006 - SPECIAL VICTIMS BUREAU OVERTIME GUIDELINES

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0006**
Subject:	**SPECIAL VICTIMS BUREAU OVERTIME GUIDELINES**

Effective Date	Jan. 2023	**Last Date Reviewed**	Jan. 2023	**Last Date Revised**	Jan. 2023

PURPOSE:

The purpose of this order is to establish guidelines for personnel working overtime.

POLICY:

It shall be the team sergeant's responsibility to monitor and ensure that all overtime is necessary and appropriate. The following shall be utilized as a guide in the use of overtime.

Only high-priority investigations will be pursued utilizing overtime. High-priority investigations are defined as those investigations in which there are clearly articulable factors that indicate an increase in the threat or danger to the community if overtime is not authorized or if the investigation falls under one of the below categories:

- Involves in-custodies, wherein court imposed time constraints are an issue.
- Relates to activities attracting significant media interest.
- Involves immediate community safety.
- Is determined to be a high priority by Department executives.
- Requires immediate action to prevent evidence and/or identify the suspect.

Routine investigations are those cases where available information indicates little likelihood that any danger or threat to the community will be increased by a decision not to approve overtime. These investigations will necessarily be worked only on a **regular workday basis,** eight-hour shift.

In addition to absolute compliance with Sections 3-02/280.00 through 3-02/280.15 of the Manual of Policy and

Procedures, the following will apply when considering the use of overtime:

- No overtime shall be approved for administrative activities without specific prior authorization by the Bureau Commander.

- No overtime shall be approved for training activities without prior authorization by the Bureau Commander.

- All range qualifications shall be accomplished during regular duty hours.

- Public appearances shall be approved by the Unit Commander and occur on regular duty hours, unless otherwise approved.

- All overtime worked shall be officially documented on departmental payroll records and shall not be maintained on any unofficial basis.

- All overtime shall be approved in advance after an estimate of the time required to complete the assigned task is reviewed by the team sergeant. When the estimated overtime provided is inadequate, the employee shall provide his/her supervisor with an updated estimate. The revised estimate shall then be rejected or approved in advance by the team sergeant.

Reviewed and approved by:

Richard Ruiz, Captain

Special Victims Bureau