Avalon Unit Order 18

Subject: Avalon County Housing Selection Process

PURPOSE OF ORDER:

The purpose of this unit order is to ensure personnel assigned to Avalon Station are selected for county housing in a fair and equitable manner and according to Department policy and housing laws.

DIRECTIVE:

This unit order applies to all personnel assigned to the Avalon Sheriff's Station.

The County of Los Angeles leases four county residences in the city of Avalon for Sheriff's Department personnel who work at Avalon Sheriff's Station. The County of Los Angeles also leases two residences at Two Harbors that are specifically for Avalon Resident Deputies (PSN #546). Since there are more personnel assigned to Avalon Station than there are residences, the following procedure will address how Avalon personnel will be selected for Avalon county housing.

If Avalon Station personnel are interested in living in county housing, they shall send the Unit Commander an email or memorandum indicating so. This can be done at any time. The Avalon Unit Commander will maintain a list of personnel that are interested in living in county housing, the list will also be emailed to all Avalon Station personnel. The names on the list will be in unit seniority order. When a vacancy becomes available, the next person with the highest unit seniority will be offered the opportunity to move into the county residence.

Males and females are allowed to live together in the same county residence as long as they both agree in writing. If one of the two do not agree, then the next Avalon employee on the list will be offered the opportunity to move in. If the person currently living in the county housing does not agree to live with the opposite gender, the next employee on the list of the same gender will be offered the opportunity to move into the county housing.

Avalon Resident Deputies assigned to Two Harbors are required to live in county housing during their work week. Unit seniority will not be used for Two Harbor Resident Deputies. If you are an Avalon Resident Deputy, (PSN 546), you must live in county housing at Two Harbors.

All Avalon Station personnel living in county housing, including Two Harbors Resident Deputies, must pay $100 a month for rent by completing a payroll deduction authorization form. They must also complete a Housing Application Form, and a Conditions for Occupancy Form.

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