



BRANDON T. NICHOLS
Director

**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

510 S. Vermont Avenue, Los Angeles, California 90020
(213) 351-5602



Board of Supervisors
HILDA L. SOLIS
First District
HOLLY J. MITCHELL
Second District
LINDSEY P. HORVATH
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

June 06, 2023

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

56 June 6, 2023

CELIA ZAVALA
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST APPROVAL OF A MEMORANDUM OF AGREEMENT WITH THE CITY OF LOS ANGELES POLICE DEPARTMENT TO LOCATE AND RECOVER COMMERCIAL SEXUALLY EXPLOITED CHILDREN
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

SUBJECT

The Department of Children and Family Services (DCFS) requests your Board's approval for a Memorandum of Agreement (Agreement) between the City of Los Angeles Police Department (LAPD), DCFS and the Probation Department (Probation). Under Senate Bill (SB) 794, DCFS and Probation must develop and implement protocols to expeditiously locate children and youth identified as Commercially Sexually Exploited Children (CSEC), as this population is considered to be at high-risk of harm and repeated exploitation. Through this Agreement, efforts are made to diligently search, locate, recover and stabilize impacted children, youth and Non- Minor Dependents (NMDs) to achieve improved safety outcomes.

IT IS RECOMMENDED THAT THE BOARD:

- 1) Delegate authority to the Director of DCFS, or designee, and the Chief Probation Officer, or designee, to execute an Agreement substantially similar to Attachment A, with LAPD for a three-year term effective July 1, 2023 through June 30, 2026. The Maximum Annual Agreement Amount will be \$100,000 for each fiscal year. The Maximum Agreement Sum will be \$300,000 financed by SB 794 funds. The Board and the Chief Executive Officer (CEO) will be notified in writing within 10 business days of the execution of the Agreement.
- 2) Delegate authority to the Director of DCFS, or designee, to execute amendments to increase or decrease the Maximum Annual Amount by 10 percent and for programmatic changes, provided that:
 - a) sufficient funding is available; b) County Counsel approval is obtained prior to execution of change

notice; and c) DCFS notifies the Board and the CEO in writing within 10 business days after execution.

3) Delegate authority to the Director of DCFS, or designee, to terminate the Agreement for convenience or default by amendment, provided that: a) County Counsel approval is obtained prior to execution of amendment; and b) DCFS notifies the Board and the CEO in writing within 10 business days of execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Federal Preventing Sex Trafficking and Strengthening Families Act (Federal Act) made numerous changes to the Title IV-E Foster Care Program and enacted new requirements regarding sex trafficking prevention and intervention. State law implementing these provisions was enacted in SB 794. The spirit of the Federal Act and the implementation of State provisions seek to ensure that child welfare agencies and county probation departments are responsive to the complex issues for children and youth victims of sex trafficking that receive child welfare services. As outlined in Welfare and Institutions Code 16501.35, county child welfare agencies and county probation departments must develop and implement protocols to locate any missing children from foster care.

DCFS and Probation have an existing relationship and partnership with LAPD and have staff co-located with LAPD. The services outlined in this Agreement will allow DCFS and Probation to team with and utilize LAPD staff in locating and recovering missing children, youth, and NMDs that are victims of sex trafficking.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategy I.2, Enhance Our Delivery of Comprehensive Interventions - Deliver comprehensive and seamless services to those seeking assistance from the County and Strategy I.2.8, Address the Needs of Victims of Child Sex Trafficking - Prevent children from becoming victims of child sex trafficking and provide supportive and rehabilitative services for systems-involved child sex trafficking victims.

FISCAL IMPACT/FINANCING

The term will be effective July 1, 2023 through June 30, 2024, and the Maximum Annual Agreement Amount will be \$100,000 for each fiscal year. The Maximum Agreement Sum will be \$300,000, financed by 100 percent SB 794 funds. Funding is available in the Department's proposed budget for Fiscal Year 2023- 2024.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Child victims of CSE have experienced significant trauma that will have lifelong impact. CSE youth who are missing are at high-risk of repeated exploitation and every effort must be made to locate and recover them.

Based on reported success in the Los Angeles County's Sheriff's Department's Locate Team, that currently has an MOU with DCFS and Probation to recover missing CSE youth, it is expected that the establishment of a similar Agreement with LAPD and Probation will further our efforts to protect victims of CSE.

The Agreement was reviewed and approved by County Counsel.

CONTRACTING PROCESS

On December 3, 2019 the Board of Supervisors approved a Memorandum of Agreement with DCFS, Probation and LAPD, to reimburse LAPD for overtime incurred in the effort to locate and recover CSEC youth effective March 10, 2020 through June 30, 2023. This will be the 2nd Agreement with LAPD to support the safety of the DCFS and Probation supervised CSEC population.

DCFS and Probation continue to receive funding from SB 794 to continue collaborating with LAPD in this effort.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will help to ensure that DCFS complies with SB 794 requirements and the CSEC County plan to support and advance initiatives to better serve children identified as victims of CSE involved in the child welfare system.

CONCLUSION

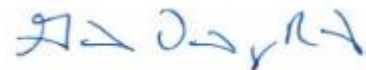
Upon approval by the Board of Supervisors, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of the Board letter to the Department of Children and Family Services.

Respectfully submitted,



BRANDON T. NICHOLS

Director



GUILLERMO VIERA ROSA

Interim Chief Probation Officer

BTN:CMM:KDRLTI:CP:em

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer of the Board of Supervisors

**MEMORANDUM OF AGREEMENT BETWEEN
THE LOS ANGELES POLICE DEPARTMENT,
COUNTY OF LOS ANGELES DEPARTMENT OF
CHILDREN AND FAMILY SERVICES, AND
COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

a. PARTIES

The parties to this Memorandum of Agreement (MOA) are the Los Angeles Police Department (LAPD), the County of Los Angeles Department of Children and Family Services (DCFS), and the County of Los Angeles Probation Department (Probation).

b. BACKGROUND

- i. The intent of California Senate Bill 794 (SB 794) was to ensure that child welfare agencies and the County Probation Department respond to the complex issues related to children and youth victims of sex trafficking.
- ii. Under California Welfare and Institutions Code (WIC) 16501.35, which was a part of SB 794, the DCFS and Probation are required to develop and implement protocols to expeditiously locate any children or youth identified as Commercially Sexually Exploited Children (CSEC), CSEC at-risk minors, and Non-Minor Dependents (NMD) under the supervision of the DCFS and Probation that are missing from foster care. The aforementioned individuals will hereinafter be referred to as "youth."
- iii. The DCFS has received State grant funding to implement the provisions of WIC 16501.35.
- iv. Many of the missing youth under the supervision of the DCFS and Probation are within the jurisdiction of the LAPD. The DCFS and Probation have an existing relationship and partnership with the LAPD. The DCFS and Probation also have staff co-located within the LAPD.
- v. The DCFS, Probation, and the LAPD will collaborate to meet the goal of WIC 16501.35. The DCFS, Probation, and the LAPD will expeditiously locate and recover youth under the supervision of the DCFS and Probation that are missing

from foster care and within the jurisdiction of the LAPD.

**c. RESPONSIBILITIES OF THE COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

The DCFS will be responsible for the following:

- i. The DCFS will notify the LAPD about any missing or runaway youth under the supervision of the DCFS if it has been determined that there is a LAPD nexus to the youth - this will be called a Locate and Recover CSEC referral. The Locate and Recover CSEC referral will be submitted to knowhumantrafficking@lapd.online. The DCFS will provide the LAPD with specific information regarding the missing or runaway youth which will help the LAPD's investigation in locating the youth.
- ii. If appropriate, the DCFS will designate staff to participate in the search and recovery efforts for the youth. If staffing levels are viable, the DCFS will make reasonable efforts to designate staff from its Runaway Outreach Unit, Multi-Agency Response Team, CSEC Unit, or Emergency Response Command Post to assist the LAPD in the search efforts.
- iii. If youth is recovered by DCFS, the Children's Social Worker (CSW) will notify LAPD of the recovery.
- iv. If CSE youth goes missing again, a new referral is generated by DCFS.
- v. The DCFS will reimburse the LAPD for overtime costs incurred for search and recovery efforts under this MOA.

**d. RESPONSIBILITIES OF THE COUNTY OF LOS
ANGELES PROBATION DEPARTMENT**

Probation will be responsible for the following:

- i. Probation will notify the LAPD about any missing or runaway youth under the supervision of Probation if it has been determined that there is a LAPD nexus to the youth - this will be called a Locate and Recover CSEC

referral. The Locate and Recover CSEC referral will be submitted to knowhumantrafficking@lapd.online. Probation will provide the LAPD with specific information regarding the missing or runaway youth which will help the LAPD's investigation in locating the youth.

- ii. If appropriate and available, Probation will designate staff to participate in the search and recovery efforts for the youth.
- iii. If youth is recovered by Probation, the DPO will notify LAPD of the recovery.
- iv. If CSE youth goes missing again, a new referral is generated by Probation.

e. RESPONSIBILITIES OF THE LOS ANGELES POLICE DEPARTMENT

The LAPD will be responsible for the following:

- i. Personnel assigned to LAPD's Detective Support and Vice Division and Operation South Bureau-Human Trafficking Taskforce will determine if the LAPD should deploy resources and commence a search for the referred youth. There should be a connection to the LAPD's jurisdiction and a clear indication that the missing youth is CSEC related.
- ii. Once the LAPD determines that the LAPD has jurisdiction for a referral and that the missing youth is CSEC-related, the LAPD will make reasonable efforts to locate and recover the missing or runaway youth.
- iii. The LAPD will consult and coordinate with the DCFS and Probation staff in searching for and recovering the youth referred to the LAPD under this MOA.
- iv. Once the LAPD has recovered the youth, it will deliver the youth to the custody of a DCFS Social Worker or a Deputy Probation Officer. Where appropriate, the LAPD may also do any or all the following:
 - 1. Take the youth for medical care or examination.
 - 2. Return the youth to foster care placement or juvenile hall, if applicable and on a case by case basis.

3. Take the youth to court pursuant to a warrant ordered by a competent legal authority.
- v. The LAPD will collaborate with the DCFS and Probation to determine the appropriate services to provide the youth.
- vi. The LAPD will attempt to determine the youth's experience while absent from legal supervision. The LAPD will interview the youth and attempt to determine if the youth is a victim of Commercial Sexual Exploitation (CSE). If it is determined that the youth has been a victim of CSE while absent from care, LAPD will report this to the Child Protection Hotline at 1-800-540-4000.
- vii. LAPD clears missing persons in NCIC if youth was located and recovered
- viii. The LAPD will submit a monthly and annual report of search and recovery efforts made on behalf of the referrals of missing or runaway youth to the DCFS. The report shall include:
 1. A list of all referrals received by the DCFS and Probation each month;
 2. The first and last name of youth that was referred;
 3. The date the referral was made by the DCFS and Probation;
 4. The assigned CSW/DPO as listed in the referral;
 5. The date the youth was recovered, if applicable;
 6. If recovered, who the youth was released to;
 7. How the youth was recovered, if applicable; and,
 8. Whether the youth is under supervision of the DCFS or Probation.

The report template to be submitted by the LAPD is included as Exhibit A – Locate and Recover CSEC Outcome Data Report

f. REIMBURSEMENT OF LAPD OVERTIME COSTS

- i. The parties understand that the LAPD will need to utilize overtime hours to meet SB 794's goal of expeditiously searching for and recovering missing or runaway youth under the supervision of the DCFS or Probation.
- ii. The DCFS will reimburse the LAPD for the overtime costs of its LAPD Personnel members in accordance to Exhibit

[A], incurred during the search and recovery of the referred youth, up to a Maximum Annual Agreement Amount of \$100,000, for each fiscal year of this MOA. The DCFS funds shall be used by the LAPD for overtime costs associated with efforts to locate and recover youth under the supervision of the DCFS or Probation. These funds may also be used by the LAPD for overtime costs associated with determining if the youth was a victim of CSE while missing and investigating associated crimes.

- iii. Funds will be paid to the LAPD monthly in arrears using the invoice attached as Exhibit C - Invoice. The LAPD should attach Exhibit D - Overtime Report, to the invoices. Furthermore, Exhibit D - Overtime Report, should clarify any incremental billing of less than 1 hour. The DCFS and the LAPD agree that the DCFS shall reimburse the overtime costs for the LAPD, as specified at the cost of employee applicable salary rate within the range identified in Exhibit B – Overtime Hourly Rate for LAPD, and the CityPay Salaries pdf supporting document of LA City Employees for the services set forth.
- iv. Invoices are due to the DCFS no later than the 25th day of each calendar month following the month in which services were provided. The DCFS will, in a manner consistent with normal DCFS accounts payable practices and procedures, reimburse the LAPD within 30 days after the invoice is received. If such payment is not delivered to the LAPD within 120 days after the invoice date of receipt and/or there is dispute over billing charges, the LAPD may cease to provide all agreed upon services until payment is received and/or billing disputes are resolved.
- v. Notwithstanding any other provision of this MOA, funding of this MOA is contingent on continued State of California (State) funding allocations. If the State discontinued funding, the DCFS has the option to terminate this MOA immediately and no longer be financially liable to continue to fund this MOA.

A copy of the invoice shall be sent to:

Adela Estrada, CSEC Program Administrator
Bureau of Specialized Response Services
Department of Children and Family Services
1933 S. Broadway, Suite 503
Los Angeles, CA 90007

The original invoice shall be sent to:
Fiscal Operations Division
Department of Children and Family Services
510 S. Vermont Avenue 14th Floor
Los Angeles, CA 90020
Attn: Laura Tran

- vi. The LAPD, without prior approval of the DCFS, may reallocate up to a maximum of twenty-five (25) percent of the maximum annual agreement amount between categories (Sworn Officers and Civilian Staff) of the LAPD's Line-Item Budget and Budget Narrative, Exhibit E. The LAPD shall request the DCFS' approval in writing for line-item budget reallocations above the twenty-five (25) percent maximum. In any event, such revisions shall not result in any increase to the Maximum Annual Agreement Amount. Such requests to Exhibit A-1- Line-Item Budget and Budget Narrative, shall be submitted via emailed to Adela Estrada estraa@dcfs.lacounty.gov or designee for approval.

g. TERM, MODIFICATION AND TERMINATION

- i. The term of this Memorandum of Agreement (MOA) shall be effective from July 1, 2023 through June 30, 2026.
- ii. Any of the parties may terminate this MOA for any reason by providing a minimum of a 15-calendar day notice to the other parties and specifying the effective termination date of this MOA.
- iii. No changes to the terms of this MOA will be valid unless they are in the form of a written amendment approved and executed by the Director of the DCFS or his or her designee, Chief Probation Officer of Probation or his or her designee, and the LAPD Chief of Police or his or her designee, except for modifications to Exhibit A – Locate and Recovery CSEC Log, Exhibit B – Overtime Hourly Rate for LAPD Personnel, Exhibit C - Invoice and Exhibit D – Overtime Report. Modifications to Exhibits A, B, C, and D will be made through a written change notice and made effective to the MOA on the date identified in the change notice.

h. FINANCIAL RECORDS

- i. The LAPD shall maintain satisfactory records showing the time and financial costs associated with the LAPD's juvenile recovery work under this MOA and shall make such records available to the County for auditing and inspection. The LAPD shall retain such records for five years following the expiration date or early termination date of this MOA.
- ii. The LAPD agrees to use a generally accepted accounting system. The LAPD also agrees to maintain, and make available for County inspection, accurate records of all costs, disbursements, and receipts with respect to its activities under this MOA.
- iii. At any time during the term of this MOA, or at any time within five years of the expiration date or early termination date of this MOA, an authorized representative of the County may conduct an audit of LAPD records to verify the appropriateness and validity of expenditures of County Funds under the terms of this MOA. If, during such an audit, the County determines that the County overpaid the LAPD or that County funds were used for purposes other than those authorized by this MOA, the County and the LAPD will meet and confer in good faith to resolve the audit's findings to both parties' mutual satisfaction.

i. NOTICES AND APPROVALS

All notices and approvals shall be directed to and made by the following representatives of the parties:

DCFS: Adela Estrada, CSA III
Bureau of Specialized Response Services
Department of Children and Family Services
1933 S. Broadway, Suite 503
Los Angeles, CA 90007

Probation: Michelle Guymon, Director
Child Trafficking Unit
Los Angeles County Probation Department
1660 W. Mission Blvd.
Pomona, CA 91766

LAPD: Detective Support and Vice Division Personnel
Los Angeles Police Department
100 W. 15th Street, 4th Floor
Los Angeles, CA 90012

j. INTEGRATION AND SEVERABILITY

- i. This MOA represents the entire integrated agreement between the parties as to its subject, and supersedes all other prior or contemporaneous oral or written understandings and agreements between the parties.
- ii. If any provision of this MOA, or the application thereof, is held to be invalid, that invalidity shall not affect other provisions or applications of the MOA that can be given effect without the invalid provision or application. To this end described above, the provisions of the MOA are severable.

k. CONFIDENTIALITY

- i. The DCFS, the LAPD, and Probation shall maintain confidentiality of all records and information relating to youth under this MOA in accordance with the WIC provisions, as well as all other applicable State and County laws, ordinances, regulations, and directives relating to confidentiality.
- ii. The DCFS, the LAPD, and Probation shall inform their managers, supervisors, employees, and contractors providing services hereunder of the confidentiality provision of this MOA.
- iii. Records or information pertaining to youth shall not be disclosed to any person, except designated County or contractor employees, without the written permission of the Director of the DCFS, the LAPD Chief of Police, Chief Probation Officer of Probation, or equivalent.

IN WITNESS, WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their duly authorized officers as set forth below.

COUNTY OF LOS ANGELES

Agreed to:

BRANDON T. NICHOLS, DIRECTOR
Department of Children and Family
Services

Agreed to:

Karen L. Fletcher, Interim Chief Probation
Probation Department Officer

APPROVED AS TO FORM:
BY THE OFFICE OF COUNTY COUNSEL
DAWYN R. HARRISON, COUNTY COUNSEL

By:

David Beaudet
Office of County Counsel
Senior Deputy County
Counsel

CITY OF LOS ANGELES

Agreed to:

MICHEL R. MOORE
Chief of Police
Los Angeles Police Department



Exhibit A



Locate & Recover CSEC Outcome Data Report

Month of _____

[illegible]

County of Los Angeles
Department of Children and Family Services
CSEC LOCATE AND RECOVERY AGREEMENT

Los Angeles Police Department
 Human Trafficking Unit Members
 Line-Item Budget and Budget Narrative
 FY 2023-2024 through FY 2025 -2026

Sworn Officers

Police Officer I
 Police Officer II
 Police Officer III
 Police Sergeant I
 Police Sergeant II
 Police Detective I
 Police Detective II
 Police Detective III

Human Trafficking Unit Members	FY 2023-2024 through FY 2025-2026
Sworn Officers	\$95,000*
Civilian Staff	\$5,000*
Total	\$100,000*

Civilian Staff

Management Analyst

* The LAPD, without prior approval of the DCFS, may reallocate up to a maximum of twenty-five (25) percent of the maximum annual agreement amount between categories (Sworn Officers and Civilian Staff) of the LAPD's Line-Item Budget [Exhibit A-1]. The LAPD shall request the DCFS' approval in writing for line-item budget reallocations above the twenty-five (25) percent maximum.

**County of Los Angeles
Department of Children and Family Services
CSEC LOCATE AND RECOVERY AGREEMENT**

Los Angeles Police Department
Human Trafficking Unit Members
Line-Item Budget and Budget Narrative
Fiscal Year (FY) 2023-2024 through FY 2025-2026

Budget Narrative FY 2023-2024 through FY 2025-2026

Law Enforcement (Officer/ Supervisor) Duties:

- Conduct thorough review of referral and intel received
- Run a query with Missing Juvenile information on various department databases
- Check in with DCFS and Probation regarding Missing Juvenile status and location
- Assemble a Missing Juvenile Flyer and distribute the document to local police stations, other law enforcement agencies and community groups
- Check various social media outlets in an attempt to identify and locate the Missing Juvenile
- Conduct follow ups to locations where the Missing Juvenile maybe found
- Conduct operations in an attempt to recover the Missing Juvenile
- Complete any and all police reports when contact is made with the Missing Juvenile
- Complete the arrest and booking process if the Missing Juvenile detained
- Complete the arrest and booking process if a suspect is arrested in connection to the Missing Juvenile
- Complete all necessary reports in preparation for criminal proceedings as directed by the District Attorney
- Transportation of the juvenile if necessary to and from court proceedings

Management Analyst duties:

- Monitor "Know Human Trafficking" e-mails
- Assign LAPD case numbers to new referrals
- Assign an investigator to each referral
- Create case packages for each juvenile
- Create missing juvenile flyers
- Distribute flyers to various entities
- Search online for missing juveniles for online ads
- Track referral recoveries
- E-mail DCFS and Probation weekly with latest updates
- Retrieve overtime hours and chrono from I/O officers
- Provide overtime documentation to Fiscal Group for invoice processing
- Additional duties as necessary

County of Los Angeles
Department of Children and Family Services
CSEC LOCATE AND RECOVERY AGREEMENT

Overtime Hourly Rate for LAPD

CSC/G	RANK	LOWEST HOURLY RATE	HIGHEST HOURLY RATE	LOWEST OVERTIME HOURLY RATE	HIGHEST OVERTIME HOURLY RATE
2214C	Police Officer I	\$30.96	\$36.21	\$46.44	\$54.32
22142	Police Officer II	\$35.00	\$80.93	\$52.50	121.40
22143	Police Officer III	\$38.40	\$82.95	\$57.60	\$124.43
22271	Police Sergeant I	\$53.16	\$78.64	\$79.74	\$117.96
22272	Police Sergeant II	\$56.12	\$87.56	\$84.18	\$131.34
22231	Police Detective I	\$47.67	\$76.50	\$71.51	\$114.75
22232	Police Detective II	\$53.16	\$82.84	\$79.74	\$124.26
22233	Police Detective III	\$59.27	\$87.56	\$88.91	\$131.34
91840	Management Analyst	\$33.59	\$51.95	\$50.39	\$77.93

The hourly rates listed herein are based on payroll information and are subject to change at any time. The LAPD will provide updated hourly rates quarterly and as requested/necessary.

INVOICE

To: DEPARTMENT OF CHILDREN AND FAMILY SERVICES
FISCAL OPERATIONS DIVISION
425 Shatto Place, Suite 205
Los Angeles, CA. 90007

Invoice Date:

Remittance: LOS ANGELES POLICE DEPARTMENT
100 W. 1st Street, Los Angeles, CA 90012

AGREEMENT NUMBER:

AGREEMENT TERM:

SERVICE MONTH:

**SERVICES PROVIDED: LOCATE AND RECOVER MISSING COMMERCIAL SEXUALLY
EXPLOITED CHILDREN**

Staff Position	Employee Name	Date of OT	Total OT Worked	OT Rate/Hr ^a	Total OT Cost
TOTALS					
Annual Agreement Sum.		Current Expenditure	Y-T-D Expenditures		Remaining Budget
\$ 100,000					

CERTIFICATION: I certify to the best of my knowledge that this invoice is true in all respect.

Prepared by: _____

Tel. No: _____

Signature: _____

Date: _____

Approved by: _____

Tel. No: _____

Signature: _____

Date: _____

For DCFS Program Manager Only	
1 st Level Approval Approver Name: _____ Signature: _____	Date: _____
2 nd Level Approval Approver Name: _____ Signature: _____	Date: _____

County of Los Angeles
Department of Children and Family Services

OVERTIME REPORT										FOR OFFICE USE ONLY	
TYPE OR PRINT LEGIBLY IN INK										PAY PERIOD ENDING	CODE
DATE REPORTED		EMPLOYEE ID (EID)		RANK/PG		NAME (LAST, FIRST, MIDDLE INITIAL)					
RECORD TO NEAREST TENTH OF WORKED OR TAKEN OFF	TOTAL HOURS WORKED		TYPE OF COMPENSATION REQUESTED				HOURS TAKEN OFF				
	TIME & %	ST. TIME	CASH TIME & %	ST. TIME	TIME TIME & %	ST. TIME	NEW BANK TIME & %	ST. TIME	OLD BANK TIME & %	ST. TIME	
	- hrs	- hrs	- hrs	- hrs	- hrs	- hrs	- hrs	- hrs	- hrs	- hrs	
DATE AND TIME WORKED						TOTAL BANK:					
FROM		TO		Division				Assignment		Watch	
Date	Time	Date	Time								
REASON FOR OVERTIME (CHECK ONE)	<input type="checkbox"/> Court or Admin. Hearing		<input type="checkbox"/> Unscheduled Activity		<input type="checkbox"/> Prescheduled Activity		<input type="checkbox"/> Unusual Major Events		<input type="checkbox"/> Worked on Day Off in Lieu of a Holiday		
EMP STATUS	<input type="checkbox"/> EOW	<input type="checkbox"/> DO	<input type="checkbox"/> HO	<input type="checkbox"/> VC/TO	<input type="checkbox"/> PPH	<input type="checkbox"/> OTHER					
TYPE OF CRIME/REPORT/CHARGE				DR. NO.		BOOKING NO.		COURT CASE NO.		<input type="checkbox"/> On Call	<input type="checkbox"/> Be There
DESCRIPTION OF ACTIVITY											
Rec'd/Reviewed										Timekeeper use only. Initial and date when entered.	
Date		Initial		Serial No.				<input type="checkbox"/> KICKBACK			
I certify the above to be true.				OT worked <input type="checkbox"/> WITH <input type="checkbox"/> WITHOUT prior approval				Above is in compliance with LAAC 4.169			
<input type="checkbox"/> Check if Telephonic				(Signature of Supervisor Approving, Date Approved)				(Signature of Commanding Officer)			
(Signature of Employee)											

02/24/00 (12/1/7)

PAGE 1 (White Paper and Green Ink)
PAGE 2 (Yellow Paper and Green Ink)
PAGE 3 (Pink Paper and Green Ink)