

## 4-1 Organized Crime Drug Enforcement Task Force

### NARCOTICS BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-1**

Subject: **ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDETF) OVERTIME REIMBURSEMENT AGREEMENTS.**

Effective Date:	01/26/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

#### I. **CONCEPT AND ISSUES**

##### A. **Purpose**

The purpose of this order is to establish procedures for obtaining approval to accept funds from a sponsoring federal agency's Organized Crime Drug Enforcement Task Force (OCDETF) funds.

##### B. **Scope of Policy**

This order applies to all personnel assigned to Narcotics Bureau.

#### II. **POLICY**

In order to accept funds from OCDETF to pay overtime to Narcotics Bureau personnel, an "Agreement for the Use of State and Local Overtime and Authorized Expense Program" must be initiated by the handling agent of the sponsoring Federal agency, e.g. DEA etc. These procedures will also apply to other sources of federal funding, i.e. U.S. Customs, U.S. Forest Service, etc., which pay for overtime utilized by bureau personnel during various operations.

The agreement will indicate the amount of funds requested, a list of deputies anticipated to be authorized to submit for overtime for that particular case, the OCDETF investigation number and the Federal Agency investigation number.

The proposed agreement will be sent to the Operations Lieutenant who will forward the agreement under a cover memo to the Sheriff via the Contract Law Enforcement Bureau for signature.

The Operations Lieutenant shall request that the agreement be returned to Narcotics Bureau for further processing. After the agreement, signed by the Sheriff, is returned to Narcotics Bureau, it is then forwarded to the sponsoring

Federal agency via the handling agent. The Federal agency obtains approval signatures from the Special Agent in Charge, the agency's OCDETF coordinator, and the Assistant U.S. Attorney OCDETF coordinator.

When all approval signatures are obtained, the agreement is returned to the Operations Lieutenant. The Operations Lieutenant or the lieutenant supervising the personnel who are assigned to the OCDETF case shall prepare a "909 Billing requesting that an Unusual Occurrence (UO) number be issued. The Operations Lieutenant shall send a copy of the fully signed agreement and the 909 Billing Form to the Contract Law Enforcement Bureau for forwarding to the Budget Services Unit, which will assign a UO number.

A copy of the OCDETF agreement and the 909 Billing Form with the assigned UO number shall be given to the timekeeper. Overtime submitted for pay will be charged to the UO number by submission of the overtime slip to the unit time keeper. Fiscal Administration's Financial Programs - Special Accounts Unit will in turn bill OCDETF for overtime reimbursement under terms of the agreement.

**No overtime will be authorized until the agreement is finalized and the UO# is assigned.**

The time keeper will track submitted overtime slips, ensuring that the aggregate amount of the OCDEF agreement is not exceeded. (Additionally, no individual is permitted to submit for more than \$18,042.00 in any fiscal year under a single or multiple OCDEF agreements.) As the limit amount is approached, the time keeper will notify the lieutenant responsible for the persons submitting overtime and alert him to stop approving overtime under the UO number or receive authorization from the Federal agency's OCDEF coordinator to increase the limit. Any increased limit will be documented in writing by the OCDEF coordinator and added to the original OCDEF agreement.

OCDEF agreements expire at the end of the federal fiscal year, (September 30). In order to submit for additional overtime reimbursement, a new OCDEF agreement must be submitted for the next fiscal year even if all funds for the previous fiscal year have not been used.

**Refer to Bureau Order #1-20 Overtime Usage and Tracking for additional information.**

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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