



**ALL DEPARTMENT PERSONNEL  
SUBJECT: OVERTIME CONTROLS**

February 25, 2026

Page 2

by the Chief of Police and outlined in the MOA in section 13.6.1.1. These include grant funded programs, backfill pay cars for patrol, Entertainment Zone, and other programs specifically identified for pay.

- Preplanned report writing and follow-up (e.g., RW by BOI to meet court filing deadlines) must be approved by a lieutenant or above before the overtime is worked and will only be approved when the work cannot be completed during the employee's regular work hours or the employee's next shift.
- All other categories of preplanned overtime [REDACTED] must be approved by a lieutenant or above before the overtime is worked and prior to entry onto the employee's timesheet.

**Unplanned overtime:**

- Unplanned end-of-shift overtime for report writing or follow-up resulting from events occurring during the shift (e.g., late call for service with an arrest and report writing) will be reviewed and approved by a sergeant during the timesheet approval process.
- All mandatory overtime must be accompanied in the comment section of the timecard by an explanation of why the task could not be completed during regular work hours and the name of the supervisor / manager who approved the overtime.
- All overtime hours shall be coded with an overtime code on the timesheet.
- Absent a specific VIS code or unit agreement, Department members may currently take 10 hours of overtime for pay, per pay period. MOA section 13.6.1 provides further detail on when employees can request payment of overtime worked to be credited in compensatory time or payment depending on the applicable budget for the Department.
- Overtime hours shall NOT be projected or recorded on the timesheet in advance of working the overtime.
- The Bureau of Investigations must not use personnel on overtime who are not currently assigned to the unit without prior approval from the Chief of Police.
- Special Operations Division must not use any personnel not currently assigned to the unit on an overtime basis for any reason without prior approval from the Chief of Police.

**Effective immediately, the following additional overtime restrictions apply:**

- **Extraditions are limited** [REDACTED]. Extraditions that are fully funded by grants are [REDACTED]

**exempt from this restriction. All other extraditions will require Chief of Police approval. Department members must note “approved by COP” in the timecard comment field.**

- **No Community Outreach shall be conducted on overtime (day off or day on). Any exceptions must be approved by the Chief of Police. Department members must note “approved by COP” in the timecard comment field.**
- **Other than mandated court appearances, Captains will not work overtime on their days off without approval from the Chief of Police. Captains must note “approved by COP” in the timecard comment field.**
- **No Crime Suppression pay car overtime is authorized unless already budgeted or approved by the Chief of Police. Department members must note “approved by COP” in the timecard comment field.**

Additionally, Department members are reminded to adhere to the Department overtime policies and compensatory rules in the Duty Manual and 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: “...every employee who has a compensatory time balance of 200 or more hours on July 1 of the fiscal year must use at least forty (40) hours of compensatory time by the last pay period of March of each fiscal year. For Fiscal Year 2025-2026, every employee who has a compensatory time balance of 200 or more hours upon approval of this agreement by Council in open session must use at least forty (40) hours of compensatory time by the last pay period of March 2026. Compensatory time may be coded in increments consistent with Section 13.6. Employees who are military reservists shall be exempted from this Section.*

*If an employee has not used at least forty (40) hours of compensatory time as paid leave by the last pay period of March in a given Fiscal Year, the Department can require the employee to immediately take time off to reduce their outstanding amount of accrued compensatory time off by forty (40) hours in each Fiscal Year.*

*If an employee has used at least forty (40) hours of compensatory time as paid*

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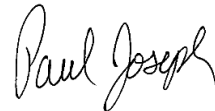
Page 4

*leave by the end of March, the employee shall not be required to immediately take time off in that Fiscal Year to reduce any of their outstanding amount of accrued compensatory time off."*

All timecards must be approved by the employee's supervisor / designee. If a timecard is not approved on time by a supervisor / designee and the timekeeper approves it, the supervisor / designee must retroactively provide approval or denial to the timekeeper for the timecard and any overtime worked.

**ORDER**

This memorandum supersedes previous memos on overtime controls. Effective immediately, all Department personnel shall adhere to the above overtime rules and controls.



Paul Joseph  
Chief of Police

PJ:GT:NB