2005 - 4 CERTIFICATION OF CREDITABLE SERVICE HOURS

PURPOSE OF ORDER

The decentralized and diverse assignments inherent to all positions within the Operation Safe Streets (OSS) Bureau create a unique challenge in certifying creditable service hours. This directive outlines the procedures and responsibilities for logging and for verifying hours worked by employees.

SCOPE OF ORDER.

This order applies to all OSS Bureau personnel.

ORDER

All OSS Bureau staff shall sign in and out daily on the Weekly Time Card.

All team sergeants are responsible for verifying their respective team members' worked hours. Upon verification, team sergeants shall sign and forward the original time sheets to the Bureau's timekeeper. All time-off requests shall be submitted with this paperwork, unless slips are submitted in advance.

The workweek is defined as Sunday through Saturday. It is mandatory that **all time worked,** including regular hours, on-call time, and any overtime worked for the OSS Bureau, contracts, or other units, be reported on the Weekly Time Card. If overtime hours are not reported on the Weekly Timecard, an adjusted Daily Timecard must be submitted along with the Overtime Worked Report form. The regular and overtime hours recorded on the overtime slips must match those on the Weekly Time Card. When claiming travel and/or evidence pick-up time, it shall be noted in the narrative section of the overtime slip and included in the total overtime hours worked. If there are any discrepancies, the Weekly Timecard and overtime slips will be returned to the team sergeant for corrections, which may delay payment to the employee.

Weekly Timecard and overtime slips are due at OSS Bureau Headquarters on Monday by 1000 hours. Each team sergeant is responsible for ensuring that all required documents are submitted to OSS Bureau Headquarters in a timely manner.

These documents are required to prepare the Weekly Overtime Report, which is due at the Detective Division on Tuesday morning of each week.

All paperwork (Weekly Timecards, overtime slips, time-off requests, etc.) shall be completed in indelible ink: pencil is not acceptable. Absolutely no whiteout is allowed on the Weekly Time Card. If an error is made, it should be lined out with a single horizontal line and initialed. Only overtime codes of 901, 902, 903, 904, or 909 require a number in the Control Number box of the overtime slip. That control number will start with 1, 2, 3, or 4, depending on which category the employee worked. The Contract Law Enforcement Bureau requires that all mileage information be reported. Therefore, ensure that you record the County vehicle number, beginning and ending mileage, and the total number of miles driven. If you ride with another deputy or drive your own

personal vehicle, please note this in the mileage section. When working overtime at other units, it is mandatory that the overtime slip include the "outside OT org #" code for that unit, written above the Control Number box, to ensure the appropriate unit is charged for the overtime.

Because payroll is now recorded in TIMEi, it is imperative that team sergeants verify, sign, and forward their respective teams' Weekly Timecards and overtime slips to the timekeeper without delay. Inaccurate input and/or delays in posting deputies' time could result in no pay for that particular pay period.