ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Security Overtime Payment Form

Procedures for SECURITY OVERTIME PAYMENT FORM

This form is ONLY for Orangeburg County Sheriff Department's SROs.* PRIOR APPROVAL REQUIRED BY DISTRICT ADMINISTRATION.*

1. Explain the nature of the incident that is being investigated.
2. If the investigation takes several days, a form must be submitted for each day that the overtime is requested.
3. Security Overtime Payment Form must be completed and given to the principal or their designee.
4. Principal / designee must email Angela Christian (Angela.Christian@ocsdsc.org) and Bobby Rivers (Bobby.Rivers@ocsdsc.org) this form by the following business day.

Law Enforcement Agency:		**Name of Officer:**	
		Last 4 of SSN:	
School:		**Principal / Supervisor:**	

DATE	JUSTIFICATION FOR OVERTIME (PRIOR APPROVAL REQUIRED BY DISTRICT ADMINISTRATION)	TIME IN:	TIME OUT:	NUMBER OF HOURS	PAYMENT AMOUNT *This field will be completed by the Security Division.
				TOTAL AMOUNT DUE:	$

_____
Officer's Signature and Date

_____
Principal's/Designated Official's Signature and Date

_____
Security Coordinator's Signature and Date

PLEASE DO NOT SUBMIT HANDWRITTEN TIMESHEETS