



SACRAMENTO POLICE DEPARTMENT

OFFICE OF OPERATIONS



253.01 OVERTIME 09-16-91

PURPOSE

To outline procedures for obtaining approval of working overtime.

POLICY

To allow officers to work overtime so that the goals of the Department can be attained.

PROCEDURE

A. OFFICER RESPONSIBILITY

1. Officers shall personally contact their Sergeant or another supervisor when they realize they may work overtime.
2. They may do this either in person, by radio or by telephone.
3. Officers shall provide sufficient information to the supervisor so they can intelligently decide who shall complete the task.
4. The supervisor shall evaluate the circumstances and decide if that officer should work overtime or if the work can be completed by someone else.

B. DOCUMENTATION

1. Should a supervisor approve the contemplated overtime, the officer shall write the supervisor's name on the upper left corner of the Overtime Slip (SPD 148).
2. The supervisor authorizing the overtime shall be contacted, should any questions arise as the necessity of the overtime.
3. The above procedure does not apply to court overtime.