

## 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."); and
- 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?); and
- The control number (OCN)/project code box **shall be** completed for the following: Budget Activity Codes:
  - All Special compensation/reimbursable codes; and
  - 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**

<b>301</b>	<b>A01</b>	<u>Administrative Hearing - Criminal</u>  All appearances for hearing before the County Grand Jury, Department of Motor Vehicles, Federal Grand Jury, or depositions
<b>302</b>	<b>A02</b>	<u>Federal Court</u>  All appearances in federal court.
<b>303</b>	<b>A03</b>	<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.
<b>304</b>	<b>A04</b>	<u>Juvenile Court - Motion Hearing</u>  All appearances in juvenile court based on <u>motions</u> only (e.g., 1538.5 P.C).
<b>305</b>	<b>A05</b>	<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.
<b>310</b>	<b>A10</b>	<u>Traffic Citation Only</u>  All overtime required for appearances in all traffic courts.
<b>311</b>	<b>A11</b>	<u>Pretrial Conference</u>  All pretrial conferences with prosecuting attorneys, county counsel, judges, etc.
<b>312</b>	<b>A12</b>	<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.

<b>313</b>	<b>A13</b>	<u>Superior Court - Continued</u>  All appearances in superior court that are based on a continuance. For appearances in juvenile court, use Code 303.
<b>314</b>	<b>A14</b>	<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.
<b>315</b>	<b>A15</b>	<u>Superior Court - Trial</u>  All appearances in superior court, and/or in trial(s) that trail or reconvene the following day.
<b>316</b>	<b>A16</b>	<u>Youth Authority Hearing</u>  All hearings conducted by the California Youth Authority.
<b>317</b>	<b>A17</b>	<u>Traffic Court</u>  All overtime required for appearances in all traffic courts.
<b>398</b>	<b>A98</b>	<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.
<b>399</b>	<b>A99</b>	<u>On-Call Court - (Half-Time)</u>  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**

<b>401</b>	<b>J01</b>	<u>Bailiff - Early/Late</u>  All overtime required to fill bailiff positions due to extended court hours.
<b>402</b>	<b>J02</b>	<u>Civil Process Service</u>  All overtime required due to civil process and keeper service.
<b>403</b>	<b>J03</b>	<u>Court Lock-Up Security</u>  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).
<b>404</b>	<b>J04</b>	<u>Courtroom Security</u>  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.
<b>405</b>	<b>J05</b>	<u>Criminal Process Service</u>  All overtime required due to criminal process.
<b>406</b>	<b>J06</b>	<u>Jury Maintenance</u>  All overtime required to maintain a jury (e.g., security, escort service, protection).
<b>407</b>	<b>J07</b>	<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**            Warrant Preparation
- All overtime required for the preparation of an arrest or search warrant when preparation is the only activity.
- 409**            **J09**            Warrant Service
- All overtime required for the service 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.
- Regarding warrant preparation and warrant service: 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**            Other Judicial Procedure - Not Listed
- 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**            Administrative Duties - Clerical
- 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**            Administrative Duties - Staff
- 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.

<b>503</b>	<b>M03</b>	<u>Administrative Hearing - Non-Criminal</u>  Appearances before the Civil Service Commission, the Board of Supervisors, etc.
<b>504</b>	<b>M04</b>	<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.
<b>505</b>	<b>M05</b>	<u>Automated System Maintenance</u>  All overtime required for computer systems repair, maintenance, 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.
<b>506</b>	<b>M06</b>	<u>Automated System Programming</u>  All overtime required for programming a computer system, including program development and reprogramming, not required due to malfunction.
<b>507</b>	<b>M07</b>	<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.
<b>508</b>	<b>M08</b>	<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.
<b>509</b>	<b>M09</b>	<u>Data Search/Analysis</u>  All overtime required for crime trend, data, or statistical analysis when computer systems are used to obtain the data.

<b>510</b>	<b>M10</b>	<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.
<b>511</b>	<b>M11</b>	<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.
<b>512</b>	<b>M12</b>	<u>Recruitment</u>  All overtime related to the recruitment and hiring of personnel (e.g., background investigation, interview, recruitment displays/programs, testing, etc.).
<b>513</b>	<b>M13</b>	<u>Staff Meeting</u>  All overtime required to conduct staff business not related to a unit meeting that is authorized/defined in various MOUs.
<b>514</b>	<b>M14</b>	<u>Timekeeping</u>  Overtime specifically required for timekeeping functions, including validation, eHR data entry, and special reports.
<b>515</b>	<b>M15</b>	<u>Unit Meeting</u>  Overtime specifically authorized for all members of an organization to attend a meeting as defined in the various MOU's.
<b>598</b>	<b>M98</b>	<u>Other Administrative Duties - Not Listed</u>  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**

<b>601</b>	<b>C01</b>	<u>Booking Records</u>  All overtime related to inmate records (e.g., filing, purging, reviewing, document analysis, special studies, property/clothing purge, etc.)
<b>602</b>	<b>C02</b>	<u>Cashiering (Inmate Funds)</u>  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.
<b>603</b>	<b>C03</b>	<u>Food Service - Preparation</u>  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.
<b>604</b>	<b>C04</b>	<u>Food Transportation</u>  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.
<b>605</b>	<b>C05</b>	<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.
<b>606</b>	<b>C06</b>	<u>Inmate Feeding</u>  All overtime required to facilitate inmate feeding.

<b>607</b>	<b>C07</b>	<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.).
<b>608</b>	<b>C08</b>	<u>Inmate Recreation</u>  All overtime expended to meet federal mandates for inmate recreation.
<b>609</b>	<b>C09</b>	<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.).
<b>610</b>	<b>C10</b>	<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.
<b>611</b>	<b>C11</b>	<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.
<b>612</b>	<b>C12</b>	<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.

<b>613</b>	<b>C13</b>	<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.
<b>614</b>	<b>C14</b>	<u>Medical Records</u>  All overtime required to manage, maintain, develop, purge, or file inmate medical records.
<b>615</b>	<b>C15</b>	<u>Medical Services</u>  All overtime required to provide medical services for inmates (e.g., pharmacy, laboratory, X-rays, clinic, etc.).
<b>616</b>	<b>C16</b>	<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.
<b>617</b>	<b>C17</b>	<u>State Parole Hearing Security</u>  All overtime required to provide security for State Parole Hearings.
<b>618</b>	<b>C18</b>	<u>Transportation To/From Court</u>  All overtime required to provide transportation for inmates going to and from court.
<b>619</b>	<b>C19</b>	<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.

<b>620</b>	<b>C20</b>	<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.
<b>621</b>	<b>C21</b>	<u>Transportation Statewide</u>	All overtime required to transport inmates to and from facilities <u>outside</u> of the county, including extraditions.
<b>622</b>	<b>C22</b>	<u>Over-Population</u>	All overtime required for security due to jail over-population.
<b>698</b>	<b>C98</b>	<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**

<b>701</b>	<b>N01</b>	<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.
<b>702</b>	<b>N02</b>	<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.

<b>703</b>	<b>N03</b>	<u>Booking/Release</u>  Overtime required to book or release inmates.
<b>704</b>	<b>N04</b>	<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.
<b>705</b>	<b>N05</b>	<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.
<b>706</b>	<b>N06</b>	<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.
<b>707</b>	<b>N07</b>	<u>Evidence Analysis</u>  All overtime required for viewing, analysis, etc., of all evidence by employees not assigned to the Crime Lab.
<b>708</b>	<b>N08</b>	<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.
<b>709</b>	<b>N09</b>	<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.

<b>710</b>	<b>N10</b>	<u>Post-Complaint Investigation</u>  All investigative activity after the complaint has been filed.
<b>711</b>	<b>N11</b>	<u>Pre-Complaint Investigation</u>  All investigative activity prior to a complaint being filed.
<b>712</b>	<b>N12</b>	<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.
<b>713</b>	<b>N13</b>	<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.).
<b>714</b>	<b>N14</b>	<u>Surveillance</u>  Overtime specifically required for surveillances. If an arrest occurs during the same overtime period, use the appropriate arrest code.
<b>715</b>	<b>N15</b>	<u>Traffic Investigation</u>  All overtime required for traffic investigations. Include accident scene investigation, follow-up, photographs, Fatal Accident Investigation Team, etc.
<b>716</b>	<b>N16</b>	<u>Miranda Duties</u>  All overtime required for Miranda duties.
<b>717</b>	<b>N17</b>	<u>Line-up Duties</u>  All overtime required for line-up duties.
<b>718</b>	<b>N18</b>	<u>Special/Priority Investigation</u>  All overtime required due to a special/priority investigation.

<b>719</b>	<b>N19</b>	<u>Fingerprinting</u>  All overtime required for fingerprinting.
<b>720</b>	<b>N20</b>	<u>DNA Collection/Processing</u>  All overtime required for DNA collection/processing.
<b>721</b>	<b>N21</b>	<u>Curated Specimen</u>  All overtime required for the collection/processing of curated specimens.
<b>722</b>	<b>N22</b>	<u>Booking Evidence</u>  All overtime required for booking evidence.
<b>723</b>	<b>N23</b>	<u>Field Call RDO</u>  All overtime required for a field call – RDO.
<b>724</b>	<b>N24</b>	<u>Early Start</u>  All overtime required due to an early start.
<b>725</b>	<b>N25</b>	<u>Late Call</u>  All overtime required due to a late call.
<b>798</b>	<b>N98</b>	<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**

<b>801</b>	<b>P01</b>	<u>Air Support</u>  All overtime required for flight crews and support personnel.
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<b>802</b>	<b>P02</b>	<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.
<b>803</b>	<b>P03</b>	<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.
<b>804</b>	<b>P04</b>	<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.).
<b>805</b>	<b>P05</b>	<u>Duty Officer</u>  All overtime specifically required for a division or Department duty officer.
<b>806</b>	<b>P06</b>	<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.
<b>807</b>	<b>P07</b>	<u>Facility Maintenance</u>  All overtime required to maintain a Department facility.
<b>808</b>	<b>P08</b>	<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).
<b>809</b>	<b>P09</b>	<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.

<b>810</b>	<b>P10</b>	<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.
<b>811</b>	<b>P11</b>	<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.).
<b>812</b>	<b>P12</b>	<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.
<b>813</b>	<b>P13</b>	<u>Shift Exchange</u>  All overtime required to facilitate body swaps, trades, and the exchange of shift hours.
<b>814</b>	<b>P14</b>	<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.
<b>815</b>	<b>P15</b>	<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.
<b>816</b>	<b>P16</b>	<u>Time Change</u>  All overtime required for time changes caused by Daylight Savings Time.

<b>817</b>	<b>P17</b>	<u>Traffic Control</u>  All overtime required for traffic control. Includes traffic signal malfunction, inclement weather, large crowds, traffic accidents, fires, etc.
<b>820</b>	<b>P20</b>	<u>Department Security</u>  All overtime required for providing Department security.
<b>861</b>	<b>P61</b>	<u>Crime Car</u>  All overtime required for a crime car.
<b>862</b>	<b>P62</b>	<u>Traffic Car</u>  All overtime required for a traffic car.
<b>863</b>	<b>P63</b>	<u>Watch Sergeant</u>  All overtime required for watch sergeant duties.
<b>864</b>	<b>P64</b>	<u>Field Sergeant</u>  All overtime required for field sergeant duties.
<b>865</b>	<b>P65</b>	<u>Kennel/Stable Care</u>  All overtime required for kennel/stable care.
<b>898</b>	<b>P98</b>	<u>Other Operations - Not Listed</u>  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

<b>921</b>	<b>D21</b>	<u>Traffic Control, DRO</u>  All overtime required for personnel who provide traffic control during a disaster.
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<b>922</b>	<b>D22</b>	<u>Evacuations, DRO</u>  All overtime required for personnel who conduct or assist with evacuations during a disaster, or who assist with rescues.
<b>923</b>	<b>D23</b>	<u>Security, DRO</u>  All overtime required for personnel who provide security protection for property or residents during a disaster.
<b>924</b>	<b>D24</b>	<u>Transport Equipment/Supplies, DRO</u>  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.
<b>925</b>	<b>D25</b>	<u>Transport Personnel, DRO</u>  All overtime required for personnel to transport or assist with transporting personnel during, or in response to, a disaster.
<b>926</b>	<b>D26</b>	<u>Air Patrol, DRO</u>  All overtime required by personnel for air operations in response to a disaster including reconnaissance, intelligence, rescue, or transportation of personnel during a disaster.
<b>927</b>	<b>D27</b>	<u>Field Patrol, DRO</u>  All overtime required for personnel who provide law enforcement duties in and around a disaster area.
<b>928</b>	<b>D28</b>	<u>Backfill Behind Emergency Responders, DRO</u>  Vacancy relief overtime backfilling for an employee assigned to work in a disaster area.
<b>929</b>	<b>D29</b>	<u>Dispatch/Communications, DRO</u>  All overtime required by personnel for dispatch/communications during a disaster.

<b>930</b>	<b>D30</b>	<u>Logistics, DRO</u>  All overtime required for personnel providing logistical support during a disaster.
<b>931</b>	<b>D31</b>	<u>Administrative Support, DRO</u>  All overtime required for personnel providing administrative support during a disaster (e.g., checking personnel in, reports, filing, etc.).
<b>932</b>	<b>D32</b>	<u>Checkpoints, DRO</u>  All overtime required for personnel working checkpoints established during a disaster.
<b>933</b>	<b>D33</b>	<u>Department Emergency Operations Center Activation, DRO</u>  All overtime required for support personnel assigned to the Department Emergency Operations Center during a disaster.
<b>934</b>	<b>D34</b>	<u>County Emergency Operations Center Activation, DRO</u>  All overtime required for support personnel assigned to the County Emergency Operations Center during a disaster.
<b>935</b>	<b>D35</b>	<u>Incident Management Team Activation, DRO</u>  All overtime required for personnel assigned to an Incident Management Team during a disaster.
<b>936</b>	<b>D36</b>	<u>Department Liaison, DRO</u>  All overtime required for personnel assigned to another agency during a disaster, and act as a liaison officer during that incident.
<b>998</b>	<b>D98</b>	<u>Other Disaster Relief Operations - Not Listed</u>  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**

**SPECIAL COMPENSATION/REIMBURSABLE\*\***

<b>RE01</b>	<b>RE01</b>	<u>Special Event Contract (902)</u>  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.). **
<b>RE02</b>	<b>RE02</b>	<u>Private Entity Contract (903)</u>  All overtime required due to an event coordinated and paid by a private entity (e.g., security for the Olympics, movie site security, etc.). **
<b>RE03</b>	<b>RE03</b>	<u>School District Contract (904)</u>  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.). **
<b>RE04</b>	<b>RE04</b>	<u>Reimbursed Court Time (905)</u>  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). **
<b>RE05</b>	<b>RE05</b>	<u>Grant Other Reimbursed Event</u>  Overtime financed by reimbursable grant costs. **
<b>RE06</b>	<b>RE06</b>	<u>FSO Event</u>  Overtime financed by F.S.O. events. **
<b>RE07</b>	<b>RE07</b>	<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**

<b>TR01</b>	<b>TR01</b>	<u>Training Relief - Departmental Training</u> Training relief overtime of employee obtaining Departmental training.
<b>TR02</b>	<b>TR02</b>	<u>Training Relief - P.O.S.T. Training</u> Training relief overtime of employee obtaining P.O.S.T. training.
<b>TR03</b>	<b>TR03</b>	<u>Training Relief - Unit-Level Training</u> Training relief overtime of employee obtaining unit-level training.
<b>TR04</b>	<b>TR04</b>	<u>Training Relief - Other</u> Training relief overtime of employee obtaining other training.
<b>TR05</b>	<b>TR05</b>	<u>Training Relief - S.T.C.</u> Training relief overtime backfilling employees attending S.T.C. training.
<b>TR06</b>	<b>TR06</b>	<u>Training Relief - Firearms Qualification</u> Training relief overtime of employee obtaining firearms qualifications training.
<b>TR07</b>	<b>TR07</b>	<u>Training Relief - Training Development</u> Training relief overtime of employee undergoing training development.
<b>TR08</b>	<b>TR08</b>	<u>Attend Training</u> Overtime required to replace an employee attending Department mandated training.

**VACANCY RELIEF**

<b>VA01</b>	<b>VA01</b>	<u>Injury on Duty</u> Vacancy relief overtime backfilling for an employee injured on duty (I.O.D.).
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<b>VA02</b>	<b>VA02</b>	<u>Leave</u>  Vacancy relief overtime backfilling for an employee on extended leaves of absence (e.g., pregnancy disability leave (PDL), sabbatical leave, and educational leave).
<b>VA03</b>	<b>VA03</b>	<u>Loan</u>  Vacancy relief overtime backfilling for an item and/or employee loaned to another unit.
<b>VA04</b>	<b>VA04</b>	<u>Sick</u>  Vacancy relief overtime backfilling for an employee absent due to non-work related injuries/illnesses.
<b>VA05</b>	<b>VA05</b>	<u>Other Short-Term Absences</u>  Vacancy relief overtime backfilling for an employee on other short-term absences.
<b>VA06</b>	<b>VA06</b>	<u>Relieved of Duty</u>  Vacancy relief overtime backfilling for an employee relieved of duty (ROD).
<b>VA07</b>	<b>VA07</b>	<u>Military Leave</u>  Vacancy relief overtime backfilling for an employee on military leave.
<b>VA08</b>	<b>VA08</b>	<u>Other Long-Term Absences</u>  Vacancy relief overtime backfilling for an employee on other long-term absences.
<b>VA09</b>	<b>VA09</b>	<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\*\***

<b>PR01</b>	<b>PR01</b>	<u>Non-Reimbursed with OCN/Project Code (901)</u>  All overtime required due to an unusual occurrence shall be recorded using this code. **
<b>PR02</b>	<b>PR02</b>	<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. **
<b>PR03</b>	<b>PR03</b>	<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. **
<b>PR04</b>	<b>PR04</b>	<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. **
<b>PR05</b>	<b>PR05</b>	<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**

<b>PR06</b>	<b>PR06</b>	<u>Non-Reimbursed – NO OCN/Project Code</u>  Includes pre-approved non-reimbursable offset costs where <b>NO</b> Control Number (OCN)/Project Codes are required.
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