TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: OPERATIONS – SOUTH BUREAU TIMEKEEPING FOLLOW-UP INSPECTION (IAID NO. 13-086)

RECOMMENDED ACTION

1. That the Board of Police Commissioners REVIEW and APPROVE the Operations – South Bureau Timekeeping Follow-up Inspection.

DISCUSSION

At the request of the Los Angeles Board of Police Commissioners, Internal Audits and Inspections Division (IAID) conducted a follow-up of Operations - South Bureau Timekeeping Inspection (Fourth Quarter of Fiscal Year 2011/2012) to determine the status of corrective actions taken for findings related to the recommendation, and approval of reported overtime.

The objective of the follow-up was to determine the current status, and examine any corrective actions taken of the following areas found to be deficient in the previous inspection:

- "No Code-7"/"Code-7" Program Requirements
  The previous inspection found the Department should clarify the limited circumstances in which the No Code-7 Program applies to detective and administrative assignments, further specifying the supervisors and commanding officers (CO) must periodically monitor compliance to ensure all sworn employees are abiding with the No Code-7/Code-7 Program Requirements.

  Current Status: The Office of the Chief of Staff issued a Notice dated July 6, 2012 – "No Code-7 Policy Clarification of Rules and Regulations," stating that Sworn employees assigned to administrative and investigative positions shall have the option of participating in the No Code-7 program.
• **Reported Overtime Properly Approved**

There were 163 transactions which required the preparation of overtime reports in DP 7, 2013. Of the 163 transactions, ten overtime reports were not available during our review. Of the remaining 153 transactions, 150 (98%) indicated approval by both the supervisors and commanding officers. Of the remaining three overtime reports, two were approved by a Sergeant II on behalf of the CO, and one was not signed (or stamped) by the CO.

However, there was a notable discrepancy with 51 of the overtime reports, wherein each was rubber stamped indicating CO’s approval. This practice has been identified and addressed in each of the other subsequent bureau Timekeeping Inspections; Fiscal Operations Division (FOD) has advised against the use of a rubber stamp in approving overtime reports due to the lack of internal controls.

**Action Taken**

The 77th Street Area timekeeper and adjutants were informed of FOD’s position regarding the use of a rubber stamp for approval, and advised the Area CO will initial all rubber stamped Overtime Reports, Form 02.24.00

If additional information regarding this follow-up is required, please contact Gerald L. Chaleff, Special Assistant for Constitutional Policing, at (213) 486-8730.

Respectfully,

CHARLIE BECK  
Chief of Police  

Attachment