

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

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PD ENTERPRISE UPDATE FOR OVERTIME TRACKING

I. PURPOSE

This Training Bulletin provides instruction on inputting data in PD Enterprise Daily Line-Up Schedules to track sworn officer Patrol backfill overtime.

II. SCOPE

This Training Bulletin applies to sworn Department personnel.

III. BACKGROUND

The San Diego Police Department tracks and analyzes Patrol backfill overtime to maintain daily patrol staffing levels, report overtime expenditures, and stay within budgetary recommendations.

To assist with accurate tracking, PD Enterprise was updated with additional features to input overtime data.

V. PROCEDURES

- A. To reflect an officer working Patrol backfill overtime in PD Enterprise Daily Line-Up Schedules, click on the drop-down menu under “Info” on the same row as the overtime officer’s listed name.
- B. Select either “Full Shift OT,” or “Partial Shift OT.” A full shift is a 10-hour shift. Anything other than a 10-hour shift would be considered a partial shift.

- C. If hours differ from the regular shift, document the scheduled overtime hours under “Reason/Note” (e.g., An officer is scheduled to work 0900-1900 hours but is listed on the division’s 1st watch schedule).
- D. PD Enterprise will automatically update the “Scheduled Overtime” box with the officer’s name and ID number and the “Overtime” count box.
- E. Commands may still document officers scheduled to work overtime in “RedBook Notes” for their scheduling needs, but shall follow these procedures for accurate Patrol backfill overtime tracking.

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