

EMPLOYEE RELATIONS ADMINISTRATOR

NOTICE

2.1

April 24, 2003

TO: All Commanding Officers

FROM: Employee Relations Administrator

**SUBJECT: COMPENSATION OF OFF-DUTY INVESTIGATIVE SUPERVISORS
FOR TELEPHONIC BOOKING ADVICE**

Watch commanders may contact off-duty investigative supervisors for booking advice when the off-duty investigators are not being compensated for on-call status if the situation involves a serious felony crime or an extraordinary circumstance. Off-duty investigative supervisors who are contacted for booking advice are to be compensated overtime for their consultation time.

Special Order No. 13, 2001, clarified how telephonic booking advice is obtained from investigative supervisors. That order stated that booking advice is not required when the investigative entity responsible for the follow-up investigation is off-duty. However, watch commanders may phone an off-duty investigative supervisor for advice when the situation involves a serious felony crime, an extraordinary circumstance, or the off-duty investigative supervisor is being compensated for on-call status.

The language of the order created some confusion regarding when watch commanders may contact off-duty investigative supervisors for telephonic booking advice. Some have interpreted the language to limit phone contacts of off-duty investigative supervisors to only those who are being compensated for on-call status. This is incorrect. Watch commanders may also contact off-duty investigative supervisors when they are not being compensated for on-call status if the situation involves a serious felony crime or an extraordinary circumstance. When the off-duty investigative supervisor is not being compensated for on-call status, the off-duty investigative supervisor shall be compensated for the time spent providing telephonic booking advice in six-minute increments (minimum of one-tenth of an hour), in accordance with the overtime compensation provisions of Memorandum of Understanding No. 24.

If you have any questions concerning the applicability of the Memorandum of Understanding to Special Order No. 13, please contact Employee Relations Section staff at (213) 485-6552.


MARK R. PEREZ, Commander
Employee Relations Administrator

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