

P.O. 1111 ORM Accident Reconstruction

Effective From:	7-15-2012	Effective To:	Current
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K. P.O. 1111 - ORM Accident Reconstruction

1. TROOP COMMANDERS' RESPONSIBILITIES

- i) Commanders shall appoint an ORM project coordinator with a minimum of five years of experience in the field of accident reconstruction.
- ii) Commanders shall ensure that ORM reconstruction activities are checked for accuracy and completeness.
- iii) Commanders shall ensure that the number of hours entered in the ISIS payroll system is accurately reflected on the ORM Reconstructionist Time Sheets (AR 1004). Payroll adjustments or other appropriate corrective measures must be timely submitted to correct discrepancies.

2. TROOP COORDINATORS' RESPONSIBILITIES

- i) Coordinators shall ensure work is pre-approved by ORM, which requires pre-approval for all billable investigative work.
- ii) Coordinators shall monitor the progress of ongoing investigations and ensure a consistent work product. Final reports shall be sent to the State Risk Claims Manager at Office of Risk Management, P.O. Box 94095, Capitol Station, Baton Rouge, Louisiana 70804-9095.
- iii) Coordinators shall review, verify and approve each Reconstructionist Time Sheet (AR 1004). The time sheets are to be submitted to the State Risk Claims Manager at ORM biweekly via U.S. Mail or fax (225-342-4470).
- iv) Coordinators shall provide the ZF64 report biweekly to the ORM Accounting Unit.
- v) Coordinators shall provide Financial Services with the total salaries and total Medicare benefits billed to ORM during the previous pay period. No names are necessary. The figures must be submitted no later than Friday following the end of the pay period. It may be emailed via Lotus Notes to Financial Services.

3. RECONSTRUCTIONISTS' RESPONSIBILITIES

- i) Officers shall submit their certification to ORM.
- ii) Officers shall not take compensatory or annual leave in order to perform work for the ORM reconstruction project.
- iii) Officers shall complete a Reconstructionist Time Sheet (AR 1004) each pay period for each claim worked.

4. ORM RECONSTRUCTION REMUNERATION

- i) Participants shall receive payment at the rate of time and one-half their hourly rate for each hour worked. This rate will be paid for ORM reconstruction activities without regard to the number of regular hours worked during the pay period.
- ii) Participants shall claim all ORM reconstruction hours on their biweekly time sheet and are not required to complete a Record of Overtime Form (DPSSP 1520).
- iii) Payroll entries for hours worked shall be made in the pay period in which the work occurred. Officers will not wait until completion of the case before claiming the hours for payment.
- iv) All ORM reconstruction hours shall be entered into the Compensatory and Overtime Log in accordance with [P.O. 201, Accrual of Time, Overtime and Compensatory Time](#).
- v) Participants are not eligible for a daily laundry allowance for performing ORM reconstruction duties.