



Lakewood Police Department Policy and Procedure

Effective Date:
07/30/2025

Policy Number: PP – 4212 **MAXIMUM WORK HOURS**

A. Policy

In recognition of the demanding and often unpredictable nature of police work, this policy establishes limits on both daily and weekly work hours to protect employee wellness, operational readiness, and public safety. Excessive work hours without adequate rest can result in fatigue, impaired judgment, and diminished performance.

This policy governs all compensated work beyond an employee's regular shift, including department-authorized overtime and extra duty employment, and sets rest periods and weekly limits to ensure employees remain physically and mentally fit for duty.

B. Procedure

1. Definitions:

- a. Regular Work Hours: The standard hours assigned to an employee per their duty schedule (40 hours per work week).
- b. Extended Duty Hours: Any compensated work performed beyond regularly scheduled hours in a single workweek. This includes:
 - (1) Department-authorized overtime (e.g., court appearances, holdovers, instructor-led training, callouts).
 - (2) Extra duty assignments worked for third-party entities.
- c. Extra Duty: Voluntary work assignments completed outside regular duty hours for third-party entities, coordinated through the department.
- d. Overtime: Department-authorized work performed beyond regular work hours, compensated at applicable overtime or compensatory rates.
- e. Rest Period: An uninterrupted period of eight (8) consecutive hours in any 24-hour period during which no compensated work is performed.
- f. Continuous Duty: Any uninterrupted period of work, regardless of assignment type.
- g. Workweek: A seven-day period defined by the City's payroll calendar (Sunday to Saturday).

2. Weekly Limit on Extended Duty Hours

- a. Employees will not exceed 36 extended duty hours per workweek, inclusive of all overtime and extra duty combined.
- b. Extra Duty Sub-Limit: Within the 36-hour limit, no more than 18 hours per week may be used for extra duty assignments.

Example: If 18 hours of Extra Duty are worked, only 18 overtime hours may also be worked. If no Extra Duty is worked, up to 36 overtime hours are permitted.

3. Exceptions to Hour Limits

The 36-hour extended duty cap, and other limitations may only be exceeded with prior approval from a Commander or higher authority and only under the following circumstances:

- Critical incidents or public safety emergencies (e.g., mass casualty events, active threats, tactical callouts).
- Instructor-led departmental training outside normal duty hours.
- Mandatory court appearances beyond the employee's control.
- Minimum staffing requirements due to absences, vacancies, or operations.
- Special event deployments needing increased short-term coverage.

4. Supervisory Responsibilities

a. Supervisors must monitor extended duty hours on a weekly basis.

b. They are responsible for ensuring:

- Compliance with daily rest periods and weekly hour caps.
- Proper documentation and justification for all exceptions.
- Accurate entry of overtime and extra-duty work into Workday.
- Denial of overtime or removal from duty of any employee exceeding guidelines.

5. Employees who feel unable to continue duty due to physical or mental exhaustion must notify a supervisor immediately. The supervisor is responsible for arranging relief without undue delay.

C. Rule

1. Employees shall be provided a mandatory minimum of eight (8) consecutive hours of time off during any twenty-four (24) hour period, absent emergency operations or Commander approval.

a. The mandatory rest period may not be waived by the employee, and no off-duty or extra-duty employment shall be engaged in during this time.

b. These requirements apply to all types of work, including shift changes, shift trades, rotation, overtime, training, on-call, off-duty, and extra duty assignments.

c. No employee shall work more than sixteen (16) continuous duty hours.

2. Employees must:

- Track and report all extended hours accurately in Workday.
- Inform supervisors of all hours worked since their last rest period before accepting additional duty.
- Refrain from accepting extra-duty or overtime that would cause them to exceed limits.
- Obtain approval for all overtime and any exceptions to hour limits.

3. Call-outs for specialized teams or task forces must be included in total time worked; rest periods still apply.

4. No employee may leave an assigned post until properly relieved.

5. Employees are responsible for ensuring off-duty employment does not interfere with regular duty or violate the 8-hour rest period.