

## OFFICE OF THE CHIEF OF POLICE

### ADMINISTRATIVE ORDER NO.

**SUBJECT: OVERTIME REPORT, FORM 02.24.00 – REVISED**

**PURPOSE:** This Order revises the Overtime Report, Form 02.24.00, often referred to as a "greenie," to remove the triplicate (pink) copy. The pink copy was integrated to facilitate documentation for reimbursement, however the transition to scanning has eliminated the need for the pink copy.

**PROCEDURE:** The Overtime Report, Form 02.24.00, has been revised. The pink copy has been eliminated from the form. Form Use has been revised and is attached for reference with revisions in italics.

- A. Use of Form.** This form shall be used by Department employees requesting compensation for overtime hours worked and for reporting previously accrued time used.
- B. Completion.** Department employees shall ensure that all appropriate boxes are completed and are clearly visible on all copies prior to distribution.
- C. Distribution.**
  - 1 - Original (white), to be filed at the divisional level for five years.
  - 1 - Copy (yellow), to be given to employee for his or her personal records.

### 2- TOTAL

**FORM AVAILABILITY:** The revised Overtime Report is available from Publishing Services, Department of General Services, by submitting a Supply Order Form, Form 15.11.00, to the Supply Section, Fiscal Operations Division. Existing Overtime Reports shall continue to be used until depleted.

**AMENDMENTS:** This Order amends the "Form Use" link within the E-Forms application.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this Directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



JIM McDONNELL  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL  
FORM USE  
Revised by Administrative Order No. , 2026**

**02.24.00 OVERTIME REPORT, FORM 02.24.00.**

02.24.00-01 **Use of Form.** This form shall be used by Department employees requesting compensation for overtime hours worked and for reporting previously accrued time used.

02.24.00-10 **Completion.** Department employees shall ensure that all appropriate boxes are completed and are clearly visible on all copies prior to distribution.

**02.24.00-80 Distribution.**

- 1 - Original (white), to be filed at the divisional level for five years.
- 1 - Copy (yellow), to be given to employee for his or her personal records.
  
- 2- TOTAL**