

CULVER CITY POLICE

DATE: August 18, 2025

NO: 2025-08a

Request for OVERTIME Documentation

Introduction:

To streamline the processing of overtime, all Culver City Police Department personnel are required to complete and submit the appropriate form for overtime requests. This bulletin outlines the procedures for the “**Request for Overtime**” forms, including required fields, appropriate usage, and supervisory responsibilities.

REQUEST FOR OVERTIME

Effective Date: Immediately

The following procedure shall be followed for all overtime worked:

Form Completion

Immediately following an overtime shift, the employee **SHALL** complete the Request for Overtime form in its entirety. Required fields include:

- Date of request
- Employee name
- Date and time of overtime worked
- Overtime type
- Total number of overtime hours requested
- Project allocation code
- Reason for Overtime (i.e. Name of Special Event, DR #, Incident #, etc.)

Overtime Codes

Employees must select the most appropriate overtime type and corresponding project code from the standardized list on the form. Improper coding may result in processing delays of compensation.

Submission & Signatures

Once the form is complete, the employee must sign and submit it to the appropriate supervisor for review. If the Sergeant responsible is unavailable, submit the overtime form to the on-duty Watch Commander. The supervisor is responsible for verifying the accuracy, completeness and approval of the form.

Per Culver City Police Department Policy 1018 Overtime Compensation Requests:

1018.2 REQUEST FOR OVERTIME COMPENSATION Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification.

****Failure to submit a request for overtime compensation in a timely manner may result in discipline****

1018.2.1 EMPLOYEES RESPONSIBILITY Employees shall complete the requests immediately after working the overtime and advise their immediate supervisor or the on-duty Watch Commander for approval. Employees submitting overtime requests for on-call pay, when off-duty, **SHALL** submit the overtime request by their next scheduled workday.

Movie Jobs/Special Events:

Movie jobs and Special Events will **NOT** be impacted by this procedure. Continue submitting those Overtime forms to the Administrative Sergeant.

OTS Hire-back:

OTS hire-back overtime will **NOT** be impacted by this procedure. Continue submitting those Overtime forms to the Traffic Section Sergeant.

Court Subpoenas:

- ***On-Call Court*** subpoenas **SHALL** be submitted with the Request for Overtime and document the handling Deputy District Attorney's name and phone number, in addition to the morning (AM) and/or afternoon (PM) session.
- ***Be In Court*** subpoenas **SHALL** be submitted with the Request for Overtime with a time stamp of the employee's arrival at court, and another time stamp of the employee's release from court. If a time stamp is unavailable, the Deputy District Attorney assigned to the case must provide a signature and phone number on the officer's subpoena documenting the officer's times of arrival and release from court.

*****Failure to attach the court subpoena with proper documentation will result in delays of compensation until the employee can provide verification by court personnel and may result in discipline*****

SUPERVISOR RESPONSIBILITY

Per Culver City Police Department Policy 1018 Overtime Compensation Requests:

1018.2.2 SUPERVISORS RESPONSIBILITY The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

*****Failure to approve a request for overtime compensation in a timely manner may result in discipline*****

Documentation & Filing

After approval, the supervisor shall submit the form to the Timekeeper mailbox, located in the mailbox area next to the Watch Sergeant's Office, for processing and recordkeeping.

*****Timely submission is essential to avoid delays in compensation*****

EXECUTIME

Employees are ***not permitted*** to enter their own overtime into Executime. The Administrative Lieutenant will enter and approve all supervisor-approved overtime requests as received, and submit for payroll processing.

Employee Responsibility

ALL department employees **SHALL** initial their timecard in Executime, ***no later than by the end of shift on their last regularly scheduled workday***, acknowledging and verifying all their hours worked are accounted for on the current pay period.

*****Failure to initial your timecard in Executime may result in discipline*****

Thank you,

Troy Dunlap
Assistant Chief of Police