

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER No. 07-04

April 30, 2007

**TO:** All Metropolitan Division Lieutenants

**FROM:** Commanding Officer, Metropolitan Division

**SUBJECT:** FLSA REQUIRED DOCUMENTATION FOR FIELD LIEUTENANTS

In order to be in compliance with the Fair Labor Standards Act (FLSA), all lieutenants and below, and civilian equivalents must have their start of watch time, Code 7 time and end of watch time documented on a log. Since Metropolitan Division sworn personnel do not take a Code 7, there is no need to document Code 7 time. The start and end of watch times for field sergeants and officers are documented on Sergeant Logs and Daily Field Activity Logs. Administrative sworn and civilian personnel document their time on a Daily Sign-in Sheet.

Since field lieutenants do not submit a daily log, there is currently no vehicle to document the two mandatory FLSA entries. Therefore, this order creates the Metropolitan Division FLSA Duty Status Log for lieutenants assigned to field duties.

The purpose of this log is to capture the start of watch time, end of watch time and duty assignment for the given day. There is no need to document daily activities on this log other than the mandatory FLSA entries and your detail (i.e. crime suppression, VIP, administrative, etc.).

This log shall be submitted on a monthly basis within five business days of the conclusion of the calendar month to the A-Platoon Officer-in-Charge. The A-Platoon lieutenant will review the log for completeness and ensure the logs are stored at Metropolitan Division for the appropriate period of time established by Records and Identification (R&I) Division. At the conclusion of the period time prescribed by R&I, the files will be properly packaged and sent out for record retention.



SCOTT C. KROEBER, Captain  
Commanding Officer  
Metropolitan Division

METROPOLITAN DIVISION  
FLSA DUTY STATUS LOG

Name: \_\_\_\_\_

Month & Year: \_\_\_\_\_

Platoon: \_\_\_\_\_

Day	Start of Watch	End of Watch	Detail
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