

01-05 Overtime Usage and Tracking



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-05

Subject: OVERTIME USAGE AND TRACKING

Effective Date:	May 1, 2001	Last Date Revised	October 16, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to provide guidance for the usage of overtime and the managerial responsibilities for tracking overtime expenditures incurred by Bureau personnel. These guidelines are intended to ensure the Bureau's strict compliance with Department regulations and assure the judicious use of overtime.

GUIDELINES

Bureau personnel shall not work overtime when their job can be performed during regular work hours. Investigators, and most first-line supervisors assigned to Fraud & Cyber Crimes Bureau, work a Flex 40 schedule, a 9-80 schedule or a 4-10 schedule. Each schedule shall be assigned to better manage their regular work hours and adjust their schedule to meet the needs of their investigations while keeping paid overtime at a minimum.

Approval for paid overtime shall be received from the team lieutenant prior to the overtime being worked. When an investigator or unit supervisor determines a need for overtime, the prior approval of the team lieutenant must be obtained. In the absence of the team lieutenant, the approval will be authorized by the Operations Lieutenant. The approving supervisor's name and the anticipated number of pre-approved overtime hours shall be noted on the overtime slip.

All operations which require the use of overtime will be carefully evaluated in terms of cost-effectiveness.

OVERTIME USAGE AND TRACKING

CALL-BACK OVERTIME

Bureau personnel who are called-back to work **after completing** their 40-hour work week will be compensated according to their applicable MOU.

However, the authorization to return back to work shall be approved by the team lieutenant or the team sergeant. Bureau personnel shall receive four hours of compensation for any call-back. This minimum applies whether or not the employee actually works a full four hours.

TRACKING OF OVERTIME USAGE

Various procedures will be utilized to measure the Bureau's effectiveness in managing overtime expenditures. They are prepared by the Bureau Operations timekeeping coordinator. They include:

- Weekly overtime report - This report reflects paid non-reimbursed and saved overtime worked by all Bureau personnel on a weekly basis. It is prepared for Detective Division headquarters for distribution to the executives.
 - Monthly overtime report - This report reflects both paid and saved overtime worked by all Bureau personnel for the month. This report reflects the current month's overtime, the year to date overtime, and compares these to the prior year's overtime.
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