

3-02/300.10 - Overtime

The following definitions are provided in order to clarify which code shall be used when completing the Overtime and/or Paid Hours Worked Report forms (e.g., for FLSA employees, FLSA exempt employees, and reserve deputies). No other codes are authorized for use in the eHR Human Resources Management Application.

The supervisor approving the overtime shall have the responsibility for ensuring the use of the appropriate overtime reason/reason code, and budget activity code.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates County policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

When selecting an overtime reason/reason code, the following general guidelines shall apply:

- Use the most specific code (e.g., What job did the employee perform?);
- Multiple codes may apply to particular situations due to a variety of activities. When one employee is reporting the overtime, consolidate all activities to the most specific code (e.g., surveillance, arrest-felony, evidence gathering, evidence storage, and report writing should be coded as "701" - Arrest, Felony);
- When more than one employee is reporting overtime related to several activities, use the most specific code for that employee's activity (e.g., one employee may report "701 - Arrest, Felony;" "709 - Evidence Storage;" or "712 - Report Writing.");
- When unable to comply with the above guidelines, code the activity that required the most time.

When selecting a budget activity code, the following general guidelines shall apply:

- Use the most specific code (e.g., Why did the employee work these hours?);
- The control number (OCN)/project code box **shall be** completed for the following: Budget Activity Codes:
 - All Special compensation/reimbursable codes;
 - Specific non-reimbursed with an OCN/project code.

FLSA/EXEMPT/CARP/ RESERVE LOAN CODES DEP. CODES	DESCRIPTION
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OVERTIME REASON / REASON CODES

COURT APPEARANCE

301	A01	<u>Administrative Hearing - Criminal</u> All appearances for hearing before the County Grand Jury, Department of Motor Vehicles, Federal Grand Jury, or depositions
302	A02	<u>Federal Court</u> All appearances in Federal Court.
303	A03	<u>Juvenile Court - Continued</u> All appearances in Juvenile Court that are based on a continuance. Do not use this code for a trial that trails to the next day.
304	A04	<u>Juvenile Court - Motion Hearing</u> All appearances in Juvenile Court based on <u>motions</u> only (e.g., 1538.5 P.C).
305	A05	<u>Juvenile Court - Trial</u> All other appearances in Juvenile Court including Dennis H. Hearings and/or in trials that trail to the following day.
310	A10	<u>Traffic Citation Only</u> All overtime required for appearances in all Traffic Courts.
311	A11	<u>Pretrial Conference</u> All pretrial conferences with prosecuting attorneys, County Counsel, Judges, etc.

312	A12	<u>State Parole Hearing</u> All appearances for testimony regarding an individual's parole. For overtime required to provide security at a State Parole Hearing use Code 617 - State Parole Hearing Security.
313	A13	<u>Superior Court - Continued</u> All appearances in Superior Court that are based on a continuance. For appearances in Juvenile Court, use Code 303.
314	A14	<u>Superior Court – Prelim Hearing</u> All appearances in Superior Court that are specifically required for <u>motions only</u> . For appearances in Juvenile Court, use Code 304.
315	A15	<u>Superior Court - Trial</u> All appearances in Superior Court, and/or in trial(s) that trail or reconvene the following day.
316	A16	<u>Youth Authority Hearing</u> All hearings conducted by the California Youth Authority.
317	A17	<u>Traffic Court</u> All overtime required for appearances in all Traffic Courts.
398	A98	<u>Other Court Appearance – Not Listed</u> Shall only be used for overtime required for court appearances that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

399 **A99** On-Call Court - (Half-Time)

All on-call court overtime authorized by the employee's Memorandum of Understanding. Presently this code results in half-time, paid compensation for a minimum of two hours for employees in the Peace Officers and Supervising Peace Officers Memorandum of Understanding.

When evidence required for court must be picked up and transported to court, include the overtime required under the appropriate court appearance code.

JUDICIAL PROCEDURE

401 **J01** Bailiff - Early/Late

All overtime required to fill bailiff positions due to extended court hours.

402 **J02** Civil Process Service

All overtime required due to civil process and keeper service.

403 **J03** Court Lock-Up Security

All overtime required to provide security of a court lockup prior to or at the end of a normal shift during regular court hours.

Special security on a weekend should be recorded under this code. Replacement of a lockup deputy who is sick or injured must be recorded under the appropriate vacancy code (e.g., VA01 - Injured on Duty or VA04 – Sick).

404 **J04** Courtroom Security

All overtime required to provide/maintain security of a courtroom. Time in this category will include supplemental security for high security trials or acting as bailiff in a court that does not normally have a bailiff. Replacement of a normally assigned bailiff shall be recorded in the appropriate vacancy category. The primary reason for the overtime shall be used when selecting the proper code (e.g., Witness Protection vs. Courtroom Security or Tactical Operation). A Special Weapons Team call-out due to a barricaded suspect in a courtroom will be coded as 815 - Tactical Operation rather than Courtroom Security.

405	J05	<u>Criminal Process Service</u> All overtime required due to criminal process.
406	J06	<u>Jury Maintenance</u> All overtime required to maintain a jury (e.g., security, escort service, protection).
407	J07	<u>Witness Protection</u> All overtime required to protect a witness. A tactical operation developed to protect a witness would be coded under the more specific code of witness protection rather than the general code of tactical operation.
408	J08	<u>Warrant Preparation</u> All overtime required for the <u>preparation</u> of an arrest or search warrant when preparation is the only activity.
409	J09	<u>Warrant Service</u> All overtime required for the <u>service</u> of an arrest or search warrant. Overtime expended by SEB to assist Narcotics Bureau during the service of a high risk warrant shall be recorded as "warrant service" rather than "tactical operation." Even though a tactical plan was implemented by a Special Weapons Team, Warrant Service was the primary reason for the overtime. <u>Regarding warrant preparation and warrant service:</u> Do not submit separate overtime slips when one activity leads to another. For example, while working overtime, a detective prepares an affidavit, locates a judge, obtains a warrant, serves the warrant, makes an arrest and writes a report. The code "warrant service" shall be used because all activity occurred as a result of, or to facilitate, the service of the warrant.
498	J98	<u>Other Judicial Procedure – Not Listed</u> Shall only be used for overtime required for judicial procedures that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the "Detailed Explanation and Justification of Overtime Worked" area of the form.

ADMINISTRATIVE/CLERICAL

501	M01	<u>Administrative Duties - Clerical</u> All overtime required for clerical duties not covered by a more specific code (e.g., filing, typing, purging, file consolidation, surplus property records/storage, etc.).
502	M02	<u>Administrative Duties - Staff</u> Primarily for use by operations, staff, supervisory/ management/executive personnel who, by necessity, must attend meetings; review/write documents evaluations and reports. If attending city council/contract city meetings, use Code 502 – Community Service. If writing criminal reports, use Code 712 - Report Writing.
503	M03	<u>Administrative Hearing - Non-Criminal</u> Appearances before the Civil Service Commission, the Board of Supervisors, etc.
504	M04	<u>Administrative - Transportation</u> All overtime specifically required for travel, except standard travel time to and from local courts. Executive transportation, long distance travel to training, California Specialized Training Institute (C.S.T.I.), and areas out-of-state shall be included under this code.
505	M05	<u>Automated System Maintenance</u> All overtime required for computer systems repair, maintenance, systems malfunction or restoration. Include: overtime required to re-enter lost data or for reprogramming as a result of a malfunction; manual preparation of court lists, searches for inmates; and additional jail security required due to computer failure.
506	M06	<u>Automated System Programming</u> All overtime required for programming a computer system, including program development and reprogramming, not required due to malfunction.
507	M07	<u>Budget Preparation</u> All overtime required to prepare the unit, division or Department budgets, including time required for meetings, writing, typing, negotiation, management/executive review, etc.

508	M08	<u>Data Input/Retrieval</u> All overtime required for the input or retrieval of information from computer systems. Include all time required for system updates not related to malfunction or the retrieval of information for analysis.
509	M09	<u>Data Search/Analysis</u> All overtime required for crime trend, data or statistical analysis when computer systems are used to obtain the data.
510	M10	<u>Operations Evaluation</u> All overtime required to evaluate an operation; includes overtime worked due to command inspection after action report/critique, observation(s) by Inspectional Services Unit (not an investigation); evaluation of activity by another agency, etc.
511	M11	<u>Personnel Investigation, Non-Criminal</u> All overtime required to conduct, write, interview, report, or review a non-criminal personnel investigation (e.g., internal, background [other than recruitment], citizen complaints, administrative, unit-level, etc.). Criminal investigations should be coded under the appropriate investigation code.
512	M12	<u>Recruitment</u> All overtime related to the recruitment and hiring of personnel (e.g., background investigation, interview, recruitment displays/programs, testing, etc.).
513	M13	<u>Staff Meeting</u> All overtime required to conduct staff business not related to a unit meeting that is authorized/defined in various MOUs.
514	M14	<u>Timekeeping</u> Overtime specifically required for timekeeping functions, including validation, eHR data entry, and special reports.
515	M15	<u>Unit Meeting</u> Overtime specifically authorized for all members of an organization to attend a meeting as defined in the various MOU's.

- 598** **M98** Other Administrative Duties – Not Listed
- Shall only be used for overtime required for administrative duties that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

CUSTODY OF INMATES

- 601** **C01** Booking Records
- All overtime related to inmate records (e.g., filing, purging, reviewing, document analysis, special studies, property/clothing purge, etc.)
- 602** **C02** Cashiering (Inmate Funds)
- All overtime related to inmate trust accounts, bail and fine processing, special studies, audits, overage and loss investigations, special deposits, balancing, and inmate mail processing.
- 603** **C03** Food Service – Preparation
- All overtime worked by Custody Services - Division Food Services personnel for the preparation of food. Include the time expended preparing box lunches for an emergency operation unless a control number (OCN)/project code was assigned. If a control number (OCN)/project code was assigned, use this Overtime Reason/Reason Code and the most appropriate Budget Activity Code (e.g., reimbursable or non-reimbursable event), and provide the control number (OCN)/project code.
- 604** **C04** Food Transportation
- All overtime required to transport food to Department facilities or emergency staging areas. If a control number (OCN)/project code was assigned, use this Overtime Reason/Reason Code and the most appropriate Budget Activity Code (e.g., reimbursable or non-reimbursable event), and provide the control number (OCN)/project code.

605	C05	<u>Inmate Class/Movement</u> All overtime required for the classification and movement of inmates at the jail including work release, classification, work furlough, interior movement/processing, placement, relocation, etc. Do not include inmate transportation via radio car, bus or airplane.
606	C06	<u>Inmate Feeding</u> All overtime required to facilitate inmate feeding.
607	C07	<u>Inmate Incident Disturbance</u> All overtime expended as a result of an inmate incident or disturbance unless a more specific code applies. Include riots, emergency response teams, escapes, jail assaults, searches, fires, etc. Do not include jail investigations if a more specific section applies (e.g., pre-complaint investigation, post-complaint investigation, evidence gathering, etc.).
608	C08	<u>Inmate Recreation</u> All overtime expended to meet federal mandates for inmate recreation.
609	C09	<u>Inmate Vocational Training</u> All overtime expended in support of a specific inmate vocational training program (e.g., carpet laying, tile setting, upholstery, etc.).
610	C10	<u>Jail Enterprise – Bakery</u> All overtime required to support the jail bakery. Include vacancy and all other overtime under this code; a justification must be provided. *See Note.
611	C11	<u>Jail Enterprise – Farm</u> All overtime required to support the jail farm operation. Include vacancy and all other overtime under this code; a justification must be provided. *See Note.

612	C12	<u>Jail Enterprise – Laundry</u> All overtime required to support the jail laundry operation at Pitchess Detention Center. Include vacancy and all other overtime under this code; a justification must be provided. Do not include laundry activity for any other facility under this code. *See Note.
613	C13	<u>Jail Enterprise – Stores</u> All overtime required to support the jail store operation. Include vacancy and all other overtime under this code; a justification must be provided. *See Note. NOTE: Codes 610, 611 612, and 613 have been developed for specific <u>use by employees whose work is directly associated with</u> revenue derived from a jail enterprise. Sworn and civilian personnel may use the codes; however, a justification must be provided in each case.
614	C14	<u>Medical Records</u> All overtime required to manage, maintain, develop, purge, or file inmate medical records.
615	C15	<u>Medical Services</u> All overtime required to provide medical services for inmates (e.g., pharmacy, laboratory, X-rays, clinic, etc.).
616	C16	<u>Security Prowler</u> All overtime required for security due to a breach of jail security, special search, overcrowding in a jail facility, etc. Include security required for temporary, short-term housing (e.g., day room, hallway up to 72 hours, and special security at a local hospital). Do not include normal prowler or post positions regularly assigned on a daily basis.
617	C17	<u>State Parole Hearing Security</u> All overtime required to provide security for State Parole Hearings.
618	C18	<u>Transportation To/From Court</u> All overtime required to provide transportation for inmates going to and from court.

619	C19	<u>Transportation To/From Custody Facility</u>	- All overtime required to transport inmates to and from one custody facility in the County to another facility.
620	C20	<u>Transportation To/From Medical Facility</u>	All overtime required to transport inmates to and from a medical facility. If a patrol deputy transports a prisoner from his station to a medical facility and then to Men's Central Jail, use Code 619 - Transportation to a custody facility. If the prisoner remains at the medical facility or returns to the station, use this code.
621	C21	<u>Transportation Statewide</u>	All overtime required to transport inmates to and from facilities <u>outside</u> of the County, including extraditions.
622	C22	<u>Over-Population</u>	All overtime required for security due to jail over-population.
698	C98	<u>Other Custody of Inmates – Not Listed</u>	Shall only be used for overtime required for the custody of inmates that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the "Detailed Explanation and Justification of Overtime Worked" area of the form.

CUSTODY OF INMATES

701	N01	<u>Arrest, Felony</u>	All overtime specifically required due to a felony arrest. The arresting officer should include multiple activities (e.g., arrest, booking, evidence storage and report writing), under this code when more than one activity is on overtime. If report writing is the only activity on overtime, use 712 - Report Writing. If the arrest occurred during the regular shift but the investigation continued after the shift use 711 - Pre-Complaint Investigation.
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702	N02	<u>Arrest, Misdemeanor</u> All overtime specifically required due to a misdemeanor arrest. Include multiple activities under this code when more than one activity is on overtime (e.g., arrest, booking, additional investigation, transportation to custody facility, etc.). If report writing is the only activity related to the arrest use 712 - Report Writing.
703	N03	<u>Booking/Release</u> Overtime required to book or release inmates.
704	N04	<u>Crime Lab - D.U.I.</u> All overtime attributed to analysis of evidence from driving under the influence cases (e.g., urine, blood, etc.). *See Note.
705	N05	<u>Crime Lab – Evidence</u> All overtime attributed to the gathering and analysis of evidence for crimes other than D.U.I. (704) or narcotics (706). *See Note.
706	N06	<u>Crime Lab – Narcotics</u> All overtime required for the gathering, handling, and analysis of narcotics; including clandestine laboratories. *See Note. NOTE: Codes 704, 705, and 706 have been developed for specific use by Crime Lab employees whose work could be offset by revenue recovery.
707	N07	<u>Evidence Analysis</u> All overtime required for viewing, analysis, etc., of all evidence by employees not assigned to the Crime Lab.
708	N08	<u>Evidence Gathering</u> All overtime required for the gathering, preservation, recovery, security, or transportation of evidence by employees not assigned to the Crime Lab, including crime scene security. If gathering and booking of evidence both occurred on overtime, record both activities under the code that required the most time.

709	N09	<u>Evidence Storage</u> All overtime required for the booking, storage, and maintenance of evidence by employees not assigned to the Crime Lab. If gathering and booking of evidence both occurred on overtime, record both activities under the code that required the most time.
710	N10	<u>Post-Complaint Investigation</u> All investigative activity after the complaint has been filed.
711	N11	<u>Pre-Complaint Investigation</u> All investigative activity prior to a complaint being filed.
712	N12	<u>Report Writing</u> All overtime required for writing reports associated with crimes and criminal activity. Include first reports, supplemental reports, and memos regarding suspect activity or unusual circumstances that may be of interest to detectives, force memos, etc.
713	N13	<u>Special Investigation</u> Overtime required for unique investigations not defined as 511 - Personnel Investigation; 710 - Post-Complaint Investigation; 711 - Pre-Complaint Investigation; or 715 -Traffic Investigation. Use this code only if a more specific code does not apply (e.g., non-criminal organized crime information verification, etc.).
714	N14	<u>Surveillance</u> Overtime specifically required for surveillances. If an arrest occurs during the same overtime period, use the appropriate arrest code.
715	N15	<u>Traffic Investigation</u> All overtime required for traffic investigations. Include accident scene investigation, follow-up, photographs, Fatal Accident Investigation Team, etc.
716	N16	<u>Miranda Duties</u> All overtime required for Miranda duties.

717	N17	<u>Line-up Duties</u> All overtime required for line-up duties.
718	N18	<u>Special/Priority Investigation</u> All overtime required due to a special/priority investigation.
719	N19	<u>Fingerprinting</u> All overtime required for fingerprinting.
720	N20	<u>DNA Collection/Processing</u> All overtime required for DNA collection/processing.
721	N21	<u>Curated Specimen</u> All overtime required for the collection/processing of curated specimens.
722	N22	<u>Booking Evidence</u> All overtime required for booking evidence.
723	N23	<u>Field Call RDO</u> All overtime required for a field call – RDO.
724	N24	<u>Early Start</u> All overtime required due to an early start.
725	N25	<u>Late Call</u> All overtime required due to a late call.
798	N98	<u>Other Investigations – Not Listed</u> Shall only be used for overtime required for investigations that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

OPERATIONS

801	P01	<u>Air Support</u> All overtime required for flight crews and support personnel.
802	P02	<u>Community Service</u> All overtime required for City Council meetings, Contract City meetings, Youth Athletic League, and other types of community service not covered by a specific code.
803	P03	<u>Crime Prevention</u> All overtime required for crime prevention programs, lectures, neighborhood watch, youth awareness program, meetings, etc. For surveillance to prevent crime use Code 714 - Surveillance.
804	P04	<u>Directed Patrol</u> All overtime required to support a patrol program based on specific data (e.g., Career Criminal Apprehension Program, crime analysis directed patrol, etc.).
805	P05	<u>Duty Officer</u> All overtime specifically required for a division or Department duty officer.
806	P06	<u>Emergency Operations</u> All overtime required due to an emergency operation. Include Command Post Operations, activities during an emergency not considered a tactical operation, emergency supply runs, blood runs, area damage checks, etc., that have not been designated a Control Number (OCN)/Project Code, etc.
807	P07	<u>Facility Maintenance</u> All overtime required to maintain a Department facility.
808	P08	<u>Facility Security</u> All overtime required to provide security for a building or facility. Do not include short term jail/prisoner security (refer to 616 - Security Prowler).

809	P09	<u>Hazardous Materials Operation</u> All overtime required to handle, conduct or coordinate a hazardous materials (Haz-Mat) operation. Include Haz-Mat team call-outs, command post operations, area security, traffic control due to the Haz-Mat operation, evacuation teams, etc., that have not been designated a Control Number (OCN)/Project Code.
810	P10	<u>Late Call - No Arrest</u> All overtime required due to a late call when a more specific code does not apply. If multiple units receive late calls that result in a shift holdover, use Code 814 - Shift Holdover.
811	P11	<u>Selective Enforcement</u> All overtime required due to a specific crime problem or "Police Hazard" that requires selective enforcement (e.g., Whittier Boulevard closure, saturation patrol, drunk driving checkpoints, traffic hazard citation program, etc.).
812	P12	<u>Sheriff's Auxiliary Services</u> All overtime required to support functions related to the Sheriff's Department reserves, posse, explorer scouts, civilian volunteer programs, etc.
813	P13	<u>Shift Exchange</u> All overtime required to facilitate body swaps, trades, and the exchange of shift hours.
814	P14	<u>Shift Holdover</u> All overtime expended when a majority of employees are held after regular work hours due to major workload problems. This code should be used when all units remain in the field to handle calls, etc.

815	P15	<u>Tactical Operation</u> All overtime required due to a tactical operation. Include dignitary security, Special Weapons Team call-outs, barricaded suspects, hostage/crisis negotiations, etc. Overtime expended by S.E.B. to assist Narcotics Bureau during the service of a high risk warrant shall be recorded as "Warrant Service" rather than "Tactical Operation." Even though a tactical plan was implemented by a Special Weapons Team, "Warrant Service" was the primary reason for the overtime.
816	P16	<u>Time Change</u> All overtime required for time changes caused by Daylight Savings Time.
817	P17	<u>Traffic Control</u> All overtime required for traffic control. Includes traffic signal malfunction, inclement weather, large crowds, traffic accidents, fires, etc.
820	P20	<u>Department Security</u> All overtime required for providing Department security.
861	P61	<u>Crime Car</u> All overtime required for a crime car.
862	P62	<u>Traffic Car</u> All overtime required for a traffic car.
863	P63	<u>Watch Sergeant</u> All overtime required for watch sergeant duties.
864	P64	<u>Field Sergeant</u> All overtime required for field sergeant duties.
865	P65	<u>Kennel/Stable Care</u> All overtime required for kennel/stable care.

898 **P98** Other Operations – Not Listed

Shall only be used for overtime required for operations that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

OPERATIONS

921 **D21** Traffic Control, DRO

All overtime required for personnel who provide traffic control during a disaster.

922 **D22** Evacuations, DRO

All overtime required for personnel who conduct or assist with evacuations during a disaster, or who assist with rescues.

923 **D23** Security, DRO

All overtime required for personnel who provide security protection for property or residents during a disaster.

924 **D24** Transport Equipment/Supplies, DRO

All overtime required for personnel who transport or assist with the transporting of logistical needs (equipment or supplies) during, or in response to, a disaster.

925 **D25** Transport Personnel, DRO

All overtime required for personnel to transport or assist with transporting personnel during, or in response to, a disaster.

926 **D26** Air Patrol, DRO

All overtime required by personnel for air operations in response to a disaster including reconnaissance, intelligence, rescue, or transportation of personnel during a disaster.

927	D27	<u>Field Patrol, DRO</u> All overtime required for personnel who provide law enforcement duties in and around a disaster area.
928	D28	<u>Backfill Behind Emergency Responders, DRO</u> Vacancy relief overtime backfilling for an employee assigned to work in a disaster area.
929	D29	<u>Dispatch/Communications, DRO</u> All overtime required by personnel for dispatch/communications during a disaster.
930	D30	<u>Logistics, DRO</u> All overtime required for personnel providing logistical support during a disaster.
931	D31	<u>Administrative Support, DRO</u> All overtime required for personnel providing administrative support during a disaster (e.g., checking personnel in, reports, filing, etc.).
932	D32	<u>Checkpoints, DRO</u> All overtime required for personnel working checkpoints established during a disaster.
933	D33	<u>Department Emergency Operations Center Activation, DRO</u> All overtime required for support personnel assigned to the Department Emergency Operations Center during a disaster.
934	D34	<u>County Emergency Operations Center Activation, DRO</u> All overtime required for support personnel assigned to the County Emergency Operations Center during a disaster.
935	D35	<u>Incident Management Team Activation, DRO</u> All overtime required for personnel assigned to an Incident Management Team during a disaster.

936 **D36** Department Liaison, DRO

All overtime required for personnel assigned to another agency during a disaster, and act as a liaison officer during that incident.

998 **D98** Other Disaster Relief Operations – Not Listed

Shall only be used for overtime required disaster relief operations that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

BUDGET ACTIVITY CODE

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SPECIAL COMPENSATION/REIMBURSABLE**

RE01 **RE01** Special Event Contract (902)

All overtime required due to a special event coordinated and paid via another governmental agency (e.g., parade, carnival, concert, special security for a shopping center, etc.). **

RE02 **RE02** Private Entity Contract (903)

All overtime required due to an event coordinated and paid by a private entity (e.g., security for the Olympics, movie site security, etc.). **

RE03 **RE03** School District Contract (904)

All overtime required due to an event coordinated and paid by a school district (e.g., security at football games, dances, school carnivals, concerts, on-campus security during school hours, etc.). **

RE04 **RE04** Reimbursed Court Time (905)

All overtime that is reimbursed by the court pursuant to contractual agreement (e.g., overtime used to replace absences, fulfill requests for supplemental courtroom bailiff services, after-hours / off-site event security, and to fill specific vacancies). **

RE05	RE05	<u>Grant Other Reimbursed Event</u> Overtime financed by reimbursable grant costs. **
RE06	RE06	<u>FSO Event</u> Overtime financed by F.S.O. events. **
RE07	RE07	<u>Other Reimbursable (909)</u> All public entity contracts involving special billing (e.g., grants, agreements, non-routine outside agency investigations, and for filling contract vacancies). **

**** REQUIRES A CONTROL NUMBER (OCN)/PROJECT CODE**

TRAINING RELIEF/TRAINING

TRO1	TRO1	<u>Training Relief – Departmental Training</u> Training relief overtime of employee obtaining Departmental training.
TR02	TR02	<u>Training Relief – P.O.S.T. Training</u> Training relief overtime of employee obtaining P.O.S.T. training.
TR03	TR03	<u>Training Relief – Unit-Level Training</u> Training relief overtime of employee obtaining unit-level training.
TR04	TR04	<u>Training Relief – Other</u> Training relief overtime of employee obtaining other training.
TR05	TR05	<u>Training Relief – S.T.C.</u> Training relief overtime backfilling employees attending S.T.C. training.
TR06	TR06	<u>Training Relief - Firearms Qualification</u> Training relief overtime of employee obtaining firearms qualifications training.

TR07 **TR07** Training Relief - Training Development
Training relief overtime of employee undergoing training development.

TR08 **TR08** Attend Training
Overtime required to replace an employee attending Department mandated training.

VACANCY RELIEF

VA01 **VA01** Injury on Duty
Vacancy relief overtime backfilling for an employee injured on duty (I.O.D.).

VA02 **VA02** Leave
Vacancy relief overtime backfilling for an employee on extended leaves of absence (e.g., pregnancy disability leave (PDL), sabbatical leave, and educational leave).

VA03 **VA03** Loan
Vacancy relief overtime backfilling for an item and/or employee loaned to another unit.

VA04 **VA04** Sick
Vacancy relief overtime backfilling for an employee absent due to non-work related injuries/illnesses.

VA05 **VA05** Other Short-Term Absences
Vacancy relief overtime backfilling for an employee on other short-term absences.

VA06 **VA06** Relieved of Duty
Vacancy relief overtime backfilling for an employee relieved of duty (ROD).

VA07 **VA07** Military Leave
Vacancy relief overtime backfilling for an employee on military leave.

VA08	VA08	<u>Other Long-Term Absences</u> Vacancy relief overtime backfilling for an employee on other long-term absences.
VA09	VA09	<u>All Other</u> Vacancy relief overtime backfilling for vacant positions and for all other reasons not listed above. This code is to be used only in the event that one of the more specific codes does not apply (e.g., vacancy due to suspension). *Whenever a vacancy code is used, the name of the employee whom you are relieving shall be provided in the justification section (e.g., "replacement for Deputy Jones").

UNUSUAL OCCURRENCE/NON-REIMBURSABLE**

PR01	PR01	<u>Non-Reimbursed with OCN/Project Code (901)</u> All overtime required due to an unusual occurrence shall be recorded using this code. **
PR02	PR02	<u>County Emergency Response</u> Includes costs for emergency responses to County declared emergencies that are further defined by a Control Number (OCN)/Project Code. **
PR03	PR03	<u>State Emergency Response</u> Includes costs for emergency responses to State declared emergencies that are further defined by a Control Number (OCN)/Project Code. **
PR04	PR04	<u>Federal Emergency Response</u> Includes costs for emergency responses to Federally declared emergencies that are further defined by a Control Number (OCN)/Project Code. **
PR05	PR05	<u>Other Emergency Response</u> Includes costs for other emergency responses that are further defined by a Control Number (OCN)/Project Codes **

****REQUIRES A CONTROL NUMBER (OCN)/PROJECT CODE**

UNUSUAL OCCURRENCE/NON-REIMBURSABLE

PR06

PR06

Non-Reimbursed – NO OCN/Project Code

Includes pre-approved non-reimbursable offset costs where **NO** Control Number (OCN)/Project Codes are required.
