

Metropolitan Division

Divisional Order No. 04-2
16.3

September 20, 2004

TO: All Personnel, Metropolitan Division

FROM: Commanding Officer, Metropolitan Division

SUBJECT: OVERTIME REPORTING PROCEDURES
(Replaces Divisional Orders 98-3 & 99-1)

BACKGROUND

Accurate and timely reporting of overtime is essential for the proper management of overtime accounts. Metropolitan Division faces some unique challenges when reporting overtime due to changing assignments and shifts. The Fair Labor Standards Act (FLSA) mandates Metropolitan Division have a system for the timely submission of overtime.

METRO PROCEDURE

EXTENDED END OF WATCH-OFFICER'S RESPONSIBILITIES

Advise a supervisor and obtain approval to work the overtime.

Upon completion of their overtime, the concerned officers shall complete an overtime slip. The narrative portion of the overtime slip shall include the name of the supervisor approving the overtime.

The on-duty Metro supervisor should approve the overtime slip when the unit is going EOW. If a Metro supervisor is unavailable, present the overtime slip to the on duty watch commander who will initial the EOW time.

Deliver the overtime slip to Metropolitan Division upon completion of the overtime **THAT SAME DAY**, or if not practical, immediately:

FAX the overtime to Metro and confirm its arrival. FAX No. (213) 847-3089 (The FAX machine is incapable of reading original overtime slips. Photocopy the overtime slip and FAX the photocopy of the overtime slip to Metro.) **and**, immediately:

Place the original overtime slip in an Intradepartmental Mail envelope and mail to Metro (Mail Stop 435)

EXTENDED END OF WATCH-SUPERVISOR'S RESPONSIBILITIES

Approve all extended EOW overtime worked by officers as necessary, ensuring that the concerned officers have adequate resources to complete their mission

Note on his/her log the names of the affected officers, the reason for the overtime and the anticipated amount of overtime to be worked

Notify the area watch commander of the officer's status, if no Metro supervisor will be available at end of extended watch

Notify Metro desk of the officer's status if no Metro supervisor will be available on the detail of late officers.

COURT OVERTIME-"Be there" Court

Upon completion of the overtime, present the completed overtime slip to the court liaison officer for the court stamp and initialing,

Deliver the overtime slip to Metro Division **THAT SAME DAY**, or, if not practical, immediately:

FAX the overtime slip to Metro Division and confirm its arrival FAX No. (213) 847-3089 (The FAX machine is incapable of reading original overtime slips. Photocopy the overtime slip and FAX the photocopy of the overtime slip to Metro.)

COURT OVERTIME-"On Call" Court

Complete an overtime slip

Deliver the overtime slip to Metro Division **THAT SAME DAY**, or, if not practical, immediately:

Notify Metro desk of the completed overtime. The Metro desk officer receiving the overtime notification shall complete an overtime slip for the concerned officer (On Call" cases only).

SUPERVISOR'S AND PLATOON LEADER'S RESPONSIBILITIES

It is the responsibility of the platoon leader to ensure that accurate overtime reports are submitted in a timely manner. Timely is defined as the date that the overtime is earned. In the absence of the platoon leader it is the senior sergeant's responsibility to ensure that the overtime slips are processed in a timely manner. Same day reporting is impractical sometimes at Metropolitan Division, and that is why the telephonic system for reporting overtime was implemented. That system now needs support in the form of a Faxed and mailed overtime reports to insure accuracy.

Timely and accurate submission of overtime is the responsibility of the concerned officer. When overtime is not reported on time it affects the Division's ability to fairly compensate officers for their work and it creates an extra and unnecessary burden on the administrative staff. Be assured that all steps are taken to accurately credit overtime accounts. The initial steps, however, rest with the concerned officer.



STEPHEN R. JACOBS, Captain
Commanding Officer
Metropolitan Division