

**Unit Order: 09-002**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-002**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Overtime Reporting Procedures

**Reference:**

MPP 3-02/280.00 Overtime, MPP 3-02/280.10 Overtime Authorization, MPP 3-02/290.05 General Guidelines.

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for reporting overtime worked.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Overtime is defined as time worked in excess of 40 hours in a workweek. Except for emergencies, all overtime shall be authorized in advance. Unless special provisions have been made, within the Facilities Planning Bureau, the only person who may authorize overtime is the Director. Should any member of the Facilities Planning Bureau be held past his regular work hours due to an emergency or unforeseen circumstance, it is the responsibility of that member to inform the Director as soon as possible and no later than within the first two hours of the next business day.

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