



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: OCTOBER 26, 2020	CHAPTER: 4 - Field Operations	PAGE: 1 of 4	NUMBER: 4.04.05
SUBJECT: OVERTIME AND COMPENSATORY TIME			
CHIEF: <i>Calvin D. Williams, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To establish guidelines for approving overtime, *using compensatory time*, and completing the overtime card.

**POLICY:** *It is the policy of the Cleveland Division of Police* to restrict overtime to the absolute minimum required to perform official duties essential to meet Divisional needs. *The use of compensatory time shall be based upon the current collective bargaining agreements.*

**PROCEDURES:**

I. Requesting Overtime Approval

A. *Prior to a member working overtime, a supervisor, of a higher rank than the requesting member, shall verbally approve or deny all requests.*

1. The verbal approval requirement includes letters received from a prosecutor requesting a consultation.
2. The verbal approval requirement shall not apply to subpoenas entered in the subpoena logbook and issued to members by a supervisor.

B. *Completed, submitted overtime cards* require the signature and legible badge number of a higher ranking member than the requesting member *for recommendation.*

1. The higher-ranking member shall sign in the Recommended By field on the overtime card.
2. If a member is detailed or designated to a specific event, the Officer-in-Charge of the detail or event shall sign in the Recommended By field.

C. *Completed, submitted overtime cards* require the signature and legible badge number of the commander of the bureau or district to which the member is assigned or detailed *for final approval.*

1. Command officers shall review overtime cards and if the overtime is warranted, place their signature and legible badge number in the Approved By field.
2. The Chief's Executive Officer shall review and sign for the Chief's staff members.
3. If a member reports directly to a command officer, that command officer shall sign in both the Recommended By and Approved By fields.

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II. *Requesting Approval of Compensatory Time*

- A. *Supervisors, higher ranking than the requesting member, shall approve all requests for the use of compensatory time prior to the member taking time off.*
- B. *Completed, submitted overtime cards for the use of compensatory time require the signature and legible badge number of a higher ranking member than the requesting member in the Recommended By field of the overtime card.*
- C. *The higher-ranking member may sign in both the Recommended By and Approved By fields.*

III. *Completing the Overtime Card*

- A. Members shall complete an overtime card, form C of C 71-OT-2, when:
  - 1. Overtime is worked.
  - 2. Compensatory time is taken.
  - 3. A Personal Holiday is used.
  - 4. Range time and canine contractual time are not overtime and are exempt from this requirement.
- B. *Overtime related to report writing that involves a two-officer car shall be restricted to one member.*
  - 1. *The member whose primary tasks include submitting the duty report, making Mobile Computer-Aided Dispatch (MCAD) entries, writing incident reports, or any other related reports shall request to work overtime when required.*
  - 2. *Deviation from this directive shall require approval from that member's supervisor.*
  - 3. *The one-member requirement for overtime does not apply to a Probationary Patrol Officer and a Field Training Officer working a two-officer car.*
- C. The name and badge number of the approving supervisor shall be documented in the Reason space of the overtime card. It shall also be noted in the requesting member's duty report *and/or* MCAD entry whether the overtime is for an extended tour or lunch denial.
- D. All overtime related forms (e.g., overtime card, blue court information card - form C of C 71-2194, subpoenas, duty reports) shall be completed and consistent before forwarding.
  - 1. Any areas of discrepancy (e.g., times, names, locations) shall be corrected or thoroughly explained on the back of the overtime card or court card by the member prior to forwarding for signatures.

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2. The recommending or authorizing supervisor may return the overtime card for correction and/or require a more detailed Form-1 from the member if the discrepancy is not sufficiently explained.
- E. Members shall use the appropriate letter code from the back of the overtime card; while most are self-explanatory, the below codes are further defined.
1. P - Prosecutor
    - a. The P code shall be used for consulting a prosecutor.
    - b. Members who attend a meeting/interview requested by a letter from a prosecutor shall submit the completed blue court information card with the overtime card.
  2. R - Reimbursable
    - a. The R code shall be used when the overtime is reimbursable. The R will be followed by a numeric code obtained from *the Timekeeping Unit* (R1, R2, etc.). The numeric code indicates which outside entity will be reimbursing the City of Cleveland.
    - b. Before each event, command officers shall contact the *Timekeeping Unit at 216 623-5556* to determine if the event is reimbursable and obtain the proper numeric code for all overtime generated. When consulting the prosecutor regarding a reimbursable event, members shall enter the reimbursable code.
  3. T - Tracking
    - a. The T code shall be used for tracking overtime that is not reimbursable. The T will be followed by a numeric code obtained from the *Special Events Coordinator* (appearing as T1, T2, etc.). The numeric code indicates which event resulted in the overtime.
    - b. Before each event, command officers shall contact the *Special Events Coordinator* to obtain the proper numeric code for all overtime generated by each specific event.
  4. S - Special Event
    - a. Special events may include sporting events, performance events, fairs, holiday events, etc.
    - b. Members shall **not** use the Special Event code when R or T is applicable.
- F. The Date Involved is the date the member's shift began.
- G. The Type is determined from the list of types on the back of the overtime card.

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- H. Members shall record the Reason for the overtime.
1. The reason shall include the name of the primary person involved and the task(s) that created the overtime (e.g., Juvenile Arrest - Complainant Mike Jackson, Arrested - Lou Smith, parents notified, Juvenile Fact Sheet completed, incident report #00-000000, juvenile conveyed and summons issued to parents, *okay per 5S23, Sergeant Garcia*).
  2. Members shall complete the Reason field in all circumstances before submitting the overtime card for approval (e.g., Worked V-day due to personnel shortage, assigned to car 5A23, *okay per OIC, Sergeant Jones*).

IV. Overtime Review and Entry

- A. Supervisors, higher ranking than the requesting member, shall review overtime cards for completeness, accuracy, and necessity before signing and placing their badge number in the Recommended By, Denied By, or Approved By fields.
- B. Overtime shall not be posted until a command officer signs in the Approved By field.

V. Overtime or Compensatory Time Denial

- A. The supervisor denying a request for overtime, compensatory time, or a personal holiday shall:
  1. Make a notation in the Reason space detailing the reason for denial.
  2. Place a signature and legible badge number *in red ink* the Denied By field.
  3. Make a copy of the card and *return the original card to the denied member*.
  4. Forward the denied *copy* of the card through the chain of command to the commander's office for filing or final forwarding to the timekeeper.

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**