

March 7, 2008

**ADMINISTRATION BUREAU MEMORANDUM NO. 08-3**

**SUBJECT:** Coded Call Backs

Occasionally officers are required to work more than one Coded Call Back in the same day for a parade, procession or similar event. These are events in which the Department charges the hosting entity for the use of Off-Duty Officers at an overtime rate. They are charged on a four (4) hour minimum and/or on a real time basis, whichever is greater.

At present, if an officer works a second event in the same day and the second overtime period is less than the four (4) hour minimum, the timekeeping system only allows entry for real time, not the four (4) hour minimum. It has been determined that the best way to handle this situation will be for the timekeeper to write a Memorandum, attach a copy of the Overtime Voucher, Form 55 P.D., and forward through the Division Commander to Personnel Timekeeping for entry.

This Memorandum will remain in effect until Personnel Policy 418-Overtime/Court Time Compensation has been revised in order to address and clarify this issue.

Nick Nichols  
Commander  
Administration Bureau