

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: FEBRUARY 2, 2023 1700 HOURS
NUMBER: OR 23-05
SUBJECT: SURVEILLANCE TECHNOLOGY PAYROLL PROCEDURES
COST CENTER: 1914001101
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

Employees shall use Internal Order (IO) Code **11004835** for **all productive time related to the Surveillance Technology Ordinance** by entering the IO in the “Cost Object” field on their timecards. This consists of time associated with anything employees would not have done if the Surveillance Technology Ordinance did not exist. When using the IO, employees shall briefly explain in the *comments* field of the timecard what task you worked on related to the Surveillance Technology Ordinance. Note, comments can be added to Individual timecard entries in SAP by hovering the mouse over the hours box and pressing the right mouse button.

For entering time-related to the Surveillance Technology Ordinance follow the listed procedure:

Overtime:

1. Enter IO 11004835 on the timecard in SAP for any overtime worked.
2. Ensure IO 11004835 goes in the “Other” section of the overtime slip.
3. Explanation of overtime - Note your unit number and specific Surveillance Technology Ordinance-related tasks being performed on the **overtime slip and the comments section on the timecard in SAP.**

Regular Working Time:

1. Enter IO 11004835 on the timecard in SAP for any regular working time.
2. Explanation of regular working time - Note your unit number and specific Surveillance Technology Ordinance-related tasks being performed in the comments section on the timecard in SAP.

Any additional questions should be directed to your Payroll Specialist or by calling the Payroll Unit's main line at **(Deleted – records of security)**.

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