

LAFD SEXUAL HARASSMENT PREVENTION POLICY AND COMPLAINT PROCEDURES

II. RESPONSIBILITIES AND CONSEQUENCES A. OFFICERS, MANAGERS AND SUPERVISORS Responsibilities (cont.) Consequences

- Ensure the timely distribution to employeemembers, and bulletin board posting, of all related materials;
- Immediately report record onto the Complaint Tracking System and forward all sexual harassment complaints in accordance with this policy and procedure even if the complainant does not want the Manager, Officer or Supervisor you to proceed;
- Constantly Monitor the workplace to identify and stop all subtle harassing conduct or behavior;
- ~~Take all complaints seriously. Do not shrug off, minimize the complaint, or otherwise discourage employees from reporting such complaints. Immediately report through your chain of command any sexual harassment complaints you have received, or any sexual harassment you have observed. Professional Standards Division (PSD) will act as the lead for the Department on any allegations of sexual harassment, and directions from them are to be strictly followed. Do not investigate any such allegations unless specifically directed to by PSD. In most cases, PSD will perform the investigation.~~
- Promptly initiate appropriate action, as directed by PSD and their respective chain of command-executive-level management, to remedy a harassing situation in a manner that will protect ensure the complainant, respondent, and other employeemembers, are not subjected and to prevent further harassment ~~from occurring~~; and
- ProtectEnsure the employeemember(s) complaining of sexual harassment, or who have participated in such an investigation, or who are in support of the complainant are free from any form of reprisals or retaliation.

Consequences

Officers, Managers and Supervisors who become aware of sexual harassment and/or retaliation and do not take immediate and appropriate corrective and reporting actions will be held accountable. Failure to adhere to the above responsibilities will result in appropriate corrective and/or disciplinary action, up to and including termination dismissal from City service, regardless of job level or classification.

LAFD SEXUAL HARASSMENT PREVENTION POLICY AND COMPLAINT PROCEDURES

II. RESPONSIBILITIES AND CONSEQUENCES A. OFFICERS, MANAGERS AND SUPERVISORS Consequences (cont.) B. MEMBER Responsibilities

Note: An Officer, Manager, or Supervisor who commits sexual harassment in the workplace can be held personally liable if they are found guilty of sexual harassment. It may be considered an abuse of their position of authority and may also result in financial consequences affecting their personal assets.

B. EMPLOYEE MEMBER

Responsibilities

According to California law, non-management employees may be held personally liable for harassing a coworker. This overturns expands liability from previous civil rights legislation, which only extended personal liability to supervisors in cases of sexual harassment. This law is applicable not only to sexual harassment, but also to any form of harassment based on discrimination covered by the State's Fair Employment and Housing Act.

All employeemembers are responsible for preventing sexual harassment. Every employeemember is entitled to work in an environment free from sexual harassment or retaliation. An employeemember who believes that he or she has been subjected to unwelcome comments, gestures, or actions of a sexual nature by another employeemember, non-employeemember, or supervisor is encouraged to communicate to that person that such behavior is unwelcome. While confronting the alleged harasser is not always possible, the employeemember should communicate this information to someone who can and who can also record their concerns onto the Complaint Tracking System.^{*} (Note: Supervisors can not act as confidantes, as they are bound by their responsibility to take effective action.) Additionally, employeemembers who become aware of conduct that they believe to be sexual harassment, even if it is not directed toward them, should report the incident to a supervisor immediately and/or report the incident onto the Complaint Tracking System.

If an employeemember believes he or she has been sexually harassed, the employeemember may file a complaint onto the Fire Department's Complaint Tracking

^{*}If a non-supervisory employeemember receives information about alleged sexual harassment or discrimination in confidence from another Department employeemember, he or she is not required to disclose that information to a supervisor. He or she should support and encourage the employeemember to address his or her concerns through the various resources available, but a "confidante" is not required to report the alleged harassment.

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II. RESPONSIBILITIES AND CONSEQUENCES

B. MEMBER

Responsibilities (cont.)

Consequences

System or with any of the agencies or officers listed in this manual. It is the employeemember's responsibility to contact the agency to determine its filing requirements. However, most allow up to a one-year filing period from the date of the alleged harassment.

****NOTE:** All EmployeeMembers are assured that they may make such reports without fear of retaliation by the City, Department, Management, ~~or~~ their immediate Supervisor, or the alleged harasser.

~~In all cases, allegations of sexual harassment will be fully and completely investigated.~~

Consequences

An employeemember found to have engaged in discrimination, harassment, or retaliation will face formal action up to and including terminationdismissal, regardless of job level or classification. EmployeeMembers do not necessarily need to violate state or federal discrimination laws, regulations, rules, guidelines, or executive orders to be in violation of the Department's policy. All employeemembers will be held accountable for their conduct, and any employeemember who fails to adhere to the Department's policies will be subject to investigation. If it is determined through the investigation process that a violation of the Department's policy has occurred, the Department will take timely and appropriate action up to and including terminationdismissal.

III. FILING A SEXUAL HARASSMENT COMPLAINT

A. INTRODUCTION

Every employeemember is entitled to work in an environment free from sexual harassment and retaliation. If an employeemember perceives that inappropriate behavior of a sexual nature is occurring by another employeemember, non-employeemember, or supervisor and it is offensive, he or she can report the sexual harassment to any of the individuals or agencies listed below, as well as report the behavior or incident onto the Complaint Tracking System.

~~It is important to note the difference between formal and informal complaints. An informal complaint usually involves a situation in which the complainant wants inappropriate behavior corrected at the lowest possible level and where the behavior is not severe or pervasive; or when the complainant is uncertain about whether the behavior is actually sexual harassment and is seeking clarification or counseling. The decision to treat a matter informally is generally guided by Professional Standards Division, but the situation may be so severe that a formal investigation is the only appropriate avenue.~~

~~A formal complaint is when the complainant perceives that inappropriate behavior of a sexual nature has occurred and the complainant has been unable to informally resolve the issue, where the inappropriate behavior is egregious, or when the complainant does not feel comfortable confronting the harasser directly for various reasons.~~

It is up to the individual to determine which reporting procedure or agency meets his or her particular needs.

Although the Fire Department does not have an established statute for the filing of such complaints, when a member is considering when to file a complaint they must also consider that the Fire Department's ability to pursue discipline is impacted by the statutes of limitations applicable to uniformed members.

Although all employeemembers are encouraged to utilize the internal procedures available to them, which includes the Complaint Tracking System, individuals have the right not to file a complaint. If Department Managers, Officers or Supervisors are aware that sexual harassment may be occurring, they shall ~~Department may enter~~ initiate a complaint into the Complaint Tracking System and an investigation can be conducted even if the member does not want to proceed. Even though Employeemembers shall not be forced to file a complaint, Managers, Officers and Supervisors are still mandated to record the allegations into the Complaint Tracking System. Regardless of who initiates a complaint, cooperation in an investigation is still every employeemember's responsibility.

LAFD SEXUAL HARASSMENT PREVENTION POLICY AND COMPLAINT PROCEDURES

III. FILING A SEXUAL HARASSMENT COMPLAINT B. FIRE DEPARTMENT INTERNAL PROCEDURE

B. FIRE DEPARTMENT INTERNAL PROCEDURES

The internal Fire Department procedure for reporting a sexual harassment complaint ~~is to first pursue—includes~~ the use complaint through of any one of the following available internal ~~options/procedures:- Pursuing any of the alternatives in Sections B, C or D is permissible.~~

1. COMPLAINT TRACKING SYSTEM: A member may independently enter their complaint of sexual harassment into the Fire Department's Complaint Tracking System, which also allows for the filing of anonymous complaints. Depending on the nature of the complaint, refer to Appendixes B and C of this Handbook for suggested information to be entered in the narrative of the complaint.

4. IMMEDIATE SUPERVISOR: An ~~employeemember~~ ~~can~~should report sexual harassment verbally or in writing to his or her immediate supervisor or next level supervisor (if the immediate supervisor is the alleged harasser). ~~However, any of the internal procedures is an acceptable alternative that may be considered by any employee.~~ Depending on the nature of the complaint, Supervisors shall refer to Appendixes B, C and D for guidance on how to complete the reporting and entry process.

2.

3. ~~F-225 TO FIRE CHIEF AND FIRE COMMISSION: An employeemember~~ may file a verbal or written complaint of sexual harassment ~~complaint in writing, (F-225) THROUGH CHANNELS, to with the office of the Fire Chief. Although the Board of Fire Commissioners does not have investigative responsibilities, a member may also ~~and~~ file the same a written duplicate complaint~~ concurrently with the Board of Fire Commissioners, ~~if he or she believes that he or she has been unfairly treated.~~ (Potential complainants may refer to See Appendixes B and C —Supervisory Guide—Complaint Processing, Section B. Complainant for suggested information to be included in their written complaint on the F-225).

2.4.

3. ANY CHIEF OFFICER: An ~~employeemember~~ desiring ~~informal counseling or assistance with a reporting a complaint of sexual harassment problem~~ may contact any Chief Officer. ~~If the nature of the problem is such that the individual would rather file a formal complaint, the employeemember may~~ shall go THROUGH CHANNELS and prepare an F-225 give verbal or written notification of harassment to any Chief Officer. Chief Officers shall refer to Appendix B, C and D for guidance on how to complete the reporting and Complaint Tracking System entry process.

4. THE FIRE COMMISSION OFFICE: An employee who believes he or she has been sexually harassed, may contact Commission Staff at (213) 978-3837. Commission Staff is available to provide information about sexual harassment issues. Counseling, information and assistance are also provided.

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AND COMPLAINT PROCEDURES**

III. FILING A SEXUAL HARASSMENT COMPLAINT
B. FIRE DEPARTMENT INTERNAL PROCEDURE
(cont.)
C. OTHER AVAILABLE CITY PROCEDURES
Personnel Department's Citywide Sexual Harassment
Counselor

5.4. EEO COORDINATOR: The Fire Department's Sexual Harassment EEO Coordinator is located in the Professional Standards Division. An employeemember may contact the EEO Coordinator Sexual Harassment Coordinator at (213) 978-2016473-7725, and give verbal or written notification if he or she is alleging sexual harassment or needs clarification on sexual harassment issues. The EEO Sexual Harassment Coordinator coordinates investigations into complaints of sexual harassment, and will counsel provides guidance to employeemembers and supervisors on incidents of potential about sexual harassment and other forms of discrimination. As the sexual harassment coordinator, this person and answers questions about conducting the investigative process and City policies and complaint procedures.

C. OTHER AVAILABLE CITY PROCEDURES

The Personnel Department's Citywide Sexual Harassment Counselor

An employeemember who believes he or she was sexually harassed may choose to file a complaint through the Personnel Department's Citywide Sexual Harassment Counselor. The Counselor is available at (213) 473-9123 to discuss sexual harassment concerns with all employees, fully inform employees about the City's sexual harassment policies and complaint procedure, and answer any questions that the employees may have regarding the City's policy. The Counselor can also make preliminary efforts to resolve concerns before a formal complaint is initiated.

If an employee is not satisfied with the results of an informal effort to resolve concerns about sexual harassment allegations, the Counselor will inform the employee of the existence of some other available complaint procedures including the City's Sexual Harassment Complaint Procedure, the Department procedures, or state or federal regulatory agency procedures.

Board of Civil Service Commissioners/City Personnel Department

The City's Discrimination Complaint Procedure gives City employees and applicants for City employment the right to file a written discrimination complaint with the City's Civil Service Commission. The complaint must deal with an employment action, procedure or practice that specifically affects the individual and is believed to be discriminatory. Sexual harassment is a type of discrimination. Complaints under the City's Discrimination Complaint Procedure must be filed within one year of the most recent alleged act of discrimination. Employees of the Personnel Department serve as staff to the Civil Service Commission.

If an employeemember does not receive satisfactory resolution of the complaint or does not believe it can be adequately handled at the department level, he or she may submit the complaint, in writing to the:

Office of Discrimination Complaint Resolution (ODCR)
700 E. Temple Street, Room 32080
Los Angeles, CA 90012
(213) 473-9123

If an employeemember wishes to make a complaint in person or speak to a staff representative, he or she can contact the Personnel Department's Sexual Harassment Counselor to schedule a meeting or discuss the issues, policies, or complaint procedure. The Counselor will be available at (213) 473-9123 to discuss sexual harassment issues, shall fully inform employeemembers about the City's sexual harassment policies and complaint procedures, and shall answer any questions that the employeemember may have regarding the City's policy, or the other options available to them. The Personnel Department may also refer employeemembers to an independent unit with expertise in discrimination investigation contracted to handle discrimination complaints.

Commission on the Status of Women

~~A complaint may be filed with the Commission on the Status of Women at (213) 978-0300. It is committed to the elimination of sexual harassment in the workplace and provides support and guidance in this area.~~

**LAFD SEXUAL HARASSMENT PREVENTION POLICY
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III. FILING A SEXUAL HARASSMENT COMPLAINT
D. OUTSIDE AGENCIES
State of California Department of Fair Employment
and Housing
Federal Equal Employment Opportunity Commission

D. OUTSIDE AGENCIES

EmployeeMembers have the right to file a sexual harassment complaint with a state or federal agency. EmployeeMembers who do not feel comfortable filing a complaint within the available City processes may choose to file a complaint with:

State of California Department of Fair Employment and Housing

EmployeeMembers who have been sexually harassed have the right to file complaints with the state's regulatory agencies. Time limits for filing complaints with regulatory agencies vary, therefore, employeemembers should check directly with this agency for specific deadlines and requirements:

Department of Fair Employment and Housing (DFEH)
~~611 West Sixth Street, 15th Floor~~ 1055 W. Seventh St., Ste. 1400
Los Angeles, CA 90017
Phone: ~~1-(800)-~~ 884-1684
TTY: ~~1-(800)-~~ 700-2320
Vide Phone For The Deaf: (916) 226-5285
Website: dfeh.gov

Federal Equal Employment Opportunity Commission

EmployeeMembers who have been sexually harassed have the right to file complaints with federal regulatory agencies. Time limits for filing complaints with federal regulatory agencies vary therefore, employeemembers should check directly with this agency for specific deadlines and requirements:

Equal Employment Opportunity Commission (EEOC)
255 E. Temple Street, 4th Floor
Los Angeles, CA 90012
Phone: ~~1-(800)-~~ 669-4000
Fax: ~~(213)-~~ 894-1118
TTY: ~~1-(800)-~~ 669-6820
Website: eeoc.gov

LAFD DISABILITY AND REASONABLE ACCOMMODATION POLICY AND ACCOMMODATION REQUEST PROCEDURES	I. POLICY II. LEGISLATION
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I. POLICY

The Los Angeles Fire Department has a responsibility to ensure that its policies and procedures are free from discrimination toward qualified individuals with disabilities. The Fire Department is an equal opportunity employer and our Discrimination Prevention Policy prohibits discrimination based on disability in all employment practices. The Americans with Disabilities Act of 1990 (ADA) and California Fair Employment and Housing Act (FEHA) prohibits discrimination against qualified individuals with disabilities in hiring and in terms and conditions of employment. The Fire Department makes reasonable accommodations to enable qualified employees/applicants with disabilities to perform the essential functions of the job and enjoy the same benefits and privileges equal to those enjoyed by employees without disabilities.

II. LEGISLATION

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act state that a disability is a physical or mental impairment that substantially limits one or more major life activities, having a record of such an impairment, or being regarded as having such an impairment. Several factors are evaluated under these laws such as the nature and severity of the impairment; the duration or expected duration of the impairment; and the permanent or long term impact or expected permanent or long term impact of the impairment.

On January 1, 2009, the Federal ADA Amendments Act (ADAAA) took effect, which greatly expanded the meaning and interpretation of "disability" under the ADA. The revised definition more broadly encompasses impairment that substantially limits a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aides, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post traumatic stress disorder. In 2009, the Equal Employment Opportunity Commission (EEOC) issued proposed regulations for the ADAAA, which took effect in 2011.

In addition to the federal laws, the California Fair Employment and Housing Act (FEHA) provides protection. The FEHA extends protection to an individual with an actual or perceived physical or mental disability that limits a major life activity. State of California (FEHA) disability law gives a broader definition to disability that is applicable to the City of Los Angeles. It states that to be disabled requires a limitation upon a major life activity, not necessarily a "substantial" limitation of a major life activity as required under Federal ADA legislation. Further, per FEHA, an employer may not consider any mitigating measures (medications, assistive devices, or reasonable accommodations) when determining whether an employee or applicant is disabled under the law unless the mitigating measure itself limits the major life activity.

Additionally, under the law an alcoholic is a person with a disability. Therefore, they may be entitled to consideration of a reasonable accommodation, if the individual is qualified to perform the essential duties of the job and is in a treatment program (e.g. AA).

Note: An employer may discipline, discharge or refuse employment to an alcoholic whose use of alcohol adversely affect job performance or conduct to the extent that the individual is not qualified.

Persons who are no longer using drugs illegally and are receiving treatment for drug addiction or who have been rehabilitated successfully are protected by FEHA and ADA from discrimination on the basis of past drug addiction.

Temporary restrictions are not covered under the ADA and do not require long-term accommodations. Disabilities covered by the ADA are usually permanent or long-term conditions. Short-term impairment (e.g. one expected to last less than six months in duration) may be deemed a disability, if it is substantially limiting.

III. DEFINITIONS

The following definitions may assist in your understanding and making appropriate assessments regarding reasonable accommodations:

Qualified Individual With A Disability

A "qualified individual with a disability" is a person with a disability who meets legitimate skill, experience, education and other job related requirements of a position held or sought and who can perform the essential functions of the position with or without an accommodation.

LAFD DISABILITY AND REASONABLE ACCOMMODATION POLICY AND ACCOMMODATION REQUEST PROCEDURES	III. DEFINITIONS <u>Reasonable Accommodation</u> <u>Essential Functions</u> <u>Undue Hardship</u>
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Reasonable Accommodation

A "reasonable accommodation" is any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to experience equal employment opportunity. A reasonable accommodation may include: modifying or acquiring equipment or devices to enable an individual with a disability to perform the job effectively and safely, job restructuring, flexible or modified work schedules (**mainly provided for civilian employeemembers**), reassignment to a vacant position (**for current employeemembers only**), a Charter Section 1014 transfer to a different class or reversion to a former class, appropriate adjustment or modification of examination procedures, training materials, providing a qualified reader or interpreter, or other accommodations may be considered reasonable.

Reasonable accommodation requests require that evaluations be made on a case-by-case basis with attention to the unique features of each case. A reasonable accommodation does not have to be the exact accommodation requested by the employee/applicant, as long as what is offered allows the individual to perform the essential functions of the job.

Essential Functions

"Essential functions" are the basic duties or tasks of the job. If the essential functions or basic duties of a position were deleted or modified, it would cause the job to be reclassified. The employer is not required to remove the essential functions of a job nor create a job to accommodate an employee.

Undue Hardship

"Undue hardship" is an action requiring significant difficulty or expense in relation to the size of the employer, resources available and the nature of the operation. When considering whether or not there is an undue hardship, it must be determined on a case-by-case basis. Undue hardship is not necessarily limited to financial cost; it can mean actions that unreasonably disrupt the workplace or fundamentally alter the operation of the business.

**LAFD DISABILITY AND REASONABLE
ACCOMMODATION POLICY AND ACCOMMODATION
REQUEST PROCEDURES**

III. DEFINITIONS

Interactive Process

Major Life Activities

IV. PROCEDURES

A. ROLE OF THE REASONABLE

ACCOMMODATION COORDINATOR

Interactive Process

An “interactive process” is required to ensure that the employer and the employee both provide and receive adequate information on which to base an accommodation request. This should be a mutually responsive process avoiding unnecessary delays. This duty is ongoing and may arise anytime a person’s disability or job changes.

Major Life Activities

“Major life activities” are defined as including walking, seeing, hearing, speaking, breathing, learning and working. Under this ~~broader~~ definition, working is considered a “major life activity”. However, the impairment need not necessarily affect one’s ability to work if it can be established that another major life activity is substantially limited, regardless of whether the limitation, actual or perceived, implicates a single job or a broad class of jobs.

IV. PROCEDURES

This procedure is intended to guide Managers, Officers and Supervisors in assisting qualified applicants and ~~employee members~~ with disabilities who request reasonable accommodations, and for ~~employee members~~ requesting reasonable accommodations. California law states that it is unlawful for a supervisor or commanding officer to fail to engage in an interactive process with a disabled ~~employee member~~ or an applicant who requests an accommodation. Additionally, considering an accommodation request shall be timely, interactive, and done in good faith.

A. ROLE OF THE REASONABLE ACCOMMODATION COORDINATOR

The Fire Department has one Reasonable Accommodation Coordinator who is responsible for coordinating all Department ~~employee member~~ requests for accommodation, including both sworn and civilian ~~employee members~~. The Reasonable Accommodation Coordinator is responsible for ensuring that the Department complies with ADA and FEHA laws.

The role of the Reasonable Accommodation Coordinator includes maintaining and preparing documentation regarding accommodation requests, and assisting Supervisors and Commanding Officers in making their evaluations of whether a request can be reasonably accommodated. The Reasonable Accommodation Coordinator shall assist Supervisors and Commanding Officers to ensure that good personnel practices are upheld and that the Department is meeting its legal obligations.

**LAFD DISABILITY AND REASONABLE
ACCOMMODATION POLICY AND ACCOMMODATION
REQUEST PROCEDURES**

IV. PROCEDURES

- A. ROLE OF THE REASONABLE
ACCOMMODATION COORDINATOR (cont.)
B. REQUESTING REASONABLE
ACCOMMODATION
Member Requests

The Reasonable Accommodation Coordinator is assigned to the Fire Department's Personnel Services Section and may be contacted at (213) 978-3764~~3~~.

B. REQUESTING REASONABLE ACCOMMODATION

The majority of requests are triggered by the receipt of permanent work restrictions by the Reasonable Accommodation Coordinator, however, written requests for reasonable accommodation can be initiated by the employeemember or when a supervisor becomes aware of information that may require an accommodation. While it is desirable for the request to be in writing, a supervisor or commanding officer should not wait for a formal written request to contact the Reasonable Accommodation Coordinator about the need to address the reasonable accommodation.

EmployeeMember Requests

An employeemember requesting an accommodation due to a disability should simultaneously notify the supervisor or commanding officer and the Reasonable Accommodation Coordinator. Written verification of the limitations from the employeemember's physician or Workers' Compensation physician should accompany the request. Once the Reasonable Accommodation Coordinator has received the request for reasonable accommodation, the Reasonable Accommodation Coordinator shall forward ~~the~~ pages 2 through 4~~two, three, and four~~ of the Reasonable Accommodation Assessment Form (RAAF) to the immediate supervisor or commanding officer for further processing. The employeemember bears the responsibility of providing the Department with written proof of limitations such as a physician's statement.

NOTE: Requests for Reasonable Accommodation Forms should be on a Fire Department F-223 and sent via Interdepartmental Mail marked "Confidential" ~~with the Form 180 on the City's Inter-Departmental Memo.~~

**LAFD DISABILITY AND REASONABLE
ACCOMMODATION POLICY AND ACCOMMODATION
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IV. PROCEDURES

**B. REQUESTING REASONABLE
ACCOMMODATION**

Supervisor or Commanding Officer Initiated
Requests

**C. PROCESSING A REQUEST FOR REASONABLE
ACCOMMODATION ASSESSMENT FORM**

Supervisor or Commanding Officer Initiated Requests

Whenever a supervisor or commanding officer becomes aware of information that may lead to an accommodation request, they should contact the Department's Reasonable Accommodation Coordinator to determine whether a written accommodation request should be submitted. A supervisor or commanding officer should not delay processing a request. Immediately contacting the Reasonable Accommodation Coordinator will ensure that the request is tracked by the Department and may avoid granting accommodations that are inappropriate, unwarranted, or may lead to questionable personnel practices effecting future accommodation requests.

For sworn personnel, it is advisable to also contact the Medical Liaison Unit. In the case of civilian personnel, contact and forward the information to the Reasonable Accommodation Coordinator.

**C. PROCESSING A REQUEST FOR REASONABLE ACCOMMODATION
ASSESSMENT FORM**

To determine the essential duties of the position and to document the accommodation assessment process, the immediate supervisor or commanding officer will prepare a **current** job description which accurately and realistically reflects the position's current duties, and complete pages 2 through 4 of the Reasonable Accommodation Assessment Form ~~job analysis~~ with the assistance of the Reasonable Accommodation Coordinator when necessary. ~~The position description must reflect the current duties of the position.~~

~~Civilian Employee with Temporary Restriction(s)~~

~~Civilian employees with temporary restrictions may request to be entered into the Light Duty Program. For information about the Light Duty Program, employees are asked to contact the Reasonable Accommodation Coordinator at (213) 978-3764.~~

**LAFD DISABILITY AND REASONABLE
ACCOMMODATION POLICY AND ACCOMMODATION
REQUEST PROCEDURES**

IV. PROCEDURES
D. EVALUATING A REASONABLE
ACCOMMODATION REQUEST

Sworn Employee Member with Temporary Restriction(s)

~~Sworn Members with temporary restrictions may request to be entered into the Light Duty program. The Light Duty program for sworn personnel is coordinated through the Risk Management Section. For information about the Light Duty program, employees are asked to contact the Light Duty Program Coordinator at (213) 978-3889.~~

D. EVALUATING A REASONABLE ACCOMMODATION REQUEST

After the job description and RAAF is are completed and the recommendation from the supervisor or commanding officer is submitted, the Reasonable Accommodation Coordinator will consider the following factors to determine if a specific accommodation is reasonable:

- The essential duties of the position;
- The nature and cost of the accommodation needed;
- The overall financial resources for the Ddepartment's facility involved in the accommodation, the number of people employed at the facility and the effect of expenses and resources or other impact of the accommodation on the facility's operation. (i.e. if the facility is leased or not owned by the City, it may not be within the Department's financial or other abilities to modify a doorway or alter the structure of a building to accommodate a wheelchair);
- The type of operations of the Department, including the staffing, reporting relationships, and functions of the workforce, geographic distance and administrative or direct ownership of the office or facility.
- The seniority system governing job placement that gives employees expectations of consistent, uniform treatment that would be undermined if the employer made an exception, unless "special circumstances" already exist in the seniority system.

Note: A disabled member is entitled to preferential consideration for job reassignments. An employer must give a disabled employee preference over nondisabled candidates for vacant positions, even if the other candidates are more qualified or have more seniority. However, preferential consideration of disabled members must still comply with the City's Charter and the Rules of the Board of the Civil Service Commissioners.