

FORT LAUDERDALE POLICE DEPARTMENT

MEMORANDUM #21-09

DATE: March 10, 2021

TO: John Herbst, CPA, CGFO, CGMA
City Auditor

FROM: Patrick Lynn, Interim Chief of Police 

SUBJECT: Continuous Monitoring of Overtime Audit – Police Department Response

Staff has reviewed the audit conducted by your office “Continuous Monitoring of Overtime”, which included one finding and two observations. The audit indicates, “50% of the PD’s overtime hours were incurred by the detention center.” We have begun the process of hiring employees to staff the detention center eliminating associated overtime costs.

Your first finding recommends, “PD’s policy #109 be revised to be consistent with PSM 6.32.1.” In response, we added two procedures to Fort Lauderdale Police Department Policy #109 to reflect PSM 6.32.1. First addition: “Prior to working any overtime, employees must receive approval from a supervisor, preferably their immediate supervisor if available, with the exception of mandatory court appearances.” Second addition: “The supervisor authorizing any overtime must verify the overtime hours were actually worked.” (Please note, the Police Department is a twenty-four hour operation, and at times, the officer’s immediate supervisor is not working while the officer is working. This means the officer can be working their original shift or an overtime shift and their immediate supervisor is unavailable.)


Your first observation includes, “...neither the policy nor practices in place stipulate that the supervisor has verified that they were actually worked.” The aforementioned policy change addresses this issue. Regarding management review of overtime, Fort Lauderdale Police Department Policy #109 requires, “The District Commanders, Bureau Commanders and Division Commanders shall review their respective district’s, bureau’s and division’s overtime usage on a weekly basis.”

Your second observation relates to an enhancement of Telestaff’s note field to include a short narrative of the description of overtime use and lack of detail for FEMA reimbursement. In response, Fort Lauderdale Police Department Policy #109 requires, “Officers shall indicate in Telestaff the reason for the overtime.” There is a note field in Telestaff the officers will use to indicate reason for overtime when logging overtime. For example, if there is a staffing shortage in patrol, the overtime code is “Overtime SS” which indicates a Staffing Shortage. In addition, our employees complete FEMA Form 214 any time a FEMA incident is in progress, which logs work hours in detail for potential reimbursement opportunities.

If you have additional questions, please do not hesitate to contact me.

c: Chris Lagerbloom, ICMA-CM, City Manager

PL/DM/md

POLICY 109	OVERTIME/COMPENSATORY TIME POLICY	
	REVISED: 1/93, 12/00, 05/03, 06/07, 05/10, 12/10, 04/11, 12/13, 03/18, 6/18, 11/18	RELATED POLICIES: 103.0
	CFA STANDARDS:	REVIEWED: AS NEEDED

Proposed
changes
due to city
audit.

A. PURPOSE

The purpose of this policy is to provide guidelines for authorization and submission for Overtime, Court Appearance, Stand-by and Callback compensation.

B. POLICY

It is the policy of the Fort Lauderdale Police Department to keep overtime at a minimum. It shall only be utilized when necessary, for the completion of a particular assignment, for appearance in court or in the best interest of the Department in fulfilling its mission.

C. PROCEDURE

1. **Prior to working any overtime, employees must receive approval from a supervisor, preferably their immediate supervisor if available, with the exception of mandatory court appearances.**
2. Overtime, Court Appearances, Stand-by, Callback and compensatory time benefits are negotiated benefits and governed by the collective bargaining agreements between the City of Fort Lauderdale, the Fraternal Order of Police Lodge 31 and the Teamsters. Department employees should refer to the appropriate collective bargaining agreement for their specific schedule of benefits.
3. Employees shall be limited to work a total of 20 hours per day, not to exceed 80 hours per week unless mandated by the Department. Employees are also prohibited from working consecutive 20 hour days. The total number of work hours includes all hours worked for the City and voluntary employment (such as off-duty details). The Police Chief or Acting Chief of Police may authorize any exceptions to this policy.
4. ~~Except for mandatory court appearances, all overtime shall be approved, in advance, by a supervisor/manager.~~
5. The TeleStaff System shall be utilized to document all overtime. The overtime request shall be submitted by an employee to a supervisor of a higher rank for approval, before the end of the pay period in which the overtime occurred.
6. **The supervisor authorizing any overtime must verify the overtime hours were actually worked.**
7. Officers shall indicate in TeleStaff the reason for the overtime.

8. It is the employee's choice to request overtime pay or compensatory time for the overtime worked.
9. Supervisors shall review overtime requests to ensure the submission is properly completed (time, shift, O.R. #, etc.). A supervisor shall approve the overtime indicating approval of the requested overtime payment. Supervisory overtime approval shall take place no later than 0800 hours on the Monday following the end of the overtime's pay period unless exigent circumstances exist.
10. The District Commanders, Bureau Commanders and Division Commanders shall review their respective district's, bureau's and division's overtime usage on a weekly basis.
11. Editing a work code on the Roster or on a Calendar for a pay period that has already been finalized is prohibited.
12. Employees are prohibited from working overtime during their regular shift hours. This includes employees on approved leave from their regular shift. This is a violation of the Fair Labor Standards Act (FLSA) and prohibited by the Department. If an employee was ordered back to work by their Supervisor while on approved leave and during their regular shift hours, the Supervisor shall submit a request for Call Back while On Leave to TeleStaff Admin so that the employee can be appropriately compensated.
13. Adjusted Days Off (ADOs) must be entered within the same 40 hour work week of an employee's schedule adjustment. Supervisors are prohibited from entering ADOs for employees in any other work week in an effort to make up the time from the modified work week.
14. The TeleStaff function, Edit Without Rules, shall be used in accordance with training and for the limited number of tasks for which it is required (changing call signs, posting self-fill overtime, reviewing audit trail, etc.). Edit Without Rules shall not be used to circumvent the normal approval process for leave or overtime. Edit Without Rules shall not be used to edit a record on a finalized roster or to submit overtime during regular shift hours. Payroll/Personnel and TeleStaff Admin may use Edit Without Rules to edit a finalized roster pursuant to their payroll processing duties.
15. Shift Trades (substitutions) are an agreement between two employees. Employees working Shift Trades for other employees are not eligible for overtime compensation or other premium pays such as Holiday Pay.

D. COURT APPEARANCE

All court related compensation (including standby) shall be tracked and approved by the Court Liaison office.

E. COMMITTEES/BOARDS

Personnel will not receive overtime compensation for voluntary participation on committees, boards or other similarly comprised groups.