

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

ORDER NUMBER: 32-20
SUBJECT: OVERTIME (SWORN AND CIVILIAN)
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CHIEF OF POLICE: _____

32.1 POLICY

It is the policy of the East Lansing Police Department to pay overtime to members of the Department who work in excess of their normal assigned duty day, and who are required to return to duty from an off duty status.

32.2 PROCEDURE

- A. Overtime, other than subpoena ordered, must be authorized by a supervisor or the Chief or his/her designee. Reasonableness, and the needs of the Department, will be guiding factors regarding all overtime decisions.
- B. Holdover
 - 1. An employee shall not abandon their duty assignment simply because their normal assigned duty day had been completed. It is the employee's responsibility to notify the on-duty supervisor what task or tasks have not been completed, and when the employee is next scheduled to work. It is the duty supervisor's responsibility to either approve the overtime, or have the employee complete the tasks their next duty day.
 - 2. Volunteers will be requested from personnel currently on duty or available, utilizing the current overtime list. Persons with the least cumulative amount of regular overtime will be asked first. If a volunteer is not obtained, the person with the least amount of cumulative regular overtime will be ordered to hold over.
- C. Callback - Voluntary
 - 1. Overtime assignments which are known long enough in advance to permit posting, will be handled on a voluntary basis. A voluntary sign up list will be posted on the board near the police desk.

2. In the instances where there are several officers and supervisors voluntarily signing up for the same overtime assignment, the following guidelines will be used.
 3. The posting shall include the number of Supervisors / Officers / Employees who will be required to work the posted overtime assignment. The posting shall also include if any of the employees need any special training to work the assignment. The posting shall be very specific. While officers will be granted the first opportunity, supervisors may supplement the list if necessary or replace an officer(s) who has been drafted (ordered).
 4. If several officers and supervisors volunteer for the same overtime assignment, the ratio of officers to supervisors will be (4) officers to every (1) supervisor.
 5. The employee (who meets the posting requirements) with the least amount of cumulative regular overtime at the time of selection will be selected for the posted overtime.
 6. If an employee works their shift and are "drafted" for an overtime assignment they will not be forced to work more than 16 hours within a 24 hour period. That employee will then be off work for 8 hours prior to any additional work assignment. Unless there are circumstances preventing such.
 7. If an employee works their shift and chooses to work an overtime assignment the employee will not work more than 18 hours within a 24 hour period. This employee will be off work for 8 hours prior to any additional work assignment. Unless there are circumstances preventing such.
 8. If an employee has been off duty and volunteers for several overtime assignments the employee will not work more than 18 hours within a 24 hour period. This employee will be off work for 8 hours prior to any additional work assignment.
 9. An off-duty employee who is drafted involuntarily for an overtime assignment will not be forced to work more than 16 hours within a 24 hour period unless due to an emergency. This employee will be off work for at least 8 hours prior to any additional work assignment.
 10. In serious, emergency or extreme circumstances the duty supervisor, shift or bureau commander or Police Administration may supercede the normal operation measures of this policy.
- D. Emergency Callback - Ordered
1. When an employee is needed to be called back to work (or held over) for an "Emergency" (unplanned or unexpected circumstance that overwhelms the current staffing levels) the duty supervisor shall refer to the overtime list. The person with the least amount of cumulative

regular overtime will be ordered back to duty. The duty supervisor will determine if the emergency permits time to try and find a volunteer from the overtime list, or if an employee is needed to be ordered back to work immediately. The employee's department schedule will be taken into consideration to make sure that it reasonably permits the callback.

2. The "Code Red" notification system may be utilized to facilitate an Emergency Callback of off-duty personnel.