

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 6

October 5, 2007

**SUBJECT: SUPERVISOR RESPONSIBILITIES TO ENSURE COMPLIANCE
WITH THE FEDERAL FAIR LABOR STANDARDS ACT**

EFFECTIVE: IMMEDIATELY

This Notice serves as a reminder for all Department supervisors to ensure compliance with the Federal Fair Labor Standards Act (FLSA) as directed in the *Office of the Chief of Police Notice: Department Employees' Compliance with the Fair Labor Standards Act (FLSA)*, dated March 28, 2003.

Supervisors are reminded to ensure compliance with FLSA requirements regarding:

- * Proper documentation of start/end of watch times on all Daily Field Activities Reports (DFARs) and Daily Sign-In Sheets;
- * Timely submission of Overtime Reports for all employees who worked an extended end of watch;
- * Proper documentation of Code Seven for each employee on all DFARs and Daily Sign-In Sheets;
- * Determination of whether the employee forgot to document Code Seven or did not take Code Seven when Code Seven is not documented on a DFAR or Daily Sign-In Sheet;
- * Prompt documentation of Code Seven on the DFAR or Daily Sign-In Sheet if the employee forgot to document Code Seven; and,
- * Submission of an Overtime Report if the employee could not take Code Seven.

Supervisors are required to sign the attached "*Acknowledgement of Receipt*," which shall be placed in the supervisor's divisional personnel package. Commanding officers shall then forward an Intradepartmental Correspondence, Form 15.02.00, to the Office of Operations, via their chain of command, which reflects the status of the service of this Notice to all supervisors. If service is not completed, a justification of the non-service and the expected date of service shall be included.

Questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations at (213) 473-8826.

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

Attachment

DISTRIBUTION "D"

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the Office of Operations Notice titled "SUPERVISOR RESPONSIBILITIES TO ENSURE COMPLIANCE WITH THE FEDERAL FAIR LABOR STANDARDS ACT."

I have read and understand the Notice. I will adhere to the rules set forth in the Notice, and will adhere to the provisions of the FLSA as detailed in the Notice. I understand that any knowing violation of these rules or other violation of the FLSA is misconduct and will subject me to disciplinary action.

Employee's Name & Serial Number (Printed)

Employee's Signature

Date

Signature and Serial Number of Supervisor Serving this
Notice upon Employee

Date

Distribution

- Original - Employee's Department Personnel Folder
- Copy - Employee's Divisional Personnel Folder