

## OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 1

January 9, 2018

**SUBJECT: OVERTIME REPORT, FORM 02.24.00 – REVISED**

**PURPOSE:** This Order revises the Overtime Report, Form 02.24.00, often referred to as a “greenie,” to include a triplicate copy. To facilitate the documentation for reimbursement, a triplicate copy (pink) has been added to assist in the documentation of daily overtime shifts worked. Overtime worked outside of a reimbursable overtime detail does not require the distribution of the pink copy.

**PROCEDURE: OVERTIME REPORT, FORM 02.24.00 – REVISED.** The Overtime Report, Form 02.24.00, has been revised. The color sequence of the form will be as follows: white, yellow, and pink. The new form will be pre-printed in green font. In addition, the City-issued employee identification number shall be the only acceptable number listed in the EMPLOYEE ID (EID) box.

- A. Use of Form.** This form shall be used by Department employees requesting compensation for overtime hours worked and for reporting previously-accrued time used. Overtime worked in support of a reimbursable program, i.e., cash details, shall require the distribution of the pink copy to the entity facilitating the program.
- B. Completion.** Department employees shall ensure that all appropriate boxes are completed and are clearly visible on all copies prior to distribution.
- C. Distribution.**
  - 1 – Original (white), to be filed at the divisional level for five years.
  - 1 – Copy (yellow), to be given to the employee for his or her personal records.
  - 1 – Copy (pink), to be kept by the entity managing the reimbursable overtime program for documentation and reimbursement.

**3 – TOTAL**

**FORM AVAILABILITY:** The revised Overtime Report is available from Publishing Services, Department of General Services, by submitting a Supply Order Form, Form 15.11.00, to the Supply Section, Fiscal Operations Division. The original Overtime Report shall continue to be used for all overtime **not related** to reimbursable overtime programs, until depleted.

**AMENDMENT:** This Order revises the Overtime Report to include a triplicate copy. The “Form Use” link applicable to the Overtime Report has been updated and is accessible in E-Forms on the Department’s Local Area Network.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**FORM USE LINK**  
**Revised by Administrative Order No. 1, 2018**

**02.24.00 OVERTIME REPORT, FORM 02.24.00.**

**02.24.00-01 Use of Form.** This form shall be used by *Department* employees requesting compensation for overtime hours worked and for reporting previously-accrued time used. *Overtime worked in support of a reimbursable program, i.e., cash details, shall require the distribution of the pink copy to the entity facilitating the program.*

**02.24.00-10 Completion.** *Department employees shall ensure that all appropriate boxes are completed and are clearly visible on all copies prior to distribution.*

**02.24.00-80 Distribution.**

- 1 - Original (*white*), to be filed at the divisional level for five years.
- 1 - Copy (*yellow*), to be given to employee for his or her personal records.
- 1 - Copy (*pink*), to be kept by the entity managing the reimbursable overtime program for documentation and reimbursement.

**3 - TOTAL**