San Diego Police Department
Force Analysis Unit
(FAU)



Operations Manual

April 2026

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Revisions to this manual may be made at any time without notice.

MISSION STATEMENT

THE FORCE ANALYSIS UNIT (FAU) SUPPORTS THE SAN DIEGO POLICE DEPARTMENT'S EFFORT TO PROVIDE PROFESSIONAL, CONTEMPORARY AND RELEVANT TRAINING IN POLICE THEORY AND METHODS TO EQUIP DEPARTMENT MEMBERS WITH THE SKILLS AND ABILITIES TO BEST SERVE THE PUBLIC. THE FAU IS ALSO COMMITTED TO SUPPORTING THE MISSION OF, AND WORKING SYNERGISTICALLY WITH, THE DEPARTMENT'S TRAINING DIVISION. THE FAU ALSO SUPPORTS THE COMMUNITY POLICING PHILOSOPHY, WHICH IS FOUNDATIONAL TO THE DEPARTMENT.

TO FULFILL THIS MISSION, THE FAU WILL ANALYZE THE DEPARTMENT'S USE-OF-FORCE FOR TRAINING PURPOSES TO IDENTIFY BOTH STRENGTHS AND DEFICIENCIES IN CURRENT PRACTICES. THAT OBJECTIVE INFORMATION WOULD THEN BE PROVIDED TO TRAINING DIVISION TO UPDATE TRAINING, MAKING TRAINING FOR DEPARTMENT PERSONNEL CURRENT AND RELEVENT DUE TO IT BEING OBJECTIVELY DATA-DRIVEN.

THE FAU WILL REMAIN ABREAST OF ALL NEW USE-OF-FORCE CONCEPTS, METHODOLOGIES, AND CURRENT ISSUES BOTH LOCAL AND NATION-WIDE TO SERVE AS A DEPARTMENT TRAINING RESOURCE.

UNIT BACKGROUND

In July of 2020, the San Diego Police Department established the Force Analysis Unit (FAU).

This was in response to several high-profile officer-involved use-of-force events, not just Departmentally, but locally and nationally. It was the vision of the Chief of Police at that time, Police Chief David Nisleit, to create a dedicated proactive unit, a nationally first of its kind, to review every Department use-of-force event. The unit would analyze, identify trends, and provide the information to the In-Service Training cadre to adapt training sessions to make training more efficient, effective, and relevant. In turn, the objective data-driven information provided by this unit would be influential in the development of policies and better training strategies.

The FAU was designed to change Departmental use-of-force training from being reactive, such as responding to high-profile events, to being proactive. By identifying issues and addressing them before they have the likelihood of becoming a higher potential risk and liability. This proactive, objective data-driven approach would make training relevant to what officers' experience in the field and identify their training needs. This would enhance officer performance, safety, and improve community trust.

FAU personnel have limited access to the IAPro® database application for reviewing use-of-force and show-of-force data submitted by Department personnel into the BlueTeam® application for the purpose of ensuring FAU does not review events under investigation. Any employee accessing the IAPro® database must obtain the proper clearance through the Internal Affairs Unit. An Internal Affairs Unit confidentiality agreement form must be completed and approved prior to accessing IAPro(r). The confidentiality agreement form can be obtained from the Internal Affairs IAPro(r) Program Administrator.

All members assigned to FAU adhere to the confidential policy concerning restricted information on Department personnel. FAU personnel will not share confidential information with anyone who does not have a right and needs to know. FAU members shall not access any documents or Internal Affairs Unit investigations unless approved by an Internal Affairs Unit supervisor and have a need to access such document(s).

GOALS

Promote transparency and community trust by analyzing and utilizing the best use-of-force practices.

Capture and analyze accurate use-of-force data to properly identify objectively data-driven use-of-force trends throughout the Department.

Proactively identify deficiencies in use-of-force practices in a timely manner.

Assist the development and maintaining of highly trained officers within the aspect of use-of-force.

Ensure officers maintain peace and order through the provision of police services that are of the highest quality and use-of-force that is reasonably objective within policy and law.

OBJECTIVES

Work synergistically with the Department's Training Division to proactively maintain current, relevant and effective training for Department personnel in the attempt to reduce risk and liability and increase safety and effectiveness.

Be the vital link as the active "Eyes and ears" between the Training Division and the field by the dedicated unit to review Body Worn Camera (BWC) footage and written documents associated with those use-of-force events.

Analyze use-of-force events by reviewing their associated digital media that is not designed to display statistical data, then transform their information into useable analytical data.

Analyze Department use-of-force data to aggregate trends and commonalities, then utilize that data to influence and improve Department training, policies and procedures.

Analyze Department de-escalation practices to provide meaningful data for potential improvements to our de-escalation efforts.

Research and review best practices throughout the nation on ways to potentially reduce the levels and incidents of force used by Department members.

Proactively monitor high profile, law enforcement use-of-force incidents throughout the nation and evaluate Department training, policies and procedures based on these occurrences.

TASKS

I. Analyze San Diego Police Department Use-of-force Events – *paused Sept 2026*

A. Preferably, the use-of-force events analyzed should be no more than one month old and no newer than two weeks since the date of when the force was used. For the following reasons:

- This two-week buffer allows a reasonable time for the completion and submission of all Blue Team, NetRMS and BWC entries from the field.
- The one-month preferred deadline for analyzations is intended to identify any exigent high-risk/liability issues in need of immediate training intervention for corrective action.

B. Analyze trends and commonalities which may include the following:

- The general effectiveness of force used.
- Factors which directly influence the application of force, whether force could have been avoided or reduced.
- Effectiveness of force option devices (i.e. Taser 10, WRAP restraint, baton use, etc.).
- Effectiveness of defensive tactic physical techniques (wrist control holds, etc.).
- Was use-of-force consistent with current training and its effectiveness, identifying negative deviations from best practices or training.
- Crisis Response Team (CRT) tactics usage and effectiveness.
- Analyzing de-escalation technique and tactics for effectiveness or attempted.
- If lesser force was used, was it effective or would have been as effective than the force used.
- Would deadly force have been objectively reasonably necessary but not used.
- Are suspects adapting to current police tactics.
- Identify any wellness issues displayed by Department personnel.

C. While reviewing use-of-force incidents, the FAU will consider the totality of the circumstances which may include the following:

- Number of officers involved and their current assignments during use-of-force incidents.
- Experience and ability of the officers involved.
- The physical ability and potential impairment of the subject.
- Incident threat factors.
- Level of resistance by the subject.
- Severity of the crime or community caretaking situation.
- Tense, uncertain, rapidly evolving situations.
- Split-second decision making or reactionary response result by officer.
- Involved weapons and proximity to potential weapons.
- Environmental considerations.
- The time of day and geographic locations of incidents.
- De-escalation efforts and outcome.
- Availability of other force or show-of-force options.
- Injuries to officers and/or involved subjects.
- Number of subjects present during the event.
- Prior knowledge and/or contacts with the subject.
- Quality of Department field supervision.
- Training considerations.
- Police radio considerations.
- Tactical considerations.
- Patrol procedures considerations.

- Equipment considerations.
- Documentation considerations.
- Policy considerations.
- Other relevant observations and recommendations.

II. Analyze Use-of-Force Related Data

A. The FAU will analyze: 1) Department-captured data (collected via the BlueTeam® application), and 2) data extracted by the FAU from use-of-force event reviews. The FAU will use that data to develop and adopt procedures, processes, and best practices. To accomplish this, FAU members will do the following:

- Conduct, at the minimum, weekly intra-unit FAU meetings to discuss findings and/or trends from use-of-force event reviews.
- Work with the Department's Crime Analysis Unit (CAU) to extract large, complex data for analysis.
- Perform analysis on data.
- Develop custom responses based on analysis.
- Determine how success will be measured for future assessments.
- Conduct, at the minimum, quarterly meetings with the In-Service Training Unit to determine if changes to policy and/or training are warranted.
- Coordinate with the In-Service Training Unit to present proposed changes to the Chief's Executive Committee (CEC).
- Assist the In-Service Training Unit with the coordination of training and Department policy changes to support approved recommendations.

III. Assist in BlueTeam® Data Accuracy/Final Processing of Entries

A. The FAU conducts the final review and release of new use-of-force and show-of-force related BlueTeam® entries which was previously reviewed and approved by the authoring employees' supervisors. This is to ensure the Department's use-of-force data as accurate as possible. The FAU members will do the following:

- Conduct a cursory review of the following incoming BlueTeam® entries for completeness and accuracy:
    - Use of Force
    - Show of Force
    - K9 Utilizations
    - SWAT
- Ensure the following data is captured in each entry:
    - Race, Sex, Age (DOB if available) for each subject *(should match corresponding biographical information on related reports for the subject)*.
    - Actions by subject(s) are listed, to include injury status.
    - Actions by Department employees are listed, to include injury status.
    - Reason for officer actions.
    - Service Rendered by authoring officer is completed.
    - Location information is completed and in proper format.
- Ensure the BlueTeam entries are completed in the proper format.
    - No reports submitted or narratives in summary section (all narratives are to be completed in the currently used report writing system, NetRMS, not BlueTeam®). Exception – K9 Utilizations due to K9 Unit administrative functions.
- Return BlueTeam® entries to authoring employees for any necessary corrections.
- Release pending acceptable and corrected entries from the BlueTeam® application into the IAPro® application.

IV. Research Best Practices:

A. The FAU will gather and analyze data from other agencies related to their use-of-force and de-escalation programs to adopt best practices and enhance the Department's own use-of-force and de-escalation practices. To accomplish this, FAU members will do the following:

- Monitor updates from Peace Officer Standards and Training (POST), to stay current on their use-of-force guidelines.
- Monitor and analyze the Police Executive Research Forum (PERF) to continually identify new and innovative de-escalation efforts from other agencies.
- Contact other law enforcement agencies to discuss best practices and request supporting documentation.
- Conduct site visits of other agencies (when possible).
- Make recommendations to adopt best practices.
- Determine how success will be measured for future assessments.
- Coordinate with the In-Service Training Unit to determine if changes to policy and/or training are warranted.
- Coordinate with the In-Service Training Unit to present proposed changes to the Chief's Executive Committee (CEC).
- Assist the In-Service Training Unit with the coordination of training and Department policy changes to support approved recommendations.

V. Conduct Follow-Up Assessments

A. The FAU will perform assessments on all Department-implemented use-of-force changes to evaluate if objectives were reached or if additional modifications are required to achieve a better result. To accomplish this, FAU members will do the following:

- Retrieve data from all applicable Department programs (BlueTeam®, IAPro®, NetRMS, Evidence.com®, etc.).
- Work with the Department's Crime Analysis Unit to ensure data to be analyzed is accurate.

- Perform data analysis in conjunction with the Department's Crime Analysis Unit.

- Determine if implemented programs met or succeeded expectations, or explore modifications to those programs that failed to succeed by:

  - Determine how success will be measured for future assessments.

  - Coordinate with the In-Service Training Unit to determine if changes to policy and/or training are warranted.

  - Coordinate with the In-Service Training Unit to present proposed changes to the Chief's Executive Committee (CEC).

  - Assist the In-Service Training Unit with the coordination of training and Department Policy changes to support approved recommendations.

VI. Analyze Use-of-force Incidents from Other Agencies

A. The FAU will evaluate high-profile use-of-force incidents at the national level as they occur, for potential lessons learned and compare them to the Department's training, policies, procedures, and practices. Based on analysis, if changes or modifications to Department training, polices and/or procedures are warranted, FAU will do the following:

  - Continually conduct internet research for law enforcement use-of-force incidents, training, articles, critical incident video releases, etc.

  - Recommend changes to policy and/or training if warranted.

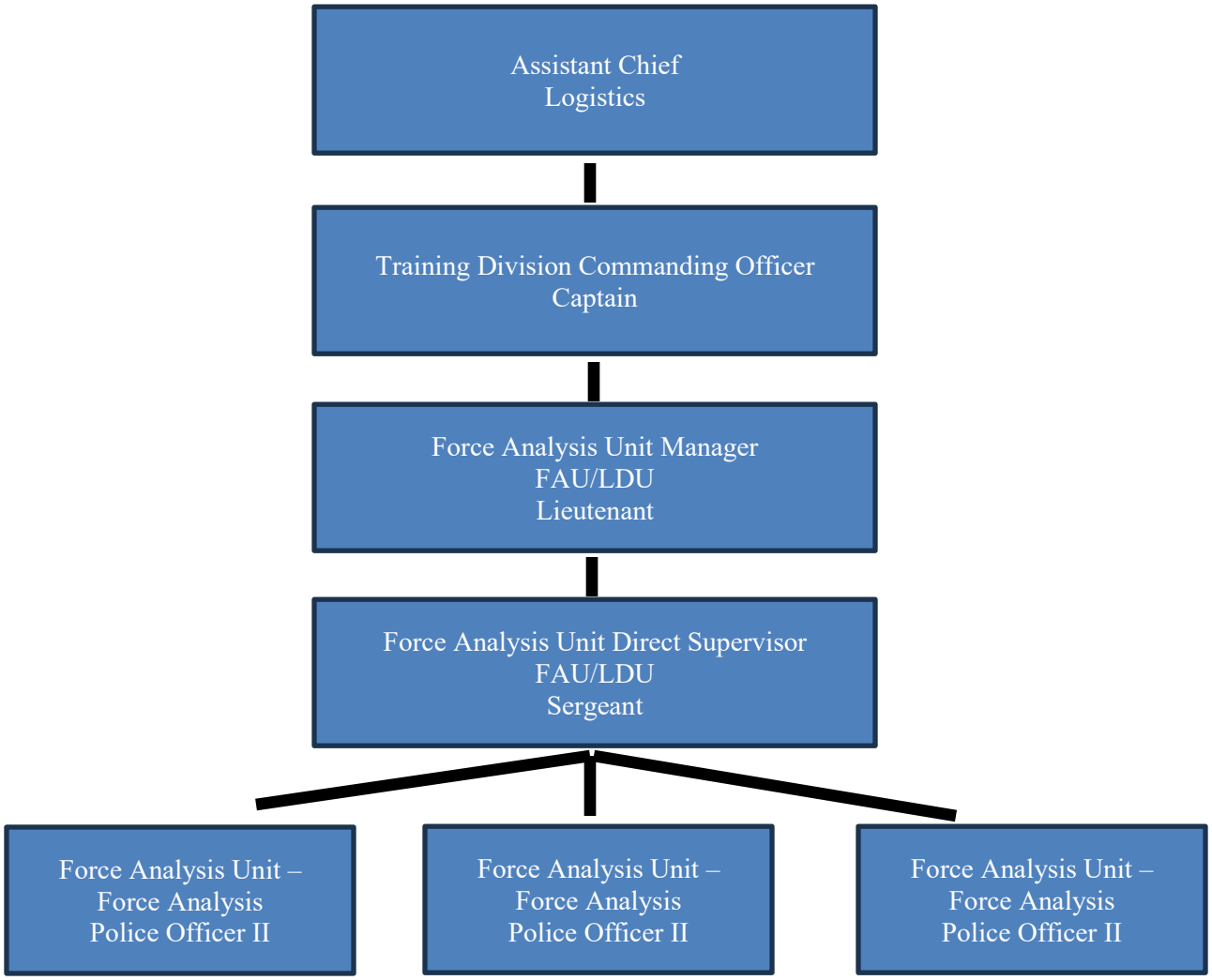
  - Determine how success will be measured for future assessments.

  - Coordinate with the In-Service Training Unit to determine if changes to policy and/or training are warranted.

  - Coordinate with the In-Service Training Unit to present proposed changes to the Chief's Executive Committee (CEC).

  - Assist the In-Service Training Unit with the coordination of training and Department Policy changes to support approved recommendations.

Force Analysis Unit Organizational Chart



FAU Member Selection Process

Selection for the FAU Manger (LT) position is done administratively by the Logistics Assistant Chief or their designee. The final selection for this position is subject to approval by the Human Resources and Training Division Commanding Officer.

FAU Sergeant

Applicants for this position need to have met the standards in their last performance evaluation. They must be non-probationary and receive their Commanding Officer's recommendation.

Desired applicants should possess:

- A strong understanding of Department policies and procedures pertaining to use-of-force.
- Ample patrol experience as a patrol officer.
- Ample patrol experience as a patrol supervisor.
- Experience as a FTO or FTO sergeant.
- They must be able to successfully obtain a confidentiality agreement from the Internal Affair Unit.
- They should possess good management and positive interpersonal skills, and the ability to foster collaboration within and outside the Department.
- Should be a self-motivated employee.
- Due to this being an administrative position, desired applicants should possess strong administrative and computer skills, including experience with the Microsoft applications Excel, PowerPoint, and Word.
- Qualified applicants must submit a completed transfer request (PD-599) through their chain of command to their Commanding Officer.
- Commanding Officers should consider the applicant's prior training experience, interpersonal skills, analytical skills, and leadership ability.

- Applicants must successfully complete a fundamental position practical skills assessment prior to appointment as part of the selection process. That assessment would be:
    - The applicant is provided with three years of use-of-force data from a prior Public Request Act (PRA) on an Excel workbook.
    - Using the Excel application, the applicant will analyze, clean and sort the data into a preliminary draft capable of displaying the following basic three results:
        - The number of use-of-force events by year.
        - The number of subjects force was applied for each year.
        - The number of officers applied force for each year.
        - The hierarchal categorization (quantified list of uses from greatest to least) of the types of resistance subjects used against officers for each year.
        - The hierarchal categorization (quantified list of uses from greatest to least) of the types of use-of-force & show-of-force by officers for each year.
- This is an Administrative Assignment and qualifies or administrative pay (5%).

FAU Officer (Police Officer II)

Applicants for this position must have met the standards on their last performance evaluation. Officers must have a minimum of 6 years of experience on the San Diego Police Department and their Command Officer's recommendation.

Desired applicants should possess:

- A strong understanding of Department policies and procedures pertaining to use-of-force.
- At least 5 years of patrol experience.
- Desired, not mandatory, prior FTO experience.
- Strong analytical, organizational, and presentation skills and require minimal supervision.
- They must be able to successfully obtain a confidentiality agreement from the Internal Affair Unit.
- They should possess good management and positive interpersonal skills, and the ability to foster collaboration within and outside the Department.
- Should be self-motivated and have a strong independent work ethic while also able to function in a team environment.
- Due to this being an administrative position, desired applicants should possess strong administrative and computer skills, including experience with the Microsoft applications Excel, PowerPoint, and Word.
- Due to this being a training position, desired applicants should possess the ability to public speak, to develop their instructor-level knowledge base, and have the interpersonal skills to present to higher-ranked Département members and other agency executives.
- They must have the approval of their Commanding Officer. Qualified applicants should submit a completed transfer request (PD-599) through their chain of command to their Commanding Officer. Commanding Officers should consider the applicant's prior training experience, interpersonal skills, and leadership ability.

- Applicants must successfully complete a fundamental position practical skills assessment prior to appointment as part of the selection process. That assessment would be:

    - The applicant is provided with three years of use-of-force data from a prior Public Request Act (PRA) on an Excel workbook.

    - Using the Excel application, the applicant will analyze, clean and sort the data into a preliminary draft capable of displaying the following basic three results:

        - The number of use-of-force events by year.

        - The number of subjects force was applied for each year.

        - The number of officers applied force for each year.

        - The hierarchal categorization (quantified list of uses from greatest to least) of the types of resistance subjects used against officers for each year.

        - The hierarchal categorization (quantified list of uses from greatest to least) of the types of use-of-force & show-of-force by officers for each year.

- This a Full-Time Training Assignment and qualifies for full-time Training Pay (3.5%).

GENERAL RESPONSIBILITIES

RESPONSIBILITIES OF FORCE ANALYSIS UNIT LIEUTENANT

The following is a list of general tasks and responsibilities of the FAU lieutenant:

- Currently, the FAU lieutenant position is bifurcated and manages both the FAU and LDU (Leadership Development Unit).
- The FAU lieutenant reports to the Training Division captain who has overall responsibility for the operation and oversight of the FAU.
- The FAU lieutenant is responsible for the daily operations of the unit and general supervision of all assigned personnel.
- The FAU lieutenant is responsible for supervising one FAU sergeant, who in turn supervises three POIIs.
- The FAU lieutenant will meet weekly with FAU staff to go over FAU trends, review findings, discuss proposed recommendations, establish expected performance measures, and provide Department updates.
- The FAU lieutenant will be responsible for ensuring the team is continually moving towards accomplishing the Unit's overarching goals and meeting the Chief's expectations.
- The FAU lieutenant will prepare/and or approve all FAU related documents including but not limited to Quarterly Management Reports, special reports/updates to the Chief of Police and Department Training Bulletins.
- The FAU lieutenant will ensure all written documents are forwarded though the chain of command for review.
- The FAU lieutenant will report use-of-force trends to the Training Division captain.
- The FAU lieutenant shall prepare reports and presentations relating to the FAU's completed projects to command level officers and the Chief's Executive Committee when necessary or delegate this responsibility to the FAU sergeant.
- The FAU lieutenant will ensure all policies and procedures are adhered to by members of the Unit.
- Due to the nature of the FAU lieutenant's responsibilities, a confidentiality agreement shall be completed through Internal Affairs.

RESPONSIBILITIES OF FORCE ANALYSIS UNIT SERGEANT

The following is a list of general tasks and responsibilities of the FAU sergeant:

- The FAU sergeant reports to the FAU/LDU lieutenant and is responsible for the general supervision of all POIIs within the unit.

- The FAU sergeant is responsible for ensuring use-of-force incidents are properly reviewed within the established time parameters. – *paused Sept 2026*

- The FAU sergeant is responsible for assigning use-of-force incidents to the FAU officers for review (This will be conducted through the IAPro® system). - *paused Sept 2026*

- The FAU sergeant shall prepare reports and presentations to command level officers and the Chief's Executive Committee when necessary or assigned to do so by the FAU lieutenant.

- The FAU sergeant is responsible for working with the Department's Crime Analysis Unit to retrieve and review both use-of-force and show-of-force data.

- The FAU sergeant will keep current on de-escalation practices used throughout the nation and build relationships with other agencies and organizations to continually exchange information, ideas and implement best practices.

- The FAU sergeant will work with staff from the In-Service Training Unit, Crime Analysis Unit (CAU), Research Analysis and Planning (RAP) Unit, and the Special Projects and Legislative Affairs Unit (SPLA) to develop curriculum, policies, procedures, training bulletins and/or videos to support modifications or changes to use-of-force practices.

- The FAU sergeant will ensure all policies and procedures are adhered to by members of the unit.

- The FAU sergeant may have to review use-of-force by Department members brought to their attention by FAU officers.

- Due to the nature of the FAU sergeant's responsibilities, a confidentiality agreement shall be completed through the Internal Affairs Unit.

- The FAU sergeant will be a liaison with the Internal Affairs Unit.

- The FAU sergeant should partner with academic institutions, when possible, to further enhance research related to the use-of-force.

- The FAU sergeant should explore the availability of grant funding (state and

federal) to cover costs related to projects that will advance the unit's missions, objectives, and responsibilities. The FAU sergeant will seek the approval of the FAU lieutenant if such possibilities become available.

- The FAU sergeant will be **MANDATED**, when appointed to the position, to the following instructor-level training unless already certified:

    - California POST Defensive Tactics Instructor Course.
    - Force Science Institute's Force Analysis Course, or its equivalent, the California POST certified Force Encounters Analysis Course.
    - California POST certified SB230 Use-of-Force Train-the-Trainer Course.
    - PERF's ICAT De-escalation Train-the=Trainer Course

RESPONSIBILITIES OF FORCE ANALYSIS UNIT OFFICERS

The following is a list of general tasks and responsibilities of FAU officers:

- Review all assigned use-of-force incidents. This includes reviewing related written reports and Body Worn Camera (BWC) footage. - *paused Sept 2026*
- Adhere to all Department policies and procedures.
- Notify the FAU sergeant if use-of-force observed is unlawful, impairs the operation and efficiency of the Department, or brings into disrepute the reputation of the member or the Department (Department Policy 9.33 qualifiers).
- Review BlueTeam® use-of-force incident data and ensure it is entered appropriately into the database for future analysis.
- Conduct analysis on use-of-force and de-escalation practices within the Department when assigned to do so and report findings to the FAU sergeant in a timely manner.
- Be prepared to discuss observations, trends, training needs, and creative ideas related to use-of-force at unit meetings.
- Assist the In-Service Training Unit in developing curriculum, policies, procedures, training bulletins and/or videos to support modifications or changes to use-of-force practices.

- Be prepared to present observations, trends, training needs and changes to use-of-force to the Chief's Executive Committee (CEC), command level officers, etc. when necessary.

- At the direction of the FAU sergeant, assist in researching best use-of-force and de-escalation practices throughout the nation.

- Conduct lineup training, training videos or other Departmental training at the direction of the FAU lieutenant or sergeant.

- All FAU officers must have a thorough understanding of what is taught regarding use-of-force, de-escalation laws and topics in Advanced Officer Training (AOT) and the Regional Academy.

- All FAU officers are encouraged to pursue classes and certifications in some, if not all the following:

  - Use-of-force
  - Use-of-force Liability for Agencies
  - Force Encounter Analysis
  - Force Option Simulator
  - Defensive tactics
  - Less lethal munitions
  - Taser
  - Extended Range Impact Weapons
  - Human Factors/Force Science
  - Firearms
  - Any other related courses as deemed necessary

- All FAU officers will be **MANDATED**, when appointed to the position, to the following instructor-level training unless already certified:

  - California POST Defensive Tactics Instructor Course.
  - Force Science Institute's Force Analysis Course, or its equivalent, the California POST certified Force Encounters Analysis Course.
  - California POST certified SB230 Use-of-Force Train-the-Trainer Course
  - PERF's ICAT De-escalation Train-the=Trainer Course

STANDARD OPERATING PROCEDURES

I. POLICE PLAZA FACILITY

A. All office spaces will be kept neat and orderly. Each work area will be maintained in a professional and organized manner.

II. EMERGENCY CALL-BACK

A. In the event of a large-scale disaster or critical incident, the FAU staff are available for call-out (callback).

The FAU/LDU lieutenant shall ensure that an up-to-date callback roster is maintained and disseminated to all supervisory personnel. At least one "test callback" will be initiated every six months.

In the event of an actual call out, the Watch Commander will notify the FAU lieutenant of the need for personnel. The FAU lieutenant will determine which personnel to call back and notify the appropriate sergeant(s) with the details.

III. PHYSICAL FITNESS

A. As a part of Training Division, FAU staff are often requested to assist in supporting the In-Service Training Unit personnel and the Regional Academy staff.

FAU members are role models for all students involved in training and their level of physical fitness adds to the credibility of the FAU. As such, FAU members are expected to maintain a high level of physical fitness and a physically fit appearance.

IV. DEPARTMENT VEHICLES

A. There is one vehicle assigned to the FAU Unit to provide transportation for staff members in the performance of their duties during work hours and not a take-home vehicle (unless authorized as per Department Procedure/Policy).

All vehicles will be operated in compliance with respective Department Procedures.

V. GENERAL DRESS CODES

A. Uniformity in dress code is an important component of presenting a professional image for any law enforcement agency.

B. All FAU staff will adhere to the uniform guidelines set forth in Department procedure/policy in consideration with those exceptions and additions within this manual.

C. FAU staff may wear either of the following two uniforms when working in their assignment at Police Plaza:

1. Class "B" Uniform

- Short sleeve shirt with patches
- Department regulation trousers
- Black uniform belt
- Plain black or metal watch with matching band
- Black socks and black shoes
- Department name tag
- White or black crew tee shirt

2. Training Division Uniform

- Short or long sleeve shirt, black polo type shirt with SDRPSTI logo (5.11 or similar)
- Khaki (SDPD) tactical trousers (5.11 or similar)
- Matching black or tan nylon tactical uniform belt
- Black or tan boots or shoes

D. FAU staff may additionally wear the following uniform if instructing a lab class during that day:

3. Lab Uniform for Instructors/Trainers (Van/Bicycle Training, Range, E.V.O.C., D-TAC)

- Short sleeve black t-shirt, black or red polo shirt with San Diego Regional Public Safety Training Institute logo on left breast
- Tan, black or blue pants
- Black uniform belt
- Optional shorts - navy blue or black, Dickies brand
- White tennis type shoes or coordinated shoes/boots
- White crew length or running socks (plain)
- Ball cap with approved logo on it

VI. T/O'S, VACATIONS, WORK HOURS

A. Normal business hours for FAU are 0500-1700 hours, Monday through Friday.

B. FAU staff work a four-day, ten-hour schedule. All time off (i.e., vacation, compensatory time, sick time, and family leave) shall be approved by a FAU

supervisor.

C. Overtime may be assigned when necessary. Adjustment of normal work hours will be in accordance with Department Procedure 5.12 and the current year's POA MOU. Pre-approval is required by a supervisor in most cases.