in responding to a critical incident time is of greater value than appearance. Unless otherwise dictated by religion or faith, the Chaplain should wear a LAWA Police issued Chaplain Raid jacket when appropriate.
- J. Removal from Program
- Chaplains may be removed from the program at the sole discretion of the Chief of Airport Police. Reasons for removal include, but are not limited to, the following:
1. Loss or removal of chaplaincy status;
  2. Failure to complete required and/or annual training;
  3. Serious violation of the program's Code of Conduct;
  4. Failure to comply with reporting requirements.
- K. Equipment
- Chaplains shall be issued the following equipment:
1. A LAWA Police Civilian Photo Identification Card;
  2. A LAWA Security Badge;
  3. LAWA Police business cards bearing the Chaplain's name;
  4. A ballistic vest;
  5. A blue Chaplain Raid jacket;
  6. Two Chaplain Polo shirts;
  7. A pager for Critical Incident Response Call-outs;
  8. A radio handset.
- L. Reporting Requirements
- Chaplains shall be required to submit a Chaplain's Monthly Report for the preceding month to the Office of the Chief of Airport Police within ten (10) days of each succeeding month. This report shall include:
1. Business and committee meetings;
  2. Travel time to and from meetings or Unit Assignments;
  3. Training sessions;
  4. Ride Alongs;
  5. Call-outs;
  6. Spiritual counseling of employees (employees need not be identified);
  7. Facility visits, including Command Posts in the field;
8. Community functions attended as a LAWA Police Chaplain;
9. Any other activities or duties not covered above relating to Chaplaincy duties;
10. Comments - This section should detail and describe activities engaged in, present insights where appropriate, and provide relevant feedback.
- Note - Chaplains wishing to raise confidential issues should do so in any way they deem appropriate.**
- M. Benefits
1. LAWA Police Chaplains shall receive a stipend of \$15.00 a month, and additional stipend of \$50.00 twice per year to cover cost of travel to perform Chaplain functions.
  2. Chaplains are eligible for Volunteer Insurance coverage through the Volunteer Division of the City of Los Angeles. This insurance provides both limited medical coverage and liability protection for individuals serving the City of Los Angeles on a voluntary basis. All LAWA Police Chaplains shall be required to fill out and submit a Volunteer Enrollment Form to Risk Management who will forward the forms to the City Volunteer Division.
- If a Chaplain is severely injured, LAWA, through its Risk Management Division, shall petition the City Council to recognize the Chaplain as a full-time employee of the City of Los Angeles for Workers' Compensation benefits eligibility.
- M. Chaplain Program Coordinator
- The Watch One Operations Center supervisor shall have collateral duty as the Chaplain program Coordinator.
- 3/10.2 Injury on Duty Procedures**
- A. Obtaining Medical Treatment
1. Major Injury on Duty
- a. If the injury on duty requires immediate medical attention, whether or not it is related to a criminal act, paramedics shall be requested to respond to the location.
- b. If the injured employee is a uniformed officer, the officer's Sam Brown and related equipment (baton, handcuffs, radio, etc.) shall be removed by responding officers, if possible, prior to transportation by paramedics. The removed equipment shall be given to a supervisor.
- Note: If the injured employee is a sworn officer, a sworn officer or supervisor shall respond to the scene and recover the officer's firearm, badge, Police photo identification card, and any other related equipment.**
- c. A supervisor shall respond to the hospital for Followup investigation and complete a Form 5020 and DWC 1.
- d. The LAWA Industrial Nurse shall be advised of the incident by phone or electronic mail.

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2. Minor Injury On Duty
- Whenever an LAWA Police employee receives an injury on duty that does not require emergency medical attention, his/her immediate supervisor shall be notified. The supervisor shall prepare Form 5020 and DWC 1, give the appropriate forms to the employee and ascertain how the injury occurred.
- a. Injury On Duty-Not Crime Related
- If the injury did not occur as a result of a criminal act and/or does not require emergency medical attention, the injured employee will be sent to:
- (1) The LAWA nurse at 7301 World Way West, 1<sup>st</sup> floor, Monday through Friday between 0800 to 1700 hrs.
- (2) Centinela Airport Medical Clinic after hours, weekends and holidays.
- Note: The LAWA Industrial Nurse shall be notified by phone or electronic mail of the injury.**
- b. Injury On Duty Crime Related
- If the injury was a result of a criminal act while the employee was performing his/her assigned duties, the injured employee shall be sent to Centinela Airport Medical Clinic.
- A copy of the medical treatment form shall be attached to the Arrest or Crime Report.
- B. Injury Investigations
- Supervisors shall conduct an investigation of on-duty injuries and document their findings on the Form 5020. Any reports generated as a result of the injury (i.e.-PIR, Traffic Collision Report, Arrest Report, etc.) shall be attached to the Form 5020 to ensure proper review of the incident.
1. If the investigation reveals an unsafe procedure, the supervisor shall advise the Watch Commander or Unit Leader and attempt to correct the situation. However, if immediate action is required to stop the unsafe practice, the Watch Commander or Unit Leader shall notify the Section Commander, who may, at his/her discretion, issue a memorandum advising personnel about the situation. A copy of this memorandum shall be forwarded to Manuals and Orders Unit.
- Note: Risk Management may be contacted to assist with resolving the situation.**
2. If the investigation reveals that the employee was injured as a result of not using provided safety equipment, the supervisor shall verbally counsel the employee and record the counseling on the Form 5020.
3. If the investigation reveals that the employee was injured as a result of misconduct, the supervisor shall note on the Form 5020 that the incident is under investigation. The supervisor shall then forward their findings to the Watch Commander or Unit supervisor for follow-up.
- C. Report Routing
1. The completed Form 5020 shall be reviewed by the Watch Commander or Unit Leader prior to submission to Records Unit.
- Note: In all cases, the report shall be submitted to Records within seven (7) working days of notification of the incident.**
2. All Form 5020s and any additional documentation shall be forwarded to Records Unit for processing.
3. Records Unit shall forward a copy of the completed Form 5020 and any additional documentation to the Light Duty/IOD Coordinator and the LAWA Industrial Nurse.
- ### 3/10.3 Temporary Modified Duty Program
- A. Information
- The City of Los Angeles encourages employees who have experienced an injury or illness to return to their pre-injury position as soon as possible. However, it is recognized that an employee may sustain certain injuries or illnesses from which the employee is expected to fully recover, that require healing time but does not necessarily incapacitate the employee and may allow the employee to return to work with restrictions.
- The Temporary Modified Duty Program is designed to allow these employees to return to work as soon as possible while adhering to the restrictions set forth by the employee's treating physician. This helps ensure that essential public services continue to be delivered, reduces the costs of workers' compensation and allows the employee to continue to contribute their work effort to the City while reducing the possible impact extended sick leave may have. The Program assignment is for a maximum of one hundred fifty (150) days. The Program is also intended to protect the employee from further injury or illness by temporarily modifying their duty assignment to allow proper healing so that they may return to full duty as quickly as possible.
- Temporary modified duty assignments shall be allocated based on the needs of the LAWA Police/Department/City. An employee assigned to the Program may be subject to a different work location, schedule change, shift change and/or a change of duties. **Refusal to cooperate in the Program will result in uncompensated time off until the employee is eligible to return to full duty status.**
- When an employee is determined to be "permanent and stationary," the employee is not eligible for the program. The Department's Reasonable Accommodation Coordinator must conduct a Reasonable Accommodation Assessment.

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- B. Definitions
1. Temporary Modified Duty - A temporary job assignment other than the employee's regular job classification and/or job assignment not to exceed 90 days.
  2. Work Restrictions - A limitation on work duties and/or tasks determined by the employee's treating or City-approved physician.
  3. Eligible Employee - An employee having permanent status in a civil service classification, exempt management classification or exempt confidential/administrative classification. As-needed employees are not eligible to participate in this program.
  4. Reasonable Accommodation Assessment - Interactive process by which a determination is made by the employer, with input from the employee, as to the effects a work restriction may have on the employees ability to perform all aspects of their job.
  5. Permanent and Stationary - When an employee has reached a stage in their treatment of an injury or illness where a determination has been made by the employee's treating or City-approved physician that their condition has reached a point as to where no further improvement will be realized.
- C. Program Management
1. Temporary Modified Duty Coordinator  

In addition to ensuring compliance with City policies and procedures concerning light duty assignments affecting employees, the Temporary Modified Duty Coordinator is responsible for:

    - a. Reviewing employee restrictions and placing them in appropriate modified duty positions;
    - b. Tracking light duty personnel to ensure compliance with time limits and work restrictions;
    - c. Meeting with Section Light Duty/IOD Coordinators monthly to discuss Light Duty/IOD issues;
    - d. Providing updates on the status of employees, when required;
    - e. Coordinating with Risk Management and Human Resources concerning modified duty placements outside the LAWA Police when no position is available that would meet the employee's restrictions.
  2. Section Light Duty/IOD Coordinators  

Employees assigned as the Section Light Duty/IOD Coordinator are responsible for:

    - a. Forwarding medical paperwork to the Temporary Modified Duty Coordinator;
    - b. Reviewing employee restrictions and making recommendations for modified duty placement;
    - c. Tracking light duty personnel to ensure compliance with time limits and work restrictions;
    - d. Meeting with the Temporary Modified Duty Coordinator monthly to discuss Light Duty/IOD issues;
- e. Providing updates on the status of employees, when required.
- D. Program Guideline
1. Program Enrollment
    - a. Employee  

Whenever a LAWA Police employee is placed on work restrictions by his/her physician due to an injury or illness, the employee shall:

      - Obtain a doctor's note outlining the work restrictions;
      - Inform his/her immediate supervisor of the work restrictions and provide documentation on the first day the employee returns to work.

The supervisor shall forward a copy of all documentation to the Section Light Duty/IOD Coordinator.
    - b. Section Light Duty/IOD Coordinator  

The Section Light Duty/IOD Coordinator shall review the documentation and confer with the Temporary Modified Duty Coordinator to determine if the employee qualifies for participation in the Temporary Modified Duty Program.
- If it is determined that the employee is eligible for the program, the Section Light Duty/IOD Coordinator shall meet with the employee to advise them of their eligibility, program guidelines, and inquire if the employee is interested in participating in the program. If the employee agrees to participate in the program, the Section Light Duty/IOD Coordinator shall contact the Temporary Modified Duty Coordinator.
- c. Temporary Modified Duty Coordinator  

The Temporary Modified Duty Coordinator shall determine if a position is available for the employee. When a position is available, the Temporary Modified Duty Coordinator shall draft a memo informing the employee where to report for their Temporary Modified Duty Assignment.
  2. Participating Employee  

To ensure that the employee is receiving proper treatment, therapy (if applicable) and rest, participation in this program requires that the employee:

    - a. Does not exceed his/her temporary modified duty work restrictions;
    - b. Where possible, schedule treatments or therapy at the beginning or end of the work shift;
    - c. Attend scheduled physician appointments and participate in prescribed treatment;
    - d. Obtain doctor's notes/certificates from the treating physician outlining their current status, including any work restrictions, and provide them to their supervisor in a timely manner;
    - e. Provide doctor's notes/certificates from the treating physician if they request compensation for the time off from work due to the injury/illness;

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- f. Promptly notify their supervisor of any change in their work restrictions and provide a statement from their treating physician.
3. Assignments, hours of work, and days off are at the discretion of management. Hours of work are generally on a 5/40 schedule. Management will take seniority into consideration whenever possible. However, seniority will not be the lone or primary factor in determining assignments.
4. Overtime is restricted to those situations where a project needs to be completed on the day the overtime is worked, and/or with the approval of the Chief of Airport Police in accordance with the LAWA Police's needs.
5. Permission to work off-duty will be temporarily revoked until such time as the employee returns to full duty.
6. An employee shall remain on their employing Department's payroll whether or not they are assigned outside of the Department and/or LAWA Police. It is the responsibility of the employee's immediate supervisor to ensure that the employee is submitting the required time keeping documents.
7. Supervisors must ensure that **LD** is entered on the employee's time sheet in the Variation Code box to ensure proper tracking by Payroll.

### **3/10.4 Survivor Questionnaire**

LAWA Police employees may **voluntarily** complete the Survivor Questionnaire and either:

Request to have the form placed in their LAWA Police Personnel folder on the Instruction page and forward the completed signed Instruction page and Questionnaire to Records Unit for processing;

- A. Give the completed Survivor Questionnaire to a third party. Those who give the form to a third party shall place the person's name and contact information on the Instruction page of the form and forward the Instruction page to Records Unit for processing;
- B. Choose not to fill out the Questionnaire. Those who do not wish to fill out the Questionnaire shall sign Part C of the Instruction page and forward the Instruction page to Records Unit for processing.

Records Unit shall be responsible for placing completed Instruction pages and any completed Questionnaires in the employee's LAWA Police Personnel folder.

LAWA Police employees shall be responsible for updating their Survivor Questionnaire. This should be done on an annual basis or whenever contact information needs revision.

All new LAWA Police employees are required to fill out the Survivor Questionnaire, which will be placed in their LAWA Police folders.