

P.O. 201 Accrual of Time, Overtime, and Compensatory Time

Effective From:	6/22/2026	Effective To:	Current
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P.O. 201 – Accrual of Time, Overtime, and Compensatory Time

1. PURPOSE

- i) This order establishes Department policy regarding the accrual of time, overtime, and compensatory time for hours worked by personnel as authorized. Time shall be compensated only after the verification and approval of hours actually worked in accordance with this order.

2. SCOPE

- i) This policy shall apply to all employees of the Office of State Police.

3. ADMINISTRATIVE CONTROL AND COMMAND RESPONSIBILITIES

- i) Commanders and Supervisors are responsible for effectively managing work schedules and minimizing overtime.
- ii) Special attention shall be given to assignments to ensure, whenever possible, that an employee does not work in excess of their tour of duty absent reasonable justification. “Reasonable justification” means that the work could not be performed by other on-duty personnel or that time constraints required the work to be performed immediately.
- iii) If overtime is necessary, supervisory personnel shall make every effort to minimize its total accumulation. After hours have been worked in excess of the employee's regular tour of duty, remaining work schedules may be adjusted by granting time off within the same pay period.
- iv) Commanders may adopt additional written policies to safely and effectively manage overtime and extra-duty assignments, provided those policies do not conflict with this order. Any additional policies shall be included in the section policy and procedural manuals and submitted to Operational Development. Any such policy must comply with both [State Police Commission](#) rules and [Civil Service](#) rules.
- v) Schedule documentation, time workflow audit reports, route sheets, and other appropriate records shall be maintained by each Commander.

4. TERMINOLOGY

- i) Court Time - Time spent in criminal or civil court, administrative hearings, depositions, or any other proceeding related to the adjudication of a legal or administrative matter while acting in one's official capacity. Travel time to and from any such proceeding shall be included in the calculation of court time.
- ii) Exempt Employee - An employee who is not required under the Federal Fair Labor Standards Act (FLSA) to receive overtime at time-and-one-half compensation. Commissioned officers at the rank of Captain or above are considered exempt. Exempt civilian positions shall be determined by the Human Resources Director.
- iii) Federally Funded Enforcement Grant - Any specially funded overtime enforcement grant, regardless of the source agency, administered through the Department's grant program.
- iv) Federal Grant Enforcement Hours - Hours worked by a non-exempt officer under the applicable grant coding for overtime. Hours worked under grant coding are compensable at the rate of time-and-one-half, notwithstanding the 80-hour threshold that otherwise applies.
- v) Field Training Officer (FTO) Pay - Compensation provided to commissioned officers who have been certified by the Training Academy to perform FTO duties, and are assigned the responsibility of supervising, training, and evaluating officers during the field training period.
- vi) Non-Exempt Employee - An employee who is required under FLSA to receive overtime compensation at the rate of time-and-one-half. Commissioned officers at the rank of

Lieutenant and below are considered non-exempt. Non-exempt civilian positions shall be determined by the Human Resources Director.

- vii) Overtime - Time for which an employee is due compensation for hours actually worked in excess of their regular assigned work period. Compensation may be provided at either the straight-time rate or the rate of time-and-one-half, and may be delivered in the form of cash payment or compensatory time (straight or time-and-one-half), as determined by Civil Service and State Police Commission rules and this policy.
- viii) Special Leave - Time off granted without loss of pay, annual leave, compensatory leave, or sick leave, as described in State Police Commission rules or Civil Service rules, Chapter 11, Section 23.
- ix) Straight Time Compensatory Time - Compensation on an hour-for-hour basis (straight time) for hours worked by an employee beyond their regularly assigned work period under any of the following conditions:
 - a) Time earned in excess of an employee's assigned work period when paid time off (e.g., sick, annual, compensatory time taken, paid holidays) has been documented in the same pay period;
 - b) Additional hours worked by exempt employees who are prohibited from earning overtime wages at time-and-one-half compensation; or
 - c) When so directed by the appointing authority.
- x) Time and One Half Compensatory Time - Compensation at the rate of time-and-one-half for hours worked by a non-exempt employee beyond their regularly assigned work period.
- xi) Time Request Entry - The entry an employee makes in the Department's timekeeping system documenting a single shift, tour of duty, or a distinct set of hours worked or leave requested.
- xii) Time and Attendance Record - The culmination of all time request entries for a given pay period. The time and attendance record is the document or file that, upon verification and approval, supports compensation for the pay period.
- xiii) Tour of Duty - The regularly recurring scheduled workday; may be an 8-hour, 10-hour, or 12-hour shift.
- xiv) Work Period - An established and regularly recurring period of work of not less than seven (7) consecutive days and not more than twenty-eight (28) consecutive days. For commissioned personnel, this period shall be fourteen (14) days; for non-commissioned personnel, this period shall be seven (7) days.

5. ACCRUAL OF TIME

- i) In accordance with FLSA, State Police Commission rules, and Civil Service rules, personnel shall be classified as either exempt or non-exempt for the purpose of calculating time.
- ii) Straight Time Thresholds
 - a) All commissioned personnel shall claim straight time for each regular duty hour worked until 80 hours have been worked in the 14-day work period.
 - b) All civilian employees shall claim straight time for each regular duty hour worked until 40 hours have been worked in the 7-day work period.
- iii) Compensation Above the Thresholds
 - a) Non-exempt commissioned personnel shall be compensated at time-and-one-half for each hour worked in excess of 80 hours per work period.
 - b) Exempt commissioned personnel shall claim straight time on an hour-for-hour basis for each hour worked in excess of 80 hours per work period.
 - c) Non-exempt civilian employees shall be compensated either with overtime at time-and-one-half or with time-and-one-half compensatory time for each hour worked in excess of 40 hours per work period.
 - d) Exempt civilian employees shall claim straight time on an hour-for-hour basis for each hour worked in excess of 40 hours per work period.
 - e) Personnel required to work on any holiday shall be compensated according to FLSA rules, State Police Commission rules, Civil Service rules, and the appointing authority.

- iv) Work Schedules and Tour of Duty Exemptions
 - a) Non-exempt commissioned officers, at the discretion of the Commander, may be exempted from recurring regular duty shifts of 8, 10, or 12 hours as necessary to effectively manage the operations and responsibilities of the unit or section.
 - 1) A Commander shall exempt only those officers whose duties require frequent and unforeseen scheduling adjustments due to work responsibilities that occur beyond regularly scheduled tours of duty.
 - 2) This exemption does not eliminate the requirement to establish planned work schedules for the work period. Planned work schedules shall be followed unless adjustments are approved by the supervisor.
 - 3) Personnel placed under this exemption shall be placed on positive time entry for timekeeping purposes.
 - 4) The Commander is responsible for closely monitoring the scheduling of personnel to ensure adherence to these guidelines.
 - v) 12-Hour Shift Schedules
 - a) Overtime and compensatory time shall not be earned as a result of an officer's regularly scheduled 12-hour shift, unless the additional hours are required by the Department.
 - b) All officers working 12-hour shifts shall work one 8-hour shift per work period if staffing allows.
 - c) Non-commissioned personnel shall be scheduled for 40 hours each week.
 - vi) Travel Between Residence and Work
 - a) Normal or routine travel between an employee's residence and assigned regular work location shall not be compensable. Time resulting from unusual or out-of-the-ordinary travel shall be counted toward total work hours and credited as the actual time spent in transit.
 - vii) Travel for Official Business
 - a) An employee required by the Department to attend court, a school, seminar, training session, re-trainer, or convention shall claim the actual time spent in transit as work time in accordance with PPM 49. Travel time or time in transit shall not exceed 16 cumulative hours without authorization from the Commander.
6. **OVERTIME: AUTHORIZATION, VERIFICATION, AND DOCUMENTATION**
- i) Authorization
 - a) The Commander may designate, for every shift or unit, a supervisor or acting supervisor with the authority to authorize overtime work, when justifiable, for personnel under or subject to their command.
 - b) An employee shall not work overtime without proper authorization from the appropriate supervisor, and shall not claim time or overtime that was not actually performed.
 - c) A commissioned employee required to work on their regular time off (i.e., additional hours worked after the regular tour of duty has ended, or any work performed on a regularly scheduled day off) shall be compensated in accordance with this order. To qualify for time-and-one-half overtime, the employee must first fulfill the total hourly requirement of 80 hours actually worked for the work period.
 - d) Officers shall not be compensated at the time-and-one-half rate until 80 hours have been actually worked, notwithstanding an applicable exception per this Order or other LSP policies.
 - ii) Verification
 - a) The employee's supervisor shall verify each time request entry containing overtime before approving the time request entry.
 - b) The Commander shall verify overtime claimed by supervisors.
 - c) Commanders shall have their overtime approved by their immediate supervisor.
 - iii) Documentation in the Time Request Entry

- a) Each time request entry shall contain, at a minimum:
 - 1) Nature of assignment;
 - 2) Date and time the employee commenced work; and
 - 3) Date and time the employee completed the work.
- b) When any portion of a time request entry constitutes overtime:
 - 1) Employees shall ensure that the proper overtime coding is utilized;
 - 2) Employees shall include a note stating the name of the detail or overtime assignment, or the work completed during the overtime hours;
 - 3) Supervisors shall ensure the accuracy of all entries before approval; and
 - 4) Commanders shall ensure that any additional documentation for the overtime worked (e.g., email approvals, rosters, etc.) is kept in the official time file for that work period.
- c) All time request entries for a pay period, once verified and approved, shall constitute the employee's time and attendance record for that pay period.
- iv) Emergency Support Functions and Declared Disasters
 - a) All employees who work Emergency Support Functions in preparation for anticipated events and during declared disasters may, upon approval or directive by the Governor or Commissioner of Administration, receive compensation in the form of a cash payment at time-and-one-half for all overtime worked.
 - b) A commissioned employee on authorized leave status (e.g., annual, compensatory, sick, or family and medical leave) who returns to work because of a call-out (e.g., emergency or natural disaster) shall not be allowed to accrue cash overtime paid at time-and-one-half until the actual hours worked exceed 80 in that work period.
- v) Extra Duty Details, Escorts, and Federally Funded Enforcement Grants
 - a) A commissioned employee shall not work a federally funded enforcement grant, or any other extra-duty detail, during a regular tour of duty.
 - b) An officer shall not take leave solely and specifically to work any extra-duty detail during their regularly scheduled tour of duty, unless the extra-duty work is required by the Department. In such cases, the officer may elect to perform the extra-duty work on regular duty or elect to take leave in order to earn the extra-duty detail rate.
 - c) An officer on previously approved leave (other than family and medical leave, sick leave, or leave without pay), or an officer required to take time off due to excess hours worked in a pay period, may work extra-duty or overtime details during the requested time off.
 - d) An officer shall not work more than 16 hours of paid overtime or other extra-duty detail in a single day, or more than 48 hours of paid overtime or other extra-duty detail in a pay period, unless approved and documented by the Commander.
 - e) No officer shall work escorts, paid off-duty details, or overtime in any pay period in which they have taken leave without pay, been suspended without pay, been placed on forced or administrative leave, or worked at a reduction in pay as a result of disciplinary action, unless authorized by the appointing authority.
 - f) Non-Exempt officers may be compensated at the time and one-half rate for working a federally funded grant without regard for the number of regular hours worked during the period.
 - g) Officers shall be paid for extra duty details and escorts in accordance with P.O. 1107 and LACE in accordance with P.O. 1108 without regard for the number of regular hours worked during the period.
- vi) 16-Hour Cumulative Limit and Required Rest Period
 - a) For purposes of this section, "cumulative hours" means any combination of regular work hours, overtime, and extra-duty details. Court obligations occurring outside an officer's regularly scheduled duty hours, arrest hours made at the end of the shift, and extra-duty or overtime details shall count as time worked for purposes of determining

the 16-hour limitation.

- 1) Officers and civilians shall not work more than a total of 16 cumulative hours.
- 2) An 8-hour rest period shall be required following 16 cumulative work hours and before returning to regular duty or an overtime assignment.
- 3) Exceptions to the 16-hour rule require the approval of the Commander.
- 4) Supervisors and Commanders shall exercise caution and sound judgment when considering whether to allow an officer or civilian to work more than 16 cumulative hours.
- 5) Officers are responsible for not working a consecutive number of non-regular duty assignments such that it might adversely affect their safety, regular duty performance, or overall well-being.
- 6) Any supervisor who becomes aware of an employee who demonstrates decreased productivity or effectiveness as a result of excessive voluntary workdays, or who creates a safety hazard to themselves or others, shall timely bring the matter to the attention of the Commander for resolution.
- 7) If, in the judgment of a supervisor, an officer is impaired by fatigue or lack of adequate rest such that the officer cannot safely continue duty, the shift lieutenant or Commander may relieve the officer from duty. Such action shall be documented and reported through the chain of command. The officer must take leave for the remainder of that shift and until they may safely return to work.
- 8) The required 8-hour rest period shall not be used as a basis for failing to appear when an officer has been subpoenaed or otherwise directed to attend court, a deposition, or an administrative hearing. Officers shall appear as directed, and the 8-hour rest requirement shall not apply in these circumstances.

vii) Court Time

- a) Court time earned when the officer is not regularly scheduled to work (off-duty) shall be recorded on the officer's time request entry for that pay period. The notation shall include the jurisdiction and either the subpoena number or the name of the defendant.
- b) If overtime is earned, the appropriate coding shall be utilized in the time request entry. No officer shall cash a subpoena or otherwise receive a witness fee as compensation for time spent in court.
- c) At the conclusion of each off-duty court appearance, the officer shall have all subpoenas for which they appeared either stamped or signed by a representative of the appropriate Clerk of Court's office verifying attendance on that date. The subpoena(s) shall be submitted in accordance with established Troop or Section procedures.
- d) Each officer attending criminal or civil court, an administrative hearing, or a deposition shall notify the Troop by radio or other means of communication of their status and any changes in that status.
- e) The Commander shall manage court time to ensure that, whenever practicable, personnel do not exceed 80 hours in a pay period, by providing time off or adjusting schedules as needed.

7. SHIFT DIFFERENTIAL PAY

- i) Commissioned officers at the rank of Lieutenant or below may be eligible to receive an additional five dollars (\$5) per hour for work performed during regularly scheduled tours of duty for any time periods other than 6:00 a.m. to 6:00 p.m., Monday through Friday.
- ii) Shift differential pay applies only to regular tours of duty. Special details (unless prior approval is obtained from the Superintendent) and overtime hours compensated by state or federal funds do not qualify.
- iii) Adjustments to an employee's work hours, including voluntarily shifting hours or working outside of 6:00 a.m. to 6:00 p.m., Monday through Friday, that are not part of a regularly scheduled tour of duty shall not qualify for shift differential pay.

8. FIELD TRAINING OFFICER (FTO) PAY

- i) FTO pay is authorized for certified field training officers as compensation for the additional responsibilities and limited supervisory functions during a new officer's field training period.
- ii) FTO pay shall not be authorized for commissioned officers at the rank of Sergeant and above. However, FTO supervisors and FTO coordinators may earn overtime, when justified and approved by their Commander, to successfully fulfill their FTO-related duties.
- iii) FTO pay is only authorized during the FTO's regular duty hours while actively engaged in the supervision, training, and evaluation of an officer assigned to the field training program.
- iv) FTO pay shall not be earned for any hours that are also compensated as overtime. This prohibition includes all forms of overtime, including compensatory time earned, extra-duty details, escorts, and federal enforcement grants.
- v) FTO pay may be paid in conjunction with shift differential pay.
- vi) Officers earning FTO pay shall include a note in their time request entry for each tour of duty in which FTO pay is earned. At a minimum, the note shall include the name of the officer(s) trained and shift assignment, e.g., "Trooper Smith, Team C."

9. LEAVE

i) Routine Leave

- a) An employee requesting leave shall specify the type of leave requested on the time request entry.
- b) If the employee qualifies for the leave, has a balance in the requested category, and is granted the leave, the leave shall be deducted from the category requested.
- c) If the employee does not have a balance in the requested category, the leave shall be deducted from an appropriate leave category that has a balance.
- d) All leave granted shall be administered in accordance with applicable State Police Commission and Civil Service rules.
- e) Annual, compensatory, and sick leave may be granted on a half-hour basis under State Police Commission rules and in tenths of an hour under Civil Service rules.

ii) Leave Prior to Retirement or Resignation

- a) The maximum amount of unused straight compensatory leave that an exempt employee may be paid in cash in a fiscal year is 200 hours, including any hours paid at separation from the Department.
- b) Budget Unit Heads may grant up to 160 hours of annual or compensatory leave, or any combination thereof, accumulated in excess of 300 hours, immediately preceding the resignation of an employee, provided:
 - 1) The employee has given written notice of their intent to resign;
 - 2) The employee submits an application for annual and/or compensatory leave in advance;
 - 3) The employee on leave prior to resignation shall not perform work that would violate the Code of Governmental Ethics, State Police Commission rules and Regulations, or regulations of their office; and
 - 4) The employee may be required to return to duty for one or more days during the leave period at the request of their supervisor.

iii) Family Medical Leave

- a) All commissioned and non-commissioned employees shall refer to DPS Policies and Procedures, Chapter 3 - Human Resources, Section 03-01.22, Family Medical Leave (FMLA), for procedures and guidelines to ensure compliance with the Federal Family and Medical Leave Act of 1993.

10. EMERGENCIES, CLOSURES, AND RESTRICTED ON-SITE COMPENSATION

- i) In accordance with State Police Commission rules or Civil Service rules, when emergencies or local conditions such as civil disorders, celebrations, chemical or industrial accidents, floods, hurricanes, or other acts of God occur, the Superintendent may determine that it is impracticable for personnel in such locations to work.
- ii) An employee shall not assume a closure has been declared; the employee shall call in or

- report for duty unless notified otherwise.
- iii) As directed in P.O. 601, Critical Incident and Special Task Planning, when normal operations cease due to an emergency or crisis, employees shall consult their applicable Continuity of Operations Plan (COOP) to determine whether they are essential personnel. Depending on the severity of the emergency or crisis, employees deemed essential shall report for duty when notified by their team leader. Essential employees shall accrue time in accordance with this order. Non-essential employees shall accrue time as follows:
 - iv) Closure Before the Workday Begins
 - a) When offices or sections are officially declared to be closed due to an emergency or other conditions before the workday has begun, employees who are scheduled to work but are not required to report shall be credited with special leave for the entire shift. Employees on paid leave (e.g., annual, sick, compensatory time taken) on the day(s) of the declared closure shall also be eligible for special leave.
 - v) Closure After the Workday Begins
 - a) When offices or sections are officially closed after the workday has begun, employees who reported to work shall be credited with regular time from the beginning of the shift until the time of the closure, and shall claim special leave from the time of the declared closure to the end of the shift. Employees on paid leave (e.g., annual, sick, or compensatory leave) shall be charged with the type of leave approved for the portion of the workday from the beginning of the shift to the effective time of the closure; effective at the time of the closure, their leave status shall be changed to special leave.
 - vi) Unable to Report; Days Off; Leave Without Pay
 - a) Employees who are scheduled to work but are prevented from reporting due to impassable roads (including reasonable alternate routes) or other unsafe conditions shall be granted special leave for the period of absence. The ability to report to work shall be determined by the Commander.
 - b) Employees whose days off fall within the closure period shall not be affected. Employees on leave without pay during the period of closure shall be ineligible for paid leave.
 - vii) Isolated Incidents Affecting a Single Facility
 - a) In temporary isolated incidents, the Commander shall determine the existence of an emergency situation that may necessitate closure of a Troop or Section. When emergencies such as loss of power or water, or a natural or manmade incident, affect a single facility, special leave may be administered. The Commander shall notify the Superintendent and the Human Resources Director that the facility was declared closed. Where the emergency extends beyond a single facility to a region, the Command Inspector shall coordinate with the Superintendent and the Human Resources Director.
 - b) If only part of a Troop or Section is affected and the facility is not officially closed, the following shall apply:
 - 1) Employees who report to work, or who were scheduled to work if the announced time-off takes effect before the workday begins, shall be charged special leave for the period of absence.
 - 2) Employees on annual leave, sick leave, compensatory leave, or leave without pay shall be charged with the type of leave previously approved.
 - 3) No additional compensation (pay or leave) shall be granted to anyone who remains on duty.
 - viii) Restricted On-Site Compensation
 - a) During any emergency or incident (e.g., natural or manmade disaster, SWAT mission, hazardous material incident, or bomb incident) that requires a commissioned officer to remain at the site, the officer shall be compensated for all time during which they are restricted to that location.
 - 1) An officer is considered “restricted to the site” when they are on duty and required

to remain at the actual location of the emergency or incident due to the nature of the situation or the need to maintain control of the scene.

- 2) The Incident Commander shall determine the duty status of all officers restricted to the emergency site.
- 3) Commissioned officers shall be compensated in accordance with applicable FLSA regulations, State Police Commission rules, Civil Service rules, and directives of the appointing authority.

11. VIOLATIONS

- i) Violations of this policy may be subject to disciplinary procedures up to and including termination.