

CIVIL SERVICE DEPARTMENT  
 REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE**  
 Civil Service Rules and Regulations Section 45  
 Civil Service Commission Policy Not Applicable

Form completed by: Paula Gallegos/Personnel Administrator/ Police Department Date: 10-30-19  
 Name/Title/Department

Section 1: *To be completed by requesting department.* To be completed by department      Civil Service Dept. Verification

A requisition is required. The requisition number is: # <u>PD18-019</u> . Has the requisition been received in the Civil Service Department?	<input checked="" type="radio"/> Yes    No	CP
Is there an existing priority list? If yes, contact Civil Service.	Yes <input checked="" type="radio"/> No	CP
Have all required documents been submitted to the Civil Service Department? <ul style="list-style-type: none"> <li>• Request signed by former employee.</li> <li>• Corresponding request from hiring department.</li> </ul>	<input checked="" type="radio"/> Yes    No <input checked="" type="radio"/> Yes    No	CP

Section 2: *Points to be addressed in request:*

Formal name of employee and summary of employee's work history, specifying all classification titles and dates including date(s) permanent status was attained in each classification. <b>Name: Paige White</b>	See Attached Memo	CP
Classification title for reappointment:	<b>Police Officer</b>	CP
Did the employee resign from the City in good standing?	<input checked="" type="radio"/> Yes    No	CP
The employee was referred to the Human Resources Department and/or hiring department regarding benefits, salary, department status, working conditions, etc.	<input checked="" type="radio"/> Yes    No	CP
The employee has been notified that a new probation period is required and that all prior Civil Service rights have been severed.	<input checked="" type="radio"/> Yes    No	CP

The following should be in attendance at the Civil Service Commission meeting: <ul style="list-style-type: none"> <li>• Requesting department.</li> <li>• The employee requesting reappointment (recommended).</li> </ul>	✓	CP
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Notes:  
**Personnel Administrator Paula Gallegos and Sgt Stephanie Hall will be representing the Police Department. Ms. White has been requested to attend.**

SUGGESTED ACTION:  
 Please see next page for notes and suggested action.

**NOTES:**

On October 30, 2019, the Civil Service Department received a Request for Reappointment of Resigned Employee from the Police Department for a Police Officer, in accordance with the provisions of Section 45 of the Civil Service Rules and Regulations.

The resigned employee, Officer Paige White, was hired with the City as a Police Recruit with the Police Department and began her probationary status on September 23, 2016.

On January 10, 2017, Officer White resigned due to personal reasons.

On May 19, 2017, Officer White was reinstated.

On December 2, 2017, Officer White graduated from the Police Academy Class.

Officer White successfully passed probation on January 27, 2019.

On June 23, 2019, Officer White resigned from her position to accept employment as a Police Officer with the Kirkland Police Department in the State of Washington.

On September 16, 2019, Officer White submitted an email correspondence to Chief Robert Luna of the Long Beach Police Department, requesting to be reappointed as a Police Officer for the Department.

In the memorandum submitted by the Police Department to the Civil Service Commission, the Department requests the reappointment of Officer Paige White to the position of Police Officer. Officer White remained in good standing until her resignation on June 23, 2019. The memorandum states that per POST guidelines, the Police Department has completed a background investigation on Officer White. She will be submitted to a pre-employment medical exam through the City of Long Beach Department of Human Resources, Occupational Health Clinic.

Officer White expressed a desire to return to the Police Department. The Police Department is in support of the reappointment of Officer White in the event the Civil Service Commission approves the request.

Representatives from the Police Department will be present at the Civil Service Commission meeting on November 6, 2019 to answer any questions.

The Department has advised Officer White of the terms and conditions of her reappointment.

Civil Service Department staff has notified Officer White that a new probation period is required and that all prior Civil Service rights have been severed.

**SUGGESTED ACTION:**

Civil Service Department staff recommends the approval of Officer White's Request for Reappointment to the Police Department as a Police Officer.



**City of Long Beach**  
Working Together to Serve

**Memorandum**

**Date:** October 30, 2019  
**To:** CIVIL SERVICE COMMISSION  
**From:** Robert G. Luna, Chief of Police *R. Luna*  
**Subject:** REQUEST FOR REAPPOINTMENT OF RESIGNED EMPLOYEE – PAIGE WHITE

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In accordance with Article V, Section 45 of the Civil Service Rules and Regulations, the Police Department respectfully requests the Commission's approval to reappoint resigned employee Paige White to the classification of Police Officer.

Paige White was originally hired as a Police Recruit on September 23, 2016 and resigned due to personal reasons on January 10, 2017. White was reinstated on May 19, 2017 and graduated from the Police Academy Class on December 02, 2017. In January 27, 2019, she successfully passed probation and remained in good standing throughout her 2 years and 4 months of service with the City of Long Beach. On June 23, 2019, Officer White resigned from her position to accept employment as a Police Officer with the Kirkland Police Department in Washington State.

In the event the Commission approves this request, the Police Department intends to use approved requisition PD18-019 to rehire Officer White. As per POST guidelines, the Police Department has completed a background investigation on Officer White and will be submitted to a pre-employment medical exam through the City of Long Beach Department of Human Resources, Occupational Health Clinic.

Officer White has been advised of the terms and conditions of the reappointment and understands that if approved, she will serve a new probationary period.

If you have any questions, please contact Personnel Administrator Paula Gallegos at extension 8-7310.

RL:PG:ca  
Request for Reappointment of Resigned Employee- P. White

Attachments

Human Resources Approval	
<i>[Signature]</i>	<i>10/30/19</i>
Director or Designee	Date

Paige White



September 16, 2019

Long Beach Police Department  
400 West Broadway  
Long Beach, CA 90802

Attention: Chief Robert Luna

Dear Chief Luna,

On June 23, 2019, I resigned from the Long Beach Police Department to further my law enforcement career in Washington State. However, after spending almost three months there, I found policing in Washington to be vastly different than in California. The Long Beach Police Department is my home and where my heart is. The intent of this letter is to request reinstatement as a police officer for the Long Beach Police Department.

I would be leaving my current agency in good standing and have no disciplinary issues thus far.

Lastly, I would like to thank you for taking the time to read this letter and hope you will consider reinstating me as a police officer for the City of Long Beach.

Respectfully submitted,

  
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Paige White

Paige White