

## 05-06 OUTSIDE OVERTIME



# TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-06

Subject: OUTSIDE OVERTIME

Effective Date:	12/01/2005	Last Date Revised:	04/09/2020
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

### PURPOSE

The purpose of this Unit Order is to establish a uniform policy regarding the authorization, procedural, and documentation requirements for TRAP personnel engaging in outside overtime. Outside overtime is defined as any law enforcement activity worked by an employee assigned to TRAP where their parent agency is responsible for compensation and not this task force.

### GUIDELINES

Any employee assigned to this task force wishing to work any outside overtime must first obtain authorization from the appropriate area lieutenant.

Once authorization to work outside overtime is established, the task force employee must adhere to the following:

- Any employee assigned to this task force who accepts outside overtime will notify their immediate supervisor by email.
- During the course of their outside overtime shift, the employee will not be available for TRAP activities and are exempt from "call outs."
- All outside overtime worked will be noted on the TRAP timesheets in the "Comments" section in order to monitor the employee's availability.
- TRAP employees are authorized to drive a TRAP vehicle to and from any outside overtime assignment.

TRAP vehicles will not be used during the outside overtime assignment, unless they have prior permission from the Project Director.

- All task force employees will follow their parent agencies written guidelines regarding overtime procedures.
- All outside overtime slips will be copied and submitted to their immediate supervisor to be submitted with the TRAP weekly timesheets.
- All LASD task force members shall complete a memorandum (SH-AD 32A) to the Project Director requesting approval to work outside overtime. This correspondence must be approved by the TRAP Project Director and the concerned Unit Commander of the unit worked.

Nothing in this Unit Order shall restrict a parent agency from using their employee in emergency circumstances during times of civil unrest, natural disasters or other similar situations.

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MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

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