



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Time and Attendance Reporting		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on File</i>		
NUMBER 25	ORIGINAL ISSUE 10/29/2009	CURRENT REVISION 11/10/2020	TOTAL PAGES 18

AUTHORITY/RELATED REFERENCES

29 CFR §553.31 (Fair Labor Standards Act) 553.31 section 7(p)(3), Substitution
 City of Tallahassee Administrative Policy 704, Compensation
 City of Tallahassee Administrative Policy 708, Leave
 General Order 21, Domestic Violence Investigations
 General Order 29, The Internal Affairs Unit and Administrative Investigations
 General Order 46, Rules of Conduct
 General Order 54, Stress Management
 General Order 63, Officer-Involved Action Resulting in Serious Injury or Death
 COT/PBA Agreement, Articles 6 through 11 and 15

ACCREDITATION REFERENCES

CALEA Chapter 22

KEY WORD INDEX

Additional Guidelines for Holiday Pay Administrative Leave Protocols Fitness for Duty and Work Hours General Protocols Leave Time – Secondary Employment and Overtime Reporting Guidelines – Permanent Members Reporting Guidelines – Temporary/OPS Members Responsibilities – Bureau Commander Responsibilities – Employee Resources Responsibilities – Financial Management Responsibilities – Supervisor Responsibilities – Timekeeper Shift Trade Protocols for Patrol Operations Bureau	Procedure XII Procedure XIII Procedure III Procedure I Procedure II Procedure V Procedure VI Procedure VIII Procedure X Procedure XI Procedure VII Procedure IX Procedure IV
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POLICY

All members shall utilize the TeleStaff time and attendance program to accurately record hours worked and leave taken. Managers, supervisors and timekeepers are responsible for ensuring the accuracy of all TeleStaff entries and compliance with the City of Tallahassee's compensation practices.

DEFINITIONS

Exception Information: Any request that deviates from the member's normal work schedule.

MyTime: The COT's automated payroll system.

Other Personnel Services (OPS) Member: A COT employee, civilian or sworn, hired into a position eligible for COT insurance benefits but not eligible for COT pension and leave.

Permanent Member: A COT employee who is hired into a position eligible for COT pension, leave and insurance benefits. This classification includes both civilian and sworn members, whether or not they have completed a probationary period.

Secondary Employment: Employment where a member works for an entity other than the Department and a condition of the employment is the actual or potential use of law enforcement powers by the employed member.

Shift Trade: The Department-approved action of two sworn members of the Patrol Operations Bureau swapping work shifts with one another.

TeleStaff: A process for managing time and attendance, scheduling, and payroll.

TeleStaff Personal Calendar: A member's personal calendar to record exception information and review work schedules.

Temporary Member: A COT employee, civilian or sworn, hired into a position not eligible for COT pension, leave or insurance benefits.

Timekeeper: A member assigned to review time and attendance data reflected on employee TeleStaff calendars/rosters and MyTime member timecards.

Workweek: Begins at 0001 hours Saturday morning and ends at 0000 hours the following Friday evening.

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PROCEDURES

I. GENERAL PROTOCOLS

- A. Throughout this written directive, all references to “member” shall mean permanent members only, unless temporary or OPS members are specified.
- B. Members shall review their TeleStaff personal calendar and/or roster(s) at the end of their workweek to determine if all the information is accurate and has been approved by a supervisor.
- C. In limited circumstances (e.g., the member is on extended leave, is newly hired, or otherwise does not have access to their COT e-mail account) the member’s supervisor shall complete their TeleStaff calendar and/or roster(s) on the member’s behalf.
- D. Each member is responsible for ensuring their contact and assignment information in TeleStaff is correct.
 - 1. Members shall check their information on a regular and consistent basis, and take the appropriate steps to promptly update TeleStaff whenever needed.
 - 2. The TeleStaff information includes the member’s:
 - a. Name,
 - b. COT (five-digit) ID number,
 - c. Permanently assigned bureau and cost center,
 - d. Work shift (this refers to the member’s work schedule for that week [e.g., Mon-Thurs 0700-1700] rather than a “days, afternoons, or midnights” category. Additional information needed to reflect a flexible schedule shall be included in the Notes section),
 - e. Regular days off (this refers to the member’s work schedule for that week),
 - f. Supervisor’s name (this refers to the member’s permanently assigned immediate supervisor, unless an acting supervisor has been named or the member has been temporarily assigned to another supervisor), and

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- g. Contact numbers and emergency contacts.
- E. If a member works a 40-hour week with no additional hours or salary supplements, no leave was taken, and no holiday was observed by the COT, the member is not required to make any changes or additions to their TeleStaff calendar and/or roster(s).
- F. Under most circumstances, a member shall not take time off from work unless they have submitted a leave request via TeleStaff with an e-mail notification sent to their supervisor and the request has been approved.
 - 1. If a member did not have the opportunity to submit a leave request in advance, but obtains verbal approval for their absence (e.g., the member calls in sick to the Watch Commander or has to leave town for a family emergency), a leave request in TeleStaff will be completed by the supervisor who was notified.
 - 2. In situations as described in subsection 1 above, if it is discovered TeleStaff changes need to be made, or leave requests still need approval, the affected member is responsible for contacting their supervisor.
- G. Every Monday by 9:00 a.m., all TeleStaff records for the previous week will be locked for payroll.
 - 1. All records for the previous week must be submitted and approved by the end of the workweek.
 - 2. Periodically, the COT Payroll Department may require an earlier deadline. These are typically noticed in advance.
- H. All overtime must be approved by a supervisor.
- I. When an officer is working pre-approved overtime to supplement Patrol Operations Bureau staffing, the officer shall check in with the appropriate field supervisor upon the start of the overtime period (or with the Watch Commander if the field supervisor is not available).
- J. Leave time, while a COT-provided member benefit, shall not be utilized in a manner or pattern which causes, or can be reasonably anticipated to cause, squad or unit disunity, and members (regardless of rank or assignment) are responsible for ensuring use of leave time does not adversely affect squad/unit cohesiveness and harmony.

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- K. A member's violation of the leave and overtime protocols of this written directive subject the member to progressive discipline and may have an adverse effect on the member's performance evaluations, training opportunities, overtime opportunities and approvals to engage in secondary employment.

II. LEAVE TIME – SECONDARY EMPLOYMENT AND OVERTIME

The protocols in this section are applicable to the utilization of leave to work COT overtime or secondary employment.

- A. Members are prohibited from utilizing sick, personal, or compensatory leave time to work COT overtime during any period of the time they are/were scheduled for regular duty hours.
- B. Except as outlined in subsections C and D below, members are prohibited from utilizing sick, personal, or compensatory leave time to work secondary employment during any period of the time they are/were scheduled for regular duty hours.
- C. A lieutenant or higher ranking member is authorized to approve the leave request of a member to work secondary employment only when all of the following criteria are met:
 - 1. The member's leave will not cause their squad's/unit's staffing to be below 80%.
 - 2. For the Patrol Operations Bureau, the member's leave will not cause their shift's staffing to be below 80%.
 - 3. The lieutenant or higher ranking member reasonably believes having the secondary employment location staffed is in the best interest of the Department.
 - 4. The member's leave does not violate the protocols of subsection D below.
- D. The following protocols are applicable to members utilizing sick, personal, or compensatory leave time to work secondary employment:
 - 1. The maximum number of times in a calendar year (i.e., January 1 – December 31) a member is permitted to utilize leave time to work a secondary employment detail is 12.

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2. The maximum number of times in a calendar month (i.e., one of the months as named in a calendar) a member is permitted to utilize leave time to work a secondary employment detail is four (4).
 3. Regardless of the time spent working a secondary employment detail, the act of working it counts as one (1) of the 12 for a year and four (4) for a month.
- E. Members who utilize sick time in lieu of working their scheduled work shift are prohibited from working COT overtime or secondary employment within the eight hours immediately following the end of the scheduled work shift.
- F. Members utilizing the Family and Medical Leave Act (FMLA) to not work their scheduled work shift(s) are prohibited from working COT overtime or secondary employment.
- G. Members on policy-mandated administrative leave as described in other written directives (e.g., General Order 63, Officer-Involved Action Resulting in Serious Injury or Death, General Order 29, The Internal Affairs Unit and Administrative Investigations) are prohibited from working COT overtime or secondary employment.
- H. The prohibitions in this section are not applicable to members on administrative leave to facilitate participation in Department-related events (e.g., community engagement activities).

III. FITNESS FOR DUTY AND WORK HOURS

- A. In compliance with General Order 46 (Rules of Conduct), each member is responsible for reporting for duty in a state of physical and mental readiness to perform their assigned job tasks (i.e., fitness for duty).
- B. Members are responsible for ensuring the working of secondary employment and COT overtime does not adversely affect the fulfillment of their primary duty assignment (i.e., scheduled work shift) to the accepted standard.
- C. To ensure a member's fitness for duty, members (except as provided in subsection H below) shall not work:
1. More than a total of 70 hours per workweek to include any combination of secondary employment, overtime and regular duty hours,

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2. More than a total of 16 continuous hours or 16 cumulative hours within any 24-hour time period, to include any combination of secondary employment, overtime and regular duty hours.
- D. To ensure a member's fitness for duty, members shall ensure they have a minimum of eight (8) consecutive hours of rest before their scheduled work shift. See subsection E below.
- E. When a member attends court or a quasi-judicial hearing and is scheduled to report for their scheduled work shift later in the day, or if the member is directed to return to work outside their scheduled work shift for an active investigation (i.e., investigator call-out) or a specialty team activation:
1. The subsection D mandate is waived, but
 2. All other protocols of this section remain applicable.
- F. Members are responsible for keeping track of their hours of work (regular duty hours, overtime and secondary employment) and shall promptly notify their immediate supervisor (or other supervisor if appropriate) in situations where it is evident they will meet or exceed the hourly limits of subsection C above.
- G. Except as provided in subsection H below, whenever aware of a situation where it is evident a member will meet or exceed the hourly limits of subsection C above, supervisors are responsible for taking prompt and prudent action to assist the member in avoiding work hours in excess of the prescribed maximum.
- H. The limits in subsection C above may be extended only by a lieutenant or higher ranking member based solely on a case-by-case analysis of the hours worked and reason for the extension (e.g., emergency situations, high-profile investigations, supplemental staffing needs).

IV. SHIFT TRADE PROTOCOLS FOR PATROL OPERATIONS BUREAU

Department Authorization and General Protocols –

- A. The Department may allow sworn members to trade shifts as long as it does not adversely affect staffing, a member's fitness for duty, or the harmony of the shift.

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- B. Shift trades are a privilege provided by the Chief of Police and are not a right established by any written or verbal agreement.
- C. Shift trades do not negate or mitigate other provisions of this written directive (e.g., fitness for duty mandates, overtime procedures [except as provided in subsection D below]).
- D. In compliance with 29 CFR §553.31 Section 7(p)(3), the hours worked by members in a shift trade shall be excluded in the calculation of the hours for which the substituting member would otherwise be entitled to overtime compensation.
- E. Only members of the same rank may engage in a shift trade.
- F. The only method permitted for a sworn member to work another member's scheduled work assignment is by an approved shift trade arrangement. **All other arrangements are prohibited.**
- G. Each shift trade must be completed (i.e., each sworn member has worked for the other) within 60 calendar days.
- H. Members who do not fulfil their obligations in a shift trade are subject to progressive discipline.

Involved Member Protocols –

- I. Members are prohibited from engaging in a shift trade to work COT overtime during any period of the time they were scheduled for regular duty hours, but traded shifts to be off duty during that time.
- J. The following protocols are applicable to members engaging in a shift trade to work secondary employment:
 - 1. The maximum number of times in a calendar year (i.e., January 1 – December 31) a member is permitted to engage in a shift trade to work a secondary employment detail is 12.
 - 2. The maximum number of times in a calendar month (i.e., one of the months as named in a calendar) a member is permitted to engage in a shift trade to work a secondary employment detail is four (4).
 - 3. Regardless of the time spent working a secondary employment detail, the act of working it counts as one (1) of the 12 for a year and four (4) for a month.

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- K. Sworn members wanting to engage in a shift trade shall make a request of both affected Watch Commanders via e-mail and TeleStaff, and ensure the affected immediate supervisors are aware of the request (e.g., courtesy copy on the e-mail).
- L. When officers engage in a shift trade, they are responsible for working their assigned shift as indicated in TeleStaff.
- M. If the officer who agreed to work for the other officer fails to do so, the leave time shall be charged to the member who was originally scheduled to work.

Watch Commander Protocols –

- N. A shift trade will not occur unless approved by both affected Watch Commanders.
- O. The Watch Commanders are responsible for documenting an approved and denied shift trade request via e-mail and TeleStaff (and providing a courtesy copy to the affected sergeants).
- P. Watch Commanders are authorized to approve or deny only shift trade requests affecting their shift staffing.
- Q. Watch Commanders are authorized to suspend a member's participation in shift trades when the officer has previously not followed the protocols of this section.

V. REPORTING GUIDELINES – PERMANENT MEMBERS

- A. Each member is responsible for reporting on their TeleStaff personal calendar and/or roster(s) all exception information occurring during the workweek in the following categories:
 - 1. Holiday
 - 2. On-Call
 - 3. Overtime Details
 - 4. Leave Activity

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B. Holiday

1. When a COT-observed holiday is the member's regularly scheduled day to work and they observe the holiday (i.e., does not work), the following protocols are applicable:
 - a. Civilian members do not denote anything in TeleStaff, and
 - b. Sworn members shall adhere to the approved work code guidelines for TeleStaff reporting of holiday exception information.
2. Members who are on leave without pay for more than two consecutive weeks immediately prior to, encompassing, or following a holiday are not eligible for compensation for the holiday. In this situation, the member (or supervisor) shall add a record for eight hours of Leave Without Pay (LWOP) for that date.
3. See section XI below for additional holiday pay guidelines.

C. On-Call

1. For each day during which a member has on-call status, the member shall add a record using the appropriate on-call code.
2. The on-call pay rate for eligible sworn members is governed by the COT/PBA Agreement.
3. COT Administrative Policy 704.06 governs on-call pay for eligible civilian members.
4. This section of TeleStaff does not apply to the Tactical Apprehension and Control (TAC) Team, the Special Response Team (SRT) or other specialized assignments for which the member is subject to call-out on a permanent basis.

D. Overtime Details

1. Overtime in TeleStaff is designed to capture all hours worked in addition to the member's 40-hour workweek, including assignments in another bureau.
2. For each workweek in which a member works more than 40 hours, the member shall enter the following information in Telestaff:

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- a. Work Code: select the type of overtime activity.
 - 1) If the overtime activity was for the member's bureau, select "Overtime."
 - 2) If the overtime activity was not for the member's bureau, select the appropriate bureau or unit (e.g., 210505, TAC Overtime).
 - 3) If compensatory time is desired instead of paid overtime, select "Comp Time Earned."
 - b. Detail Code: select the appropriate alpha/numeric designator designed to capture specific overtime costs.
 - c. Time Frame: in military hours, enter the beginning and ending times of the overtime.
 - d. Note: utilize the note section for additional information about the overtime expenditure.
 - 1) Examples: case numbers, event names when there is no specific detail code, or assignment details if working a large event such as a hurricane response.
 - 2) For Secondary Employment, the note shall include the business name or event name.
 - 3) For School Secondary Employment, the note shall include the school name.
3. Members shall be mindful of any restrictions affecting their eligibility for pay or compensatory time (e.g., if they are eligible only for compensatory time due to their job classification).
 4. Members may accumulate up to a maximum of 80 hours of compensatory time unless the Chief of Police grants written permission on a case-by-case basis for a temporary overage.
 5. Members shall ensure all overtime hours incurred during the workweek are included in TeleStaff.
 - a. Overtime hours from previous weeks cannot be added into TeleStaff.

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- b. Field Training Officers are authorized to receive one additional hour of pay for each day they are at work and assigned a trainee.
 - c. Field Training Sergeants are authorized to receive one and one-half additional hours of pay for each day a squad member is at work and assigned a trainee.
6. If the overtime pertains to an assignment (or is funded) outside of the member's unit or bureau, the approving authority shall be the supervisor in charge of the assignment.

E. Leave Activity

1. For each week in which a member takes paid or unpaid leave, the member shall enter the following information in TeleStaff:
 - a. Leave Type (If a member's absence results in more than one type of leave being used, a separate entry shall be made for each type of leave),
 - b. Time frame, in military hours, the leave was used, and
 - c. Number of hours taken.
2. Members are expected to know their leave balances and to know whether or not they have enough leave to cover any requested absences. This information is available in TeleStaff.
3. In order for personal leave to constitute "pre-approved leave" as authorized by COT policy, members shall submit a leave request for approval in TeleStaff to their first-line supervisor by the close of business on the Friday before the leave is to be taken. In addition, the member should submit an e-mail notification to their supervisor of the pending request.
4. Members shall exhaust all compensatory time accrued before personal leave is granted unless they are in a leave balance "use or lose" situation.

VI. REPORTING GUIDELINES – TEMPORARY/OPS MEMBERS

- A. Each temporary or OPS member with access to a COT computer is responsible for reporting their work hours on their TeleStaff calendar or roster, and ensuring such information is accurate.

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- B. In limited circumstances, the temporary or OPS member's supervisor may complete their TeleStaff calendar or roster on the member's behalf.

VII. SUPERVISOR RESPONSIBILITIES

A. TeleStaff

- 1. Supervisors shall review subordinate TeleStaff entries for completeness and accuracy.
- 2. Supervisors shall complete TeleStaff entries for all temporary members in their charge who do not have access to a COT computer.

B. Leave Requests

- 1. Supervisors shall ensure their subordinates complete leave requests in TeleStaff, and such leave requests have been approved, prior to the leave being taken.
- 2. As part of the approval process, supervisors shall ensure projected staffing levels remain adequate and the members' requests are in accordance with COT time and attendance policies.

VIII. BUREAU COMMANDER RESPONSIBILITIES

Bureau Commanders shall ensure the following:

- A. Their bureau has an adequate number of trained timekeepers, including back-ups, to meet bureau needs.
- B. Bureau timekeepers have the resources needed to successfully complete leave and payroll processing responsibilities.
- C. Their bureaus are adequately staffed, and overtime resources are effectively and efficiently managed.
- D. Their subordinates, including the timekeepers, understand and follow the COT's time and attendance policies and procedures.

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IX. TIMEKEEPER RESPONSIBILITIES

- A. Timekeepers have a vital role in the COT's accounting and payroll processes. In order to properly perform their duties, timekeepers must understand and comply with:
 - 1. COT and Department administrative time and attendance reporting requirements, including payroll-processing deadlines.
 - 2. Applicable articles of the COT/PBA Agreement.
- B. Timekeeper duties include:
 - 1. Reviewing and comparing TeleStaff rosters and calendars with MyTime member timecards for accuracy, completeness, and policy compliance,
 - 2. Reporting incomplete or erroneous entries to the appropriate supervisor,
 - 3. Notifying the appropriate supervisor via e-mail when the member's leave balance is insufficient to cover the leave taken, and
 - 4. Ensuring the timekeeping function is staffed during scheduled and unexpected absences.

X. EMPLOYEE RESOURCES RESPONSIBILITIES

- A. The Employee Resources (ER) Director is responsible for the administrative oversight of the TeleStaff function.
- B. All questions regarding interpretation of COT administrative policies and COT/PBA Agreement articles regarding time and attendance matters shall be directed to the ER Director.
- C. The ER Director or designee shall coordinate with the COT's Human Resources Department to resolve pay, benefit, policy, and COT/PBA Agreement interpretation issues.

XI. FINANCIAL MANAGEMENT OFFICE RESPONSIBILITIES

- A. The Financial Management Office (FMO) shall identify PeopleSoft queries, reports and distribution systems needed to enhance accountability and control of financial information.

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- B. The FMO shall coordinate with the COT's Department of Management and Accounting Services to identify and follow up on PeopleSoft system enhancements needed to resolve payroll process issues.
- C. Designated FMO staff shall post a monthly overtime report in the Financial Reports folder on the designated COT computer server accessible to timekeepers and other authorized personnel.

XII. ADDITIONAL GUIDELINES FOR HOLIDAY PAY

- A. The COT authorizes members to receive eight hours time off with pay for observed holidays.
- B. If a holiday is on a regularly scheduled workday and the member observes the holiday (i.e., does not work), the member shall receive eight hours of pay and the hours count as time worked for the purpose of computing overtime.
- C. If the member receives approval to observe the holiday, the member shall receive eight hours of pay at their straight time rate. If the member's normal schedule is longer than eight hours, the balance of time shall be charged to personal leave or compensatory time accrued, consistent with the member's approved leave request.
- D. If a member works on the holiday, the member shall be compensated for the actual hours worked on the holiday based on a 40-hour workweek. The actual hours count as time worked for the purpose of computing overtime, and:
 - 1. The member receives "Holiday Pay" equal to the actual number of hours worked up to a maximum of eight hours. These "Holiday Pay" hours are paid at the overtime rate.
 - 2. When the actual hours worked are less than eight hours, the balance of the time (eight hours minus actual hours worked on the holiday) is compensated as "Holiday Leave."
- E. If the holiday is on the member's regular day off, the member receives eight hours holiday pay at the straight time rate and the hours do not count as time worked for the purpose of computing overtime.

XIII. ADMINISTRATIVE LEAVE PROTOCOLS

- A. A member may be granted paid administrative leave in accordance with COT Administrative Policy 708.08 which includes the following reasons for granting such leave:
1. Jury duty
 2. Court appearance (considered working time when the member is representing the COT)
 3. Bereavement leave
 4. Florida disaster volunteer leave
 5. Termination notice leave
 6. Volunteer service to community organizations
 7. Other leave, which may include:
 - a. Pension consultations
 - b. Personnel and payroll matters
 - c. COT job interviews
 - d. Grievance or complaint assistance
 - e. COT sponsored on-site bloodmobile drive
 - f. Workers compensation leave
- B. Some events may warrant a member being granted or placed on administrative leave with pay in accordance with certain General Orders, namely whenever:
1. An officer is accused of domestic violence, when certain circumstances exist (Domestic Violence Investigations, General Order 21),
 2. A member may need prompt Department intervention (The Internal Affairs Unit and Administrative Investigations, General Order 29),

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3. A member is involved in a traumatic event (Stress Management, General Order 54), and
 4. An officer intentionally discharges a firearm at a person, or whose response to resistance or other action results in serious injury or death to any person (Officer-Involved Action Resulting in Serious Injury or Death, General Order 63).
- C. The administrative leave protocols set forth in General Order 29 shall be adhered to whenever a member is placed on paid administrative leave during an internal investigation or special investigation, *and* the administrative leave is for more than 40 hours.
- D. Under circumstances outlined in the respective COT/PBA Agreement, officers, sergeants and lieutenants may be granted up to one (1) hour of paid administrative leave to facilitate voting in COT elections.
- E. The approval authority for all paid administrative leave rests with the Chief of Police and may be delegated to Department commanders:
1. The Chief of Police and Deputy Chiefs (and their appointed designees) are authorized to approve paid administrative leave for:
 - a. Florida disaster volunteer leave,
 - b. Termination notice leave,
 - c. All events outlined in subsection B above,
 - d. Other situations deemed to be in the best interest of the Department and its mission (e.g., member participation in the Police Unity Tour), and
 - e. Any event listed in subsection 2 below.
 2. Bureau Commanders (or their appointed designees) are authorized to approve paid administrative leave for:
 - a. Jury duty,
 - b. Non-work related court appearances,
 - c. Bereavement leave,
 - d. Volunteer service to community organizations,

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- e. Sworn member voting,
 - f. All situations described in subsection A 7 above, and
 - g. Other situations not specifically mentioned within this policy, but deemed necessary for member welfare (e.g., member uniform and gear drenched and near end of work shift).
- F. Sergeants, lieutenants, and civilian unit/section supervisors are not authorized to approve paid administrative leave.
- G. No member shall approve administrative leave to themselves.
- H. No member shall approve administrative leave to a member of an equal rank unless acting in a temporary capacity of higher rank.
- I. Members requesting and approving paid administrative leave are responsible for adhering to all applicable written directives (i.e., COT policies, Department general orders, COT/PBA Agreement).
- J. Members entering administrative leave into TeleStaff are responsible for ensuring the leave is approved and is entered correctly.

History: previous title (*handicapped parking enforcement*) – issued 06/30/1987, retired 10/15/2001.
current title – issued 10/29/2009, revised 03/15/2010, 09/20/2012, 04/05/2016, 12/27/2017, and 7/23/2020.