OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

SPECIAL ORDER NO. 6058

TO: All Personnel DATE: 16 Jan 02

SUBJECT: Completing new:
Overtime Worked (OTW) form (TF-3171)
Sworn Time Report (TF-3169)
Civilian Time Report (TF-3170)

TERMINATION: Upon the next revision of General Order D-1, OVERTIME (OT) POLICY, ACCOUNTING AND COMPENSATION (Rev. 2 Jul 99)

I. INTRODUCTION

A. Effective 19 Jan 02, all personnel shall use the new two-part Overtime Worked (OTW) form (TF-3171) **to report and receive compensation** for overtime worked with the exception of holiday, lineup, and canine handler's overtime. This form shall replace all existing overtime forms.

B. Special Order No. 5038, COMPLETING SCANTRON OVERTIME FORM; Sworn and Non-Sworn Overtime Worked-Court and Non-Court (Scantron), TF-3124 (1/01); Sworn Time Report, 536-925 (12/00); and Civilian Time Report, 536-924 (12/00) are hereby canceled.

C. A supply of the OTW form and revised Time Reports (Sworn and Civilian) shall be distributed to all Division Commanders/Managers prior to 19 Jan 02.

II. POLICY

A. Sworn and civilian personnel shall be responsible for ensuring that the information entered on the OTW form is accurate and complete.

B. One OTW form shall be completed and submitted for approval for **each** instance of overtime worked.

C. Incomplete or illegible OTW forms shall be rejected and returned to the member/civilian.

D. Signatures are required on all OTW forms (No signature stamps).

E. All proper coding shall be entered in the “Charged to” section of the OTW form. Overtime worked for another unit/function shall be coded to the organization unit **receiving** the service except for tactical operations, which shall be charged to the member’s assigned organization unit.

F. Holiday, lineup, and canine handler's overtime shall be reported on the appropriate Sworn Time Report, TF-3169 (1/02) and Civilian Time Report, TF-3170 (1/02).

G. The Budget and Accounting Division Manager shall update and distribute valid accounting and payroll codes to all commanders/managers as necessary.

A listing of the current Payroll and Overtime Element Codes is attached to this Special Order.

H. The Administrative and Technical Services Division forms control person shall be responsible for ordering and ensuring distribution of OTW forms (TF-3171), Sworn Time Report (TF-3169) and Civilian Time Report (TF-3170) to the various units.

III. OTW FORM COMPLETION INSTRUCTIONS

A. General

1. The OTW form is divided into sections to facilitate overtime reporting.

2. The Header section (top portion) pertains to information about the person working overtime.

3. The Overtime Element Codes section (bottom portion) contains the codes which are required to be transferred to the time report for data input.

B. Header Section

1. **Line 1 Shaded** - Leave Blank – To be completed by payroll representative

2. **Line 2** - Self-explanatory

Note: Employee number is the 2-5 digit Oracle number.

3. **Line 3** - Self-explanatory

Note: Enter a contact number where you can be reached in the event of an error/omission.

4. **Line 4** - Self-explanatory

Note: Enter the appropriate number of meal allowances. Members and civilians are eligible for meal allowances only if overtime is not pre-scheduled (with appropriate notice).

5. **Line 5** - Enter appropriate number/codes

a. **Project** – Enter the 4-digit project code provided by the responsible supervisor, commander, or manager. If no specific project code is given, enter 0000.

b. **Task** – Enter the 4-digit task number used in conjunction with a specific project code provided by the supervisor, commander, or manager. If no specific task number is given, enter 1010.

c. **Fund** – Enter the 4-digit fund number used in conjunction with a specific project code provided by the responsible supervisor, commander, or manager. If no fund number is given, enter 1010.

d. **Organization** – Enter the organization number of the unit that will be charged with the cost of the overtime worked.

OT Category	**Charge Overtime to Org. No. (Effective 1 Jul 01-30 Jun 02)**
Training	103430
Background Investigation	103420
Tactical Operations	Your assigned Unit Org. No.
Regular OT in your unit	Your assigned Unit Org. No.
OT outside your unit	Org. No of unit receiving the service
Special Events	104812
Grant/Project	Obtain, Project Code, Task No., Fund No., and Org. No. from the responsible supervisor, commander, or manager.

e. **Program** – Enter the 4-digit program code assigned to special overtime programs provided by the responsible supervisor, commander, or manager. If no program code is given, enter **"PS"** for public safety, **"YP"** for youth programs, **"TE"** for training and employment, or **"FM"** for financial management.

6. **Line 6-7** - Enter reason overtime worked

7. **Line 8** - Enter **name** of person authorizing the overtime in the "Overtime Authorized By" box. Do not enter "DGO," "Watch Commander," etc.

   If overtime worked is outside the member/civilian's assigned unit, the person authorizing overtime shall complete and sign the "Auditor" box.

   The member/civilian's regular supervisor shall review the OTW form to ensure it is complete and legible and sign (include serial number) in the "Supervisor's Signature" box.

   NOTE: The supervisor may review the OTW form before or after the auditor verifies and signs the OTW form.

8. **Auditor Box** - The auditor shall:

   a. Verify that the overtime and meal allowance claimed is accurate.

   b. Sign the "Auditor Box" (include serial number).

   c. Return audited OTW forms to the member/civilian or his/her unit in a timely manner in order to meet the submittal deadlines for Sworn/Civilian Time Reports. If overtime is performed after the normal deadlines, the OTW form shall be submitted in accordance with the provisions of Part III, D, 3.

   d. Forward the audited canary copy to the member/civilian (if requested) for his/her records if the overtime is worked within the person's assigned unit, or

   e. Detach and retain the canary copy for financial reporting purposes or unit records if the overtime is worked outside the person's assigned unit or if the overtime is charged to a funded grant/project, and

   f. Forward a duplicate audited copy to the member/civilian for his/her records (if requested).

9. **Line 9** – Approval signatures required

C. Overtime Element Codes Section Completion

1. Check only one box and transfer the entire bolded code onto the "OVERTIME" section of the Sworn/Civilian Time Report. For example:

OT Category	Enter Bolded Code
SWORN OT PAY	**OTSB** Backfill (WODOP) **OTST** Training
SWORN OT - COMP HOURS @ 1.5	**SORC** Callback **SORM** Community Meeting
SWORN DEFERRED OT	**Def OT Backfill** (WODOP) **Def OT Extension** of shift
CIVILIAN OT PAY	**OTPB** Backfill **OTPE** Parade/Event
CIVILIAN OT - COMP	**CTPS** Special Enforcement **CTPC** Callback

2. Court Overtime - Check the appropriate box, enter the information requested, and transfer the entire bolded code into the "OVERTIME" section of the time report.

Court OT	Enter Bolded Code
SWORN	**OTC Sworn** Court Pay **CTC** Comp Time Court **OCD** Court Deferred
CIVILIAN	**OTC NonSworn** Court **CCB CT** Court NonSworn

3. Submit completed OTW form(s) with time report to your assigned unit supervisor for review and appropriate signatures.

D. OTW Form and Time Report Submittal Schedule

1. OTW forms shall be completed and submitted for appropriate approval and signatures in a timely manner in order to meet the submittal deadlines for Sworn/Civilian Time Reports.

2. Normal deadlines for OTW forms and Sworn/Civilian Time Reports for the Office of Chief of Police, Bureau of Investigation, and Bureau of Services:

	OTW Forms and Time Reports
1st Week (Pay week)	Thu – 1200 hours
2nd Week (Payroll closing)	Wed – 1200 hours (Exception: holidays during work week)

3. The Bureau of Field Operations shall establish internal procedures for OTW form and time report submittal.

4. Overtime Corrections

When requesting overtime compensation for overtime not previously reported or paid, an audited OTW form must be provided to the Budget & Accounting Division. A payroll correction form is not needed from the requesting unit.

IV. OTW FORM PROCESSING

A. Audited OTW forms originating from the Office of Chief of Police, Bureau of Investigation, Bureau of Services shall be retained by the originating units. The time reports, organized in alphabetical order, shall be forwarded to the Budget and Accounting Division for processing (data input).

B. The unit commanders shall retain approved OTW forms for a minimum of 5 years. The Budget and Accounting Division shall retain Sworn/Civilian Time Reports for 5 years or whenever the reports are scanned on to storage disks.

C. BFO OTW forms shall be processed in accordance with the provisions of bureau directives.

Processed OTW forms shall be attached to corresponding time reports and organized in alphabetical order by pay period prior to forwarding to the Budget and Accounting Division for archiving.

By order of

Richard L. Word
Chief of Police

Attachment - Payroll and OT Element Codes