



November 17, 2022

Director Gino Betts, Jr.  
Office of Police Accountability  
PO Box 34986  
Seattle, WA 98124-4986

Dear Director Betts,

Please see the below Management Recommendation response

**Case Numbers:** 2021OPA-0437 / 2022COMP-0011

**Topic:** Employee Timekeeping

**Summary of the Management Action:**

The Office of Inspector General (OIG) alleged the named employee worked overtime shifts on two days where he was scheduled to serve an unpaid suspension.

**Original Recommendation:**

- OPA reiterates its previous recommendation:
  - 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.
  - Reconcile any conflicts between CBAs and SPD policy. Negotiate any of the recommended changes above that are mandatory subjects of bargaining.

**Action Taken:**

As reported in the closing letter to Management Action 21-0030 sent to OPA on June 22, 2022, the Seattle Police Department (SPD) had been working with Orion Communications to utilize their "Workforce Management Plus" system. Unfortunately, due to a large number of issues that could not be resolved the system was never fully implemented. Seattle Fire did implement the Orion System and are now re-evaluating its usability due to a number of problems that have arisen. One of the big issues with the Workforce Management Plus system is that it is not compatible with the City's HRIS/EV5 System.

Currently Seattle Human Resources Information Systems (HRIS)/EV5 is being upgraded. SPD has been in communication with several other scheduling/timekeeping providers and hopes to coordinate with SHR on



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a system that will be compatible with their upgraded system. SPD believed by working together at the start of their upgrade, compatibility issues can be addressed and resolved up front. That being said, SPD is committed to upgrading and using technology to assist in tracking employee's timekeeping, including overtime. This will not be a quick process and we will keep our Accountability Partners apprised of our progress. Once a new system is in place SPD will ensure that our policies and practices reflect the systems capabilities.

**SPD Considers this Management Action:**

Ongoing (Partially Completed)

Please contact me if you have additional questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "ADRIAN Z. DIAZ".

Adrian Z. Diaz  
Chief of Police