



**ALL DEPARTMENT PERSONNEL**  
**SUBJECT: OVERTIME CONTROLS**

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- Overtime will only be approved when the action cannot be completed during the employee's regular work hours or the employee's next shift. When seeking approval, staff must articulate why the work cannot be done during regular work hours and requires overtime.
- Preplanned overtime must be approved before the overtime is worked and 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.
- All overtime hours shall be coded with an overtime code on the timesheet.
- 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, which include the following:

Duty Manual Section 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..."

Duty Manual Section 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."

POA MOA Section 13.6.2.1 — "Once an employee's compensatory time balance reaches 300 hours, all requested time off, other than for sick leave purposes, must be coded as compensatory time off, until the compensatory time balance is below 240 hours, at which point an employee may elect to use any available vacation leave or compensatory time, unless the employee is within 60 hours of reaching the maximum vacation balance, at which point it will be the employee's election."

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**ORDER**

Effective immediately, all Department personnel shall adhere to the above overtime rules and controls.



Anthony Mata  
Chief of Police

AM:PH:LP