

AIR SUPPORT DIVISION

ORDER NO. 2, 2007
16.1

April 19, 2007

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: SIGN IN/OUT POLICY AND TIMEKEEPING RESPONSIBILITIES FOR AIR SUPPORT DIVISION - REVISED

Reference: Special Order No. 30, October 18, 2006
Los Angeles Police Department Manual, Vol. 3/700

This order revises the sign in/out policy and timekeeping responsibilities for Air Support Division (ASD).

Command Intent

This policy is revised to ensure proper documentation of hours worked for assigned personnel. It is meant to simplify procedures, while maintaining accuracy, and establish accountability.

Divisional Procedures

Divisional timekeeping procedures consist of two programs that record employees' hours worked: the Deployment Planning System (DPS) and unofficial time books. The DPS is a computer-based program that provides information to Fiscal Operations Division for payroll purposes. As such an instrument, DPS will be the primary system for recording and documenting employees' hours worked. The DPS report "Daily Worksheet, Planned" version will be annotated with the actual start time and actual end time of every employee assigned to a duty status. Code - 7 lunch breaks will be written in the "comments" section of the document. The completed form will be used as the basis for completing the "Actual" version of the form.

The unofficial time book will be used as a planning reference document for supervision. It will provide an "at a glance" view of deployment availability and employees' days off. While the book is a planning tool, it has no impact on pay status.

Employee Responsibilities

Each employee is responsible for writing in their start of watch time under the column "Actual Start Time" corresponding to their name and similarly indicating their end of watch time beneath the "Actual End Time" column. The employee will initial to the right of the entries validating them. If an employee is not physically present for work, the employee will telephonically notify the watch commander or appropriate supervisor of their duty times.

Supervisory Responsibilities

Supervisors will ensure that planned versions of the "Daily Worksheet," obtained from DPS, are prepared and available one week prior to the deployment date. Supervisors will assign personnel to appropriate duty assignments and indicate any coordinating instructions under the "Comments" heading. Each watch commander or officer in charge (OIC) will ensure all employees present for duty indicate their start and end times. Supervisors receiving a telephonic notification of duty times will initial the entry for the employee making the notification.

Watch commanders and OICs will ensure that the "Actual" version of the "Daily Worksheet" is completed no later than the end of their scheduled duty day, with the exception of the Watch 1 watch commander who will provide the completed worksheet by 0700 hours on the following day.

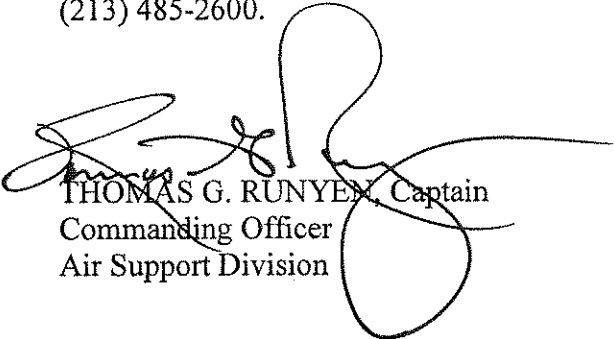
Timekeeper Responsibilities

The ASD timekeeper will audit DPS entries on a weekly basis.

DPS Coordinator Responsibilities

The DPS Coordinator will cause an audit of divisional timekeeping to occur on a monthly basis. This audit will not be conducted by the timekeeper or any of the principles responsible for worksheet entries.

Questions regarding this order can be directed to Sergeant II+III Anthony DeMolina, ASD, at (213) 485-2600.



THOMAS G. RUNYEM, Captain
Commanding Officer
Air Support Division