

**SAN DIEGO POLICE DEPARTMENT  
ORDER**

**DATE/TIME:** JULY 1, 2024 0530 HOURS

**NUMBER:** OR 24-21

**SUBJECT:** RESTATEMENT OF DEPARTMENT PROCEDURE 1.20 –  
OVERTIME COMPENSATION

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** DP 1.20

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Overtime is an important tool that allows the Department to provide effective police services to augment patrol staffing levels and to address staffing needs for special events and holiday operations. Proper administration of the use of overtime is necessary.

Department members are reminded that their overtime slips must accurately reflect the actual time and number of hours worked. Supervisors are required to review all overtime claims and determine their validity prior to approving both overtime slips and corresponding timecard entries.

NOTE: In instances where a 4-hour minimum may apply, such as Call-Back (code 0150) and PD Court (code 0155), the system will automatically pay accordingly even if the actual hours worked and recorded on the timecard are less.

The Department does not authorize supervisors to offer incentives to entice members to work overtime assignments, including agreeing to pay an employee more hours of overtime than are actually worked. For example, agreeing to pay an employee ten hours of overtime to work a special assignment knowing only six hours of overtime are required to complete the duty.

Falsifying overtime slips or timecard entries into SAP is considered being untruthful, and will subject members to discipline, including termination.

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Please read at squad conferences and give a copy to all personnel.