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17-045
02/13/17

Monitoring Overtime (Re-issue DB 15-127)

Commanding Officers and Officers-in-Charge are reminded of their requirement to monitor overtime usage as directed in Department General Order 11.01.1.4, (Personnel Compensation) as follows:

- a. Commanding Officers and Officers-in-Charge shall investigate the necessity of overtime by their members and take measures to ensure that the amount of overtime is kept to a minimum.
- b. Compensation Requests (SFPD 289) must reflect the actual date and number of overtime hours. All overtime that members work should be recorded in 15 minutes (0.25) increments.
 - 1-15 minutes = fifteen minutes (0.25)
 - 16-30 minutes = thirty minutes (0.30)
 - 31-45 minutes = forty-five minutes (0.75)
 - 46-60 minutes = sixty minutes (1.00)
- c. Compensation Requests shall be submitted to the member's Commanding Officer without delay upon completion of the overtime worked.

Note: HRMS will be closed and locked at 10:00 a.m. on Tuesday after the closing of the pay period on the previous Friday. **Members should contact Sgt. Maureen Leonard in Operations at (415) 837-7268 for late overtime entries.**

In addition, all overtime shall be:

- Pre-approved by a supervisor or a manager.
- Verified by a supervisor or a manager.
- Approved by the Commanding Officer or Division Director.
- Entered into HRMS and submitted to the Payroll Unit within the pay period.

Miscellaneous Overtime (OT4) shall be pre-approved by the member's Bureau Deputy Chief.

Members with questions about the information contained in this Department Bulletin should contact their assigned Payroll Clerk at (415) 837-7340.


WILLIAM SCOTT
Chief of Police

Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.