

# 2021 Seattle City Council Statement of Legislative Intent

Council Budget Action: Agenda

Tab	Action	Option	Version
SPD	002	B	003

**Budget Action Title:** Request SPD to provide reports on its overtime use

Ongoing: No Has Attachment: No

Primary Sponsor: Lisa Herbold

Council Members: Tammy Morales, Lorena González

Staff Analyst: Greg Doss

Date		Total	LH	TM	KS	AP	DJ	DS	AL	BC	LG
	Yes	0									
	No	0									
	Abstain	0									
	Absent	0									

## Statement of Legislative Intent:

This Statement of Legislative Intent (SLI) would request that the Seattle Police Department (SPD) provide (1) monthly reports on its use of overtime; and (2) reports that provide updates on SPD's progress in implementing recommendations from the City Auditor's SPD overtime and special events reports.

The first monthly overtime report should be submitted on January 20, 2021 and include overtime data (actuals and planned) following the format submitted to Council Central Staff every August. The reports that provide a status update on the City Auditor's overtime and special events reports should be submitted on May 1, 2021 and August 1, 2021 and include the following:

- (1) A list of the ten officers who earned the most overtime that month;
- (2) A list of the top three units that worked the most overtime that month;
- (3) A status report on the implementation of the Work Scheduling and Timekeeping system, which will help prevent payroll errors, alert staff to instances of policy non-compliance and improve SPD's payroll and overtime monitoring;
- (4) A list of the special events for which SPD reconciled Event Summary Form overtime data with event overtime hours recorded in the payroll system;
- (5) A list of the special events for which SPD compared special events billing with overtime actuals for each event;
- (6) A report on the aggregate off-duty hours worked by officers, including whether the hours were monitored and approved by SPD management;
- (7) The frequency and types of payroll queries conducted to ensure that overtime use complies with SPD policies and to identify potential anomalies that might include:
  - Overtime hours worked without supervisory approval;
  - Overtime hours that exceed the maximum number of allowable work in a day;
  - Overtime hours recorded for one day but in excess of 24 hours;
  - Duplicate hours; and
  - Hours in excess of compensatory time thresholds;
- (8) A report of the audits and reviews SPD conducted of the sections and individuals with the top ten percent of overtime worked, including supporting payroll documentation; and
- (9) A list of the audits and reviews SPD conducted of overtime for randomly selected SPD employees,

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including supporting payroll documentation.

All reports should be submitted to the Chair of the Public Safety and Human Services Committee and the Central Staff Director.

**Responsible Council Committee(s):**

Public Safety & Human Services

**Date Due to Council:**

January 20, 2021