<u>TRAINING BULLETIN</u>

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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PD ENTERPRISE UPDATE FOR PATROL OVERTIME SIGNUPS

I.   PURPOSE

This Training Bulletin provides instruction for patrol officers on how to sign up for patrol overtime using the updated PD Enterprise overtime sign-up program.

II.   SCOPE

This Training Bulletin applies to all sworn Department personnel.

III.   BACKGROUND

The San Diego Police Department currently has no formalized program or software for officers to sign up for overtime. Overtime signups are generally handled through email and phone calls, with each command using a separate email distribution list. These individual lists often only reach a fraction of the Department's available officers who want to work overtime, often leading to available overtime shifts going unfilled.

To ease the administrative workload on individual commands and allow officers to more easily find and volunteer to work overtime shifts, the Overtime module in PD Enterprise has been updated to allow all patrol overtime shifts to be posted in one place. Officers will simply log on and select a shift they want to work. The system will automatically send a request to the staffer at each patrol command, who will approve or deny the request. Once the request is approved or denied, the system will automatically email the requesting officer.

V. PROCEDURES

Signing Up for Existing Shifts

A. Officers wanting to submit a request to work overtime will log onto PD Enterprise from the SDPD Intranet home page.

B. Click the "Overtime" button

C. Officers will be taken to the home page of the overtime module, where the tab "Overtime Shifts" should be selected. This tab shows all available patrol overtime shifts throughout the Department in the selected date range. To change the date range, use the "Start Date" and "End Date" boxes at the top of the screen. The shifts can be sorted by any of the column headers by clicking on the header itself. Any notes regarding the shift, such as required specialized training, rank, etc., will be shown in the "notes" section next to the shift.

D. Once an officer locates a shift they want to work, they will click on the tab labeled "Overtime Requests" and click the green "Overtime Request" button. A pop-up window will appear with the same shifts that were shown in the previous tab, and are sortable by clicking on the column headerr.

E. Click the blue button with a pencil on it. All shift information will populate below. The officer will need to input their phone number.

F. The "Notes" section is optional but can be used to add any brief notes pertaining their request (king unit request, beat assignment, or callsign request).

G. Click the green "save" button to submit the request.

H. Once the request has been successfully submitted, the window will close, and the officer will see the request listed and its status as "pending." The request will remain in pending status until the staffer who created it either approves or denies it.

   1. If the request is approved, the officer who requested the shift will receive an email from the system informing them of the approval, and the status of the request will change to "approved."

2. If the request is denied, the officer who requested the shift will receive an email from the system informing them that their request was denied, along with a reason for the denial, written by the person who denied the request.

I. The system will allow officers to submit requests for a shift if openings are available. Once the available openings for a shift have been filled, if there are still requests pending for that shift, the status of the request will show "slots filled." The status change to "slots filled" does not mean the officer's request was denied, but rather, the shift just filled up with other requests. If a previously approved officer cancels their shift, and there are available openings again, the status will revert to "pending." Once the date of a request has passed, it will no longer be visible.

J. The system will prevent officers from having approved requests for overtime shifts that overlap. Officers can submit a request for any shift they desire; however, once a shift is approved, the system will prevent staffers from approving any more shifts for that officer that overlap with the approved shift.

1. Example: An officer wants to work a Saturday 1st watch shift. The officers see that Northern and Southern both have 1st watch shifts available. The officer submits a request for both the Northern and Southern shifts. The system allows both requests to be submitted. Northern sees the request first and approves it, and a confirmation email is automatically sent to the officer. Southern sees the request later in the day and tries to approve it, but the system prevents Southern from approving the request due to the overlapping shift with Northern.

K. The "Overtime Requests" tab will show all requests submitted and their current status. To assist officers with keeping track of their approved requests, the "Scheduled Overtime" tab will show all **approved** overtime requests. Requests with any other status will not be shown in this tab.

L. There is no way to cancel a request through the system once it has been submitted. If an officer wants to cancel a previously submitted request, the officer must contact the staffer at the command where the request was sent.

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