



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 901 – Payroll Timesheets & Overtime Accounting

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	January 06, 2012 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	9
Forms Referenced in Procedure:	COSA Notice of Leave Form SAPD Form #15 C SAPD Form #15 CR SAPD Form #15 O SAPD Form #17-303None	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes guidelines for the proper completion of payroll time sheets and also establishes a system to allow for the accurate control, tracking, and accountability of overtime pay and compensatory time accrual.

### .02 PAYROLL TIME SHEETS

- A. All members assigned to a unit are listed alphabetically on SAPD Form #17-303, *Payroll Time Sheet*. Sworn members are listed first, in order of rank, followed by non-sworn members. Members' Personal Identification Number (PIN) is also listed.
- B. Unit/Shift Directors are responsible for the completion and accuracy of the payroll time sheet. The data entry function may be delegated to another unit/shift member.
- C. A member's actual status must be identical to that listed on the payroll time sheet, indicated by letters or a symbol, for each day of the accounting period.
- D. The following symbol or two (2) letters are used to denote an employee's duty status for each day of the accounting period:

	Code	Duty Status
1.	/	Present for duty
2.	AD	Administrative leave
3.	BD	Bonus day
4.	CT	Compensatory time
5.	DF	Death in family
6.	DL	Disability leave (non-sworn members)
7.	FH	Floating holiday
8.	HD	Holiday
9.	IJ	Injured on-duty leave for any member, sworn or non-sworn
10.	LL	Legislative leave
11.	LW	Leave without pay
12.	ML	Military leave
13.	MW	Military leave without pay
14.	PL	Personal leave (non-sworn)
15.	RD	Relief day
16.	SK	Sick leave
17.	SA	Special assignment
18.	SP	Suspension without pay
19.	VC	Vacation or annual leave



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E. When an exception occurs to an employee’s scheduled workweek, a City of San Antonio *Notice of Leave* Form is submitted. SAPD Form #15-CR, *Compensatory Time off Record*, has to be submitted by sworn members taking compensatory time off. With the implementation of ERM, the *Notice of Leave* form will be submitted immediately to the Accounting and Personnel Office. Supervisors will no longer attach the *Notice of Leave* form to the payroll time sheet; however, supervisors will continue to attach the *Compensatory Time off Records* to the payroll time sheets.

1. In the event a member does not take the leave as documented on the *Notice of Leave* form, the member’s supervisor will e-mail a supervisor in the Accounting and Personnel Office.
2. The supervisor in the Accounting and Personnel Office will then ensure the *Notice of Leave* form is removed from the file, and the member’s time is not taken.

F. Shift Differential:

Unit supervisors will e-mail a list of officers eligible for shift differential pay by the 10<sup>th</sup> of each month in the following format to the Manager of the Accounting and Personnel Office. The supervisors will receive an e-mail response verifying the list was received. Shift differential eligibility will no longer be coded on Unit/Details weekly payroll time sheets. Unit supervisors will use the following format.

<b>Office:</b>	Patrol Division	<b>Shift:</b>	PDC
<b>Hours Worked From:</b>	2130 to 0630	<b>Month:</b>	October 04
<b>NAME</b>			
<b>BADGE NUMBER</b>		<b>SAP Employee Number</b>	
Smith, Joe	222	123456	
Doe, Eric	1112		

G. The “Remarks” column of the payroll time sheet is used for the following:

1. The purpose and location for any special assignment, administrative leave, or legislative leave;
2. To note the date a member returns to his parent unit/shift from a special assignment, administrative leave, or legislative leave;
3. The date the member transferred to or from a unit/shift;
4. To indicate whether the leave was taken was scheduled or unscheduled, in accordance with Article 22, Section 4 of the Collective Bargaining Agreement.
5. The relationship of a deceased family member, if “DF” is listed; and
6. The number of hours, less than a full tour of duty, a member does not work due to being on any type of leave or for being tardy. Time less than a full hour is noted in minutes.

H. Miscellaneous Payroll Time Sheet Instructions:

1. Members placed on special assignment or administrative leave are coded accordingly on the payroll time sheet of the parent unit/shift.



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2. When a member is on special assignment to another unit/shift, that unit/shift acknowledges such personnel by name on its payroll time sheet and accounts for all time, including pink slip, until such time as the member returns to his parent unit/shift.
  3. When a city holiday occurs while a member is on annual leave, the member's duty status for the day is listed as holiday on the payroll time sheet.
  4. Sworn members calling in sick on a city holiday are listed as sick on the payroll time sheet for that day.
- I. Unit/Shift Directors are responsible for ensuring each leave or absence listed on the payroll time sheet has corresponding documentation attached. Documentation includes, but is not limited to the following:
1. City of San Antonio *Notice of Leave* Form (pink slip);
  2. SAPD Form #15-CR, *Compensatory Time off Record* (orange card); and
  3. Military leave orders, if applicable.
- J. Completed payroll time sheets shall be routed, using bin mail or electronic mail, to the Accounting and Personnel Office not later than the Monday morning following the end of the accounting period. Corresponding documentation shall be routed through bin mail to the Accounting and Personnel Office.

#### **.03 FIESTA & SPECIAL EVENT OVERTIME ACCOUNTING**

- A. The overtime accounting process for all members working a Fiesta event or a special event is handled by the special event commander in charge of the event through the Police Event Management System (PEMS).
- B. Members shall choose either overtime or compensatory time as compensation for overtime worked at a Fiesta or special event prior to the start of the event.
- C. Members may verify the amount of overtime or compensatory time earned after the completion of a Fiesta or special event assignment by accessing PEMS, through COSANET, using either a mobile data computer (MD) or an office computer.
- D. Members finding a discrepancy for overtime worked and the amount of overtime or compensatory time credited to them for working a Fiesta or special event should contact the special event commander. The special event commander is the only person authorized to make corrections in the Police Event Management System (PEMS).

#### **.04 OVERTIME & COMPENSATORY TIME CARDS**

- A. SAPD Form #15-O, *Overtime Pay Record* (white card), shall be submitted by officers who wish to receive pay for working overtime assignments other than Fiesta or special events.
- B. SAPD Form #15-C, *Compensatory Overtime Record* (pink card), shall be submitted by members who wish to accrue compensatory time for working overtime assignments instead of receiving pay.
- C. Overtime and compensatory time cards shall be filled out completely and legibly.
- D. Approving Authority
  1. Overtime and compensatory time cards submitted by sworn and non-sworn members shall be reviewed and approved by at least two levels of supervision prior to being delivered to the Accounting and Personnel Office:



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- a. 1<sup>st</sup> level approval - Unit/Shift Directors or Detail/Shift Supervisors; and
  - b. 2<sup>nd</sup> level approval - Division Commanders or their designee. This is the person responsible for the activity code to which the overtime is charged.
2. Supervisors review overtime and compensatory time cards for accuracy and legibility. Overtime and compensatory time cards which are incomplete or in error are returned to the submitting member for correction and re-submittal.
- E. Overtime and compensatory time cards must be submitted to the Accounting and Personnel Office within eight (8) calendar days.

### **.05 OVERTIME RATES**

- A. An overtime rate, designated by a two (2) digit number, is used to identify the overtime rate of pay a member is entitled to for working overtime. The overtime rates are as follows:
1. 1.0 - Overtime payable at straight time (non-sworn members);
  2. 1.5 - Overtime payable at time and one half; and
  3. 2.0 - Overtime payable at double time.
- B. For sworn members, the current Collective Bargaining Agreement is the proper source in determining the appropriate rate for overtime worked.

### **.06 OVERTIME CODES**

- A. An overtime code, designated by two (2) letters, is used to identify the category of overtime worked. The below listed codes are the most commonly used. For additional listings of overtime codes, contact the Accounting and Personnel Office.

	<b>Code</b>	<b>Category of Overtime</b>
1.	<b>AB</b>	<i>Chief's Advisory Action Board. Voluntary service at the 1.5 rate for reviewing cases and attending board meetings, prior authorization is necessary from the Board Chairperson. No callback is authorized. Approval is by the Board Chairperson. This overtime is charged to the Chief's Office cost center.</i>
2.	<b>AD</b>	<i>Alamo Dome</i>
3.	<b>AE</b>	<i>Extension of an assignment, with prior authorization by a supervisor, excluding late calls.</i>
4.	<b>AG</b>	<i>Firing Range</i>
5.	<b>AI</b>	<i>Temporary instructor at the Police Training Academy. Persons who volunteer to be an instructor at the Academy at the 1.5 rate. No callback is authorized. No callback is authorized nor is the double time rate, unless ordered by a supervisor to attend. This overtime must be approved by the Training Academy Commander.</i>
6.	<b>AJ</b>	<i>Academy Recruiting</i>
7.	<b>AK</b>	<i>Citizen Police Academy</i>
8.	<b>AL</b>	<i>Alamo Bowl</i>
9.	<b>AN</b>	<i>Academy Night Class</i>
10.	<b>AP</b>	<i>Applicant Processing - Recruiting, processing, investigating, or interviewing police applicants. Persons who volunteer to perform recruiting work at the 1.5 rate. No callback is authorized nor is the double time rate, unless ordered by a supervisor to attend.</i>
11.	<b>BB</b>	<i>Fiesta – Battle of the Bands</i>
12.	<b>BD</b>	<i>Bomb Squad incidents and training.</i>



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	<b>Code</b>	<b>Category of Overtime (cont'd)</b>
13.	<b>BR</b>	<i>Bike Rodeos</i>
14.	<b>BT</b>	<i>Donating blood during a city endorsed blood drive. Used only if Accounting and Personnel Office has not credited donor with compensatory time by the thirtieth (30) day following the blood donation.</i>
15.	<b>CA</b>	<i>Activities related to Texas Alcoholic Beverage Commission hearings. This includes pre-hearing meetings, giving depositions and attending hearings.</i>
16.	<b>CC</b>	<i>Attendance in County Court. This includes pre-trial meetings, giving depositions and attending court. Does not include stand-by.</i>
17.	<b>CD</b>	<i>Attendance in District Court. This includes pre-trial meetings, giving depositions, and attending court. Does not include stand-by.</i>
18.	<b>CF</b>	<i>Attendance in Federal or Civil Court. This includes pre-trial meetings, giving depositions and attending court.</i>
19.	<b>CG</b>	<i>Attendance related to Grand Juries. This includes pre-trial meetings, giving depositions, and attending hearings.</i>
20.	<b>CJ</b>	<i>Activities related to participations in Justice of the Peace Hearings. This includes pre-hearing meetings, giving depositions, and attending hearings.</i>
21.	<b>CL</b>	<i>Activities related to Administrative License Revocation Hearings. This includes pre-trial meetings, giving depositions, and attending court.</i>
22.	<b>CM</b>	<i>Attendance in Municipal Court. This includes pre-trial meetings and attending court.</i>
23.	<b>CR</b>	<i>Christmas River Parade</i>
24.	<b>CS</b>	<i>Activities related to Civil Service Hearings and Arbitrations. This includes pre-hearing/arbitration meetings, giving depositions, and attending hearings/arbitration. Court related activities (i.e., meeting with city, state, or federal attorneys)</i>
25.	<b>CT</b>	<i>Fiesta Carnival Traffic</i>
26.	<b>CU</b>	<i>US Customs Reimbursable OT</i>
27.	<b>CV</b>	<i>Convention Support</i>
28.	<b>DE</b>	<i>DEA Reimbursement Special Project</i>
29.	<b>DP</b>	<i>Dignitary Protection</i>
30.	<b>DR</b>	<i>Direct Report Entry</i>
31.	<b>DS</b>	<i>Diez Seis</i>
32.	<b>DZ</b>	<i>Dignitary Protection Intelligence</i>
33.	<b>EC</b>	<i>Emergency Callback</i>
34.	<b>ER</b>	<i>Crime Response Unit Initiative</i>
35.	<b>EW</b>	<i>Early Warning – Time spent as a member of the Employee Early Warning Board or a respondent to the Employee Early Warning Board.</i>
36.	<b>F1</b>	<i>First Friday</i>
37.	<b>FA</b>	<i>Fiesta: City Hall Security</i>
38.	<b>FB</b>	<i>FBI Reimbursable OT</i>
39.	<b>FD</b>	<i>Fiesta: Marines at Alamo</i>
40.	<b>FH</b>	<i>Fiesta: Market Square Traffic</i>
41.	<b>FI</b>	<i>Fiesta: Carnival</i>
42.	<b>FJ</b>	<i>Fiesta: Fun Run</i>
43.	<b>FK</b>	<i>Fiesta: NIOSA Traffic</i>
44.	<b>FL</b>	<i>Fiesta: Earth Day Fun Run</i>
45.	<b>FM</b>	<i>Fiesta: River Parade</i>
46.	<b>FN</b>	<i>Fiesta: Night Parade</i>
47.	<b>FO</b>	<i>Fiesta: Oyster Bake Traffic</i>
48.	<b>FP</b>	<i>Fiesta: Stand By Pool</i>
49.	<b>FQ</b>	<i>Fiesta: Market Square</i>
50.	<b>FR</b>	<i>Fiesta: Crowd Control</i>
51.	<b>FS</b>	<i>Fiesta</i>



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Code	Category of Overtime (cont'd)
52.	<b>FT</b> <i>FTO Program activities by non-FTO officers. Cards must include the name of the cadet, probationary officer, or officer assigned to remedial training, and the immediate supervisor's signature. Cards are routed to Training Academy for Second (2<sup>nd</sup>) Level Approval by Training Academy Commander or his designee.</i>
53.	<b>FV</b> <i>Fiesta: Opening Ceremonies</i>
54.	<b>FW</b> <i>Fiesta: Battle of Flowers Parade</i>
55.	<b>FX</b> <i>Fiesta: Shift Extension</i>
56.	<b>GR</b> <i>Graffiti Program</i>
57.	<b>HG</b> <i>Honor Guard</i>
58.	<b>HM</b> <i>Hazardous Material Stand By</i>
59.	<b>HN</b> <i>Hostage Negotiators Detail activities and training.</i>
60.	<b>HP</b> <i>Holidays Specified By Contract</i>
61.	<b>HT</b> <i>HIDTA Special</i>
62.	<b>HU</b> <i>Hurricane Support</i>
63.	<b>IA</b> <i>Internal Affairs Unit investigation activities. IA overtime approvals will be charged to Internal Affairs.</i>
	<i><u>On-Duty Officers:</u> When an Internal Affairs Supervisor notifies an on-duty officer to report to the Internal Affairs Unit regarding an Internal Affairs investigation, and, as a result, the officer works overtime, the officer will complete an overtime card. The Internal Affairs Supervisor will sign the back of the overtime card and make a notation as to the time the officer left the Internal Affairs Unit. After the officer arrives at his substation, he will time-stamp the card and submits it. The card will be approved by the officer's immediate supervisor and then routed to the Internal Affairs Unit for Second (2<sup>nd</sup>) Level approval.</i>
	<i><u>Off-Duty Officers:</u> When an officer on off-duty status reports to the Internal Affairs Unit at the request of Internal Affairs Supervisor regarding an internal affairs investigation, the officer will complete an overtime card and submit it to the Internal Affairs Supervisor. The First (1<sup>st</sup>) Level and Second (2<sup>nd</sup>) Level approval will occur within the Internal Affairs Unit.</i>
64.	<b>IC</b> <i>Involuntary Callback. An officer is ordered to return to duty for a non-scheduled event, or an emergency situation after having been released from duty for fifteen (15) or more minutes and called back to report to duty by appropriate supervisor or authority. The overtime is paid at the three (3) hour minimum at the 1.5 rate and at the 2.0 rate on vacation and relief days in accordance with Article 18 of the current Collective Bargaining Agreement. It specifically does not include meetings set up by the officer outside his normal duty hours. It does not include events the officer has volunteered to attend. Examples of IC include: Officers assigned to the Officer Involved Shooting Team being ordered to respond to a scene by the shooting team commander while off duty; or officers ordered by a supervisor to return to duty more than fifteen minutes past the end of their shift.</i>
65.	<b>IN</b> <i>DPS Reimbursable O/T</i>
66.	<b>IS</b> <i>Internal Support</i>
67.	<b>IW</b> <i>Inclement Weather</i>
68.	<b>IX</b> <i>Intoxilizer Operator</i>
69.	<b>JF</b> <i>July 4<sup>th</sup> Celebration</i>
70.	<b>K9</b> <i>K-9. For the exclusive use of K-9 Detail members engaged in K-9 Detail activities and training.</i>
71.	<b>LC</b> <i>Late Call: Overtime spent completing a call for service assigned by the dispatcher during the member's regular tour of duty. The time assigned, location, type of call, and case # shall be included on the overtime card. Late calls are assigned by the Communication Unit.</i>
72.	<b>MA</b> <i>Joint Operations: US Marshalls</i>
73.	<b>MK</b> <i>Martin L. King Celebration</i>
74.	<b>MT</b> <i>San Antonio Marathon</i>
75.	<b>NC</b> <i>Fiesta: NIOSA Crowd Control</i>
76.	<b>NS</b> <i>NSA Security</i>
77.	<b>NY</b> <i>New Years Eve Celebration</i>
78.	<b>PA</b> <i>Fiesta: Pilgrimage to the Alamo</i>
79.	<b>PP</b> <i>Easter Passion Play</i>
80.	<b>PR</b> <i>Parades/Marathons</i>
81.	<b>PT</b> <i>Property Crimes Task Force</i>



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82.	<b>PX</b>	<i>Police Explorers</i>
83.	<b>SA</b>	<i>Alamo City Heat</i>
84.	<b>SC</b>	<i>Stand-by for County Court.</i>
85.	<b>SD</b>	<i>Stand-by for District Court.</i>
86.	<b>SF</b>	<i>SAFFE Program activities that extend beyond an officer's tour of duty or a voluntary return to duty, which have prior approval of a supervisor within the chain of command of the respective Service Area SAFFE Program.</i>
87.	<b>SH</b>	<i>Blue Santa</i>
88.	<b>SL</b>	<i>Police Athletic League Activities</i>
89.	<b>SN</b>	<i>S.N.A.P.</i>
90.	<b>SS</b>	<i>Secret Service</i>
91.	<b>ST</b>	<i>Police Shooting Team Stand By</i>
92.	<b>SW</b>	<i>SWAT members engaged in SWAT activities and training.</i>
93.	<b>UE</b>	<i>Unable to check out of service to eat. Requires an explanatory report to be attached to the card.</i>
94.	<b>VC</b>	<i>Violent Crime Investigations (Paid by the DEA or FBI).</i>
95.	<b>VO</b>	<i>Non-Sworn Voluntary Overtime.</i>
96.	<b>VP</b>	<i>Veterans Day Parade</i>
97.	<b>VR</b>	<i>Voluntary Return to Service with authorization from a supervisor. This is paid at the 1.5 rate. No call-back is authorized.</i>
98.	<b>WR</b>	<i>Relief day worked with authorization by supervisor. This is paid at the 1.5 rate.</i>
99.	<b>XP</b>	<i>Executive Protection activities.</i>

B. Only one (1) overtime code, the most applicable, shall be affixed to an overtime or compensatory time card.

### **.07 DONATING BLOOD – CITY ENDORSED BLOOD DRIVE**

- A. Sworn and non-sworn members receive four (4) hours of compensatory time for donating blood during a city endorsed blood drive.
- B. Members donating blood should obtain a blood donor receipt from blood bank personnel.
- C. Blood bank personnel will send a list of members donating blood to the Office of the Chief. After verification, the blood donor list is sent to the Accounting and Personnel Office and the compensatory time is credited to each member that donated blood.
- D. If a member that donated blood has not been credited with compensatory time thirty (30) days from the date of the blood donation, the member should fill out a compensatory time card, attach a copy of the blood donor receipt to the card, and deliver the compensatory time card to the Office of the Chief.

### **.08 INSTRUCTIONS FOR FILLING OUT OVERTIME CARDS**

- A. Members are entitled to be compensated for time spent working beyond their normal duty hours. Requests for overtime are managed and documented on overtime and compensatory time cards. Supervisors and Managers review overtime and compensatory time cards and either approve or disapprove the cards.
- B. Members request overtime by completing overtime or compensatory time cards. .
- C. The following information will assist officers in completing overtime and compensatory time cards.
  - 1. SAP# Employee Number. With the advent of the Electronic Resource Management (ERM) system, all employees were issued an SAP Number. It takes the place of the PIN number on overtime cards. This number must be written into the space provided.



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2. Signature Cards submitted for overtime or compensatory time are official government documents. By signing the document, the applicant is acknowledging the information on the card is true and accurate. In the event the applicant's signature is difficult to read, the applicant shall print their last name and first name (no initials) above the signature space.
3. Badge-# Number - Officers shall print their badge number in the space provided.
4. Office Code - Members shall print the three (3) letter office code for their unit of assignment.
5. Regular Duty Hours - Members shall print their regular duty hours for the date they earned the overtime.
6. Overtime Earned From - Members shall print the date and time they started earning overtime and the date and time they stopped earning overtime.
7. Justification/Event and Case Number - Explains the reason why the member was earning overtime and the case number used to document the event. On late calls (LC), the time assigned, location, type of call, and case # shall be included in the Justification/Event and Case Number line.
8. OT Code: LC, AE, VR, Other - The three codes listed were put there for the convenience of officers. Almost all overtime falls under one of these three codes. Either circle the one most appropriate or write in the code most appropriate.
9. OT Code: 1.0, 1.5, and 2.0 - These codes were printed on the card for the convenience of officers. Circle the correct code. In the event you don't know what the correct code is, contact a supervisor, or refer to subsection 901.05.
10. Prior Approval Name - Officers submitting cards for Assignment Extension (AE) or Voluntary Return (VR) must obtain prior approval from a supervisor. Officers shall print the name and badge number of the supervisor.
11. First (1<sup>st</sup>) Level Approval
  - a. For a Police Officer or Detective, the shift/detail sergeant or lieutenant is the first level of supervisory approval required on a card. Supervisors will submit their cards to their immediate supervisors for first (1<sup>st</sup>) level approval.
  - b. A signature, badge number, and date of approval shall be written on the card. By signing the card, the supervisor approves paying the member for working the overtime. Stamps are no longer authorized for approval of overtime and compensatory time cards.
12. Second (2<sup>nd</sup>) Level Approval
  - a. For a Police Officer, Detective-Investigator, or Sergeant, the Captain, Deputy Chief, or the Deputy Chief's designee will be the second (2<sup>nd</sup>) level of supervisory approval. For Lieutenants and above, the Division Commander or his designee will be the second (2<sup>nd</sup>) level of supervisory approval.
  - b. By signing the card, the Captain, Deputy Chief, or the Deputy Chief's designee approves paying the member for working the overtime. Stamps are no longer authorized for approval of overtime and compensatory time cards.
  - c. If a Captain is not available for second (2<sup>nd</sup>) level approval, the overtime and compensatory time cards will be sent to the Division Commander or his designee for second (2<sup>nd</sup>) level approval.

*Example: Sergeant submitting an overtime card would obtain first (1<sup>st</sup>) level approval from their Lieutenant and second (2<sup>nd</sup>) level approval from their Captain, Deputy Chief, or the Deputy Chief's designee.*



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13. Accounting Override – A member may work on some assignment not covered by the budget assigned to their office code. The Department will pay the member with the Accounting Override. Circle either Sworn or Non-Sworn to identify the category of personnel. Some examples are as follows:
  - a. Working on a Grant: An officer assigned to EPB working on the Weed & Seed Grant isn't paid out of the EPB budget. The coordinator of the Weed & Seed Grant will affix the Weed & Seed override code in the space provided.
  - b. Working as an FTO Alternate: An officer working SPC who is not an FTO is assigned a cadet for the shift. First (1<sup>st</sup>) level approval is done by the immediate supervisor. The card is routed to the Training Academy for second (2<sup>nd</sup>) level approval. The Training Academy writes in the appropriate override code.
  - c. Responding to Internal Affairs while off duty: An officer is ordered to write a report for Internal Affairs while off duty. The overtime code used is IA. First (1<sup>st</sup>) and second (2<sup>nd</sup>) level approval is done in the Internal Affairs Unit.