

April 3, 2003

**DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-8**  
**EFFECTIVE DATE: April 3, 2003**

**TO:** Drug Chemistry Section

**FROM:** SAC Deena J. Koontz

**SUBJECT:** Overtime for Sworn Personnel

Sworn personnel in the Drug Chemistry Section are required to work 171 hours in a four week pay period. Overtime work is defined as work in excess of 171 hours in a pay period. The requirements for overtime work, including the amount of overtime work that has been approved for Section chemists, are subject to change depending on the Section=s caseload and the Laboratory=s budget. Section chemists will be advised by the Supervisor as to the requirements and the limitations on overtime work and any changes in these requirements and limitations. The following policies and procedures will apply to overtime work in the Section:

Any work exceeding 8.5 hours per normal work day and all work on Saturdays, Sundays and holidays will be assigned the appropriate overtime codes, as directed in Drug Chemistry Section Policy/Procedure 99-DCS-1 and the **SBI Policy and Procedure Manual**.

Chemists are approved to work overtime on casework. Casework includes the analysis of evidence, the documentation of the analysis, and the preparation of the laboratory report.

Chemists are approved to work overtime on the technical and administrative reviews of laboratory case files of other chemists= casework.

For all other situations, chemists must have prior approval from the Supervisor to work overtime. An exception to this policy is that if the overtime work involves Bureau related travel, court, training activity, crime scene work, an Aon-call@ response, or instrument problems, prior Supervisor approval is not required.

Chemists are directed not to work on a State holiday without prior approval from the Supervisor. State policy requires that overtime work done on a State holiday be paid at a special overtime rate.

Chemists are to use the Weekly Overtime Report form (see Attachment) to document the casework that was done during an overtime work period. The Weekly Overtime Report should cover the same reporting period that is covered by the Activity Summary. The Weekly Overtime Report should be submitted with the Activity Report to the Supervisor at the end of the week and before the chemist leaves work. The Weekly Overtime Report does not have to be submitted if the chemist does not work overtime on casework during the week. The Weekly Overtime Report should include the following information:

1. The chemist=s name and the reporting period that the report covers.
2. The date and time period that overtime work on casework occurred.
3. The total number of hours of overtime worked on casework on each date.
4. The total number of cases completed and the laboratory file numbers of the cases completed during the overtime work on each date.
5. The total number of cases and the laboratory file numbers of the cases in which work was done but not completed during the overtime work on each date.