

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: JANUARY 21, 2025 1200 HOURS
NUMBER: OR 25-01
SUBJECT: USE OF UPDATED INTERNAL ORDERS
SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 1.20

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

The San Diego Police Department tracks overtime worked by employees using numerical codes written both on overtime slips and timecards, referred to as internal orders or cost objects.

The current internal orders available are limited in their ability to sufficiently track overtime expenditures. New internal orders have been created and reflect the updated organizational chart and recent restructuring of the Department. Changes have also been made to the names of existing internal orders, but their numbers remain the same. Department members should refer to the attached table (Figures 1 and 2) below and [Training Bulletin 25-01](#) for further details.

Effective immediately, Department members will use the listed internal orders on their timecards and overtime slips. Supervisors shall ensure their employees have entered the appropriate Internal/Receiving Order when approving overtime on timecards.

Department Order 1.20 will be updated to reflect these changes.

If you have any questions concerning the information provided in this bulletin, please contact **(Redacted – record exempt)**.

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

Figure 1

San Diego PD Internal Orders - Investigative and Administrative Commands	
Unplanned Overtime - Extension of Shift	
Description	Number
Extension of Shift - Reports	11003715
Extension of Shift - Calls for Service	11003716
Extension of Shift - Other	11001542
Planned Overtime - Command Specific	
Command	Number
Investigations I	11005022
Investigations II	11005023
Crime Laboratory	12000574
Special Operations Branch	11005027
Community and Youth Services	11005020
Watch Commander's Office	12005364
Research, Analysis, and Planning	12005360
Special Events/Emergency Planning	11005026
Criminal Intelligence Unit	12005357
Internal Affairs	12005358
Human Resources Division	11005021
Training Division	11005029
Operational Support	11005025
Fleet, Facilities, Property Room, Records	11005031

Finance and Data Systems	11005032
Chief's Office Admin	12005355

Figure 2

San Diego PD Internal Orders - Patrol Commands, NPD, and Traffic Division		
Unplanned Overtime - Extension of Shift		
Number	Description	
11003715	Extension of Shift - Reports	
11003716	Extension of Shift - Calls for Service	
11001542	Extension of Shift - Other	
Planned Overtime - Command Specific		
Command	Description	Number
Northern	Northern Investigations/Admin	12005342
	Northern Proactive Enforcement	12005351
	Northern Patrol Staffing	12004453
	Northern Beach Teams	12005359
Northeastern	Northeastern Investigations/Admin	12005340
	Northeastern Proactive Enforcement	12005349
	Northeastern Patrol Staffing	12004451
Eastern	Eastern Investigations/Admin	12005338
	Eastern Proactive Enforcement	12005347
	Eastern Patrol Staffing	12004449
Southeastern	Southeastern Investigations/Admin	12005343
	Southeastern Proactive Enforcement	12005352
	Southeastern Patrol Staffing	12004454
Central	Central Investigations/Admin	12005337
	Central Proactive Enforcement	12005346
	Central Patrol Staffing	12004448
	Gaslamp Enforcement Team	12005356
Western	Western Investigations/Admin	12005345
	Western Proactive Enforcement	12005354
	Western Patrol Staffing	12004456
	Western Beach Teams	12005365
Southern	Southern Investigations/Admin	12005344
	Southern Proactive Enforcement	12005353
	Southern Patrol Staffing	12004455
Mid-City	Mid-City Investigations/Admin	12005339
	Mid-City Proactive Enforcement	12005348

	Mid-City Patrol Staffing	12004450
Northwestern	Northwestern Investigations/Admin	12005341
	Northwestern Proactive Enforcement	12005350
	Northwestern Patrol Staffing	12004452
	Telephone Reporting Unit (TRU)	11005024
Traffic	Traffic Division Investigations/Admin	11005028
	Collision Investigation Bureau	12005361
	Motors	12005362
	Parking Enforcement	12005363
NPD	NPD General Fund	11003903
	CleanSD	11004334