

## SAN DIEGO POLICE DEPARTMENT ORDER

**DATE/TIME:** January 14, 2021 0900 HOURS

**NUMBER:** OR 21-02

**SUBJECT:** CIVIL UNREST PROTESTS

**COST CENTER:** 1914001101

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** 1.18 Payroll Procedures

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Employees shall use Internal Order (IO) Code **16000037 - Civil Unrest** for **all productive time related to Non-COVID-19 Protests** by entering the IO in the “Cost Object” field on their timecard. When using the IO, employees shall briefly explain in the comments field of the timecard what tasks you worked on related to the Civil Unrest Protests. Note, comments can be added to individual timecard entries in SAP by hovering the mouse over the hours box and pressing the right mouse button.

Examples of working time associated with **IO 16000037 Civil Unrest Protests** include, but are not limited to:

1. Securing Police Department Headquarters
2. Mobile Field Force assignments
3. Strike team assignments
4. Undercover operations related to civil unrest
5. Prisoner Processing/transport
6. All EOC and DOC operations.
7. Administrative, investigative, patrol assignments in standby or actual deployment mode related to Civil Unrest.

Overtime:

1. Enter IO **16000037** on timecard in SAP for any overtime worked.
2. Ensure IO **16000037** goes in the “Other” section of the overtime slip.
3. Explanation of overtime - Note your unit number and specific Civil Unrest protest related tasks being performed on overtime slip and comments section on timecard in SAP.
4. **Employees must select Civil Unrest Protest related overtime as Pay; Employees can NOT take protest related overtime as Comp Time.**

Regular Working Time:

1. Enter IO **16000037** on timecard in SAP for any regular working time.
2. Explanation of regular working time - Note your unit number and specific protest related tasks being performed in the comments section on timecard in SAP.

**Displaced Civilian Personnel**

If you have been directed to be home as a result of the protests, you must use Regular Working Time (0010) on your timecard referencing IO **16000037**.

**Purchases**

IO **16000037** should also be referenced for any Civil Unrest Protest related non-personnel expenditures.

Any additional personnel related questions should be directed to your Payroll Specialist or by calling the Payroll Unit's main line at (619) 531-2856.

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