


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date July 6, 2022		APD.SOP.2052 Overtime Accountability and Tracking
Applicable To: All Sworn Employees		Review Due: 2026
Approval Authority: Interim Chief Darin Schierbaum		
Authorized Signature: DS		Date Signed: 7/5/2022

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## 1. PURPOSE

- 1.1 To provide a standard procedure for the use of overtime by sworn employees.
- 1.2 The Centralized Overtime Tracking Unit (COTU) will facilitate overtime assignments to reduce crime in an effective and efficient manner. The COTU will track overtime and produce a bi-weekly report summarizing all methods of crime suppression initiated during overtime details.
- 1.3 The COTU will develop a comprehensive overtime control plan with an audit and review process.

## 2. POLICY

The Centralized Overtime Tracking Unit (COTU) will effectively manage the use of overtime, to ensure that each sworn employee uses overtime in a responsible and judicious manner. Sworn employees overtime work will be utilized to enhance the mission of the Department, in compliance with the City's Civil Service Rules and Regulations, other City ordinances, departmental policies, and within the Federal Fair Labor Standards Act (FLSA).

## 3. RESPONSIBILITIES

- 3.1 Division, section, and unit commanders are responsible for the implementation of this directive within their respective commands.
- 3.2 Watch commanders are responsible for monitoring sworn employee's standard worked time, overtime usage, and approved extra job hours worked.



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- 3.3. Supervisors will monitor subordinates to ensure conformity to this directive.
- 3.4. Sworn employees are responsible for completing Overtime Daily Activity Reports on the online overtime tracking portal (<http://scheduling.atlantaga.gov/overtime>) (electronic Forms APD 605, 606), for tracking overtime hours worked, and submitting all paperwork as required on or before the posted deadlines.
- 3.5. The COTU commander will monitor all overtime worked to ensure adherence to the overtime directive. The COTU commander will produce a bi-weekly analysis on overtime hours worked and their effectiveness.
- 3.6. The Tactical Crime Analysis Unit (TCAU) will assist the COTU commander with analyzing crime statistical data comparative to overtime tracking.
- 3.7. The Personnel Unit commander will forward on a monthly basis, a list of employees currently on extended sick leave or family medical leave to the COTU.
- 3.8. The Staff Inspections Unit commander will forward a list of all employees currently working extra jobs, the weekly total of extra jobs worked per sworn employee, on a monthly basis to the COTU.
4. ACTION
- 4.1 Overtime Opportunities and Postings
- 4.1.1 Overtime will be allowed for employees who do not violate any rules, regulations, or procedures; provided the overtime does not impair the employee's job performance.
- 4.1.2 Working overtime is a privilege that can be revoked at any time by the Chief of Police, or their designee. Employees who do not abide by these policies and procedures may have the privilege of working overtime revoked by the Chief of Police, or their designee, in addition to any other sanction imposed by the disciplinary process.
- 4.1.3 The Zone commanders, or their designee, will post overtime opportunities on a weekly basis on the Overtime Portal (<http://scheduling.atlantaga.gov/overtime>). The overtime posting will include the Zone, specific crimes that are to be targeted, the number of officers requested, the time periods for enforcement, and the specific area to be worked.

Example of Overtime Posting

Zone Five needs one sergeant to run overtime detail on Friday, July 1, and Saturday July 2, from 10:00 PM to 2:00 AM. The detail will address armed robberies in the area of 700 Peachtree Street and 900 Peachtree Street. Four officers needed. Sign up via web portal.	Rank	Name	Assignment	ID
	Sergeant			
	Officer			
	Officer			
	Officer			
	Officer			

- 4.1.4 Sworn employees must sign up for overtime on the Overtime Portal. Sworn employees will use their City of Atlanta login credentials. Overtime Portal (<http://scheduling.atlantaga.gov/overtime>).
- 4.1.5 The Zone commanders or their designee will notify employees who sign up for overtime whether they are approved to work the specified overtime. The notification will be a confirmation email to the employee through the City of Atlanta's email system.



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- 4.1.6 The Division Deputy Chiefs and the Chief Administrative Officer will authorize all types of overtime worked in their respective commands. They will evaluate the needs of the Department, their Division, and the opportunity of employees to flex time in lieu of overtime when making this decision. They will notify the COTU and Human Resources with their decision.
- 4.1.7 Employees are responsible for updating their Overtime Portal profile within seven (7) days of a transfer, promotion, or when Days Off change. Users can access the Profile tab by clicking on their name on the home page. A drop down will appear, and the user should click on Profile. Once all the fields are complete, the user should click Update.

Profile

Michael Graham

Profile

Please provide some information about yourself.

The First Name and Last Name you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The Email Address and Phone number will not be displayed on the site.

**Your Information**

First Name \*

Middle Name

Last Name \*

Suffix

E-mail \*

Mobile Phone \*

Employee Off Days \*

Current Rank \*

Unique ID \*

Peoplesoft ID \*

Division \*

Section \*

Unit \*

Update

4.1.8 Types of Approved Overtime

1. Voluntary Crime Fighting Overtime:

- Patrol Beat Car Enforcement Overtime: This can be an officer answering calls for service (bike unit, foot patrol, mobile unit).
- Patrol Enforcement Overtime: An officer assigned a specific crime fighting task or area (bike unit, foot patrol, mobile unit).



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- c. Traffic Enforcement Overtime: A detail encompassing an area of concern pertaining to traffic related challenges. This detail will be operated during specific hours, dates, and areas, designated by the Zone Commanders.
- d. Crime Fighting Details: A sergeant with two (2) officers operating a detail to fight a specific Part I crime at specific locations, during set time periods. The sergeant and officers must all meet the productivity guidelines in section 4.4.1. The sergeant must be actively involved supervising the officers on the street in order to qualify for this overtime.
- e. Investigators - Major Crime Part I investigations: Investigators can work Part I crime cases in the office and on the street. Investigators must list the time worked and case numbers on the Overtime Daily Activity Report for Investigators (Form APD 606). Investigators must update ICIS Case Management to show their actions.
- f. Large Crime Fighting Details: Details for large crime fighting initiatives. A sergeant can supervise three (3) to seven (7) officers. The detail must address violent Part I crime in a larger geographic area. The sergeants must be actively involved on the street in order to qualify for this overtime.

2. Federal Grant Overtime

Federal grant overtime is allowed for officers, investigators, and sergeants. Each type of overtime grant has specific criteria and objectives. The federal overtime hours worked must be listed on the overtime sheet exactly as shown in Kronos. Federal grant overtime falls under the timekeeping rules as stated in APD.SOP.2050 "Timekeeping," Section 4.17.7.

3. Mandatory Overtime

Mandatory overtime is allowed for officers, investigators, and sergeants. The Chief of Police will announce when mandatory overtime is authorized and provide specific criteria and objectives. The mandatory hours worked must be listed on the Departmental Special Event Daily Activity Overtime Sheet. Employees need to list the location and duties while working the mandatory overtime shift.

- 4.1.9 Each Zone commander will designate a lieutenant, or sergeant to serve as the Zone Overtime Coordinator. The Zone Overtime Coordinator will ensure employees who signed up for overtime are given a specific assignment and are required to approve the Overtime Daily Activity Report (Form APD 605) via the Overtime Portal.
- 4.1.10 All sworn employees working overtime will log in on the Overtime Log Sheet (Form APD 604) in the Zone prior to beginning their overtime shift. The sworn employee will list their last name, first name, unique ID, regular assignment, overtime assignment, date, start time on the Overtime Log Sheet. At the end of the overtime shift, sworn employees will write in the end time and provide their signature before leaving.
- 4.1.11 Sworn employees working overtime will advise the zone radio dispatcher. The sworn employees will state their overtime radio number (defined in Section 5.6), or overtime beat unit number, the address, beat, or area they are working, the overtime start time and the overtime end time. The sworn employee will notify radio dispatch "Code 8" when their overtime tour of duty is over.



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- 4.1.12 Sworn employees working an overtime assignment that is not in a beat car will need to pull out on the radio with their unique identification number with an "OT" after the unique identification number (e.g. "1234OT") and then advise his or her unique identification number (e.g. 1234).
- 4.1.13 If the sworn employee is working overtime as a beat car, the sworn employee will operate as the beat unit followed by "OT". The sworn employee will tell dispatch the beat assignment working followed by "OT", and then advise his or her unique identification number (e.g. 1234).
- 4.2 Overtime Eligibility
- 4.2.1 Sworn employees must maintain an effective or higher rating on their performance evaluation in order to be eligible for voluntary overtime.
- 4.2.2 Sworn employees are prohibited from working overtime if they are on administrative duty.
- 4.2.3 Sworn employees of the rank of sergeant and below from are eligible for overtime.
- 4.2.4 Newly sworn employees must successfully complete field training prior to being allowed to work voluntary overtime.
- 4.2.5 Sworn employees are prohibited from working overtime during their regularly scheduled hours, unless the sworn employee is working on their normally scheduled off days.
- 4.2.6 Sworn employees are prohibited from working overtime while utilizing sick time, vacation time, compensatory time, while on light duty, while on light duty due to a medically documented injury, or for workers compensation with an on-duty injury.
- 4.2.7 Sworn employees are prohibited from working overtime while on suspension or administrative leave with or without pay. This includes interim actions such as relief from duty or Force Usage Review Assignment (FURA) status as defined in APD.SOP.2020 "Disciplinary Process," Section 4.10.5.
- 4.2.8 Sworn employees on approved Family Medical Leave Act (FMLA) are allowed to work voluntary overtime in accordance with this policy and with the written approval of the Corporate Services Section (CSS) commander.
- 4.2.9 Sworn employees assigned to the Airport are only allowed to work overtime at the Airport – per the Airport Section Guidelines.
- 4.3 Overtime Shift Hours
- 4.3.1 Sergeants, investigators, SPOs, and officers are allowed to work overtime. Overtime can be worked in time periods of four (4) hours. Employees can work four (4) hours on a regularly scheduled workday, and eight (8) hours on an employees' day off.
- 4.3.2 Sworn employees can work four (4) hours of overtime after working on duty for at least eight (8) hours. Sworn employees can work eight (8) hours of overtime on an employee's day off. Sworn employees on intermittent FMLA for a family member can work four (4) hours of overtime on days when the employee works a full eight (8) hour shift (as shown in the diagram below).

Rank	Workday	Overtime Hours
Officer/Senior Patrol Officer	8-hours	4-hour time-period max



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Investigator	Day Off	4- hours or max 8-hours
Sergeant	FMLA	4-hour time-period max

#### 4.4 Overtime Productivity

4.4.1 Sworn employees who are approved to work overtime must be productive during their shift. Sworn employees must **at a minimum** conduct one (1) proactive action per hour of overtime worked in the form of:

1. Field interview,
2. Traffic stop,
3. Traffic citation,
4. Parking ticket,
5. Directed Patrol (with prior approved Plan of Action/or an emergency situation),
6. Calls for service (if assigned to a beat car or umbrella car),
7. Vehicle impound,
8. Vehicle recovery,
9. Physical arrest, or
10. Copy of Charges (Arrests).

Example of the Overtime Daily Activity Report for Sworn Employees

Date	Start Time	End Time	Beat	Location of Call	Complaint Number	Type of Proactive Action	Disposition of the Call
5/30/2018	15:00	15:25	102	835 Martin Luther King Jr. Dr. NW	181252203	2 FIF's	12
5/31/2018	16:00	16:15	102	3 Joseph E. Lowery Blvd NW	181252254	1 traffic citation	23

4.4.2 Sworn employees who are approved to work overtime in a patrol beat car must be productive during their shift. Sworn employees in a beat car must be active on a call for service, or proactive on the assigned beat (refer to section 4.4.1).

4.4.3 Investigators must be actively working on a Part I investigation or a Major Crime incident; and must document the case updates in the Records Management System before the end of their shift.

Start Time	End Time	Investigator's Actions	Incident Number	Search / Arrest Warrant Number, Case Number
14:00	15:00	835 Martin Luther King Jr. Dr. NW	181252203	EW-12345



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15:01	16:30	3 Joseph E. Lowery Blvd NW	181252254	EW-98765
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- 4.4.4 Sworn employees working overtime in the Zone in an enforcement status will document all activity on the Overtime Daily Activity Report for Sworn Employees (Form APD 605) on the Overtime Portal.
- 4.4.5 Investigators working overtime on Part I crime cases or Major crime incidents will document the incident number, actions taken, arrest and search warrant numbers on Overtime Daily Activity Report for Investigator (Form APD 606) on the Overtime Portal.
- 4.4.6 Sworn employees working a department-wide overtime detail will:
1. Document the location of overtime,
  2. Document the duties for the overtime detail, and
  3. Document the vehicle number and mileage on the Departmental Special Events Daily Activity Sheet overtime form in the Overtime Portal.
- The productivity requirement is waived for all department-wide overtime details unless authorized by the Chief of Police or COTU.
- 4.4.7 Employees must complete all sections of the online overtime sheet (Form APD 605, Form APD 606, and the Departmental Special Event Overtime Sheet) to include the employees electronic signature on the Overtime Portal.
- 4.5 Limitations on Hours of Employment
- 4.5.1 The Chief of Police, or their designee, may at any time prohibit employees from working overtime at:
1. Specific locations,
  2. Specific types of businesses, or
  3. For other reasons deemed to be in the best interest of the Department.
- 4.5.2 Any sworn supervisor has the authority to order a sworn employee to cease working approved overtime if the sworn employee has violated any departmental rule or overtime procedure. The supervisor will immediately notify the sworn employee's commander and the Overtime Tracking Unit via email ([overtimetrackingunit@atlantaga.gov](mailto:overtimetrackingunit@atlantaga.gov)).
- 4.5.3 A sworn employee cannot work more than a combined total of 130 hours in any two-week pay period. The total hours worked are combined from:
1. On-duty scheduled work;
  2. Approved Overtime, and
  3. Approved Extra Jobs.



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Example of maximum combined work hours

14-Day Total		
On Duty Hours	Combined Overtime and Extra Job Hours	Total Hours
80-Hours	50-hours	130

- 4.5.4 A sworn employee cannot work more than a combined total of 260 hours in any 28-day pay period. The total hours worked are combined from:

1. On-duty scheduled work;
2. Approved Overtime, and
3. Approved Extra Jobs.

Example of maximum combined work hours

28-Day Total		
On Duty Hours	Combined Overtime and Extra Job Hours	Total Hours
160-hours	100-hours	260 hours

- 4.5.5 A sworn employee cannot work more than 50 hours of overtime within a 14-day period; and 100 hours of overtime within a 28-day pay period.

Maximum Overtime Work Hours

14-Day Total	
Overtime Hours	
50-hours	
28-Day Total	
Overtime Hours	
100-hours	

- 4.5.6 The employee's Division commander must approve any exceptions to these limitations in advance of the employee working the excess hours.

- 4.5.7 Sworn employees are prohibited from working any combination of scheduled on-duty and overtime, and extra job employment for more than 16 hours in any 24-hour period.

- 4.5.8 Sworn Employees will not work a combination of on duty employment, overtime, and approved extra jobs that will interfere with, affect the performance of, or involve a conflict of interest with the employee's duties with the Department.

4.6 Overtime Daily Activity Report

- 4.6.1 Sworn employees working overtime will complete all sections, including the electronic signature, of the Overtime Daily Activity Report for Sworn Employees (Form APD 605) or use a printout of the form from the Overtime Portal at the end of their shift. The Overtime Daily Activity Report for Sworn Employees (paper or electronic version) will be submitted to the Overtime Coordinator.





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- 4.6.2 Investigators working overtime will complete all sections, including the electronic signature, of the Overtime Daily Activity Report for Investigators (Form APD 606) or use a printout of the form from the Overtime Portal at the end of their shift. The Overtime Daily Activity Report for Investigators (paper or electronic version) will be submitted to the Zone or Section Overtime Coordinator.
- 4.6.3 All sworn employees working Federal grant overtime will submit a copy of the Overtime Daily Activity Report for Investigators complete with all sections, including the electronic signature, of and associated paperwork for the proper Federal grant to the assigned the Zone or Section Overtime Coordinator.
- 4.6.4 Sworn employees working a department-wide overtime detail will complete all sections, including the electronic signature, of the Departmental Special Events Daily Activity Sheet overtime form in the Overtime Portal at the end of their shift. Employees will print a copy of the Daily Activity Report for Departmental Special Events overtime form from the Overtime Portal and submit it to the Overtime Coordinator.
- 4.6.5 The original Federal grant overtime and activity sheets will be submitted to the sworn employee's timekeeper for processing. A copy will be emailed to the [overtimetrackingunit@atlantaga.gov](mailto:overtimetrackingunit@atlantaga.gov).
- 4.7 Overtime Approval
- 4.7.1 Zone Approval
- 4.7.2 All Zones will assign one lieutenant, or sergeant per Zone to serve as the Overtime Coordinator. The Zone Overtime Coordinator will review and approve all Overtime Daily Activity Sheets for Sworn Employees (Form APD 605) worked in the Zone via the Overtime Portal.
- 4.7.3 The Overtime Coordinator will forward a copy of the Overtime Daily Activity Reports for Sworn Employees (Form APD 605) and the Overtime Daily Activity Report for Investigator (Form APD 606) to the Centralized Overtime Tracking Unit at [overtimetrackingunit@atlantaga.gov](mailto:overtimetrackingunit@atlantaga.gov) on a daily basis.
- 4.7.4 Sworn employees assigned to the Airport are only allowed to work overtime at the Airport – per the Airport Section Guidelines.
- 4.7.5 When an Overtime Coordinator determines that an employee working overtime is not meeting expectations for the overtime assignment, or not performing effectively at their regularly scheduled assignment, then:
1. The Overtime Coordinator will collect the Overtime Daily Activity Reports for Sworn Employee (Form APD 605) from the sworn employee.
  2. The Overtime Coordinator will review the Overtime Log Sheet (Form APD 604) to verify the information entered on the Overtime Daily Activity Report for Sworn Employee (Form APD 605).
  3. The Overtime Coordinator will mark the deficiency on the Overtime Daily Activity Reports for Sworn Employee (Form APD 605) and mark the “denied” mark on the report.



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4. The Overtime Coordinator will meet with the sworn employee and review the overtime deficiencies. The Overtime Coordinator will note the review date and time on the overtime sheet(s).
- 4.7.6 The Zone lieutenant or sergeant, or the Zone Overtime Coordinator will notify the employee's chain of command (Including the captain, major, and Division commander) that the employee was not in compliance with the Overtime Accountability and Tracking Policy in the specific zone via an email before the end of their tour of duty.
- 4.7.7 Each Zone lieutenant assigned as the Zone Overtime Coordinator to approve overtime will review the overtime posting on the Overtime Portal and approve or deny employees who have signed up for overtime on a daily basis via the Overtime Portal.
- 4.7.8 The approval process will be completed on a daily basis. The approval will be based on the sworn employees' adherence to the specific directives for the assigned overtime worked. The Zone Overtime Coordinator will email the Centralized Overtime Tracking Unit at [overtimetrackingunit@atlantaga.gov](mailto:overtimetrackingunit@atlantaga.gov) all overtime violations on the date of review.
- 4.7.9 Investigative Approval
- 4.7.10 The Special Enforcement Section (SES) and Major Crime Section will each assign one lieutenant or sergeant to serve as CID Overtime Coordinator for all investigation overtime worked by investigators. The CID Overtime Coordinator will review and approve all investigators Overtime Daily Activity Sheets for Investigators (Form APD 606) via the Overtime Portal. The CID Overtime Coordinator will compare incident numbers on their Form APD 606 to Case Management notes to ensure compliance.
- 4.7.11 The SES and Major Crimes Overtime Coordinator will forward a copy of the Overtime Daily Activity Reports for Sworn Employees (Form APD 605) and the Overtime Daily Activity Report for Investigator (Form APD 606) to the Centralized Overtime Tracking Unit at [overtimetrackingunit@atlantaga.gov](mailto:overtimetrackingunit@atlantaga.gov) on a daily basis.
- 4.7.12 The investigators must submit a copy of the Overtime Daily Activity Sheet (Form APD 606) to the CID Overtime Coordinator each day at the end of their tour of duty via the Overtime Portal. The investigators must list the specific time spent on each case worked and the case number must be listed.
- 4.7.13 The approval process will be completed on a daily basis. The approval will be based on the sworn employees' adherence to the specific directives for the assigned overtime worked. The CID Overtime Coordinator will email the COTU at [overtimetrackingunit@atlantaga.gov](mailto:overtimetrackingunit@atlantaga.gov) all overtime violations on the date of review.
- 4.7.14 Command Approval
- 4.7.15 Section and unit commanders will ensure the employees have completed an overtime sheet for every shift of overtime claimed on the Payroll Submission form (Form APD 601).
- 4.7.16 Section and unit commanders will review all overtime sheets (Form APD 605 and Form APD 606) at the end of the 14-day pay period cycle for their respective commands. Section and unit commanders will review the total number of overtime hours worked, the employee's activity, and the employee's compliance with this policy.



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- 4.7.17 Section, and unit commanders will approve and sign all overtime payroll submission forms (Form APD 601) at the end of the 28-day pay period for their respective commands.
- 4.7.18 Send a copy of the 28-Day pay period Overtime Submission Forms (Form APD 601) to the Centralized Overtime Tracking Unit.
- 4.7.19 COTU Approval
- 4.7.20 The COTU will review unapproved Overtime Daily Activity Reports for Sworn Employees (Form APD 605), Overtime Daily Activity Sheets for Investigators (Form APD 606), and Federal grant time and activity sheets that were submitted from the Zones and Investigative Units and during the tracking, review and audit process.
- 4.7.21 The COTU will review overtime hours worked by all Atlanta Police Department sworn employees.
- 4.7.22 An Overtime audit will automatically be generated for any sworn employee:
1. When they have accumulated more than 100 hours during a 28-day period.
  2. When an overtime coordinator sends a denial to the COTU.
  3. When a supervisor notifies the COTU with a concern over an employee's overtime.
- 4.8 Overtime Audit Process:
- 4.8.1 Once the COTU has received a notification of Overtime concern or violation, the audit process will begin.
- 4.8.2 The COTU will review sworn employees monthly overtime sheets from:
1. Overtime Daily Activity Reports for SPO / Officers (Form APD 605);
  2. Overtime Daily Activity Sheets for Investigators (Form APD 606);
  3. Federal grant time sheets;
  4. Federal grant activity sheets;
  5. Extra Job Activity Sheets (Form APD 728);
  6. Accumulated overtime hour totals from the Kronos and Oracle systems.
- 4.8.3 Upon the completion of the audit review, the commander of the COTU will advise the Chief of Police, or a designee, of their findings, so the Chief of Police, or a designee, can make a determination on the sworn employees' overtime status.
- 4.8.4 The Chief of Police, or a designee, will notify the sworn employee, the sworn employee's lieutenant, captain, major, and Division commander, if the sworn employee can return to regular overtime, or that their ability to work overtime will be suspended, and/or a referral to the Office of Professional Standards for investigation.



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4.9 Overtime Tracking

4.9.1 The COTU will review and track all overtime worked by sworn employees. The tracking will include:

1. Date,
2. Time,
3. Location,
4. Zone,
5. Beat,
6. Number of calls for service,
7. Number of citations issued,
8. Physical Arrests made,
9. Copy of Charges (Arrests);
10. Arrest warrants,
11. Search Warrants, and
12. Vehicle Recoveries and Impounds.

4.9.2 Zone and unit commanders, or their designee, will forward to the COTU all Overtime Daily Activity Sheets (Form APD 605, 606) when requested for audits from their worksite under their command.

4.9.3 The COTU will be provided copies upon request of all completed:

1. Overtime Daily Activity Reports for Sworn Employees (Form APD 605);
2. Overtime Daily Activity Sheets for Investigators (Form APD 606);
3. JAG Crime Suppression Time Sheet (Form APD 001);
4. JAG Daily Activity Sheet (Form APD 0001); and
5. All Federal Grant overtime sheets

4.9.4 Sworn employees working the overtime will enter the number of hours worked, calls for service, citations issued, physical arrests, copies of charges, vehicle recoveries and impounds in the prior to the end of his or her shift into the Overtime Portal.

4.9.5 The COTU will generate a bi-weekly overtime analysis report that details:

1. Data Reported



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- a. Number of overtime hours worked;
    - b. Number of employees working overtime;
    - c. Rank of sworn employee working overtime;
    - d. Sworn employees hourly rate;
    - e. Total number of calls for service;
    - f. Traffic citations issued;
    - g. Physical arrests made;
    - h. Copies of charges issues; and
    - i. Vehicle impounds.
  2. Crime Statistical Data
    - a. An overview of the Part I crimes per zone;
    - b. An overview of all types of overtime worked;
    - c. A comparative analysis of overtime worked and weekly crime data.
  3. Overtime Violations
    - a. The number of employee violations;
    - b. Listing of sworn employees suspended from working overtime;
    - c. Date the sworn employee can resume overtime;
    - d. Number of violations referred to the Office of Professional Standards (OPS).
- 4.9.6 The COTU bi-weekly report will analyze all overtime worked to determine if the overtime worked was effective at lowering crime in the designated areas.
- 4.10 Payment and Compensation
- 4.10.1 Overtime is paid at a time-and-a-half rate for non-exempt sworn employees. Overtime hours must be reported in Kronos as the actual number of hours worked.
- 4.10.2 Overtime for Federal grants are paid at a time-and-a-half rate, as stated in APD.SOP.2050 "Timekeeping," Section 4.17.7. Overtime hours must be reported in Kronos as the actual number of hours worked. FSLA guidelines apply.
- 4.10.3 Overtime Administrative Procedures



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1. Complete the 14-Day Overtime Submission Form (Form APD 601) with employees listed in numerical order by position number.
2. Submission at the end of the 28-Day pay period will include two 14-Day Overtime Submission forms (Form APD 601).
3. Section, and unit commanders will approve and sign all overtime payroll submission forms (Form APD 601) at the end of the 14-day pay period for their respective commands.
4. Send the original and up the chain of command to the division commander for approval.
5. File the original documents in the office of the payroll unit.
6. Send a copy of the 28-Day pay period Overtime Submission Forms (Form APD 601) to the Centralized Overtime Tracking Unit.

4.11 Sworn Employee Overtime Violations

4.11.1 Sworn employee overtime violations can include, employees who;

1. Fail to clock in and out for overtime;
  2. Fail to complete all paperwork correctly;
  3. Fail to complete all paperwork by the end of the tour of duty;
  4. Fail to comply with the overtime assignment;
  5. Has worked more than the hours assigned for overtime;
  6. Has worked more than the maximum overtime hours allowed;
  7. Failure to meet the overtime productivity expectations (per assignment);
  8. Has worked more than the combined total of 260 hours per 28-day period (on-duty employment, overtime, and Extra Job hours worked);
  9. Has worked over the amount of overtime allowed per day;
  10. Has worked over the amount of overtime allowed per 14-day and 28-day time period;
  11. Has worked overtime in an area not previously approved by a supervisor; and
  12. Has worked overtime when their status prohibits working overtime (i.e., sick out, vacation, compensatory time, FMLA, administrative duty, light duty, injured on duty, and FURA).
- 4.11.2 Sworn employees committing a violation is subject to, but not limited to, suspension from working overtime, a counseling form, and up to and may include an internal affairs investigation.

5. DEFINITIONS



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- 5.1 Compensatory time: Time accumulated by working in excess of the regular work week to be taken as leave by the employee.
- 5.2 Crime Fighting Details: Managed by a sergeant. This can be a supervisor and officers operating a detail to fight a specific crime, at specific locations, during a set time period.
- 5.3 Crime Fighting Overtime: This can be an officer or supervisor handling calls in a beat car, or assigned a specific crime fighting task or area.
- 5.4 Exempt Sworn Employee: A supervisory or administrative employee. As a matter of Department policy, all sworn employees at the rank of lieutenant or above are expected to be engaged in supervisory and administrative duties, as defined by the Fair Labor Standards Act, and therefore, exempt.
- 5.5 Extra Job: Any employment (including self-employment) or work or rendering of services by a Departmental employee for which the employee receives compensation of any kind (including free or reduced cost housing) provided to him or her by any person, company, or agency other than the Atlanta Police Department. Additionally, any employment, work or rendering of police or security services by a Departmental employee in uniform for any person, company or agency other than the Atlanta Police Department regardless of whether the employee receives any form of compensation will require the employee to request and have approved an extra job permit. Extra jobs are to be referred to as Type I, Type II, Type III, Type IV, and Type V (refer to APD.SOP.2060 "Extra Jobs" for additional information).
- 5.6 Investigator Overtime: Part I Crime and Major investigations: Investigators can work Part I crime cases in the office and on the street. Investigators must list their times and case numbers on the Overtime Daily Activity Report for Investigators (Form APD 606). Investigators must update case management to show their actions.
- 5.7 Federal Overtime: Federal Grant overtime, consisting of United States Department of Justice Funded for various objectives of each grant.
- 5.8 Limitations on Overtime: Employees are limited to 130 hours of combined regular hours worked, overtime worked, and Extra Jobs worked during a 14-day pay period cycle. Employees are limited to 260 hours of combined regular hours worked, overtime worked, and Extra Jobs worked during a 28-day pay period cycle.
- 5.9 Overtime duty radio number: The employee's unique identification number with an "OT" attached to the end (e.g. 1234OT). If the employee is working overtime as a beat unit, the employee will operate as the beat unit with an "OT" after it (e.g. unit "1301OT"), and then the employee will tell dispatch their unique identification number.
- 5.10 Overtime Pay Period: The Department utilizes a 14-day pay period cycle, and a 28-day pay period cycle for all overtime. Overtime is only paid after the 28-day pay period cycle.
- 5.11 Overtime Pay Rate: Overtime is paid at a time-and-a-half rate, but overtime hours must be reported as the actual number of hours worked.
- 5.12 Straight time: Time for which an employee is paid or given compensatory time at the regular rate. For sworn employees, the first 11 hours over 160 hours in a 28-day work period will be straight time, per FSLA guidelines.



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- 5.13 Special Detail Overtime: for crime fighting details, a sergeant(s) may work the detail. Each sergeant can supervise up to seven (7) officers per sergeant. The pre-determined detail must address a Part I crime in a geographic area. The sergeants must be actively involved on the street in order to qualify for this overtime.
- 5.14 Sworn non-exempt: A sworn employee not primarily engaged in supervisory or administrative duties.
- 5.15 Traffic Enforcement Overtime: this overtime detail can encompass an area of concern for Zone Commanders. This detail can be operated during specific hours, dates, and areas, designated by the Zone Commanders.
- 5.16 Voluntary Overtime: Voluntary overtime, consisting of crime fighting, crime fighting details, Part I crime and Major Crime investigations, and special event overtime.

6. CANCELLATIONS

Overtime Accountability and Tracking, effective December 30, 2020.

7. REFERENCES

APD.CM.16.14 Airport Section Volunteer Overtime Guidelines  
APD.SOP.2050 "Timekeeping"  
APD.SOP.2060 "Extra Jobs"  
Form APD 212 "Daily Overtime Opportunities"  
Form APD 601 "Crime Fighting Initiative"  
Form APD 604 "Overtime Log Sheet"  
Form APD 605 "Overtime Daily Activity Sheet for Sworn Employees"  
Form APD 606 "Overtime Daily Activity Sheet for Investigators"  
Form APD 607 "Daily Activity Sheet"

8. SIGNIFICANT CHANGES

No Changes were made to the policy during the review process. The Overtime Tracking Unit was moved from SSP to SSD, but no division is mentioned in this version or past versions of the policy.