

<b>Series</b> 400 Personnel	<b>Effective Date</b> 1/18/2017	<b>Review Date</b> Annually	<b>Directive Number</b>  <b>401.7</b>
<b>Chapter</b> 401 - Career Development			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <small>Revisions in <i>italics</i></small>
<b>Reviewing Office</b> <i>Centralized Timekeeping</i>			
<b>References</b>			

## WORK PERIOD TIME REPORT

### 401.7 - 1 PURPOSE

The purpose of this directive is to outline the guidelines necessary for accurately documenting the time worked by members of the Detroit Police Department.

### 401.7 - 2 Procedure

Timekeeping of all commands shall be recorded on the Work Period Time Report and shall accurately reflect entries transcribed from the Desk Blotter, Daily Detail Sheet, and overtime reports. A supervisor shall resolve discrepancies between any of these entries and entries on the Work Period Time Report. The Work Period Time Report shall be maintained in a time book binder. Commanding officers are responsible for the proper timekeeping of each payroll unit within their command.

### 401.7 - 3 Entries

All timekeeping entries shall be made in black or red ink.

- a. Entries in black ink indicate time worked;
- b. Entries in red ink indicate time not worked;
- c. All court time, overtime, and recall time earned shall be entered at straight time;
- d. When it becomes necessary to correct an entry, it shall not be made by an erasure but by drawing a line through the error and re-entering the information just above the original entry; and
- e. The person responsible for making the change shall indicate in the "Remarks" column the reason for such change and shall then enter the date and signature.

#### 401.7 - 3.1 Indicating Symbols for Time Worked

1. The symbols listed below entered in black ink have the following meanings excluding roll call time.

**M** - Midnights. Shift starting between 7:00 p.m. to 3:59 a.m.

**D** - Days. Shift starting between 4:00 a.m. to 10:59 a.m.

**A** - Afternoons. Shift starting between 11:00 a.m. to 6:59 p.m.

**401.7 Work Period Time Report**

- Any entry requiring the use of one of the above symbols shall be made in the lowest portion of the date block. An **M**, **D**, or **A** entered in black in the lower portion of the date block with no red entry in the middle or upper portion of the date block indicates that the member has worked a full shift on midnights, days, or afternoons depending on the symbol used.

**401.7 - 3.2 Symbols Indicating Time Not Worked**

The symbols listed below that are entered in red ink have the following meaning:

- L** - Leave day
- HF** - Holiday Furlough
- S** - Sick
- HJD** - Holiday Jury Duty
- LS** - Sick on a Leave Day
- HLD** - Holiday Limited Duty
- D** - Disabled
- HLP** - Holiday Late Posting
- LD** - Disabled on a Leave Day
- E** - Emergency Day
- F** - Furlough
- FL** - Funeral Leave
- BV** - Bonus vacation day
- ANP** - Absent no pay
- H** - Holiday not worked
- AWL** - Absent with leave
- HR** - Holiday refused
- AWOL** - Absent without leave
- HS** - Sick on a holiday
- X** - Suspended
- HD** - Disabled on a holiday
- MT** - Military training
- CT** - Compensatory Time
- FH** - *Floating Holiday*

**401.7 - 3.3 Common Entries**

Common entries in red ink, **L**, **S**, **F**, **D**, and **FL**, signifying respectively that the member was absent the entire shift because of being on leave, sick, furlough, disabled, or taking a funeral leave day. A red **LS** or **LD** indicates that the member was sick on a leave day or disabled on a leave day. A red **HS** or **HD** indicates the member was sick on a holiday or disabled on a holiday. A red **H** indicates that a member had a holiday off. An **M**, **D**, or **A** in black ink in the lower third of the date block of a holiday indicates the member worked the holiday.

**401.7 Work Period Time Report**

**401.7 - 4 Symbols Indicating Compensatory Time**

**401.7 - 4.1 Off-Duty Court Time**

Off-duty court time for which a member is to be compensated by the Department shall be recorded in black ink.

**401.7 - 4.2 Overtime**

Overtime shall be recorded in black ink followed by the letters "O.T."

**401.7 - 4.3 Recall Time**

Recall time shall be recorded in black ink preceded by the letter "R". The time recorded shall include travel time.

**401.7 - 4.4 Jury Duty**

Jury duty service performed while a member is scheduled to work platoon two shall be recorded in black ink followed by the letters "J/D".

**401.7 - 4.5 Compensatory Time**

Department approved compensatory time earned shall be recorded in black ink followed by the letters "C.T." Compensatory time taken by a member shall be recorded in red ink followed by the letters "C.T."

**401.7 - 4.6 Premium Time - Not Worked**

When a member starts a shift and does not complete that particular shift due to illness, time off, etc., a red number indicating the time for which a member is to receive no premium pay shall be recorded.

**401.7 - 4.7 (1/2) Sick Day**

When a *sworn member* starts a shift and does not complete that particular shift due to illness and, if the member is to be charged one-half (1/2) sick day, a red number "1/2" followed by the letter "S" shall be recorded in the middle portion of the date block.

**401.7 - 4.8 Hours Sick**

When a police officer starts a shift and does not complete that particular shift due to illness, the amount of sick time taken followed by a letter "S" shall be entered in red ink in the middle portion of the date block.

**401.7 - 4.9 Military Training**

Members in military training shall be listed with the symbol M/T when the time is not covered by furlough or accumulated leave time.

**401.7 - 5 Time Earned or Taken Off**

1. Recording court, overtime, or other time earned or taken off involves using the upper two portions of the date block. Hours earned shall be recorded in black ink and hours taken off recorded in red ink. When a member earns time or takes time off, it shall be

**401.7 Work Period Time Report**

recorded in the middle portion of the date block. When a member earns and takes time off the same date, the black number shall be recorded in the top portion of the date block and red number in the middle portion of the date block. The lower portion of the date block is used to indicate the shift to which a member is assigned.

2. For example, when a member uses four hours of compensatory time while working the midnight shift, a red “4 C.T.” is inserted in the middle portion of the date block and black “M” is inserted in the lower portion of the date block.
  - a. If a member uses eight (8) hours of compensatory time a red “8 C.T.” is placed in the lower portion of the date block.
  - b. If a member works overtime, the actual number of hours worked shall be entered in the middle portion of the date block in black followed by the letters “O.T.” and a black M, D, or A shall be entered in the lower portion of the date block.

**401.7 - 6 Holiday Pay**

1. Any sworn member who works a shift during which four or more regularly assigned hours, excluding overtime, extend into a paid holiday, shall be entitled to holiday pay for the entire eight hour shift; provided however, that the application of this rule shall not entitle any member to more than eight hours holiday pay for regular hours worked on a single holiday.
2. In effect, this rule means that a member who works a shift, which begins at 8:00 p.m. excluding roll call or later on the eve of a holiday, is entitled to holiday pay for eight hours. Members who qualify for holiday pay under these circumstances shall be considered to have worked a holiday and must rotate positions on the existing holiday list.
3. If a member working on July 3<sup>rd</sup> is assigned to a shift in which four or more assigned hours are worked on July 4<sup>th</sup>, the appropriate working symbol shall be entered in the lower portion of the July 3<sup>rd</sup> date block and a black 8H in the middle portion to ensure holiday pay. A red “H” shall be entered in the July 4<sup>th</sup> date block. However, if a member is scheduled to work both July 3<sup>rd</sup> and July 4<sup>th</sup>, this procedure shall not apply.
4. A member who is on leave or otherwise absent on July 3<sup>rd</sup> but works July 4<sup>th</sup> regardless of the shift starting time is still entitled to holiday pay as in the past if the official entry in the time book is recorded on the designated date on which the holiday is celebrated.
5. In those cases where a member works four or more hours into a holiday as a result of overtime, the member is not entitled to full shift holiday pay; the overtime hours shall be compensated at a rate of regular time and one half in cash or compensatory time as the member’s option dictates.

**401.7 - 6.1 Holidays Falling on Weekends**

The paid holiday, for all *sworn* members of the Department, will be the actual holiday date. Should the holiday fall on a weekend, the paid holiday will still be the actual holiday date. All sections and units normally closed on weekends will close on

**401.7 Work Period Time Report**

Friday if the holiday falls on Saturday or they will close on Monday if the holiday falls on Sunday. The Friday or Monday will be the leave day.

**401.7 - 6.2 Floating Holidays (DPOA Only)**

*Floating* holidays shall be recorded by inserting a red “**FH**” in the lower portion of the date block.

**401.7 - 6.3 Compensatory Time for Specific Holidays**

1. All members who must work, including those who are absent due to sick, bonus vacation days, furlough, or other paid time, or leave, will be granted eight hours compensatory time for Christmas Eve and eight hours compensatory time for New Year’s Eve. All members of the Department working in non-essential positions shall be granted eight hours off as compensatory time on Christmas Eve and eight hours off as compensatory time of New Year’s Eve, on all platoons, if they can be spared.
2. All members who shall work, including those who are absent due to sick, bonus vacation days, furlough, or other paid time, or leave, will be granted eight (8) hours of compensatory time for Good Friday. Detroit Lieutenants’ and Sergeants’ Association members and Detroit Police Officers Association members of the Department working in non-essential positions on platoon two shall be granted eight (8) hours of compensatory time on Good Friday, if they can be spared.
3. In addition, Detroit Police Officers Association members shall be granted eight (8) hours of “Excused Time” on Easter.
4. Members of the L.S.A. and D.P.O.A. who shall work, including those who are absent due to sick, bonus vacation days, furlough, or other paid time, or leave, will be granted eight hours of compensatory time for Martin Luther King’s Birthday. All members of the Department working in non-essential positions shall be granted eight hours off as compensatory time on Martin Luther King’s Birthday, on all platoons, if they can be spared. When granted, this time shall be recorded in the appropriate date block in black on the monthly time report. It is not necessary to use any symbol since the date of the entry is self-explanatory.

**401.7 - 6.4 Changing Sick Time to Disabled Time**

1. A request to change a member’s payroll record previously reported as sick time to disabled time must be authorized by the Department physician in writing on an Inter-Office Memorandum (DPD568). Upon authorization by the Department physician, the Medical Section shall complete four copies of the Payroll Adjustment Request (DPD65). The Medical shall ensure that those boxes on the request labeled “Member Was Carried”, “Dates Carried”, and “Should Have Been Carried”, are completed. The Medical Section shall confirm the dates with the member’s timekeeper.
2. The Payroll Adjustment Request shall be distributed in the following manner:
  - a. The original and one copy shall be forwarded to Payroll;
  - b. *One copy forwarded to the command’s timekeeper;*

**401.7 Work Period Time Report**

- c. One copy retained by the Medical Section; and
  - d. One copy forwarded to the member's command.
3. The member's command shall enter the changes on the Work Period Time Report (DPD268), and place the request in the member's file.
  4. A member suffering a recurrence of an injury or illness for which the member had been carried disabled will be carried sick until a determination of sick or disabled status has been made by the Department physician.

**401.7 - 6.5 Emergency Time**

When a member is carried E, for an emergency, it shall be marked in the time book with a red E and the reason shall be inserted in the remarks column of the time book.

**401.7 - 6.6 Leave Days during Periods of Illness, Disability, or Suspension**

1. Any regularly scheduled leave days during the period when a member is carried sick or disabled shall be marked in the time book as leave sick (**LS**) or leave disabled (**LD**). These symbols are for the information of Departmental units exclusively. Such days will be reported on the Bi-weekly Time and Attendance Report only as leave days. Pre-scheduled leave days shall be changed only by mutual consent of the member and the Department.
2. When scheduling leave days for a new work period, persons on extended sick or disabled time shall be scheduled to ensure that all leave days due for the work period will be liquidated. However, not more than five working days shall be scheduled consecutively without being followed by two leave days. For purposes of this chapter, extended sick or disabled time shall mean five or more days.
3. Leave days during suspension shall be handled in the same manner as when a member is carried sick or disabled.

**401.7 - 6.7 Canceled Leave and Furlough Days**

1. When a member works any part or all of a leave or furlough day, the L or F symbol shall remain unchanged but a black M, D, or A shall be entered in the middle portion of the date block depending on the shift worked.
2. The number of hours worked at straight time followed by the letters "**O.T.**" shall be entered in the upper portion of the date block. This time shall be computed as overtime in the normal manner.

**401.7 - 7 Overtime**

1. All overtime earned by members below the rank of *captain* shall be compensated at the rate of time and one half in compensatory time or cash, subject to the provisions cited below.
2. A member shall be entitled to overtime compensation at time and one half for all compensable hours of work in excess of eight in a single day. A normal daily tour of duty shall consist of eight hours of work, exclusive of a thirty minute meal period which

**401.7 Work Period Time Report**

shall not be compensable or counted as time worked for the purposes of computing overtime unless the member is denied such period by competent authority. The tour of duty shall include time spent at the normal roll call. For purposes of applying these overtime rules, normal roll call shall be deemed to consist of fifteen minutes at the beginning of a day's assignment and fifteen minutes at the end of the assignment.

3. While the first fifteen minutes after the hour is considered working time used for off duty roll call, overtime credit shall be granted from the hour when a member is required to work beyond the normal quarter hour. For example, if a member working platoon two works until 4:30 p.m., the member shall be granted thirty minutes overtime rather than fifteen minutes. Such overtime shall be recorded daily in the time book at straight time. When applying overtime rules, time off due to furlough, liquidation of compensatory time, sick leave, and other paid absence shall be considered as time worked.
4. When an emergency makes it necessary for a member to work all or part of a furlough or leave day, excluding court appearances, such time shall be considered as overtime. Any complete furlough or leave days for which overtime credit is given shall be canceled. Members injured while on duty and conveyed to the hospital will *up to 8.0 hours of overtime* if the hospital requires them to stay beyond their normal off duty time. Overtime due to such operations as the Band, Court Time, Recall and Off Duty Stand By are specifically excluded from these provisions.
5. Overtime will be worked only in necessary situations and may be authorized only upon approval of the officer in charge of the command, or by an immediate supervisor under exigent circumstances. In no case shall overtime or other premium compensation be pyramided, duplicated, compounded, or paid twice for the same hours of work. *Prescheduled and emergency overtime shall be recorded on the Daily Detail in MAS.*

**401.7 - 7.1 Authorizing**

1. The supervisor who authorized overtime shall be responsible for ensuring that it is properly documented. An entry shall be made in an activity log or Desk Blotter recording the members who worked the overtime, the nature of the overtime activity, the amount of overtime worked, and the supervisor who authorized the overtime. In the absence of an Activity Log or Desk Blotter, an Inter-Office Memorandum (DPD568) shall be prepared containing the above information. Such memoranda shall be signed by the section commanding officer and filed in the command's unit file for a period of *two (2) years*.
2. A detailed description of all overtime shall be forwarded on an Inter-Office Memorandum on a monthly basis to the Chief of Police, through official channels. Overtime for assigned-out members shall be listed by the temporary command. Overtime for members assigned to temporary details (i.e., festival, fun run, baseball game, etc.) shall be listed by the parent command.



**401.7 Work Period Time Report**

**401.7 - 7.2 Worked by Assigned-Out Members and Members Assigned to Temporary Details**

1. The commanding officer of the parent command shall be responsible for requesting from the temporary command all time worked by assigned-out members, including overtime. This notification will be made by telephone bi-weekly at the end of each payroll period. Immediately following this notification, the commanding officer of the temporary command shall prepare and submit to the commanding officer of the parent command, through channels, an Inter-Office Memorandum identifying the members, indicating the amount of overtime worked, and the reasons for the time. Such memorandums shall be *retained* at the parent command for a period of *two (2)* years.
2. In the event that the assignment is a temporary detail baseball game, fun run, etc., the above procedures will similarly apply as follows. The officer-in-charge of the temporary detail shall be responsible for notifying the officer-in-charge of the parent command by telephone of any overtime as soon as practicable after the detail. An Inter-Office Memorandum shall be prepared by the commanding officer of the temporary command immediately following this notification and submitted as stated above.

**401.7 - 7.3 Roll Call Preparation**

1. With the exception of precincts, compensation for roll call preparation overtime is limited to those commands, which have formal roll calls, provided prior approval has been obtained by the commanding officer from the next higher authority. Except in the precincts, the number of supervisors so assigned will be determined as needed by the commanding officer, but shall not exceed three (3) for each formal stand-up, on-duty roll call. The number of supervisors assigned to roll call preparation in the precincts shall be three (3). The assignment of roll call preparation time shall be rotated among supervisors. Roll call preparation time shall be paid as *twenty (20) minutes (.04 hours)* of overtime for those assigned.
2. Roll call preparation overtime shall be entered in the time book on a daily basis in one of the upper portions of the date block. At the end of the bi-weekly payroll period all roll call preparation time shall be totaled and converted at time and one half rate, and any product of five hundredths or over shall be recorded to the next higher tenth. The converted total shall be entered as overtime on the member's Time Card.

**401.7 - 7.4 Payment Options Computer Printout**

Near the end of each fiscal year, Payroll will distribute a copy of a computer printout along with special instruction for completion to commanders. The computer printout shall contain the names of members by payroll unit within command. Commanders shall be responsible for ensuring that the computer printout is completed and submitted to Payroll prior to the date established by Payroll.



**401.7 Work Period Time Report**

**401.7 - 7.5 Option - Pay or No Pay**

All members are required to sign the list in the appropriate area, indicating their preference to be paid in cash or compensatory time for overtime worked. Once a member elects or does not elect to take time instead of cash payment, the member is restricted to that choice for the entire fiscal year. At the member's option, the first seventy-five hours straight time (112.5 hours converted at time and one half) in the fiscal year may be paid either in cash or in compensatory time. All overtime beyond the first 112.5 converted time hours shall be paid in cash. In any fiscal year, not more than 112.5 converted time hours may be earned as compensatory time as a result of overtime worked. However, to comply with F.L.S.A. requirements, such overtime shall be paid in cash rather than granting compensatory time when the member's post April 15, 1986 compensatory time bank reaches four hundred-eighty hours. The computer is programmed based on the member's selection. The completed original shall be returned to Payroll prior to the date established by Payroll and a copy shall be retained by the command for a period of two years.

**401.7 - 7.6 Computing Overtime**

1. Overtime shall be recorded at straight time on the Time Card, and will be converted on a bi-weekly basis. The overtime hours recorded shall be totaled for the payroll period.
2. The sum shall then be multiplied at the time and one half rate and any product of five hundredths or over shall be recorded to the next higher tenth.
3. For example, a member during a bi-weekly payroll period works 1.3 hours of overtime on one day and the following day works 1.2 hours of overtime. At the end of the payroll period the overtime is then totaled and converted at time and one half rate which will be 3.75 hours. The product, 3.75 hours, is then recorded to the next higher tenth, 3.8 hours.

**401.7 - 7.7 Schedule of Overtime Minutes**

Minutes	Tenths of Hours	Time and One Half
1- 6	.1	.2
7-12	.2	.3
13-18	.3	.5
19-24	.4	.6
25-30	.5	.8
31-36	.6	.9
37-42	.7	1.1
43-48	.8	1.2
49-54	.9	1.4
55-60	1.0	1.5

**401.7 Work Period Time Report**

**401.7 - 7.8      Shift Premium Pay**

Shift premium is awarded to all sworn members of the Department whose regular tour of duty begins within the hours prescribed as follows: if the tour of duty begins between 11:00 a.m. and 6:59 p.m. (*Platoon 3*), the rate of shift premium pay is 55 cents an hour, and if the tour of duty begins between 7:00 p.m. and 3:59 a.m. (*Platoon 1*), the rate of shift premium pay is 60 cents an hour. The shift premium is paid to a member in addition to the basic rate of pay for the regular tour of duty starting within the hours designated above and any overtime hours worked in conjunction with an afternoon or midnight shift. When a member starts a shift and does not complete that particular shift due to illness, compensatory time, etc., premium pay will be awarded only for the actual time worked.

**401.7 - 7.9      Recall Time**

1. A sworn member below the rank of *captain* is entitled to recall pay at a time and one half-rate if recalled to duty after reporting off duty and before the next tour of duty. A minimum of two hours will be granted to a recalled member. Travel time, not to exceed one-half hour each way, shall be granted for travel to and from the duty station when the total time worked exceeds one hour.
2. However, the recall rate shall not be paid when a member works continuously beyond the normal tour without first being relieved. The recall rate shall terminate as of the hour that the next regular tour was scheduled to begin and the member will not receive any travel time back to the member's residence.
3. Recall pay shall not be granted *for the following*:
  - a. When a mobilization has been ordered;
  - b. When a member's leave, furlough, bonus vacation days or compensatory time days have been canceled;
  - c. A member has been directed to appear in court; or
  - d. A member is given notice of a change in shift starting time prior to going off duty.
4. When a member has been recalled, an entry shall be made in black ink in the upper portion of the date block indicating the number of hours actually worked including travel time preceded by the letter "R."

**401.7 - 7.10      Jury Duty**

1. A member reporting for jury duty on duty, off duty, on a leave day, furlough day, etc., may keep the jury duty fee received. Members may receive their regular pay while serving on jury duty provided that they are scheduled to be working platoon two on that day, and provided that the jury duty fee is turned in to the Department. If the date for jury duty service falls on a member's scheduled leave day, the member may, according to procedural and contractual provisions for changing a leave day by mutual consent, request a change of leave day.

**401.7 Work Period Time Report**

2. If a member is scheduled for jury duty on a day when the member is scheduled to work other than platoon two, the Department will, upon request of the member, rearrange the member's work schedule so that the member will be assigned to platoon two on that date.
3. A member reporting for jury duty and to be carried working will have a black J/D entered in the appropriate date block on the Work Period Time Report. Jury duty service will be entered in *black ink* on the Bi-Weekly Time and Attendance Report as Kind of Time 38, followed by the designation "jury duty", in Section IV.
4. It shall be the responsibility of the member having served on jury duty to turn in the jury duty fee to the Fiscal Operations Section. Members having served on jury duty will receive a check from the Jury Commission, which will include the jury duty fee and mileage remuneration. Only the jury duty fee is required to be turned. Delete this sentence: Since the Fiscal Operations Section does not always have the cash on hand to make change, members having served on jury duty shall cash the Jury Commission check, and turn in to the Fiscal Operations Section the amount of the jury service fee and the Jury Commission check stub. The member will receive a receipt from the Fiscal Operations Section indicating that the Jury Commission check was turned in. The member shall forward a copy of the receipt to Payroll.

**401.7 - 7.11 Off-Duty Court Time**

1. All off-duty court time for members below the rank of *captain* shall be compensated at the rate of time and one half in compensatory time or cash subject to the provisions cited below. In the event that a court attendance may be required while a member is on leave or furlough, the member may be carried on or off-duty at the member's option on platoon two (2).
2. Time earned in court off-duty shall be recorded in black in the appropriate date block. A minimum of three (3) hours *credit at time and one-half shall be credited for each off-duty court appearance, except as specified in this directive.* If the elapsed time exceeds three (3) hours, the actual hours and tenths of hours shall be recorded.
3. Changing of leave days or the granting of compensatory time off, for members on platoon two (2) or three (3), for the purpose of attending court at a time they are normally scheduled to work, is strictly prohibited. Off-duty court appearances shall be paid, as regular overtime and three (3) hours minimum shall not apply.
4. Members shall not sign into any court more than thirty minutes prior to the time stated on subpoenas or court appearance notices.
5. When a member who is on-duty is directed to appear in court and that court appearance extends beyond the normal off-duty time, it shall be recorded as overtime and not as off-duty court time.
6. For members of the Detroit Police Lieutenants and Sergeants Association (LSA), in each fiscal year, the first *sixty (60) hours (40 hours at X1.5) earned shall be credited as compensatory time.* After the 40 hours is earned, LSA members shall be paid in cash for off-duty court appearances. However, to comply with Fair Labor Standards Act (FLSA) requirements, such off-duty court time shall be paid in cash rather than granting

**401.7 Work Period Time Report**

compensatory time when the member's post April 15, 1986 compensatory time bank reaches four hundred and eighty hours. All off-duty court time earned in excess of this amount shall be paid at the time and one half rate and cannot be granted as compensatory time. All court time earned in excess of sixty (60) converted hours shall be paid in the next bi-weekly pay period. This rule will apply even though the member may use part or all of the sixty (60) converted hours as compensatory time. Members need not accumulate the sixty-hour total before being allowed to draw upon it as compensatory time.

7. *Detroit Police Officers Association (DPOA) members must earn sixty (60) hours (40 hours at X1.5), which will be credited as compensatory time. After the 40 hours is earned, DPOA members shall have the option of being paid in cash or being credited compensatory time.*

**401.7 - 7.12 Appearance in Different Court Rooms**

Appearances in different courts on the same day may be treated as separate appearances or as one continuous appearance, whichever is the less total time.

**401.7 - 8 Sick or Disabled Members Appearing in Court**

**401.7 - 8.1 Lieutenants, Sergeants, Detectives and Investigators**

1. Members scheduled to work platoon one or platoon three who are carried sick will be compensated for an off-duty court appearance when they appear in court on platoon two.
2. Should a lieutenant, sergeant, *detective*, or investigator attend court on platoon two while being carried sick, the member shall be carried as sick for one-half day, and as working one-half day, provided the appearance in court is less than four actual hours.
3. If the court appearance is for four (4) hours or more, the member shall be carried working the whole day. If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one-half for the actual amount of time spent in court beyond the end of the shift.
4. Members who are being carried disabled are already being paid for their time off and therefore will not receive compensation of any type for their appearance in court. If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one-half for the actual amount of time spent in court beyond the end of the shift.

**401.7 - 8.2 Police Officers**

1. Members scheduled to work platoon one or platoon three who are carried sick will be compensated for an off-duty court appearance when they appear in court on platoon two.
2. Should a police officer attend court on platoon two while being carried sick and the actual amount of time spent in court is less than three hours, the member shall be

**401.7 Work Period Time Report**

credited with three (3) hours worked at straight time. For the remaining portion of the member's shift, a deduction shall be made from the member's sick time.

3. If the court appearance is for three (3) hours or more, the member shall be carried working for the actual amount of time spent in court. The tenths of an hour conversion table used for overtime computation shall be used to compute the actual hours worked. For the remaining portion of the member's shift, a deduction shall be made from member's sick time.
4. If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one half for the actual amount of time spent in court beyond the end of the shift.
5. Members who are carried on platoon two will not receive compensation of any type for their appearance in court. If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one half for the actual amount of time spent in court beyond the end of the shift.

**401.7 - 9 Resignations and Retirements - Effective Date of Separation**

Entries made in command time books shall be identical to those on the schedule prepared by Payroll on a Request for Effective Date of Separation Form (DPD156C). Deviation from this schedule or changes in the last working day or date of separation shall be made only when absolutely necessary. If a change shall be made in the timekeeping schedule, last working day, or date of separation, Payroll shall be notified on an Inter-Office Memorandum (DPD568). If court time or overtime is earned before using any prorated time, every effort should be made to have the member take the time prior to the last working day.