



## **MEMORANDUM**

**To:** The Honorable Members of the City Council  
c/o City Clerk

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Re-Exemption Request of One (1) Police Administrator III for the Los Angeles Police Department

**Date:** October 30, 2019

The Los Angeles Police Department (LAPD) requested that the Mayor approve the exemption of one (1) Police Administrator III, Class Code 9196-3, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On September 25, 2019, the Mayor's Office asked the Personnel Department to review LAPD's request.

The Police Administrator III position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless reauthorized in accordance with this subsection." The position will be vacated on October 14, 2019.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 144 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 12 are filled.

The Police Administrator III position will serve as the Director of the Office of Constitutional Policing and Policy (OCP), and report directly to the Chief of Police as his senior policy and legal advisor. The Director of OCP will oversee and lead the Risk Management Legal Affairs Group, the Audit Division, and the Governmental Liaison Section; manage the LAPD's legal affairs and risk management initiatives, administers internal auditing and compliance programs, and coordinates all local, state, and federal



governmental and legislative affairs; and be responsible for addressing current risk concerns, predicting and identifying potential risks, preparing action plans in response to the risk, and measuring the effectiveness of the implemented programs. The position will have final authority in determining the Department's course of action in addressing risk issues, providing status reports and/or updates to the Chief of Police, and devising training programs for Department managers.

The Police Administrator III position requires graduation from an accredited four-year college or university with a major in business, public administration, political science, or a closely-related field; **and** two years of full-time paid managerial experience in a position at the level of a Chief Management Analyst supervising, planning, coordinating, and directing staff in the daily operation of an administrative or support function; **and** two years of full-time paid professional experience in providing: (a) general counsel or litigating services related to public safety, or for a large business or corporation; **or** (b) advice or counsel regarding risk management, risk threat assessment or risk evaluation related to public safety, or for a large business or corporation. A Juris Doctor degree is preferred.

The exemption of this position will allow LAPD the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Police Administrator III.

Based on my review of the LAPD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Police Administrator III and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Michel R. Moore, Chief of Police, Los Angeles Police Department  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department