

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: JUNE 25, 2025 1700 HOURS

NUMBER: OR 25-21

SUBJECT: 2025 FOURTH OF JULY SUPPORT OPERATIONS PAYROLL PROCEDURES

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 1.18

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600 or are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

Employees shall use **Internal Order (IO) Code 11003724 – HOLIDAY PREMIUM** on their timecard in the “Cost Object” box when working overtime related to Fourth of July Support Operations any time between the operational period from July 4, 2025, beginning at 0600 hours, through July 7, 2025, ending at 0600 hours. This consists of overtime associated with supporting *all* patrol *and* holiday operations that fall within the aforementioned holiday operational period.

Examples of overtime associated with Fourth of July Support Operations include, but are not limited to:

1. Overtime incurred by citywide 1st Watch and 3rd Watch patrol working mandatory **(Deleted – records of security)** shifts thereby allowing 2nd Watch to work beach commands. This includes all backfill patrol overtime at all patrol divisions during the holiday operational period.
2. Officers assigned to specific Northern or Western Beach Command overtime assignments in support of holiday operations.
3. Overtime incurred by citywide 2nd Watch patrol working mandatory **(Deleted – records of security)** or 2nd Watch officers assigned to a Beach Command or otherwise supporting holiday operations in a patrol capacity.

Timecard and Overtime Slip Entry Instructions:

1. Enter IO 11003724 on timecard in SAP for any related overtime worked.
2. Ensure IO 11003724 goes in the “Other” section of the overtime slip.

Any additional questions should be directed to your Payroll Specialist or the Payroll Unit's main line at **(Redacted – record exempt)**.

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