

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

SPECIAL ORDER NO. 5045

TO: All Personnel

SUBJECT: Overtime Policy, Accounting and Compensation

DATE: 28 Mar 01

EXPIRATION: Upon Revision of Departmental General Order D-1, Overtime policy, Accounting and Compensation (Rev. 2 Jul 99)

This Order cancels the current provisions of DGO D-1, Part I, C, 1-8. Those sections are hereby canceled and replaced with the following revised procedures.

1. Bureau commanders shall assign and ensure the training of one or more members and/or employees to audit the weekly overtime authorization forms before they are sent to the appropriate payroll data entry unit and/or Budget & Accounting (B&A) Division for input. City Auditor staff shall provide the training.
2. Bureau, Area and Division commanders/managers are responsible for managing the overtime funds allocated to their unit. Commanders and managers shall:
 1. Develop a written fiscal year spending and monitoring plan for their unit(s).
 2. Review and modify plan as need.
 3. Analyze the costs and benefits of scheduled overtime, staffing special events, or conducting special projects.
 4. As directed, report the status of the unit's OT allocation balance.
3. Unit commanders and section supervisors shall receive monthly reports of all active members and employees receiving premium and lineup pay and review them for accuracy before submitting them to the bureau commander for approval. The approved reports shall be forwarded to the Budget & Accounting Division Manager, who shall audit and correct payroll records to ensure that only authorized personnel receive specific premium pay.

4. Unit commanders, managers and section supervisors permitting personnel to work overtime shall provide a specific and detailed written notification on the overtime authorization form.

Improper and/or incomplete requests for overtime shall be rejected and returned for correction.

5. Members and employees shall not work overtime on the same date that they take time off for Overtime Allowed (OTA).
6. Overtime assignments completed for other units such as conducting background investigations, teaching Academy classes, and backfilling vacancies, etc., **shall be coded to the organization code of the division/section/unit receiving the overtime service.**

Other project numbers and/or overtime codes also shall be used to further define that overtime activity. See Part X of this order for overtime and project codings.

8. With the exception of 3rd Watch Patrol Officer lineup pay, all other requests for approval of lineup pay shall be submitted to the Chief of Police or his/her designated representative.
9. Whenever designated overtime appropriations (grants, contracts, special one-time funding, etc.), are available to fund special projects, the responsible project manager shall ensure that overtime authorization forms are properly coded before submitting them to the appropriate payroll unit for data entry. Copies of overtime forms shall be forwarded to the B&A Manager for billing.
 1. For the purposes of this order, a Project Manager is a designated sworn or civilian supervisor or commander responsible for managing the daily activities of a service, project, or grant agreement.
 2. The Project Manager shall monitor all expenditures to ensure that they do not exceed the authorized funding for the project.
 3. The B&A Manager shall:
 - 1) Provide written instructions on coding grant/project overtime to the Project Manager, respective payroll units, and bureau overtime auditors whenever a new grant or project is approved.

- 2) Send a copy of the monthly project overtime expenditure report and copies of all budget and expenditure transfer documents to the Project Manager.
- 3) Review the monthly financial reports and correct errors promptly. If grant or contract overtime expenditures are temporarily coded to a non-project General Fund account, direct the responsible account clerk to immediately transfer the expenditures to the proper fund and/or project.

10. Overtime Allocation Information

The Budget and Accounting Manager shall:

1. Ensure that overtime information is properly captured and reported in the payroll and financial systems.
 2. With the approval of the COP, provide bureau commanders fiscal OT allocations.
 3. As directed, provide the COP, bureau/division commanders and appropriate managers with an Overtime Expenditure Report.
11. The Training Section shall include overtime and fiscal management training in the curricula of the annual in-service training of supervisors and commanders.

By order of

Richard L. Word
Chief of Police