

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

May 7, 2026

Policy Number 3.03

ATTENDANCE, OVERTIME, AND COMPENSATORY TIME REPORTING AND CONTROL

POLICY

All employees shall accurately record their attendance and obtain permission from their supervisors before engaging in any overtime work or taking any compensatory time off. Failure to obtain permission may result in disciplinary action. Captains and above and their civilian equivalents are exempt from certain sections of this policy as indicated because they are categorized as "not covered" under the overtime provisions of the Fair Labor Standards Act (FLSA).

PROCEDURE

I. ATTENDANCE REPORTS

This section does not apply to captains and above and their civilian equivalents.

- A. Employees' work attendance shall be recorded on a Daily Attendance Report, HPD-25 form, or Weekly Attendance Report, HPD-25A form. For accuracy and uniformity, no variation of these forms shall be used.
- B. The element commander shall determine whether one HPD-25 or HPD-25A form will be used for the entire element or each unit within the element will use a separate form.
- C. Employees shall record their own work start and end times and applicable meal start and end times by writing the times rounded up to the nearest fifteen minutes in black ink immediately upon each occurrence.

With prior approval from their element commanders, employees working outside of the office shall complete their work start and end times and meal start and end times immediately upon returning to the office on their next scheduled work shift.

No employee shall fill in the time for another employee.

- D. The start and end times on an HPD-25 or HPD-25A form shall not be typed or completed beforehand.
- E. A copy of the HPD-25 or HPD-25A form shall be kept on file in the element, in chronological order, for five years.

II. EMPLOYEES' RESPONSIBILITIES

The list of employees' responsibilities in this section is not comprehensive. In the absence of specifics or aspects of responsibilities, an employee's bargaining unit agreement/contract shall apply.

- A. Employees shall ensure that their work hours and applicable meal periods are accurately recorded for each work shift on an HPD-25 or HPD-25A form as outlined in this policy.
- B. Employees shall work only within their scheduled work shift unless a supervisor approves the overtime work or a circumstance dictates immediate action. Prior approval for overtime is required for, but not limited to, the following situations:
 - 1. Arrive early to the workplace to acquire equipment, complete reports, prepare for line-up, or conduct any other work-related business;
 - 2. Stay late or return to the workplace after their scheduled work hours to complete reports, citations or projects, or conduct any other work-related business;

3. Complete work during an uncompensated meal period. In the event that the employee is unable to take a meal period, the employee shall inform his or her supervisor immediately;
 4. Complete work away from the workplace, including cleaning city-owned vehicles; and
 5. Attend community functions representing the Honolulu Police Department (HPD).
- C. Employees shall take their meals or other breaks in accordance with their respective bargaining unit agreements/contracts.
1. Employees who have compensated meal periods (e.g., 5/9 or 3/13 work schedule) shall be available to work when they are needed; and
 2. Employees who do not have compensated meal breaks shall not perform any work during this designated period (e.g., answer the telephone, respond to e-mails, complete reports, etc.), without prior approval from their immediate supervisor.
- D. Upon working any overtime, employees shall complete and submit an on-line overtime form in the Digital Overtime Submission Portal (DOSP). The DOSP can be accessed via the digital overtime submittal page on the HPD's intranet home page.
- E. Employees shall not volunteer their time to the HPD or city to perform duties that are similar to those they would normally be assigned to do.
- F. Sections A through D above do not apply to captains and above and their civilian equivalents.

III. SUPERVISORS' RESPONSIBILITIES

Supervisors shall be responsible for monitoring and managing their respective employees' workload and overtime including, but not limited to, the following:

- A. Ensure that employees who do not have compensated meal periods accurately record their work hours and meal periods on an HPD-25 or HPD-25A form during each work shift;
- B. Be aware of the start and end times of employees' work schedules and ensure that they do not work overtime without proper authorization;
- C. Ensure that overtime hours recorded on the HPD-25 or HPD-25A form matches an employee's submission in the DOSP;
- D. Be cognizant of officers who are assigned to "late cases" and provide relief for them as necessary;
- E. Be attentive of employees who have not completed their reports or assignments in a timely manner and determine whether they have to complete those reports before leaving from their work shift;
- F. Identify employees who take excessive amounts of time to complete reports or assignments and appropriately address the situation;
- G. Authorize overtime compensation for employees who need to work overtime to complete necessary duties, including, but not limited to, writing reports, preparing presentations, conducting surveillance, executing search warrants, performing extraditions, and completing annual physicals;
- H. Authorize overtime compensation for employees who need to work overtime to attend work-related functions representing the HPD including, but not limited to, neighborhood board meetings, community gatherings, and legislative hearings;

- I. Ensure that employees take their required uncompensated meal periods. If an employee is authorized to work during a meal period, the supervisor shall ensure that the employee completes and submits an on-line overtime form in the DOSP.
- J. Ensure the accuracy of on-line overtime forms submitted by employees and, toward this end, periodically check their entries and approvals in the DOSP; and
- K. Superior officers and supervisory personnel who monitor and/or approve overtime shall be attentive to their employees' well-being. Working excessively beyond normal duty hours can compromise an individual's health, work-life balance, and safety.

IV. ELEMENT COMMANDERS' RESPONSIBILITIES

Element commanders shall be responsible for establishing and maintaining procedures in their manuals of operations to ensure compliance with this policy, including, but not limited to:

- A. Schedules for meal periods, if necessary;
- B. Guidelines for supervisors to follow when approving overtime/compensatory time;
- C. The element's minimum staffing levels to meet operational needs and maintains a file of the daily requests for all leaves, regardless of whether they were approved or denied;
- D. The maintenance and safekeeping of the original or electronic file of HPD-25 forms and all payroll, time, and attendance records; and

- E. Review of the payroll clerk's digital overtime report of all supervisor-approved, overtime submissions. The commander or executive officer shall indicate approval of the report with a signature, date, and time, on the hard copy of the report.

Approved reports shall be returned to the payroll clerk who shall enter the information into the PT&A system and signed hard copies shall be kept in the element.

V. REPORTING PROCEDURES FOR OVERTIME AND STANDBY PAY

A. On-line Overtime Form

Personnel shall submit requests for overtime worked using the on-line overtime form in the DOSP. The on-line form shall be completed in accordance with directions in the "Additional Information" page in the DOSP. The only exceptions permitting the use of the Overtime card, HPD-66 form, are specified in this directive.

1. Requesters shall submit a completed on-line overtime form to their supervisors for review and approval no later than two days after the overtime is earned.
 - a. The supervisor shall explain discrepancies in the "Approver's Comments" box and return the request to the submitter who will receive an explanatory e-mail.
 - b. The supervisor shall verify completeness and accuracy of the form by selecting the declaration statement, "I, (name) verified the aforementioned information and attest that it is true and correct to the best of my knowledge and belief." "Approved" shall then be selected and the request shall be forwarded to the next highest rank/position.

- c. Only a supervisor who is a rank directly above or higher ranking than the submitter shall approve the form. Exceptions to this shall be noted in the "Comments" section of the form.
2. Requests approved by supervisors shall then be reviewed and approved by the element commander or designee, then recorded for payment no later than two days after the overtime is submitted.
3. Approved overtime information in the DOSP cannot be revised and/or resubmitted through the portal. Changes require the submission of an Overtime card, HPD-66 form. Changes must be submitted no later than two days after the error is detected and reference the overtime identification number of the form to be corrected. The form shall be reviewed and reapproved by the employee's supervisor and element commander or designee before the change can be made.
4. Direct Supervisor's Approval of Entries in the DOSP

Supervisors who are one rank above their subordinates shall review and approve or deny overtime requests submitted by the subordinate. Instructions for accessing, reviewing, and approving submittals in the DOSP is posted on the digital overtime submittal page on the HPD's intranet home page.

- a. The supervisor shall review all entries for completeness and accuracy and check any attached, supporting documents.
- b. For any discrepancies on an on-line overtime form, the supervisor shall provide an explanation in the "Approver's Comments" section and return it to the submitter. The submitter will receive an explanatory e-mail about the returned request.

- c. If the entries are accurate, the supervisor shall validate the form by completing and clicking on the declaration statement "I, (name), verified the aforementioned information and attest that it is true and correct to the best of my knowledge and belief." The supervisor shall then approve the on-line form(s) with notes on any exception in the "Comments" section.

B. Overtime Card, HPD-66 Form

Use of the Overtime card, HPD-66 form, is restricted as it is supplementary to the on-line overtime form for submitting requests for overtime work. The HPD-66 form shall be used only when amending an overtime submission that was approved and is in the DOSP, the DOSP is inoperable, or instructed to do so by the Finance Division.

The HPD-66 form shall be submitted by the requester no later than two days after the error has been detected. The form shall be approved by the element commander or designee and recorded for payment no later than two days after it has been submitted. All information must be typed or printed legibly in black ink and filled out in the following manner:

1. "TO:" is the element commander's name, rank, and element;
2. "FROM:" is the applicant's name, rank, and element;
3. "COMP TIME" or "PAY" shall have only one checked;
4. "REQUESTED BY:" is the name of the person requesting the applicant to work overtime;
5. "DATE EARNED:" is the date posted for when the overtime was earned;
6. "REPORT NOS/DEF NAME OR REASON FOR OT:" is the applicable report numbers, defendant's name, or reason for the overtime;

7. "TRAVEL TIME EARNED:" is the total travel time (rounded to the nearest 15 minutes) from home to court or other destination and from destination to home;
8. "Time From/To:" are three lines used to record the starting and ending times of specific activities (e.g., travel from home to court or other destination on one line, travel from destination to home on another line, and court or activity time on the third line);
9. "ACTIVITY TIME EARNED:" is the total activity time (rounded to the nearest 15 minutes) from the start to the end of court attendance or other assignment;
10. "TOTAL TIME EARNED:" is the total hours earned in travel time and activity time;
11. "HOW EARNED:" lists many types of activities. Check the appropriate block for one of the courts or other types of overtime;

NOTE: If time for more than one court is recorded on an overtime card, fill in the "Hrs." space to the right of each court, rounding the time to the nearest 15 minutes. The total time listed for all courts must equal the total activity time.

12. "Employee's Signature" and "Date/Time" are the signature of the applicant and the date and time;
13. "Employee's Payroll I.D. Number" is the applicant's payroll identification number;
14. "Attested by" and "Date/Time" are the signature of the person authorizing the overtime work and the date and time;
15. "Court Appearance Date/Time as shown on Subpoena" are the date and time shown on the subpoena; and

16. "Approved by" and "Date/Time" are the signature of the element commander or a designee and the date and time.

C. Standby Pay Card, HPD-66B Form

An HPD-66B form shall be turned in for the element commander's approval no later than Sunday for standby time earned the previous week Sunday through Saturday:

1. "TO:" is the element commander's name, rank, and element;
2. "FROM:" is the applicant's name, rank, and element;
3. "REQUESTED BY:" is the name of the person requesting the applicant to be on standby;
4. "HOW EARNED:" should have one of the four blocks checked. If the "OTHER" block is checked, explain how the standby time was earned on the line after the block;
5. "REPORT NOS./DEF. NAME/OTHER:" is the applicable report numbers, defendant's name, or other reason for standby. Provide an explanation for the standby if the "OTHER" block is checked;
6. "STANDBY TIME:" Insert the date of the standby on the "Date Earned" line and the starting and ending times on the "Time From:" and "To:" lines.

NOTE: To qualify for standby, an employee must be off duty;

7. "TOTAL STANDBY DAYS:" are the total days earned from the start to the end of standby time;
8. "Employee's Payroll No." is the applicant's payroll identification number;
9. "Employee's Signature" and "Date/Time" are the signature of the applicant and the date and time;

10. "Attested by" and "Date/Time" shall be signed and dated by the attorney of record for court standby time. If a court appearance was not required or the attorney's signature cannot be obtained, the standby time shall be verified by a copy of the subpoena and/or by the attorney of record, and the form shall be signed and dated by the employee's immediate supervisor;

For noncourt standby, the employee's immediate supervisor shall sign and date the form.

11. "Approved by" and "Date/Time" are the signature of the element commander or a designee and the date and time; and
12. "Court appearance date/time as shown on subpoena" are the date and time as shown on the subpoena.


VI. REQUEST FOR COMPENSATORY TIME OFF

- A. A full day of compensatory time off that is requested with at least five calendar days prior notice shall be submitted to the watch commander or, for nonpatrol elements, the element commander's designee for consideration.
- B. A full day of compensatory time off that is requested with less than five calendar days prior notice shall be submitted to the element commander or designee for consideration.
- C. A partial day of compensatory time off may be requested anytime and shall be submitted to the watch commander or, for nonpatrol elements, the element commander's designee for consideration.
- D. Compensatory time off may be granted for the specific date requested, if it does not unduly disrupt operations. If the request cannot be granted, an alternate date shall be given as indicated on the request. Employees may waive consideration of an alternate date by indicating their preference on the request. Employees shall be given a reason for any denied request.

- E. Sick leave time that has been taken cannot be converted to compensatory time off.
- F. Converting compensatory time to pay requires the Finance Division's authorization.

VII. ACCOUNTING PROCEDURES FOR ATTENDANCE

- A. Employee's Record of Attendance
 - 1. Each element shall post all required attendance information on the City and County of Honolulu's Payroll, Time and Attendance system and ensure that it is current and accurate.
 - 2. Compensatory time earned cannot be forfeited.
 - 3. Commanders shall conduct random checks to ensure that posted data are current and accurate.
- B. The Finance Division shall compile all element overtime reports to prepare a monthly summary report for the Chief of Police and send copies of the report to element commanders.
- C. Element commanders shall monitor the monthly reports to ensure that their elements are maintaining proper management and control of overtime. They shall seek to reduce compensatory time balances by mutual agreement with the employee and in accordance with the applicable collective bargaining agreements.


WADE K. VANIC
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Post on bulletin
board for one week

Policy first issued
March 22, 2001