

## 1-5 Overtime Usage and Tracking

### MAJOR CRIMES BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-5**

Subject: **OVERTIME USAGE AND TRACKING**

Effective Date:	04-02-2001	Last Date Revised:	02-01-2004
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### 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 Major Crimes Bureau work a Flex 40 schedule to better manage their regular work hours and adjust their schedule to meet the needs of their investigations. The intent of the Flex 40 schedule is to provide both a flexible means for investigations and to reduce the expenditure of paid overtime.

The unit lieutenant will be the approving authority for all paid and saved overtime. When an investigator or unit supervisor determines a need for overtime, the **prior** approval of the unit lieutenant must be obtained. In the absence of the unit lieutenant, the approval will be authorized by the team sergeant pursuant to Manual of Policy and Procedures section 3-02/280.10. The approving supervisor's name must be noted on the overtime slip.

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

### **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 unit lieutenant or the team sergeant. Call-back is compensated in accordance with the applicable memorandum of understanding.

### **TRACKING OF OVERTIME USAGE**

Various tracking forms will be utilized to measure the Bureau's effectiveness in managing overtime expenditures. These tracking forms will be prepared by the timekeeper. The tracking forms are as follows:

- Weekly overtime report: This report reflects both paid and saved overtime worked by all Bureau personnel on a weekly basis. The report is subdivided by unit and reflects overtime expended by each unit for each rank. It also reflects the various categories where overtime was expended, shows a cumulative total for each rank, and a total of hours expended.
  - Monthly overtime report: This report reflects both paid and saved overtime worked by all Bureau personnel for the month. The report is constructed the same as the weekly report.
  - Overtime balance report: This report reflects a weekly running total of dollars spent on MCB overtime.
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