

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED - DEVELOPMENT
	DED - FINANCE & ADMINISTRATION
	DED - OPERATIONS
	DED - BUSINESS DEVELOPMENT
	DED - EXTERNAL RELATIONS
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	BUSINESS & TRADE DEVELOPMENT
	CHIEF FINANCIAL OFFICER
	CITY ATTORNEY
	COMMISSION OFFICE
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

April 24, 2012

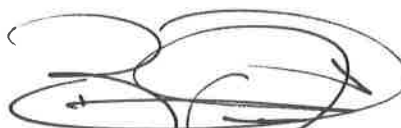
To	From
	ENGINEERING
	ENVIRONMENTAL MANAGEMENT
	FINANCIAL MANAGEMENT
	GOODS MOVEMENT
	GOVERNMENT AFFAIRS
	GRAPHIC SERVICES
	HUMAN RESOURCES
	INFORMATION TECHNOLOGY
	MANAGEMENT AUDIT
	MEDIA RELATIONS
	PLANNING & ECONOMIC DEV.
	PORT PILOTS
X	PORT POLICE Command Staff
	PUBLIC RELATIONS
	REAL ESTATE
	RISK MANAGEMENT
	WHARFINGERS

SUBJECT: SPECIAL ORDER No. 12-03

PURPOSE: IMPLEMENT ADDITIONAL OVERTIME MANAGEMENT PROCEDURES

In addition to existing policies and procedures related to Port Police overtime, the following procedures will be in effect for the duration of the current fiscal year:

- All overtime is to be approved in advance by the Commanding Officer of the unit requiring the use of officers on overtime.
- Commanding Officers are to maintain detailed records of overtime usage within their command including date, time and circumstances for to each overtime usage, the reasons that the use of the officers on overtime was necessary, and efforts made to identify officers that could fulfill the need on straight time.
- On a weekly basis Commanding Officers are to report the above information along with an amount of overtime used, to the Chief of Police.



RONALD J. BOYD
Chief of Police

RJB:GPC:ng