

OFFICE OF THE CHIEF OF POLICE

NOTICE

February 21, 2019

1.11

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: CASH OVERTIME ALLOTMENT FOR SCHEDULING AND TIMEKEEPING
OVERTIME DETAIL GUIDELINES – REVISED

The purpose of this Notice is to advise personnel of the procedures that will be followed when an employee violates any of the Cash Overtime Allotment for Scheduling and Timekeeping (COAST) guidelines listed in the *Office of the Chief of Police Notice, Cash Overtime Allotment for Scheduling and Timekeeping (COAST) Overtime Detail Guidelines – Revised*, dated January 17, 2019.

The Department has significantly increased the number of COAST overtime detail opportunities for all eligible employees. In an effort to provide a fair and unbiased selection process, the Department utilizes a lottery system for those who request to work overtime shifts. The Department's expectation is that the selected employees properly adhere to the COAST guidelines. However, in review of overtime shift opportunities, a high number of COAST guideline violations have been found. To consistently track the guideline violations, the Department created the COAST Accountability Database; a database that will serve as a repository of all reported COAST guideline violations.

The COAST Accountability Database information is confidential and access to those records is limited to individuals with a legitimate business purpose to review the records. This database is NOT a personnel file and is only used to track COAST guideline violations. As such, only employees with a legitimate business purpose, upon approval from the Assistant to the Director, Office of Operations (ADOO), may review the content of this database.

PROCEDURES

When an employee fails to adhere to the COAST guidelines, the original deployment schedule is often impacted. Cash Overtime Allotment for Scheduling and Timekeeping overtime shift supervisors, or their designee, will document the COAST guideline violation(s) using a COAST deviation form, which is located within the COAST Accountability Database. Once the deviation form is uploaded, the form cannot be retracted, altered, or modified by anyone except a database administrator. Supervisors assigned to the Special Events Unit (SEU), Office of Operations (OO), are the COAST Accountability Database administrators. Only administrators have access to the information contained in the database. Individuals inputting a deviation form into the database will only have access to the form they uploaded and will not have any access to any other information contained within the database. Employees who have entries in the COAST Accountability Database may request to view their entries by emailing SEU, OO Supervisors at ospeviaevents@lapd.online.

The following employee information will be entered in the database and will remain confidential:

- Employee name, rank, serial number, current assignment, and phone number;
- The COAST guideline(s) violated;
- Date and time the COAST guideline violation was reported;
- Details of the affected shift; and,
- The information of the replacement employee, if any.

When an employee violates any COAST guideline, the employee may be subject to a restriction from future COAST details. The overtime shift supervisor will advise SEU, OO supervisory personnel of the violation. The SEU supervisor will review the employee's COAST Accountability Database history for the past six months from the date of the original violation. The SEU supervisor will then forward the violation along with any other vital information to the ADOO.

The ADOO, based upon the nature of the COAST guideline violation, the COAST Accountability Database six-month violation history, and any other relevant information provided by the overtime shift supervisor, will make the determination as to whether a COAST restriction is the appropriate course of action. If it is determined that a restriction is appropriate, the ADOO will determine the duration of the restriction, ranging from 30 days to one year. The ADOO will cause notification of restriction [including reason(s) for the restriction and duration of the restriction] to the affected employee.

Note: Restrictions from COAST details are **not** disciplinary matters and will never be included in the employee's Department personnel file. However, during the scope of an employee's duties during a COAST overtime detail, an employee is considered "on-duty." The employee is responsible for following all Department rules, policies, and procedures during his or her shift, and may be subject to Department disciplinary procedures (i.e., Employee Comment Sheet, Notice to Correct Deficiencies, or a complaint investigation) for violations of Department rules, policies, and procedures.

Employees may submit documentation for cancelling a shift within the minimum 72-hour notice (i.e., Doctor's Note). If documentation is provided, the ADOO will review each circumstance and may remove the restriction. Any documentation can be submitted via e-mail to the SEU, OO supervisors at oospecialevents@lapd.online, which will subsequently be presented to the ADOO.

If you have any questions or require additional information, please contact the Special Events Unit, Office of Operations, at (213) 486-6688.



MICHEL R. MOORE
Chief of Police

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