

**OFFICE OF THE CHIEF OF POLICE
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

December 20, 2022

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: REMINDER REGARDING DEPARTMENT OVERTIME POLICIES AND PROCEDURES

This Notice serves to clarify current policies and procedures related to Department Overtime guidelines. Currently, the Department's overtime guidelines are not codified other than overtime related to the Cash Overtime Allotment for Scheduling and Timekeeping (COAST) Overtime Detail Guidelines as documented in Office of the Chief of Police (OCOP) Notice dated September 13, 2022. This Notice serves to establish consistency within all overtime guidelines, policies, and procedures throughout the Department.

As a reminder, an employee is considered "on duty" when working any overtime details, and the employee remains responsible for following all Department rules, policies and procedures. As with COAST Overtime guidelines, all overtime will be limited to no more than 30 hours a week. In addition, to ensure employees have proper rest between shifts, employees may not work an overtime shift within eight (8) hours prior to the start of any other work assignment or within eight (8) hours after any other work assignment's scheduled end of watch. Please refer to OCOP Notice dated September 13, 2022 for all other guidelines related to overtime.

Any questions regarding this Notice should be directed to the Employee Relations Administrator at (213) 486-7600.



T. SCOTT HARRELSON, Commander
Employee Relations Administrator

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police