



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Edgardo Garcia
Chief of Police

SUBJECT: COVID-19 TIMEKEEPING

DATE: May 26, 2020

BULLETIN #2020-010

Time Keeping – Tracking Hours Devoted to COVID-19

During the COVID-19 pandemic the Department has continued to perform essential services for our community. Although most services we perform are composed of standard duties, some labor being performed is directly related to COVID-19 and requires special coding on the timesheet. Properly coding labor dedicated to COVID-19 tasks allows the City to identify and capture financial support of expenditures for potential reimbursement to the City.

WHEN NO HOURS ARE SPENT ON COVID-19 TASKS:

For employees who continue to perform their regular duties, no special coding is required.

WHEN REGULAR HOURS ARE SPENT ON COVID-19 TASKS:

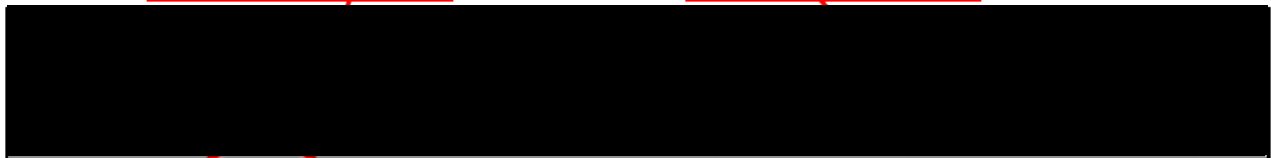
Employees who perform COVID-19 related tasks during regular (REG) hours will code those hours on a separate line from their REG hours dedicated to standard duties.

- The *Account Code* field shall be adjusted to the COVID-19 vis code: [REDACTED]
- The *Activity* field shall be set to [REDACTED] (COVID-19 Emergency Measures).
- The *Comments* field must include hours worked, event number (if appropriate) and a description of the task/work performed.

EXAMPLE: an employee who worked 9 REG hours of standard patrol and 1 REG hour on a COVID-19 compliance check:

Use the COVID-19
VIS Code [REDACTED]

COVID-19 labor uses
activity code [REDACTED]



[REDACTED] 1230-1330, [REDACTED] Health Order Compliance Check at Alum Rock Park

Comments should include time,
case number & description

WHEN OVERTIME HOURS ARE SPENT ON COVID-19 TASKS:

Overtime hours related to COVID-19 should be for pay (OVT) and coded as follows:

- All COVID-19 overtime will be taken for pay (OVT).
- The *Account Code* field will be set to the COVID-19 vis code [REDACTED]
- The *Activity* field will be set to code [REDACTED] (COVID-19 Emergency Measures).
- The *Comments* field should include hours worked, event number, a description of the task/work performed, and the name of the approving supervisor.

EXAMPLE: An employee who worked 8 REG hours of standard patrol duties plus 2 hours of REG and 2 hours of OVT on a death case that was possibly COVID-19 related:

The diagram illustrates two timekeeping entries. The first entry is a large blacked-out box. Above it are two callout boxes: 'COVID-19 REG & OVT use VIS Code [REDACTED]' and 'COVID-19 REG & OVT use activity code [REDACTED]'. Below the blacked-out box is a text entry: '[REDACTED] 2300-0100, [REDACTED] Investigating a possible COVID-19 Death Case.' Below this entry are two callout boxes: 'Comments for REG time should include time, case number & description' and 'Comments for OVT should include time, case number, description, and approving supervisor'. Below these is another text entry: '[REDACTED] EOS, 0100-0300, [REDACTED] waiting for coroner to arrive at a possible COVID-19 death scene. Per Sgt. J. Doe #1849'.

Department personnel are reminded to abide by the above described timekeeping protocols.

Edgardo Garcia
Chief of Police