



# POLICY & PROCEDURES

## HOLMEN POLICE DEPARTMENT

SUBJECT: **OVERTIME**

NUMBER: 6.14

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/26/2017

### **PURPOSE**

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The purpose of this document is to establish guidelines for authorizing and administering overtime.

### **POLICY**

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It is the policy of the Holmen Police Department to provide overtime compensation to Holmen Police Department employees, in accordance with Federal, State, and contractual guidelines, for overtime work performed while accomplishing department goals.

#### **I. PROCEDURE**

##### **A. General Guidelines**

1. Overtime shall be used only when other alternatives are not appropriate.
2. All overtime shall be pre-approved by a supervisor. The only exceptions to this rule are:
  - a. Officers held over to complete active call.
  - b. Complete paperwork (per section I (B)(5)).
  - c. Court duty (per section I (B)(4)).
3. An employee's signature on the time sheet form verifies that the information is correct and authenticates the request for compensation.
4. Submission of a voucher containing false information may subject that employee to disciplinary action.
5. The supervisor's signature indicates his/her review of the voucher and certifies the appropriateness of the claim in accordance with department policy and contractual obligations.

##### **B. Overtime is allowed under the following circumstances:**

1. Supervisors calling off-duty officers in to work in an emergency situation or we are short staffed.
2. Supervisors holding officers beyond their normal work shift to complete active calls or to complete paperwork (per #5 below).
3. Any other circumstance deemed necessary by a supervisor.
4. Court time. Contract states that overtime is guaranteed for a minimum of two (2) hours for court. If court doesn't last that long, the employee may be requested to work the remaining time in those two (2) hours.
5. Overtime to complete reports will only be authorized if the following situations exist:
  - a. A person is in custody and the report will be needed for court the next day.
  - b. The officer is on his/her last shift before days off, vacation, holidays, etc.

- c. The report involves a major case and will be needed for follow-up investigation immediately.
- C. Overtime is NOT allowed under the following circumstances:
  - 1. For personnel:
    - a. On leave of absence with pay.
    - b. On sick leave, vacation, holiday, or any other leave.
    - c. Receiving worker's compensation.
- D. Reason for Overtime.
  - 1. A detailed explanation of overtime work performed should be written, including case and incident type.
  - 2. In the case of overtime performed as a result of a court trial, indicate the defendant's name, case number, and disposition of the case, if known.

Chief of Police  
Shane Collins