

# 1-20 Overtime Usage and Tracking

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **1-20**

Subject: **OVERTIME USAGE AND TRACKING**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

## **PURPOSE**

The purpose of this order is to provide guidance for the use of overtime and management's responsibilities for tracking all overtime expenditures incurred by Bureau personnel. These guidelines are intended to ensure the Bureau's strict compliance to Departmental regulations and assure appropriate use of overtime.

## **POLICY**

Bureau personnel **shall not** work overtime when their job can be performed during regular work hours. In order to respond to the unpredictable nature of narcotics investigations, supervisors and investigators assigned to the Narcotics Bureau work a Flex 40 schedule. The purpose of this schedule is to provide flexibility for investigations while reducing the need for paid overtime by providing investigators the means to better manage their regular work hours and adjust their schedules to meet the needs of their investigations.

The Zone Lieutenant shall be the approving authority for all paid and saved overtime. When an investigator and/or sergeant determines there is a need for overtime, either paid or saved, the prior approval of the concerned Zone Lieutenant must be obtained. In the absence of the Zone Lieutenant, the prior approval must be obtained from another supervisor that is of the rank of lieutenant. The lieutenant's name must be noted on the "Overtime Worked Report" (SH-R-251), on the line entitled, "Supervisor Pre-Approving O.T. and Briefing."

Personnel assigned to the Narcotics Bureau are also governed in the use of overtime by the Department's Manual of Policy and Procedures, Subsection 3-02/290.00 entitled "Overtime Guidelines". When approving or disapproving overtime requests, lieutenants shall always consider the following:

- Are other personnel available that have not yet exhausted their 40 hours for the week?
- Would delaying an active investigation until the following week compromise the case?
- Does the level of the crime and/or violator warrant the expenditure of overtime?

### **CALL-BACK OVERTIME**

Narcotics Bureau personnel who are called back to work after completing their regular scheduled hours for the day may be compensated with paid overtime. Bureau personnel working the Flex 40 schedule may receive four hours overtime for any call-back prior to 2400 hours. Call-backs occurring after 0001 hours are considered regular hours worked for that new day. All unexpected call-backs must be approved by the concerned Zone Lieutenant. Bureau personnel shall be guided by the Department's Manual of Policy and Procedures, Subsection 3-02/310.00, "Call-Back Time/Early Shift Start."

### **TRACKING OVERTIME USE**

The unit time accountant shall prepare a weekly report for Detective Division showing reimbursed and non-reimbursed overtime worked. He/She will also prepare a weekly Bureau overtime "snapshot" report showing weekly, monthly and year to date overtime expenditure as well as individual crew overtime hours worked for Sergeants and Detectives and Lieutenants.

Pay and Leave Management prepares a weekly report available to the Bureau showing individual overtime worked including paid and saved overtime.

**Refer to Bureau Order #4-1 for additional information on OCEETF overtime procedures.**

**ORIGINAL SIGNED\_**

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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