

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: OVERTIME CONTROLS

DATE: May 19, 2021

APPROVED

Memo# 2021-015

BACKGROUND

While overtime is often necessary due to the nature of services the Department provides, the Department is committed to responsibly manage its budget, while maintaining an acceptable level of service to our community. The control of overtime for both pay and compensatory time is an ongoing issue, and controls must be maintained for continued success. Due to the Department's current overtime expenditures, continued staffing shortfalls, and the need to utilize overtime to address community crime related issues, overtime is forecasted to exceed the budgeted amount for this fiscal year. It is imperative the Department implement overtime controls, including the accumulation of compensatory time, to ensure the availability of funds throughout the fiscal year.

ANALYSIS

Effective immediately, overtime usage will continue to be monitored at all ranks and will be limited to overtime that is absolutely mandatory and unavoidable. Mandatory overtime is limited to work that must be completed immediately and cannot be done on an employee's regular shift or their next work shift. Report writing and follow-up overtime must be approved by a lieutenant or above and only when the action cannot be completed on-duty or on the employee's next shift.

No discretionary overtime will be approved. If limited circumstances arise requiring the use of discretionary overtime, the overtime must be approved by a Captain/Division Manager or higher rank.

Preplanned overtime for paycars will continue to be authorized as directed by the Chief and outlined in the MOU.

All overtime will be subject to management review. Captains/Division Managers will be required to submit a memorandum to the Department's Executive Officer, through their chain of command, justifying the use of overtime in their divisions on a quarterly basis.

Additionally, the following guidelines have been established for all members of the Department:

- Preplanned overtime must be approved by a supervisor or manager before the overtime is worked.

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- Overtime will only be approved when the action cannot be completed on-duty or on the employee's next shift. When seeking approval, staff must articulate why the work cannot be done on-duty and requires overtime.
- Department members will ensure all overtime is approved by the appropriate supervisor or manager prior to entry onto the employee's online timesheet.
- Department members will include the name of the supervisor or manager who approved the overtime and the reason for the overtime in the comment section of the online timesheet for all overtime worked.
- Overtime hours shall NOT be projected or recorded on the timesheet in advance of working the overtime.
- Employees assigned to a pay car shall be paid for overtime worked, as outlined in the MOA section 13.6.1.1.

Additionally, Department members are reminded to adhere to the Department overtime policies and compensatory rules in the MOA.

C 1540 "...the total of on-duty hours and secondary employment hours, excluding court and mandatory Department overtime, shall not exceed 70 hours in a calendar week..."

C 1541 "To address the overall health and safety of officers and to ensure that the City receives efficient performance of the officer's duties in City employment, department members shall not work in excess of sixteen (16) hours in a twenty-four (24) period. Department members shall not work a combination of his/her regular shift plus a secondary employment assignment in excess of 16 hours in a 24-hour period...The 16-hour limit excludes court and mandatory Department overtime..."

POA MOA Section 13.6.2 "The outstanding amount of accrued compensatory time owed to an employee shall not exceed 240 hours by the end of each calendar year. An employee may exceed the 240 limit during the year but shall be responsible for bringing the balance back to the 240-hour maximum level by taking the time off prior to the end of the calendar year. This time off must be pre-approved by the supervisor."

ORDER

All Department members shall adhere to Department policies and rules on overtime and compensatory time.

Mandatory overtime is limited to work that must be completed immediately and cannot be done on an employee's regular shift or their next work shift.

Report writing and follow-up overtime must be approved by a lieutenant or above and only when the action cannot be completed on-duty or on the employee's next shift. Staff must articulate why work can only be done on overtime.

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Overtime usage will continue to be monitored at all ranks and only overtime that is absolutely mandatory and unavoidable will be authorized. As a rule, no discretionary overtime will be approved.

In limited circumstances, discretionary overtime may be approved and will require a Captain/Division Manager or higher rank approval. Staff must articulate why work can only be done on overtime.

All Captains/Division Managers will submit a memo to the Department's Executive Officer, through their chain of command justifying any use of all overtime in their division. The first quarterly report is due May 21, 2021

A handwritten signature in black ink, appearing to read 'A. Mata', is positioned above the printed name and title.

Anthony Mata
Chief of Police

AM:SD:LP