

OFFICE OF OPERATIONS

NOTICE
1.11

September 5, 2017

TO: All Sworn Personnel

FROM: Director, Office of Operations

**SUBJECT: CASH OVERTIME ALLOTMENT FOR SCHEDULING AND
TIMEKEEPING-PRIORITY VACATION SCHEDULING**

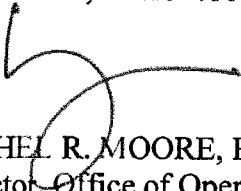
Pursuant to the Office of the Chief of Police Notice, *Cash Overtime Allotment for Scheduling and Timekeeping (COAST) Overtime Detail Guidelines*, dated April 6, 2017, Transit Services Bureau (TSB) has initiated the advanced posting of Los Angeles County Metropolitan Transportation Authority (LACMTA) events on COAST for sworn personnel on **approved and scheduled** long or short vacation ("advanced posted events"). Section I of the Chief of Police Notice explains the requirements for bidding on these advanced posted events:

- I. All COAST overtime details may be worked during an employee's prescheduled vacation period (i.e., long or short vacation). While on their prescheduled vacation, employees may work a maximum of 60 hours of COAST overtime each week. Employees will be allowed to request in advance to work certain COAST overtime details that occur during their vacations and will receive priority for selection to these details.

The advanced posted events clearly designate that: "Only personnel that are on approved and scheduled long or short vacation can sign up for this detail." All other personnel can sign up for the events after their work schedule is posted for that Deployment Period (noon on the Wednesday of Week C of the prior Deployment Period).

An inspection of the advanced posted events revealed that many personnel that signed up were not on prescheduled vacation for the Deployment Period of the events. Moving forward, all advanced posted events will be subject to pre-event and post-event inspections to confirm that personnel that bid for advanced posted events are on prescheduled vacations. Any personnel found to be bidding on or working advanced posted events that are not on prescheduled vacation will be subject to restriction from working COAST overtime details (see Section N of the Chief of Police Notice, *COAST Overtime Detail Guidelines*).

Should you have questions regarding this matter, please contact the Office of Operations, Special Events Unit, at 213-486-6688.



MICHEL R. MOORE, First Assistant Chief
Director, Office of Operations

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