

PROPOSED PERSONNEL REDUCTION

Office of Special Operations			
DIVISION	RANK	PROPOSED CUTS	
Meets	Lieutenant II	1	
ESD	Lieutenant II	1	
SECSO	Lieutenant I	1	
CCD	Detective III	3	
MACD	Detective III	3	
DSVD	Detective III	1	
RHD	Detective II	6	
CCD	Detective II	6	
END	Detective II	3	
DSVD	Detective II	3	
END	Detective I	9	
DSVD	Detective I	4	
IVV	Detective I	2	
Meets	Detective I	2	
Meets	Sergeant II	2	
DSVD	Sergeant I	3	
SECSO	Sergeant I	2	
Traffic	Sergeant I	8	
Meets	Police Officer III	7	
ESD	Police Officer III	6	
DSVD	Police Officer III	5	
END	Police Officer III	5	
MACD	Police Officer II	1	
SECSO	Police Officer II	16	
END	Police Officer II	6	
IVV	Police Officer II	6	
DSVD	Police Officer II	4	
ESD	Police Officer II	4	
MACD	Police Officer II	2	
END	Police Officer II	2	
TOTAL		226	

Office of Support Services			
DIVISION	RANK	PROPOSED CUTS	
RED	Lieutenant II	1	
ISTD	Lieutenant II	1	
RED	Sergeant II	4	
ISTD	Sergeant II	3	
ISTD	Sergeant I	3	
TD	Sergeant I	2	
RED	Sergeant I	2	
PTB	Sergeant I	1	
ISTD	Police Officer II	15	
TD	Police Officer III	20	
CSD	Police Officer III	1	
RED	Police Officer II	16	
TOTAL		69	

Office of Operations			
DIVISION	RANK	PROPOSED CUTS	
COOD	Lieutenant II	1	
COOD	Lieutenant I	1	
COOD	Detective III	1	
Harbor	Detective III	2	
Harbor	Detective I	3	
COOD	Sergeant II	6	
COOD	Sergeant I	1	
OSB	Sergeant I	1	
COOD	Police Officer III	20	
Harbor	Police Officer III	1	
HWD HED	Police Officer II	40	
PAC Beach	Police Officer II	16	
SVU UPT	Police Officer II	15	
OWB	Police Officer II	9	
OSB	Police Officer II	5	
OCB	Police Officer II	5	
COOD	Police Officer II	5	
CO	Police Officer II	9	
TOTAL		143	

Office of Training/Rec/P&E			
DIVISION	RANK	PROPOSED CUTS	
CSFB	Lieutenant I	1	
RRAPD	Sergeant I	3	
ITB	Police Officer III	3	
RRPD	Police Officer II	3	
RID	Police Officer II	2	
TOTAL		16	

**LOS ANGELES POLICE DEPARTMENT
PROPOSED PERSONNEL REDUCTION
January 6, 2021**

CLASSIFICATIONS		CURRENT DEPLOYED		Proposed Cuts		Upcoming SIP
CIVILIAN		FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	
Administrative Clerk	208	1		40	1	17
Associate Community Officer	1	27		1	27	0
Background Investigator	6	1		0	1	0
Crime & Intelligence Analyst	63	N/A		15	N/A	8
Detention Officer	475	N/A		47	N/A	0
Equipment Mechanic	98	0		10	0	9
Forensic Print Specialist	70	0		11	0	2
Garage Attendant	23	0		10	0	4
Management Analyst	126	0		5	0	21
Management Assistant	24	0		10	0	1
Office Service Assistant**	4	0		4	0	0
Police Performance Auditor	38	N/A		12	N/A	3
Property Officer	118	N/A		18	N/A	3
Security Aide	0	1		0	1	0
Security Officer	99	57		0	57	11
Student Professional Worker	0	3		0	3	0
Total		188	90	90	79	

** In-lieu of Administrative Clerk

SWORN		Current Funded	Proposed Cuts	Comments
	Authorities			
Lieutenant II	165	5		
Lieutenant I	103	3		Approved & LPP/Reduction's proportionately except P02
Detective III	307	10		
Detective II	616	20		
Detective I	574	20		
Sergeant II	464	15		
Sergeant I	770	26		
Police Officer III	2385	81		
Police Officer II	4305	175		
Total	9639	855		
Command Staff	113			
Dept Total	9752	9397		



A note from...

ASSISTANT CHIEF BEATRICE M. GIRMALA

*Director, Office of Operations
(213) 486-0100*

January 8, 2021

MICHEL R. MOORE
Chief of Police

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JAN 07 2021 #54

OFFICE OF THE
CHIEF OF POLICE

SUBJECT: IMPACTS TO OPERATIONS FROM PROPOSED PERSONNEL REDUCTION

Chief Moore,

The Office of Operations reviewed the proposed personnel reductions and identified the following impacts to operations should they occur. When applicable, related positions are discussed together.

Pacific Area – (1) Lieutenant I and (16) Police Officer II

- These reductions would foreclose the entirety of the Pacific Beach detail, primarily assigned to ensure the safety of residents, workers, and visitors to the Venice Beach and Boardwalk.
- Venice Beach is the second most frequented tourist destination in California (after Disneyland) with over 10,000,000 visitors each year and contributes substantially to the overall \$26 billion in tourist spending in Los Angeles County.
- The Pacific Beach detail has particularized experience and knowledge in addressing the homeless-related crimes and assisting foreign-language tourists, and it is expected that unchecked narcotics-related offenses will have multiplicative effects on nearby residential crime.

Harbor Area – (2) Detective III and (3) Detective I

- Would reduce number of detectives deployed at Harbor by 16%, further exacerbating the 272 backlogged cases (62 are 30-day late; 122 are 60-day late).
- Will substantially inhibit the efforts to move more calls for service to the Community Online Reporting Service (CORS) instead of dispatching a police unit. For online reports, detectives maintain the responsibility for reviewing, approving, assigning crime coding, storing evidence, and master filing each report.

Hollywood Area – (40) Police Officer II

- Would end the Hollywood Entertainment District (HED) program, which provides focused crime prevention around high-density tourist and work locations.

IMPACTS TO OPERATIONS FROM PROPOSED PERSONNEL REDUCTION

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- Similar to the Pacific Beach detail, HED officers ensure the safety and desirability of the Hollywood Area as a revenue-generating tourist attraction.
- Almost a quarter of the crime in Hollywood Area occurs within HED's boundaries.

Harbor Area – (1) Police Officer III

- May reduce the ability to meet Patrol Plan staffing guidelines and could result in a slower response to a Call for Service.

Southwest Area – (15) Police Officer II

- Would disband the University Park Task Force centered around the University of Southern California and surrounding neighborhoods, developed in response to increasing crime affecting university students and residents in surrounding communities.

Office of Operations – (9) Police Officer II

- Would inhibit the ability to conduct inspections of officers to ensure compliance with directives, negating years of increased community trust from progress in oversight and transparency.
- Will preclude the review of Film Permits for potential public safety impacts and stop the ability to conduct inspections of film shoots for compliance (which may have significant impacts to the safety of residents and film crews when simulated gunfire or explosions are used).
- Delay implementation of the Records Management System (RMS) that is needed to modernize records, eliminate reliance on expensive cohosting contracts for legacy mainframe systems, and meet regulatory crime reporting mandates.
- Impact the ability to maintain the Homeless Coordination Unit, and thereby limit the partnership and coordination with other City agencies to address the homelessness crisis.

Valley Bureau – (9) Police Officer II / West Bureau – (5) Police Officer II

South Bureau – (5) Police Officer II / Central Bureau – (5) Police Officer II

- Would preclude the ability for bureaus to effectively maintain oversight of Area strategies to impact crime.
- Will impact bureau-level special event planning, leaving the Department potentially unprepared and in a reactive position to protests, rallies, sporting events, and other special events.
- Create an increased backlog in bureau-level critical incident reviews, decreasing timely transparency and accountability to the community.

Community Outreach and Development Division (CODD) – (1) Lieutenant I

- Would remove coordination and oversight of the Reserve Program, Police Academy Magnet School (PAMS) effort, and Police Orientations Preparation Program (POPP).
- With other proposed personnel reductions, this would eliminate all supervision in the division.

IMPACTS TO OPERATIONS FROM PROPOSED PERSONNEL REDUCTION

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CODD – (1) Detective III

- Would lose connectivity and ability to assist in hiring Reserve Officers.
- Will halt the mentorship and hiring/placement process for Reserves.

CODD – (6) Sergeant II and (1) Sergeant I

- Will lose oversight and supervision of Community Engagement Unit and Volunteer Unit.
- Will lose programming options for Community Engagement Unit and Volunteers.
- Would remove supervision and connectivity for Reserve Program, POPP, and PAMS.
- Will end the Youth Program Unit and lose two Cadet Posts.
- Ends a 25-year and 11-year relationship with Los Angeles Unified School District (seven (7) high schools and two (2) middle schools) and West L.A. College District.

CODD – (20) Police Officer III and (5) Police Officer II

- Would end the POPP program.
- Will end the PAMS program.
- Ceases all volunteer work, including the Crime Prevention through Environmental Design program as required by City Planning.
- Halts Reserve academies and programming.
- Would close the Youth Program Unit, end a Cadet Post, and lose coordination and functional oversight of the other 23 Posts.

For civilian positions, the proposed personnel reductions are discussed across all of the Office of Operations.

Operations – (20%) Administrative Clerk

- Will create a backlog for entering reports into the Consolidated Crime Analysis Database (CCAD), impacting crime control efforts and strategies.
- Would increase the wait time to enter a stolen vehicle into the Statewide Stolen Vehicle System. Similarly, this will increase time to recover a stolen vehicle or manage an impound/tow from a private company.
- May impact the timely entry of important administrative information such as payroll data and overtime reporting.

Operations – (24%) Crime and Intelligence Analyst

- Will impact developing the crime impact strategies at Areas, identifying Neighborhood Engagement Areas, and conducting investigative work to assist detectives with cases.

Operations – (4%) Management Analyst and (42%) Management Assistant

- Will limit the amount of administrative support at Areas, such as completing vacation scheduling requests, coordinating personnel movement, and processing employee personnel documents.

Operations – (32%) Police Performance Auditor

- Would prevent the current level of video inspections to ensure compliance with Body Worn Video and Digital In-Car Video System policies.

IMPACTS TO OPERATIONS FROM PROPOSED PERSONNEL REDUCTION

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- Will impact the ability to conduct regulatory compliance inspections (e.g., ensuring that missing persons are entered into MUPS within two (2) hours).
- Could lead to problematic behaviors going undetected and exposing the City to liability and diminished public approbation.

With respect to many of the civilian positions, these necessary functions must be performed. Thus, reductions to civilian personnel in positions such as Police Performance Auditor or records clerks (Administrative Clerk) would likely require backfilling with sworn personnel—further intensifying any potential reductions to sworn personnel.

Please let me know if you would like further information.

Respectfully,



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Operations



A note from...

ASSISTANT CHIEF HORACE E. FRANK

*Director, Office of Special Operations
(213) 486-8440*

January 8, 2021

MICHEL R. MOORE
Chief of Police

SUBJECT: IMPACT TO OPERATIONS FROM PROPOSED PERSONNEL REDUCTION

Chief:

At your request, the bureaus within the Office of Special Operations reviewed their personnel numbers and provided an analysis on the impact to operations based on the proposed personnel reduction numbers.

DETECTIVE BUREAU

Sworn Workforce Reduction

Detective Support and Vice Division

Reduction of the following positions: 1-DIII, 3-DII, 4-DI, 3-SGT I, 5-Police Officer III and 4- Police Officer II

To accomplish the above reductions, elimination of one of the Detective III positions would eliminate the Field Evaluation function and coordination of citywide VICE Unit oversight functions.

Detective II, a Detective I, and one of the Police Officer-III positions would eliminate the Human Trafficking Unit requiring the bureaus to assume all human trafficking investigations and follow ups.

Detective III, 1-Detective II, 3-Detective I, 1-Police Officer III positions would eliminate the Missing Person Unit transferring investigative responsibility to the 21 area commands.

Detective II position would eliminate the DSVD Training Unit Coordinator.

The Sergeant I positions would severely reduce field supervision of MEU/SMART response units. This would require OO supervision to respond to incidents involving a reportable use of force and/or complaints, subsequent to calls for service in the field.

The Police Officer II and III positions will further impact SMART/CAMP MEU response units in the field of all four geographic bureaus.

Commercial Crimes Division (CCD)

Reduction of the following positions: 3-DIII and 6-DII

To accomplish the above reductions, the elimination of the Detective III positions would eliminate the White-Collar Crime investigative unit, which would require Area Detectives to assume these complex and lengthy investigations.

In addition, the 6-Detective II positions would eliminate the Surveillance Warrant Section shifting suspect apprehension to other entities. This would also eliminate the SO. CAL Hi Tec Crimes Task Force, which is a Los Angeles County task force and CCD has one Detective II assigned as a liaison.

Robbery Homicide Division (RHD)

Reduction of the following positions: 8-DII and 2-Police Officer II

The Detective II positions will severely impact the investigative capabilities of both the Homicide Special Section and Robbery Special Section, reducing each section's investigative capacity by 40%.

The Police Officer II positions will eliminate the RHD Cyber Intelligence Unit impacting the gathering citywide intelligence and crime trend identification.

Gang and Narcotics Division (GND)

Reduction of the following positions: 3-DII, 9-DI, 5-Police Officer III and 6-Police Officer II

3-Detective II, 5-Police Officer III, 9-Detective I and 6-Police Officer II positions will eliminate the GND Gang Field Unit and the Central Fugitive Warrant Squad, potentially delaying the apprehension of outstanding violent criminals throughout the city on a daily basis.

It is recommended that the GND Bloodhound Unit be eliminated. This would allow the repurposing of 1-DII, 1 Police Officer III +II, and 3-Police Officer III+I. The primary mission of the GND Bloodhound unit is to assist patrol officers in finding missing persons. A random review of their recap over a five-month period during the last year revealed that on average, they received nine calls a week, they responded three times, and the average find was 1.2. When a K9 unit for missing persons is required, the Department can utilize the services of the volunteer California Emergency Mobile Patrol (CEMP) based out of Devonshire Division, which has its own K9 rescue team.

Juvenile Division (JD)

Reduction of the following positions: 2-DI's and 6-Police Officer II

2-Detective I, 6-Police Officer II positions will dramatically impact the already understaffed Abused Child Unit investigative teams operating in the four geographic bureaus.

Civilian Workforce Reduction

Detective Bureau currently has 20 Administrative Clerks and a reduction of 20% represents a total reduction of 4 clerks, whose duties will be assumed by other existing staff evenly distributed across bureau commands.

Detective Bureau currently has seven Crime Intelligence Analysts assigned to various commands. A 24% reduction represents a loss of two positions and the impact of the reduction of two positions would be minimal to ongoing operations.

All forensic print specialists assigned to Detective Bureau are assigned to Technical Investigations Division (TID). The reduction of 11 positions will drastically increase the total field response times and total investigative times once the analysts return to the lab, causing delays to all investigations and criminal filings relying upon TID analysis.

Detective Bureau has 13 Management Analysts and no Management Assistants. A 4% reduction of Management Analysts represent an overall reduction of one position for the bureau, minimally impacting administrative operations. The Management Analyst position will be removed from Forensic Services Division, which will maintain the two other assigned Management Analyst positions to assume the workload.

COUNTER-TERRORISM SPECIAL OPERATIONS BUREAU

Sworn Workforce Reduction

Major Crimes Division – (1) Lieutenant II, (3) Detective-III, (1) Police Officer III, and (2) Police Officer II:

- Lieutenant II: The loss of one Lieutenant would impact on-call duties for the remaining two Lieutenants and eliminate Lieutenant supervisory oversight of the Criminal Conspiracy Section, responsible for arson investigations, to include houses of worship investigations.
- Detective III: The elimination of three positions would impact the following:
 - The Dignitary Protection Detail works closely with the United States Secret Service and other Federal agencies during dignitary visits to our area of responsibility. Los Angeles has a high volume of dignitary visitors each year, to include POTUS and VPOTUS.
 - Joint Regional Intelligence Center staffing would be impacted in the Situational Awareness Unit and potentially affect the timely dissemination of intelligence information to the region. This would leave only one other Detective III at the JRIC. Our partnership and participation at the JRIC is critical to information sharing for potential threats to the region.
 - Jail Detail Unit would be eliminated. Their mission is to establish informants for both local and Federal law enforcement agencies in the region. This loss will greatly impact the Department's ability to develop and utilize informants for gathering criminal intelligence for a variety of investigations.
- Police Officer III: Eliminating this position would result in the loss of the Undercover School Coordinator and the main undercover operations expert. Operations to be

affected include Perkins operations and the advanced Undercover School expert. Additionally, the current employee holding this position is also the drone and laser strike expert for MCD.

- Police Officer II: Both are assigned to the FBI's Orange County Crime Lab. The two assigned are highly trained forensic experts that have access to all of FBI's forensic analysis tools. This includes Cellbrite, Grey Key, and numerous other extraction devices and techniques. In this time of budget constraints, the lab allows the Department another avenue to utilize extremely expensive techniques and equipment at no cost to the City. Any Department Detective, or personnel assigned to a Detective assignment, can utilize the lab for their cases at no cost. The Orange County Crime Lab does not take cases from local departments that do not have personnel assigned there.

Emergency Services Division – (6) Police Officer III and (4) Police Officer II

- Police Officer III (5) Bomb Squad: The elimination of five technicians could adversely impact the following:
 - Response time to critical incidents involving suspicious packages and potential incendiary devices, resulting in the inability to release patrol resources to respond to other emergency calls.
 - Less technicians available for bomb sweeps of major events involving mass gatherings in the region.
 - Inability to augment SWAT resources with breaching capabilities during a potential hostage situation.
 - Staffing levels at Los Angeles World Airport: Current Memorandum of Agreement requires six technicians to be available to provide 24/7 coverage at the Airport for bomb related calls. Reduced staffing could impact their ability to meet staffing requirements.
- Hazardous Materials Unit (1): The elimination of one technician could adversely impact the following functions:
 - Counter-Terrorism response capability – the field identification of hazards/unknown materials that may be chemical, biological, or radiological in nature.
 - Collection and preservation of evidence from contaminated environments.
 - Proper staffing of Rapid Assessment Teams/Joint Hazard Assessment Teams at high profile events for mass gatherings with the purpose of rapid threat assessment/mitigation of a chemical, biological, radiological/nuclear or explosive incident (CBRNE).
 - Preventative Radiological/Nuclear Detection Operations (sweeps) of special events, dignitary visits, and other high-threat targets.
 - Operate as secondary screeners with 24/7 response capability and Federally funded equipment to any unadjudicated alarm by a primary screener, as required by the Secure the Cities Initiative.
 - Investigation of both transportation/environmental crimes involving hazardous materials.
 - Participation in the FBI's Joint Terrorism Task Force (JTTF) to investigate domestic terrorism incidents involving CBRN materials.
 - Provide training to all recruit police officers for first responders to a hazardous materials incident.

- Police Officer II (4): The following duties would be adversely impacted with the removal of these four positions:
 - These officers maintain the Department's fleet of mobile command vehicles and related equipment.
 - Certified Commercial Drivers License personnel qualified to drive heavy equipment tractors and vehicles and buses for transportation of police officers.
 - Provide mobile field command posts and logistical support to Incident Commanders during major incidents.
 - Coordinates the Emergency Operations Center Training.
 - Oversees the Emergency Preparedness Coordinator Program.
 - Authors and/or updates the Emergency Operations Guide, the Department Emergency Plan, and the City of Los Angeles Emergency Operations Plan and Annexes; and coordinates emergency preparedness/planning activities with the Emergency Management Department, Los Angeles Fire Department and other agencies/departments.

Metropolitan Division – (1) Lieutenant II, (2) Sergeant II and (7) Police Officer III

- Lieutenant II: The removal of one Lieutenant would eliminate Lieutenant oversight of the Mounted Platoon, which is an off-site equestrian facility with both civilian and sworn personnel responsible for the training and equipment of the Department's equestrian cadre. With three Sergeants and fourteen police officers assigned to missions throughout the City, eliminating a Lieutenant would impact the oversight needed for this highly specialized unit.
- Sergeant II (2): By reducing the number of Sergeants, the span of control for officers increases from one Sergeant for every eleven officers to one Sergeant for every 12.5 police officers. During crowd control situations, it is critical to have proper supervisory oversight to maintain command and control and to identify any potential risk management concerns during major incidents.
- Police Officer III (7): The proposed reduction of an additional seven police officers would reduce the size of the line platoons from 156 to 149. Metropolitan Division would disband the Metropolitan Crime Impact Team (CIT). The CIT is an investigative unit that works with Area Detectives and Specialized Detective Divisions to assist with surveillance needs and follow-up investigations to increase the solving of Part One crimes. CIT also works in conjunction with our Federal partners at the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). The task force with the ATF provides additional investigative resources and an additional prosecutorial venue with vertical prosecution within the Federal court system. Additionally, the reduction of these police officers would reduce the number of subject matter experts available as instructors to provide updated Mobile Field Force training to all Department personnel.

Security Services Division – (1) Lieutenant I, (2) Sergeant II, (16) Police Officer II and (57) Part Time Security Officers

- Lieutenant I (1): This position would eliminate a Watch Commander to provide proper supervisory oversight during PM hours to ensure proper deployment for critical sites in the City of Los Angeles.
- Sergeant I (2): One Sergeant would be removed from the Training Unit responsible for the implementation of timely and updated training for the officers assigned to City Hall

and other critical government sites. The second Sergeant assigned during PM Hours responsible for the supervision of police officers and security officers in the Civic Center area.

- Police Officer III (16): The elimination of 16 police officers would close the following security positions:
 - City Attorney Post during day watch hours
 - One City Council uniform post security detail
 - Security at the Spring Street entrance of City Hall
 - The City Hall 4th Floor Foot Beat
 - The uniform Bicycle Detail responsible for Civic Center security
 - The Griffith Park patrol unit (MOA with Recreation and Parks)
- Part Time Security Officer (57): The removal of 57 part time security officers would eliminate security from the following government facilities:
 - Van Nuys City Hall
 - Braude Building
 - San Pedro City Hall
 - City Hall 4th Floor Desk
 - City Hall South
- The following locations would be adversely impacted by the loss of the 57 part-time security officers:
 - Emergency Operations Center – Only one contract security officers would remain per watch and would eliminate the parking lot booth post assignment.
 - Los Angeles Gate, City Hall North, and South Parking entrance duties during off hours and weekends. These duties would need to be absorbed by General Services Parking Services.
 - Parks Programs (Recreation and Parks Memorandum of Agreement) – The elimination of thirteen Part-time Security Officers' positions would require the elimination of the Park Closures and Openings Program to 100 City parks that belong to the Department of Recreation and Parks. This program is noted in the LAPD/RAP MOA.
 - Los Angeles Zoo - The elimination of 10 Part-time Security Officers currently assigned to the LA Zoo Security Section would significantly impact the deployment at the Los Angeles Zoo. The remaining eight full-time security officers would greatly reduce our ability to provide coverage. Deployment would be reduced to two out of three watches to one fixed post (desk) in the security office, and one patrol post (when a second Security Officer is present). The hours of coverage would be from 0900 Hours to 0000 Hours, with no security from 0001 Hours to 0900 Hours each day. This is a reduction in service from the current deployment of seven days per week, 24 hours per day coverage of fixed posts and mobile patrols.
 - Los Angeles Public Libraries and Los Angeles Sanitation: There are 13 Part-time security officers assigned to these sites. Elimination of these 13 positions would result in no fixed security at these locations, which historically have had issues with persons experiencing homelessness confronting patrons, persons using narcotics inside and around these locations, and other quality of life concerns for patrons visiting.

Civilian Workforce Reduction

(20%) Administrative Clerk

- A 20% reduction would result in the loss of three clerks. Duties impacted would include the timely entry of important administrative information such as payroll data and overtime reporting. The completion of critical audits and projects to support a re-imagined police department.

(4%) Management Analyst

- A total of eight Management Analysts are assigned to CTSOB. A four percent reduction of Management Analysts represents an overall reduction of one position for the bureau. The Management Analyst position will be removed from Security Service Division (SECSD), which will severely affect SECSD. The Management Analyst at SECSD currently oversees all contract security budgets in addition to the other administrative functions such as completing vacation scheduling requests, coordinating personnel movement, and processing employee personnel documents. Security Services Division will lose this capacity.

Security Aide

- CTSOB currently has three assigned. The reduction calls for one eliminated. Duties impacted include inspecting city facilities for security or safety hazards, unruly patrons, and or other patrons.

TRANSIT SERVICES BUREAU

Sworn Workforce Reduction

Traffic Group

Reduction (8) Sergeant I

Three (3) from Valley Traffic Division
One (1) from South Traffic Division
One (1) from Central Traffic Division
Two (2) from West Traffic Division
One (1) Drug Recognition Expert Unit

The loss of eight supervisors in Traffic Group will affect the span of control for supervisory oversight of traffic divisions. One of the reductions in supervisors will come from the Drug Recognition Expert (DRE) Unit, which would eliminate supervisory oversight of the DRE Unit. Additionally, the loss of supervisors from the traffic divisions will result in traffic divisions relying on geographic area supervisors to support traffic divisions with complaint investigations, supervisor requests, use of force investigations and other administrative supervisor tasks.

Civilian Workforce Reduction

Traffic Group currently has 7 Administrative Clerks and a reduction in 20% represents a total reduction of 1 position, whose duties will be assumed by other existing staff evenly distributed across division commands.

1- Administrative Clerk will be eliminated from the **Traffic Group DRE Unit**.

Traffic Group was directed to implement a four percent reduction in Management Analyst positions there are three assigned within the command, therefore this does not meet the threshold established to justify the elimination of a position.

As always, I am available for questions.

Respectfully,

HORACE



A note from the desk of...

DOMINIC H. CHOI
DIRECTOR
OFFICE OF SUPPORT SERVICES

January 8, 2021

TO: Chief of Police

SUBJECT: Department Budget Reduction Exercise

Chief,

Below is the projected operational impact reducing sworn and civilian staffing will have on the Office of Support Services in response to the budget reduction exercise.

Administrative Services Bureau (ASB)

ASB currently has one MA deployed as the Bureau Project coordinator. The elimination of the Bureau Project Coordinator will require ASB to reassign this function as an ancillary duty to a member of the executive staff.

The loss of a dedicated coordinator will negatively impact ASB's ability to process and track the high volume of priority and routine projects the Bureau receives each day. Eliminating ASB's ability to have a dedicated employee to conduct an initial review of incoming projects will cause significant delays and will hinder ASB's ability to submit completed staff work and meet expected due dates.

Communications Division (CD)

Communications Division currently shows two (2) MAs deployed; however, on January 2, 2021, both of the MAs opted to retire under the SIP program. Consequently, as of January 3, 2021, CD does not have any MAs available for deployment. One MA was assigned to the Administrative Office and one MA was assigned as the Complaint Coordinator. The duties of the vacant MAs have been reassigned to Police Service Representatives (PSRs) and Senior Police Service Representatives (SR PSRs) from Floor Operations.

Both functions are critical to CD and must be filled by available staff. At this point the PSRs are the only available personnel. The assignment of PSRs to administrative duties only exacerbates the current shortage of trained personnel to answer calls for service. As a result, answer times on both 9-1-1 and non-emergency lines will increase which is detrimental to public and officer safety.

In addition to the loss of two MAs, CD will potentially lose one deployed Management Assistant. The Mgt. Asst. is assigned as the Complaint Coordinator. The loss of this employee from the CD's Complaint Unit would again require removing an additional SR PSR from Floor Operations.

The loss of expertise is also significant. Investigating and tracking complaint investigations is a specialized skill due to the nuances of the Department's complaint process and the different rules that apply to civilian employees versus sworn employees. The results will be major and potentially serious procedural mistakes in the investigative and adjudication phases of active complaints investigations impacting the employees and limiting the Departments ability to impose discipline when warranted.

Moving PSR personnel from the Floor to the administrative functions may impact overtime usage. In situations where there are too few employees on a given shift to handle the current call load or other activities, mandatory overtime may be imposed. With the City's financial crisis, the overtime will be compensated time off (CTO) and not cash. Employees will soon reach a maximum of 80 CTO hours, forcing them to take time off before the end of the fiscal year. These forced days off create an inevitable personnel deficit on the Dispatch Floor.

Custody Services Division (CSD)

The elimination of 47 Detention Officers, one deployed MA, and one Police Officer III will impact CSD's operations as follows.

With the elimination of one Police Officer III, MDC facility security and front desk staffing would require reassigning an existing Police Officer II to fill the position which would reduce the staffing from elsewhere within CSD. The MDC is the only stand-alone Department jail facility not attached to a geographical area. The reduction of sworn personnel from CSD's already small contingent of fixed-post Police Officers will have a negative effect on staffing and poses potential safety issues.

The elimination of the MA who presently serves as the command's special projects researcher, would require that the position be filled by a Detention Officer series employee (most likely a supervisory employees). Any reduction in Detention Officer staffing regardless of position will result in slower booking times and will increase the amount of time arresting officers will spend processing individuals.

Area jails provide a localized option for booking specific gender arrestees and those not in need of medical care. Area jails currently in operation are Pacific Area Jail, Harbor Area Jail and Hollywood Area Jail. The elimination of 47 Detention Officer personnel will result in the closure

(shuttering) of the three Area jails. All Pacific, Harbor and Hollywood arrestees would now be transported to the closest Regional jail for booking.

Evidence and Property Management Division (EPMD)

The elimination of 18 Property Officers will result in the closure of 18 Area Property Rooms. The remaining open locations will be Central Property Section, Valley Property Section and 77th.

The projected loss of a Management Analyst and Administrative Clerk will have serious implications for EPMD. The Management Analyst assigned to EPMD serves as the Adjutant for the Commanding Officer and is tasked with a litany of assignments including reviewing projects, establishing administrative procedures, guidelines, and processes to ensure the timely and accurate workflow of administrative assignments, procurement of supplies, services, and payments to the vendors. The position also assists with fiscal, grant, budgetary, and managerial reports, reviews legislation for potential impact on Evidence and Property Management Division and stays abreast of Board of Police Commissioners (BOPC) and Council Agendas for items that impact the Division. EPMD is truly reliant on this position for administrative functionality. The loss would potentially require a Property Officer to assume these duties which would adversely affect the operational aspect of EPMD.

The Management Analyst carries an important role for the Division by way of keeping track of the array of administrative functions that are inherent with running a Division, particularly with personnel spread across 26 locations (eight locations assuming the closure of property rooms), and thus, keeping the flow of business processes. Having to delete this position would be detrimental in keeping up with the demanding workload, particularly given the fact that it is a supervisory position and is able to handle sensitive information that lower classifications are unable to administer.

The loss of an Administrative Clerk will impact a variety of administrative functions within EPMD. The most significant impact will be EPMD's compliance with bonus pay requirements as outlined in the Memorandum of Agreement (MOU), Fair Labor and Standards Act (FLSA) compliance, divisional, payroll, COVID-19 Divisional Coordinator, and supply coordinator.

The loss of the Administrative Clerk for the Division would have an adverse impact in substantially increasing the workload for the Management Analyst and the Senior Administrative Clerk. Such increases in workload would increase the potential error rates in any of the business processes mentioned above, including pay-roll related document impacting employee compensation and thereby increasing administrative staff work hours to correct errors.

Facilities Management Division (FMD)

The loss of an Administrative Clerk would result in reassigning duties to the remaining two Sr. Administrative Clerks. This includes staffing the front counter, being the primary call taker for incoming telephone calls, creating service requests in the GSD system, and timekeeping. The daily duties of the Sr. Administrative Clerk already include timekeeping, answering calls for facilities issues such as water leaks, HVAC, electrical outages, etc. Adding additional duties to

an already depleted staff will result in delays responding to calls for service to resolve critical facility issues such as water leaks and electrical outages. The delays will inevitably result in additional damage and deterioration to Department facilities.

FMD will be losing a Senior MA due to SIP and the retirement of a Lieutenant II. As a result, additional responsibilities will be placed on the remaining MAs who are already responsible for coordinating maintenance issues, service requests and improvements at various Department facilities and the high-priority responsibility of coordinating the numerous disinfecting services for the Department with General Services whenever an employee tests positive for COVID. One MA is assigned as the Department Sustainability Coordinator and works closely with the Office of the Mayor on projects involving electric vehicles, green buildings and water conservation. This position is also the Department's Subject Matter Expert on electric vehicle and solar projects.

Eliminating a Management Analyst position would delay timely completion of projects for OSS, ASB, the City Administrative Officer, the Municipal Facilities Committee, the Mayor's Sustainability Projects and the timely coordination of repairs to Department facilities. With existing losses due to SIP and retirements the loss of one MA will have a devastating effect on FMD's ability to handle the current and anticipated workload. There will be no mid-level management as of DP-2. Any further reduction in workforce size would have to be offset by an examination and ultimately a reduction in Divisional responsibilities.

Fiscal Group (FG)

The reduction in five MAs in FG would negatively impact the Department's ability to process billings for services and MOUs/MOAs for which the City receives revenue as well as the preparation of numerous reports for Department Management, the City Administrative Officer, the Controller, and preparation of the Department's Budget and subsequent management of the Adopted Budget.

Fiscal Group has four Management Assistant positions – one position will be vacated in March 2021 through the Separation Incentive Program. The impact of a 42% reduction would be a 66% reduction of the remaining staff, leaving only one Management Assistant position in the Group.

This would have a substantially negative impact on the collection of revenue, preparation of reports, the Department's Budget and the negotiation, preparation and execution of contracts. Because this action would be a de facto elimination of 75% of the Group's current level of Management Assistants, the remaining position would have to work across sections to provide support.

Fiscal Group will have to assess the work currently performed by these employees and determine which assignments will be eliminated or substantially reduced. This will also be impacted by whether or not the existing Fiscal Group Staff is retained or subject to displacement. If all of the experienced staff is displaced, it will not be possible to maintain appropriate levels of service and provide information and reports that are requested on a constant basis.

Motor Transport Division (MTD)

The operational impact of the reduction of ten Equipment Mechanics and ten Garage Attendants will result in the closure of the remaining PM Watch operations at Central Facilities automotive and motorcycle garages, and the closure of the Van Nuys PM Watch automotive and motorcycle garage. These closures are in addition to the upcoming PM Watch closures at 77th and Main Street Facility, and the extended hours of operations of Main Street's Pool Operations due to the loss of 24 employees due to SIP. Additionally, the elimination of the 4/10 work schedule at Central Facilities and Central Garage may be required to maximize employees working days. The Division is already in discussion with ERG regarding the schedule changes.

In many key vacant supervisory positions, MTD will have to assign personnel and non-supervisory personnel to perform as acting supervisors or lead employees for vital leadership functions and to reduce Department risk and liability. Consequently, this action will further reduce the number of labor hours available to perform core fleet maintenance and repair resulting in longer out of service rates and reduced hours of operation as detailed above.

Personnel Division (PD)

Proposed layoffs within the identified classifications will impact every function within Personnel Division. The overall vacancy rate is currently 16% and will grow with the attrition of SIP retirees to 25.6% by early March 2021.

The loss of Administrative Clerks will adversely affect operations resulting in significant delays responding to general inquiries from the public and Department employees to property disposition in receiving and distributing City property from new, current, and retired employees as well as Contractors and General Services personnel. This will also impact the ability of Personnel Division to respond to employment verifications for mortgages and refinancing, as well as employment. Personnel Records Section will also be losing senior staff due to SIP. The Administrative Clerks assigned to Retirement Section and Medical Liaison Section perform clerical duties related to distributing the DROP report and ensuring that all medical documents are prepared for scanning, per Federal, City, and Department guidelines.

In anticipation of personnel loss Personnel Division is in the process of reorganizing to cover the gaps created by the retirement of six personnel due to SIP. Further reductions due to layoffs will effectively cripple the Division. Management Analysts and Management Assistants are hired in lieu of the authorized class of Personnel Analyst. The Department currently has six vacancies and will incur another six by February 2021. The total vacancies will skyrocket to 22 creating a reduction of 48% for the Division within these classifications.

As Management Analyst/Management Assistants are front-line supervisors who perform a range of duties ranging from reviewing and entering Injured on Duty paperwork, monitoring employees who are assigned to Return to Work, verifying medical notes, and facilitating the reasonable accommodation process. Not maintaining sufficient staffing will expose the

In-Service Training Division or Training Division, the input of training, processing of testing at the academy and ensuring training orders are processed in a timely manner.

Crime & Intelligence Analyst – 24% reduction:

Training Bureau does not have any Crime & Intelligence Analysts in the command.

Management Analyst – 4% reduction:

Training Bureau has 10 Management Analysts within the command. A 4% reduction would result in (.4), rounded up to (1). The POST Liaison Unit within Training Division would lose an authority. The result would be a reduced response time to inquiries from California POST, a slower processing of travel authorities and tuition reimbursement as well as a reduced ability to manage California POST grants.

Management Assistant – 42% reduction:

Training Bureau has two Management Assistants within the command, within both In-Service Training Division and Training Division. The reduction of (.84), rounded to (1), would necessitate the combining of tasks at a joint facility. This clerical position completes data entry for both commands: and without this position, data entry to the Learning Management System (LMS) and correspondence may be delayed.

Police Performance Auditor – 32% reduction:

Training Bureau does not have any Police Performance Auditor in the command.

Sworn Staff Authority Reduction

Sergeant I - 1

Training Bureau would eliminate one Sergeant I authority from the Officer Representation Section (ORS). Officer Representation Section responds to an average of (8) call-outs a month which includes all Officer-Involved Shootings, In-Custody Deaths, Categorical Uses of Force, and Severe Officer-Involved Traffic Collisions. This reduction would increase overtime usage by increasing the workload between a reduced size of an on-call response unit.

In addition to their call out duties, ORS represents Department employees in Administrative Appeals for discipline, out of policy pursuits, non-categorical use of force and downgrades. Officer Representation Section currently has a large backlog of 160 appeals due to short staffing and Covid-19 pandemic.

Training Division

Sworn Staff Authority Reduction

Sergeant I – 2

Police Officer III – 20*

* Due to the staffing reduction it is proposed that 6 Police Officer II authorities be substituted to allow for 6 additional Police Officer III authorities to remain. Police Officer II personnel are not qualified to be primary instructors within the academy.

Department to liability if reasonable accommodation requests are not handled in a timely manner.

The loss of a Management Assistant for the Return to Work Section would translate into a 20% reduction in processing of employees off work due to injury or illness. The work being done by the Management Assistant would have to be divided by the remaining four analysts who are already over worked due to the loss of two additional analysts.

The proposed reductions will translate to an approximate 20% delay in processing employees returning back to work, a reduction in processing times for employees applying for a disability retirement, a delay in workers compensation approvals and payouts, and delays in monitoring, tracking and assigning modified duty positions throughout the Department.

Records and Identification Division (R&I)

Records and Identification (R&I) Division currently has one Management Analyst deployed in its Administrative Services Unit (ASU). This position is the materials coordinator, timekeeping supervisor, hiring coordinator, training coordinator, auditor, and MLS/COVID Liaison. The impact of losing this sole position to R&I would have a harmful impact on the ability for R&I to meet the department reporting deadlines.

These functions are critical aspects to R&I operations. The remaining Senior MA would be forced to absorb the duties performed by this function in addition to current managerial responsibilities resulting in significant reporting delays.

Additionally, R&I currently has 13 Administrative Clerks (AC) deployed. After SIP, R&I will have 11 ACs deployed. There are an addition five Office Services Assistants (OSA) who are training to become Administrative Clerks. With the likely loss of these additional personnel the further reduction in staffing classification result in significant delays in the following operations: mail processing for the Department; scanning, indexing and validation of incoming reports; and ICARS scanning and citizen requests for reports.

To address existing losses and the proposed reduction in personnel, R&I is in the process of eliminating the AM watch in two sections to reduce operating costs. These additional cuts are necessary but will greatly increase the workload on the remaining staff who have been consolidated into other sections within the Division as a result of the impacts of SIP.

Training Bureau

Civilian Staff Authority Reduction:

Training Bureau has compiled all civilian staff reductions within this section, based on overall percentages that were proposed.

Administrative Clerk – 20% reduction:

Training Bureau has three administrative clerks within the command resulting in a reduction of (.6) rounded up to (1). The loss of one administrative clerk from either command would delay,

The current academy configuration can train 6 recruit classes at any given time. Which allows the Department to train 600+ Police Officers in a year. The staff within the academy is currently broken into teams assigned a particular recruit class, and general academy staff for California POST safety minimums in courses such as Arrest and Control and Physical Training. Reduced staffing would require the academy to shift to two classes with a staggered start to total four classes a year for a maximum of 200 recruit officers trained per year.

In addition to the reduction in total amount of recruit officers trained, the Field Training Officer Unit will reduce audits and compliance checks within geographic areas, to provide adequate staffing for required field training officer schools and update courses.

In-Service Training Division

Sworn Staff Authority Reduction:

Lieutenant II – 1

Sergeant II – 3

Sergeant I – 3

Police Officer III – 15

NOTE: In Deployment Period 1 2021 the following retirements will occur: (2) Sergeant II and (3) Police Officer III. In Deployment Period 2 2021 the following retirement will occur: (1) Lieutenant II. In Deployment Period 3 2021 the following retirement will occur: (1) Sergeant I.

One of the main facets of In-Service Training Division is firearms qualifications. The reduced manpower in In-Service Training division will result in much smaller firearms unit. The tactics unit will be combined with the firearms unit to ensure that adequate safety ratios are met on ranges (1 Officer to 5 Trainees). These changes will lead to an elimination of shotgun qualification, pistol qualification will be changed to one cycle every other year as part of perishable skills training.

NOTE: The Officer-Involved-Shooting no hit ratio rose dramatically between 2019 and 2020, from (5) shootings with no hits in 2019, to (17) shootings in 2020 with no hits. Firearms qualification is a way for officers to maintain or increase their firearms proficiency.

Additionally, the mandate from the Honorable Board of Police Commissioners that an additional Sergeant I be assigned to the Tactical Vehicle Operations Unit will remain unfulfilled.

The following in-service courses or services would be eliminated:

Bicycle Coordination Unit – Currently conducting (4) courses seven times annually.

Career Development Unit – Promotion preparation courses and interview preparation courses would be eliminated.

MACTAC coordination and conducting of courses would be eliminated

Recruitment and Employment Division

Sworn Staff Authority Reduction

Lieutenant II – 1

Sergeant II – 4

Sergeant I – 2

Police Officer II – 16

NOTE: In the month of January 2021, (1) Detective III, (2) Sergeant II and (1) Police Officer II will retire from Recruitment and Employment Division.

As the Department experiences a suspension to hiring, it remains vitally important to keep candidates engaged, motivated and ready to be selected once appointment resumes. The loss of RED personnel will stifle long term growth; however, the remaining staff will allow for steadiness during the down period. Recruitment will continue on a very paired down scale and this may affect long term candidate diversity and the ability to attract a diverse candidate pool. Currently 157 candidates are eligible to be appointed, while several thousand more are processing for hire. A prolonged suspension to recruitment and hiring will result in the expiration of candidate's eligibility.

With this staffing level and shift in focus it will ensure that there are enough candidates to fill two classes immediately once hiring resumes. A long-term suspension of hiring and recruitment will reverberate far beyond the stopping period. Once hiring and recruitment resumes at pre-pandemic levels, candidates can take months to over a year to navigate the hiring process. This does not take into account the unknown loss to the Department's ability to attract a diverse candidate pool that reflects the City of Los Angeles.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to be the name 'Dom'.

Dom



A note from the desk of...

LIZABETH RHODES, DIRECTOR
Office of Constitutional Policing and Policy

January 7, 2021

TO: Chief of Staff

SUBJECT: Managed Attrition – Phase II

The Office of Constitutional Policing and Policy (OCP) was tasked with identifying select staffing positions within its commands to be realigned or reduced and is providing the below response.

Risk Management Legal Affairs Division (- 3 Sgt1s & 3 Management Assistants)

This would negatively impact the Department's ability to complete legally-required work resulting in higher settlements, exposure to monetary sanctions, expensive litigation, and the recovery of attorney's fees. For reference, in FY 2017/2018, the City paid out \$37,832,229 in litigation verdicts/settlements involving Department employees.

Additionally, LAD currently has over 500 open claims and lawsuits, and in 2020, received over:

- 2875 Subpoenas;
- 3400 CPRA requests;
- 525 Pitchess Motions; and
- 220 SB 1421/CPRA requests.

By law, all must receive responses, with are monetary sanctions for non-compliance.

Grants Section (- 1 Management Assistant)

The Management Assistant position within RMLAG is assigned to the Grants Section. The section used to have 11 employees but is now down to 5. Even the most junior Management Assistant handles over grants totaling over \$8 million in addition to other duties. Each of the federal, state and local grants have different requirements. Non-compliance with any of the requirements could mean returning federal dollars and could jeopardize the entire City from receiving future grant funding.

Audit Division (-12 Police Performance Auditors)

The OCPP has a total of 15 Police Performance Auditors. Cutting 12 Police Performance Auditors will mean that the Division will be able to do approximately 40 percent fewer audits than it has in past years. Additionally, it will also curtail Audit Division's ability to respond to impromptu requests for inspections. This will mean that there is less information going to the Board of Police Commissioners and less oversight and transparency of the Department.

Please let me know if you have any questions or would like further action regarding this project.

Thank you,

Liz



DEPUTY CHIEF JOHN McMAHON
INFORMATION TECHNOLOGY BUREAU

January 7, 2021

DANIEL RANDOLPH
Chief of Staff

RE: INFORMATION TECHNOLOGY BUREAU STAFF REDUCTIONS

Daniel,

Information Technology Bureau (ITB) was directed to identify three Police Officer II's for redeployment to the Office of Operations, and a 20 percent reduction in Management Analysts (MA).

Three Police Officer II's have been identified. The loss of sworn or civilian personnel will have a significant impact on ITB's ability to provide customer support, deployment of hardware/equipment and meeting project deadlines.

Officer Consuelo Gonzalez, Serial No. 33819, Emergency Command Control Communications Division, is one of three members of the Radio Section, which experienced staffing reductions due to the Separation Incentive Program (SIP). The Radio Section is in the process of deploying new Motorola handheld radios and mobile radios in police vehicles. The project has already experienced delays due to COVID-19. The loss of an additional member will extend the project even further increasing storage and installation costs. After the deployment is completed, staff will collect the old equipment, catalogue the returned equipment and prepare for destruction. Additional tasks include radio distribution and training to academy recruits, collection of equipment from retiring employees and repairing/programming handheld and mobile radios. Lastly, reduced staffing will impact daily deployment coverage during vacation, sick or regular days off.

Officer Keith Sutliff, Serial No. 41541, Information Technology Division, is one of two members of the Phone Section. Sutliff provides field support for the new Motorola PremierOne handheld dispatch application on Department cellular phones. Redeployment would result in loss of technical support and instruction for users. Lastly, customer service, distribution, collection and cataloging of cellular phones would be diminished.

Officer Dennis Argueta, Serial No. 38266, Innovation Management Division, is assigned to the Tactical Technology Section (TTS). A reduction in staffing would impact TTS timely customer support, deployment, and training of Axon Body Worn Video camera equipment. Tactical Technology Section provides equipment maintenance for the Automated License Plate Reader trailers, testify in court as subject matter experts and provide off-hour stand-by for system inquiries. Additional responsibilities include support and maintenance of the Digital In-car Video System.

Currently, Information Technology Bureau has four MA's, two will be leaving the Department in January due to the SIP. One of the remaining MA's is assigned to the Budget Section of ITB and has a critical role of completing purchase orders. The SIP has had a significant impact on ITB's Budget Section, reducing the staff from six to three. Removing the sole MA from the Budget Section could require the transfer of IT budget responsibilities to Fiscal Group. The second MA is assigned to Emergency Command Control and Communications Division and is essential to the Land Mobile Radio project and tracking all administrative projects within the division.

Vadym Vasylenko, Serial No. N4796, Information Technology Bureau
Marshall Davis, Serial No. N3122, Emergency Command Control Communications Division

Should you have any questions, please contact Lieutenant Anthony Espinoza, at (213) 486-0370.

John



A note from ...

Deputy Chief Emada E. Tingirides

Commanding Officer,
Community Safety Partnership Bureau

100 West First Street, Room 1049
(213) 486-7380

Los Angeles, CA 90012
FAX (213) 486-8750



January 7, 2021

TO: Chief of Staff

SUBJECT: PROPOSED REDUCTION IN SWORN AND CIVILIAN STAFFING

At the request of the Chief of Police, Community Safety Partnership Bureau (CSPB), reviewed all administrative sworn and civilian staffing within the bureau for reassignment. The bureau was specifically asked to look at the reduction of 1 Lieutenant, 1 Administrative Clerk, and 1 Management Analyst and report how the reduction in any of these positions would affect the bureau.

Community Safety Partnership Bureau has one administrative lieutenant (Lt-I) assigned to work on special projects. She has taken the lead on several projects associated with the build-up of CSPB but many of her current tasks can be redistributed to other supervisory staff within the bureau. The bureau's administrative lieutenant has not been assigned to a Watch Commander position since her promotion and has indicated that time working at a division such as Southwest Area would be very positive for her career.

The bureau has one Senior Administrative Clerk. The administrative clerk works as the bureau timekeeper, inputs overtime slips into the On-Line Overtime System (OLOTS), works as the Sick/IOD Coordinator, and maintains the bureau's Deployment Management System (DMS). The tasks that the administrative clerk completes would be distributed throughout the bureau's administrative sworn and civilian personnel. This distribution of work, while manageable, would be difficult for the bureau's current administrative staff to absorb.

Community Safety Partnership Bureau has one Management Analyst. The bureau's management analyst works as an adjutant for both bureau captains, project coordinator, and she completes several administrative and secretarial tasks including data entry and filing. The tasks and assignments that the management analyst completes would be distributed throughout the bureau's administrative sworn and civilian personnel.

In review of our staffing, the bureau believes it has presented viable options for cost-saving measures the Department can analyze. While reassigning one of the bureau's administrative employees would be difficult, the bureau is confident it could manage such an alteration and maintain the current progression of fulfilling its mission. The reduction of two or more administrative positions would likely lead to some disruption in addressing the recent UCLA Recommendations as well as the implementation of the Community Safety Partnership philosophy throughout the Organization.

Emada Tingirides