

# EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject:	<b>Procedures for Documenting and Approving Compensatory Time and Overtime</b>
Number	<b>EO-16-005</b>
Effective Date	<b>July 18, 2016</b>
Rescinds:	TT 07-077-06 (PD 1130 Authorization), Issued July 27, 2006
Related To:	GO-PER-206.01 (Time and Attendance)

## I. PURPOSE

The purpose of this executive order is to modify the process for approving and documenting compensatory time and overtime through the SF-1130.

## II. PROCEDURES

- A. Upon completion of work hours that are approved for compensatory time or overtime:
1. Members shall ensure that the SF-1130 is signed by the detail commander or watch commander.
  2. The watch commander or detail commander shall affix his or her printed name, CAD number and signature to the SF-1130 to provide verification of the hours worked.
  3. If required by the element, the SF-1130s shall be approved by the commander or their designee.
- B. **For special event or club zone overtime/compensatory time, members shall ensure that their approved SF-1130s are turned into their respective time and attendance clerk within 24 hours of completing their shift and in all cases prior to the close of the pay period during which the time was worked for processing and filing.**
- C. Members shall also document in the remarks section of the SF-1130 their shift, extra hours worked, the overtime code (if known), and the event/reason for the extra hours.
- D. Time and attendance clerks shall ensure that the timely processing of the SF-1130s occurs and that the information required above is listed on each SF-1130.

### III. POINT OF CONTACT

Members may direct all questions to the Policy Development Branch at ([mpd.policy@dc.gov](mailto:mpd.policy@dc.gov)).

A handwritten signature in black ink that reads "Cathy L. Lanier". The signature is written in a cursive, flowing style.

Cathy L. Lanier  
Chief of Police

CLL:MBH:MOC:BK