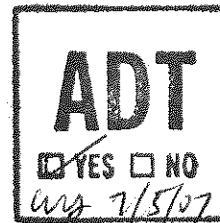


OFFICE OF OPERATIONS



OPERATIONS NOTICE NO. 4

June 27, 2007

**SUBJECT: EMPLOYEE AND SUPERVISOR RESPONSIBILITIES TO ENSURE  
FEDERAL FAIR LABOR STANDARDS ACT COMPLIANCE**

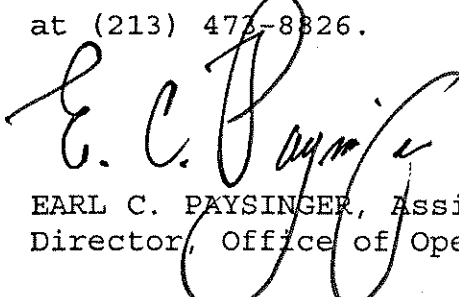
**EFFECTIVE: IMMEDIATELY**

A recent audit revealed that Areas were utilizing several different methods to document Code-7 for desk and kit room officers. This included, but was not limited to, notations on the Watch Commander's Daily Report, Form 15.80.00. In accordance with Office of the Chief of Police Notice, Department Employees' Compliance with the Fair Labor Standards Act, dated March 28, 2003, "Employees who do not submit daily logs are to document the time of their Code-7, as well as their start and end of watch times on their divisional or section sign-in/out log. If no such log exists, the employee is to notify his/her supervisor. The supervisor is to immediately implement a log if one does not exist and provide a copy to his/her commanding officer."

**Note:** Although not specifically mentioned, the above Notice includes officers assigned to work the front desk and the kit room, as well as any other fixed post assignment.

Supervisors are reminded to ensure that sign-in/out logs are made available for desk officers and employees in other administrative assignments. The implementation of such logs will ensure uniformity, accountability and compliance with the Fair Labor Standards Act. Furthermore, all completed desk/kit room personnel sign-in/out logs shall be attached to the Watch Commander's Daily Report to minimize loss or misplacement.

Questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 477-8826.

  
EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

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