



June 9, 2021

Interim Chief Adrian Diaz
Seattle Police Department
PO Box 34986
Seattle, WA 98124-4986

Dear Chief Diaz:

Please see the below Management Action Recommendation.

Case Number

- 2020OPA-0511 / 2021COMP-0030

Topic

- Employee Timekeeping

Summary

- It was alleged that SPD supervisors failed to monitor the named employee's excessive overtime.

Analysis

- [SPD Policy 4.020-POL-1](#) sets forth rules and restrictions on employee overtime hours:
 - Employees require pre-approval from a supervisor to work overtime;
 - Employees are restricted from working more than 90 hours in a week—starting on Saturday—except when approved by a captain or higher;
 - Supervisors are responsible for monitoring employee overtime and ensuring it is authorized.
- OPA found the named employee (NE) exceeded the 90-hour weekly maximum on 15 occasions.
- The various SPD supervisors who collectively approved the NE's overtime did not coordinate with the NE's direct supervisor or each other.
- OPA has identified related deficiencies with SPD timekeeping in previous cases.^{1, 2, 3}

Recommendation(s)

- Move the current paper processes for recording employee overtime into a centralized database that can also track off-duty employment hours. Allocate responsibility of this database to the Seattle Police Operations Center.
 - In the absence of a centralized database, require SPD Human Resources to maintain records on employee work hours, overtime, off-duty employment, and furloughs, and flag employees who may be working excess hours.
- Enable SPD supervisors to view all approved overtime hours for employees under their command.
- Modify SPD Policy 4.020-POL-1(3):
 - Clearly define what qualifies under the public safety and mandatory overtime exceptions to the 90-hour rule.
 - Measure a week from Wednesday to the following Wednesday to align with SPD's pay periods.

¹ seattle.gov/Documents/Departments/OPA/ManagementAction/2019OPA-0034_2020COMP-0004_MAR_03-30-20.pdf.

² seattle.gov/Documents/Departments/OPA/ClosedCaseSummaries/2020OPA-0121ccs121520.pdf.

³ seattle.gov/Documents/Departments/OPA/ClosedCaseSummaries/2018OPA-0678ccs040519.pdf.



**Seattle Office of
Police Accountability**

- Reconcile any conflicts between CBAs and SPD policy. Negotiate any of the recommended changes above that are mandatory subjects of bargaining.

Thank you for your consideration of this matter. I look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read 'AM'.

Andrew Myerberg
Director, Office of Police Accountability