

## TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

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### UPDATED INTERNAL ORDERS FOR OVERTIME REPORTING

#### **I. PURPOSE**

This training bulletin introduces new internal orders used for overtime tracking and reporting throughout the entire department.

#### **II. SCOPE**

This Training Bulletin applies to all members of the Department.

#### **III. BACKGROUND**

The San Diego Police Department tracks overtime worked by employees using internal orders, also referred to as cost objects on employee timecards, which are numerical codes written both on overtime slips and timecards. **An internal order is required to be entered on timecards per [Department Order 25-01](#).**

However, the current internal orders available are limited in their ability to sufficiently track overtime expenditures.

To assist with better tracking and reporting of overtime expenditures, new internal orders were created. These new internal orders reflect the updated organizational chart and recent restructuring of the Department. Changes were also made to names of existing internal orders, but their numbers remain the same.

#### **IV. PROCEDURES**

- A. The new internal orders are organized at the command level and may include multiple units in each command. A list of new and renamed commonly used internal orders that are not currently printed on the overtime slip itself, is attached to this training bulletin in the Appendix. The lists are meant to be used as a reference for selecting the correct internal order. For ease of use, the lists are separated into two major groups (Patrol Commands, Neighborhood Policing Division (NPD), and Traffic Division along with Centralized Investigative and Administrative Units) which can be printed out and posted.
- B. These lists are also on the Resource Library under [Internal Orders Resources](#). In addition to creating new internal orders, the definition of “extension of shift” has been clarified.
1. Previously, “extension of shift” was a classification of overtime which was ambiguous and used for both planned, voluntary overtime such as coming in on a day off, as well as unplanned, involuntary, overtime such as being held over due to calls for service or staying late to finish reports.
  2. The definition of extension of shift is now being clarified to mean unplanned, involuntary, overtime beyond the end of the employee’s normal 10-hour shift on a regular working day. This overtime could be incurred because of the need to finish reports, on-going critical incidents which keep the employee in the field, or any other activity where the employee would otherwise not have worked that overtime (e.g. A 1<sup>st</sup> watch officer got a late arrest and had to stay until 1800 hours to finish a report. The officer will use 11003715 – Extension of Shift – Reports).
  3. It is important to note that extension of shift applies only when the employee is at work during their normal working hours on a normal workday are extended involuntarily (e.g. A homicide takes place in Southern Division on 3<sup>rd</sup> watch and an officer is assigned a perimeter position. The 3<sup>rd</sup> watch officer gets off late due to being held over until the investigation is completed. The officer will use 11003716 – Extension of Shift – Calls for Service).
  4. This clarification does not change the definition or regulations regarding call-back once an employee has been released for the day or is called back on a day off.
  5. Any overtime worked under the new definition of extension of shift will be recorded using one of the three appropriate extension of shift categories:

- a. 11003716 - Extension of Shift – Calls for Service
    - b. 11003715 - Extension of Shift – Reports
    - c. 11001542 - Extension of Shift – Other
  6. All other overtime that is planned in advanced, or voluntarily worked by an employee, even if the decision to work the overtime was made shortly before working the OT, will be recorded using the appropriate internal order for the type of overtime being worked.
- C. Each patrol command now has three separate internal orders which more accurately record the overtime being worked. The three categories are:
1. Investigative/Administrative
  2. Proactive Enforcement
  3. Patrol Staffing
- D. Some patrol commands have internal orders specific to their specialized teams, such as the Gaslamp Enforcement Team in Central Division and Beach Teams in Northern and Western Division. Northwestern Division also now has a dedicated internal order for overtime worked at the Telephone Reporting Unit (TRU).
1. Investigative/Administrative – This should be used to record overtime worked by investigators and administrative staff (sworn or civilian) on an overtime basis including, but not limited to, coming in on a day off to finish cases (e.g. A Northern Division detective who is behind on cases. The detective is authorized to come in on a Saturday to catch up. The detective will use 12005342 – Northern Division Investigations/Admin.), conducting follow ups or serving arrest/search warrants on an overtime basis when extension of shift does not apply.
  2. Proactive – This should be used to record overtime worked that is proactive in nature, not radio driven, and not related to any team with their own internal order (e.g. Eastern Division hires officers on overtime to assist with saturation of the College Area during Halloween weekend for party and noise enforcement. Officers will use 12005347 – Eastern Proactive Enforcement).
    - a. Many commands assemble ad-hoc teams which conduct enforcement regarding issues specific to their command.

This is the appropriate internal order to use for those teams. This internal order should not be used for any officers on an overtime assignment whose primary responsibility is to answer radio calls.

3. Patrol Staffing – This should be used to record overtime by officers working patrol whose primary responsibility is to answer radio calls. It can be used for an officer who voluntarily extends their shift to come in early or stay late to assist other shifts (e.g An officer working 1<sup>st</sup> watch at Northeastern Division is asked by a 2<sup>nd</sup> watch sergeant if they want to extend their shift to assist 2<sup>nd</sup> watch staffing. The officer did not plan on working OT but decides to help. The officer will use 12004451 – Northeastern Patrol Staffing since the OT was voluntary, despite being last minute. **The officer would not use extension of shift**).

- a. It can also be used for an officer coming in on a day off to assist with patrol backfill. Patrol commands were previously assigned internal orders to record patrol backfill, those existing internal order numbers remain the same, but they have been renamed on SAP as “Patrol Staffing”.

E. Historically, centralized investigative and administrative units have utilized extension of shift for all overtime worked. Each command now has their own internal order to record overtime for any unit in that command that is not considered extension of shift or call-back.

1. The same clarified definition of extension of shift applies to investigative and administrative units. These new internal orders are to be used for any overtime that does not fall into one of the extension of shift categories or call-back. Some examples of these internal order uses include:
  - a. A Robbery detective authorized to come in on the weekend to work on an existing case or conduct surveillance should use 11005023 - Investigations II.
    - (1) A Domestic Violence detective authorized to come in on the weekend to work on an existing case or conduct surveillance will use 11005022 - Investigations I.
  - b. The Watch Commander’s Officer has an opening for a sergeant on a Sunday. A Mid-City Division sergeant volunteers to fill the spot for OT. The sergeant will use

12005364 – Watch Commander's Office, not an internal order related to Mid-City.

**V. OFFICERS WORKING OVERTIME IN OTHER COMMANDS OR INVESTIGATIONS INVOLVING MULTIPLE UNITS**

- A. Occasionally, officers will volunteer to work a special detail in a patrol command other than their assigned command. Whenever this is done, the internal order of the command where the officer is working should be used.
- B. For centralized investigations or administrative units, if multiple commands are working an investigation together that incurs overtime, the internal order of the command in control of the investigation shall be used.
- C. In the event patrol officers are used by specialized units to assist in their investigations or details, the internal order of the specialized unit who is in control of the investigation shall be used (e.g. Vice offers overtime department-wide for an operation. Vice detectives are coming in on a day off and multiple patrol officers also come in on a day off to assist in the detail. Everyone working this assignment will use 11005022 – Investigations I since Vice is in control of the operation).
- D. Centralized commands that offer overtime department-wide, such as for a recruiting event, a community event, or Academy role-play scenarios, shall utilize the internal order of the command in control of the event for all employees working (e.g. A patrol officer volunteers to work a community event on their day off organized by Community and Youth Services. The officer will use 11005020 – Community and Youth Services).

**VI. SPECIAL OPERATIONS BRANCH/SWAT OVERTIME**

- A. The Special Operations Branch internal order will be used to record **any overtime other than call-back, including extension of shift**, related to SWAT callouts or activities worked by a SWAT officer (PRT or SRT) or any officer whose collateral duty is SWAT related (UAS, ENT, etc.).
- B. Officers assigned to the SWAT Primary Response Team (PRT) who are authorized to attend monthly SWAT training on an overtime basis will use the Special Operations Branch internal order.

Examples of these internal order uses would be as follows:

1. A Southeastern Division PRT officer is held over for a Code 11. Despite this being an extension of shift, the officer will use 11005027 – Special Operations Branch since all overtime related to SWAT worked by a SWAT officer is tracked with that internal order.
2. A non-SWAT Western Division patrol officer is held over until a Code 11 is finished. The non-SWAT officer would record this overtime as 11003716 – Extension of Shift (Calls for Service) due to being held over. This officer **shall not** use the Special Operations Branch internal order because they are not a SWAT officer.
3. An SRT officer is at home and is notified of a Code 12. The SRT officer responds from home to the Code 12. The SRT officer will use call-back since the officer was called back from home. There have been no changes to the call-back procedure or how call-back is recorded.

## **VII. SPECIAL EVENTS OVERTIME**

- A. There are no changes to how Special Events tracks overtime related to working events. Special Events will still utilize the existing internal orders for planned events (commercial, non-profit, ballpark events, etc.)
  1. This will also apply to any special situation where a designated IO has been established, such as Grants, Natural Disasters, or Civil Unrest.
- B. The Special Events/Emergency Planning internal order (11005026) is only for employees of that command working planned overtime related to the unit other than working a pre-planned special event, such as coming in on a day off to work on a project.

## **VII. DISPATCH CENTER DIVISIONAL OVERTIME**

There are no changes to how the Dispatch Center tracks their overtime. All methods used by the Dispatch Center remain in place.

## **VIII. NEIGHBORHOOD POLICING DIVISION (NPD) OVERTIME**

There are no changes to how Neighborhood Policing Division tracks their overtime. All methods used by Neighborhood Policing remain in place.

If you have any questions concerning the information provided in this bulletin, please contact (**Redacted – record exempt**)

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

## APPENDIX

Figure 1

San Diego PD Internal Orders - Investigative and Administrative Commands	
Unplanned Overtime - Extension of Shift	
Description	Number
Extension of Shift - Reports	11003715
Extension of Shift - Calls for Service	11003716
Extension of Shift - Other	11001542
Planned Overtime - Command Specific	
Command	Number
Investigations I	11005022
Investigations II	11005023
Crime Laboratory	12000574
Special Operations Branch	11005027
Community and Youth Services	11005020
Watch Commander's Office	12005364
Research, Analysis, and Planning	12005360
Special Events/Emergency Planning	11005026
Criminal Intelligence Unit	12005357
Internal Affairs	12005358
Human Resources Division	11005021
Training Division	11005029
Operational Support	11005025
Fleet, Facilities, Property Room, Records	11005031
Finance and Data Systems	11005032
Chief's Office Admin	12005355



Figure 2

San Diego PD Internal Orders - Patrol Commands, NPD, and Traffic Division		
Unplanned Overtime - Extension of Shift		
Number	Description	
11003715	Extension of Shift - Reports	
11003716	Extension of Shift - Calls for Service	
11001542	Extension of Shift - Other	
Planned Overtime - Command Specific		
Command	Description	Number
Northern	Northern Investigations/Admin	12005342
	Northern Proactive Enforcement	12005351
	Northern Patrol Staffing	12004453
	Northern Beach Teams	12005359
Northeastern	Northeastern Investigations/Admin	12005340
	Northeastern Proactive Enforcement	12005349
	Northeastern Patrol Staffing	12004451
Eastern	Eastern Investigations/Admin	12005338
	Eastern Proactive Enforcement	12005347
	Eastern Patrol Staffing	12004449
Southeastern	Southeastern Investigations/Admin	12005343
	Southeastern Proactive Enforcement	12005352
	Southeastern Patrol Staffing	12004454
Central	Central Investigations/Admin	12005337
	Central Proactive Enforcement	12005346
	Central Patrol Staffing	12004448
	Gaslamp Enforcement Team	12005356
Western	Western Investigations/Admin	12005345
	Western Proactive Enforcement	12005354
	Western Patrol Staffing	12004456
	Western Beach Teams	12005365
Southern	Southern Investigations/Admin	12005344
	Southern Proactive Enforcement	12005353
	Southern Patrol Staffing	12004455
Mid-City	Mid-City Investigations/Admin	12005339
	Mid-City Proactive Enforcement	12005348
	Mid-City Patrol Staffing	12004450
Northwestern	Northwestern Investigations/Admin	12005341

	Northwestern Proactive Enforcement	12005350
	Northwestern Patrol Staffing	12004452
	Telephone Reporting Unit (TRU)	11005024
Traffic	Traffic Division Investigations/Admin	11005028
	Collision Investigation Bureau	12005361
	Motors	12005362
	Parking Enforcement	12005363
NPD	NPD General Fund	11003903
	CleanSD	11004334