

<i>TYPE OF ORDER</i>	<i>NUMBER/SERIES</i>	<i>EFFECTIVE DATE</i>	<i>ISSUE DATE</i>
Memorandum	#01 Series 2005	01/07/05 at 7:00 A.M.	01/07/05
<i>SUBJECT TITLE</i>		<i>PREVIOUSLY ISSUED DATES</i>	
Overtime/Call Back/Court Time Procedures			
<i>REFERENCE</i>		<i>RE-EVALUATION DATE</i>	
<i>SUBJECT AREA</i>		<i>DISTRIBUTION</i>	
Overtime/Call Back/Court Slips		All Personnel	

Effective immediately, the following procedure shall apply when submitting overtime, call back, court, or any specialized overtime slips.

*** OVERTIME/CALL BACK/COURT SLIPS**

Every overtime, call back and court slip, must be filled out completely, i.e.: Event, Employee Number, Employee Name printed with signature, starting date and time and ending date and time, total hours and the signature of the authorizing supervisor.

*** PINK SPECIALIZED OVERTIME SLIPS**

Please fill out the pink overtime slip for the following:

All Special Events, Festivals, Water Fires, Special Training, Weed & Seed, etc....

You must also be sure to fill out the slip completely, i.e.: Event, Employee Number, Employee Name printed with signature, Starting date and time and Ending date and time, Total Hours, and the signature of the authorizing supervisor. PLEASE BE SURE TO CIRCLE WHETHER YOU WORKED OVERTIME OR CALL BACK AT THE TOP OF THE SLIP.

*** ORANGE HOMELAND SECURITY/GUN TASK FORCE SLIPS**

Please fill out the orange overtime slips for the following:

Gun Task Force, Homeland Security

You must also be sure to fill out the slip completely, i.e.: Event, Employee Number, Employee Name printed with signature, Starting date and time and Ending date and time, Total Hours, and the signature of the authorizing supervisor. PLEASE BE SURE TO CIRCLE WHETHER YOU WORKED HOMELAND SECURITY OR GUN TASK FORCE. IF HOMELAND SECURITY, CIRCLE WHETHER IT WAS FOOTPOST, PATROL OR BICYCLE, WITH THE LOCATION AND WHETHER IT WAS OVERTIME OR CALL BACK AT THE TOP OF THE SLIP.

*** GREEN SPECIALIZED OVERTIME SLIPS**

Please fill out the green overtime slips for the following:

FARE/Downtown Detail

You must also be sure to fill out the slip completely, i.e.: Event, Employee Number, Employee Name printed with signature, Starting date and time and Ending date and time, Total Hours, and the signature of the authorizing supervisor. PLEASE BE SURE TO CIRCLE WHETHER YOU WORKED OVERTIME OR CALL BACK AT THE TOP OF THE SLIP.

** ANY SLIP THAT IS NOT FILLED OUT COMPLETELY WILL BE SENT BACK TO THE APPROPRIATE DIVISION AT WHICH TIME A LETTER AS TO WHY THE SLIP WAS SENT BACK AND SUBSEQUENTLY LATE WILL NEED TO BE SUBMITTED TO MAJOR THOMAS F. OATES, DIRECTOR, THE ADMINISTRATIVE DIVISION, BEFORE THAT SLIP WILL BE ENTERED.

ALL SLIPS MUST BE TURNED IN WHEN WORK HAS BEEN COMPLETED. ALL SLIPS SHOULD BE TURNED IN DURING THE CURRENT WEEK WORKED. ANY SLIPS THAT ARE TURNED IN LATE MUST BE ACCOMPANIED WITH A LETTER TO MAJOR THOMAS F. OATES, III, DIRECTOR, ADMINISTRATIVE DIVISION.

APPROVED:

DEAN M. ESSERMAN
COLONEL
CHIEF OF POLICE