

LOS ANGELES POLICE COMMISSION

Agenda Item No. 8

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**LOS ANGELES POLICE DEPARTMENT REPORT ON THE STAFF TELECOMMUTE
SCHEDULE
AT 350 SOUTH FIGUEROA STREET (WORLD TRADE CENTER).**

The Municipal Facilities Committee (MFC) requested the Los Angeles Police Commission, Office of the Inspector General's (OIG) telecommute schedule and number of staff assigned to 350 South Figueroa Street. This report provides an overview of the OIG's telecommute schedule and staffing, as well as the office's unique operational and space requirements.

BACKGROUND

Pursuant to Article V, Section 573 of the Los Angeles City Charter, the OIG reports directly to the Board of Police Commissioners (BOPC or Commission) as its independent civilian oversight body over the Los Angeles Police Department (LAPD or Department). Specifically, the Inspector General has the power and duty to:

- (a) under rules established by the BOPC, audit, investigate and oversee the Department's handling of complaints of misconduct by police officers and civilian employees and perform other duties as may be assigned by the Commission;
- (b) conduct any audit or investigation requested by majority vote of the Commission;
- (c) initiate any investigation or audit of the LAPD without prior authorization of the BOPC, subject to the authority of the Commission by majority vote to direct the Inspector General not to commence or continue an investigation or audit;
- (d) keep the BOPC informed of the status of all pending investigations and audits; and,
- (e) appoint, discharge, discipline, transfer and issue instructions to employees under their direction.

The primary oversight functions of the OIG are organized into four distinct sections, three of which specifically investigate, audit, and/or monitor the Department’s complaints (Complaint Section), uses of force (Use of Force Section), and systemic issues (Audit Section). The fourth section (Community Relations and Strategic Initiatives) is dedicated to building community relations and public relations.

To conduct its work, the OIG is currently staffed as follows:

Rank	Total Staff
Inspector General	1
Assistant Inspector General	3
Police Performance Auditor IV	1
Sergeant II	1
Police Special Investigator	20
Police Performance Auditor III	3
Executive Administrative Assistant	1
Secretary	1
Senior Administrative Clerk	2
Systems Analyst	1
Reserve Police Officer (RPO)	1
Total	34 + 1 RPO

TELECOMMUTE SCHEDULE

The OIG currently operates under a hybrid work model in which all employees are generally required to report to the office at least two days per week, consistent with their assigned work schedules. In addition to these regular in-office days, all staff are required to attend in-person all-staff meetings at least once per month.

Beyond these baseline requirements, many OIG staff report to the office more frequently to meet the operational demands of their respective sections. The Audit Section, for example, requires its staff to report to the office at least once every two weeks on a designated workday to support collaborative work and team-based planning efforts. The Complaint Section maintains daily in-office staffing to accommodate members of the public or Department employees who wish to file complaints of police misconduct in person. The Use of Force Section is frequently required to attend in-person hearings and meetings, which results in increased in-office attendance.

Accordingly, while the OIG provides its staff with a telecommute option, its day-to-day operations continue to demand a significant and consistent in-office presence to meet the office’s oversight responsibilities effectively.

STAFF UTILIZATION OF TELECOMMUTE OPTION

All eligible staff are currently participating in the telecommute option. The Inspector General is currently assessing the OIG’s in-office attendance needs and anticipates making changes to the telecommute schedule in the future.

OIG OPERATIONAL AND PHYSICAL OFFICE SPACE NEEDS

The OIG's oversight functions involve the handling of highly sensitive, confidential, and legally protected information, which requires secure and private workspaces to ensure proper safeguarding of records and materials. As such, there is sometimes a need for individual workspaces that support the compartmentalization of sensitive assignments. The nature of the OIG's responsibilities also requires an office layout and infrastructure that supports privacy, secure records management, and appropriate accommodations for members of the public or Department employees who wish to engage with the office in person.

Key space requirements include:

- *Executive Office Suites*: Offices for the Inspector General and three Assistant Inspectors General to support senior-level management and office functions.
- *Large Conference Room*: For staff meetings, case briefings, and regular engagement with stakeholders.
- *Office for Aide to the Inspector General*: A dedicated workspace with secured storage for Department-issued equipment and access to internal security systems.
- *Secure Lobby and Controlled Access*: Ensures the safety and confidentiality of visitors and staff and protects against unauthorized access.
- *Interview Rooms*: Multiple private spaces for sensitive interviews with complainants, witnesses, and Department employees.
- *Secured Records Storage*: Room for the secure storage of legally protected materials.
- *Server Room*: Climate-controlled space for IT infrastructure and digital security.
- *Lactation Room*: To ensure compliance with City policy and support equitable workspaces.
- *Break Room*: Standard workspace amenities to support employee well-being and productivity.

PARKING NEEDS

The OIG maintains a fleet of 7 city-owned vehicles and will require parking spaces for each. Members of the public and Department employees should also have access to sufficient parking to allow for filing of complaints and OIG to conduct its oversight work. In addition, OIG staff would like the option of purchasing their own parking on site.

NEXT STEPS

The OIG's lease at its current office location, 350 South Figueroa Street, has been extended through February 2026.

Over the next ten months, the OIG will collaborate with the General Services Department and the LAPD's Facilities Management Division to identify and evaluate potential workspace options. This includes exploring opportunities within existing City-owned facilities, as directed by City Council, as well as considering available private office space.

RECOMMENDATION

That the Municipal Facilities Committee note and file this report.

Very truly yours,
BOARD OF POLICE COMMISSIONERS

A handwritten signature in black ink, appearing to read "Matthew J. Barragan". The signature is fluid and cursive, with a long horizontal line extending to the right.

MATTHEW J. BARRAGAN
Inspector General