



Policy Revision Request

Requestor Name Jerry Cantu Emp # 6111

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

To assist the Department on tracking officer overtime.

949 Secondary Employment

949.4 SECONDARY EMPLOYMENT APPLICATION PACKETS

949.4.1 SECONDARY EMPLOYMENT APPLICATION FORMS

All forms associated with this order ~~can be~~ are found in electronic form at G:\Public\Public Data for APD Only\Approved APD Forms\Secondary Employment Forms.

- (e) **Overtime Log (PD0036D)** – This is a log of all overtime worked by sworn employees. The log ~~will be~~ is maintained by unit supervisors and saved in ~~a network~~ the shift/unit group folder.

949.7 SPECIFIC SECONDARY LERE GUIDELINES

949.7.6 REQUIRED REPORTING OF OVERTIME AND LERE HOURS WORKED

- (a) An electronic copy of ~~form~~ the Overtime Log PD0036D form ~~Overtime Log is~~ will be maintained by the employee's supervisor in the shift/unit ~~a network~~ group folder designated by their chain of command. When an employee works overtime (this does not include mandatory/-emergency holdovers, late calls, and overtime related to workload), they will complete the an overtime log on form PD0036D form and save it ~~to the network location~~ within one week of the assignment to include actual locations, dates, and times of LERE hours worked each week. ~~The employee's supervisor will maintain the overtime log according to the City's retention policy.~~ The logs will include all LERE hours worked by the employee that week including actual court overtime (time reported on court sign in/out log) and estimated hours worked as a courtesy officer. The employee's supervisor will maintain the overtime log according to the City's retention policy.

1. This log will be reviewed and approved by the employee's immediate supervisor ~~on a~~ weekly ~~basis~~ by electronically initialing the form.
2. Changes to LERE hours worked subsequent to having been reviewed by the supervisor will require the employee to notify~~ing~~ their supervisor and an additional electronic initial by the supervisor.

(b) Supervisors will document the officer is up to date on their Overtime Log on form Personnel Inspections Citywide PD0122, per 801.8 Personnel and Equipment Inspections.