



DEPARTMENTAL GENERAL ORDER

D-01: OVERTIME

Effective Date: 16 Dec 20

Coordinator: Fiscal Services

The purpose of this order is to set forth policy and procedures regarding overtime management, approval, and reporting.

A. OVERTIME WORKED (OTW)

A – 1. Policy

Due to fiscal impacts and possible effects on member wellness, overtime worked must be minimized, controlled, and used only as absolutely necessary. The annual performance evaluation of supervisors, commanders, and managers will include an assessment of managing overtime expenditures.

A – 2. Definitions

1. Overtime Worked or OTW refers to hours worked by members according to the Memorandum of Understanding (MOU) and law (including the Fair Labor Standards Act).
2. Overtime Rate is one and one-half times the base hourly rate.

A – 3. General Provisions

1. Members shall refer to labor agreements for details on exempt and non-exempt positions, circumstances in which overtime pay may be granted, rates of payment for all overtime that qualifies for payment at the premium rate, and related matters.
2. Sworn members working reimbursable events shall claim paid time – not compensatory time. Professional staff members working reimbursable events shall be compensated pursuant to the provisions of their respective MOUs.

B. OVERTIME PROCEDURES

B – 1. Overtime Authorization

1. Approval Process

Members shall obtain advance approval from a commander or manager before working overtime except when overtime is necessary to:

- a. Complete a radio-dispatched assignment.

- b. Complete an assignment provided by a supervisor (e.g. follow up to an incident that cannot wait until the next shift).
- c. Self-dispatch to a required emergency response (e.g. an officer in need of immediate assistance).
- d. Complete an on-view assignment that requires immediate and continuing police action (e.g., civil disturbances, serious traffic accidents, homicide investigations, etc.)
- e. Attend a court session, judicial or administrative proceeding related to Departmental business in response to a subpoena or lawful order of a superior officer.
- f. Fill unplanned vacancies in the Patrol, Communications, or Records Divisions that would bring the division under minimum staffing levels.

Callback overtime is addressed by Memoranda of Understanding. Members may be called back to work due to an order from competent authority (e.g. call-out schedule, supervisor or commander order). Such callback orders shall be considered advance approval of overtime as specified in this section if the member is due overtime pay pursuant to Memoranda of Understanding and/or law.

Members may work voluntary overtime while on day off, vacation, or surrounding a regular work shift. Members either on paid leave (i.e. CTU, MIL, SICK, FDL), on non-paid leave, or exhibiting below standard performance (i.e. attendance management, performance deficiency notice) shall not work voluntary overtime without prior approval from a commander or manager. Immediate supervisors and first level commanders and managers are responsible for ensuring compliance.

2. First Level Commander and Manager Fiscal Responsibilities

Commanders and managers are responsible for ensuring any approved overtime is within their approved budgets. In all instances when an org's overtime expenditures are expected to exceed – or actually exceed – budget, the commander or manager shall make every effort to monitor and minimize this overage.

Commanders and managers shall provide the following information in a written memo to their deputy chief or equivalent quarterly when there is a projected or actual overage in the commander's or manager's overtime budget in accordance with [Attachment A](#). This memo shall include:

- a. The reason for the overage.
- b. A plan to get the overtime back within budget or to minimize overtime overage if overtime budget has already been exceeded.

[Attachment B](#) is a sample overtime memo.

3. Correct Overtime Forms

- a. Members shall sign the mass overtime form (TF-3504) when working a special event, special enforcement, designated training assignment, or other assignment or event where a mass overtime form has been provided. Members shall not use individual overtime forms when a mass overtime form has been provided for the overtime worked.
- b. Members shall use the individual overtime form (TF-3171) for all overtime not directly associated with an assignment or event where mass overtime forms have been provided. Members shall complete one overtime form for each instance of overtime worked, and are responsible for ensuring that the information entered on the form is accurate and complete. Signatures are required on all forms (no signature stamps).

B – 2. Overtime Coding

The City's Financial System, Oracle, requires that each member input their Hours Type (pay element), Project, Task, Award (if applicable) and Organization (org) to record their time and attendance.

1. Using the Correct Project, Task and Org

It is imperative that members enter the correct project, task and org codes for all hours worked. This ensures accurate reporting, transparency and proper reimbursement for special events and approved projects and programs.

- a. Members shall charge their home org for all overtime worked related to their normal duties.
- b. Members shall charge the requesting org for overtime worked outside of their normal duties. Members shall receive advance approval from the commander or manager who has oversight and control of the org code or the on-duty Watch Commander.
- c. Members assigned to the Criminal Investigation Division (CID) shall charge CID for all investigative callouts.

- d. Members shall charge their overtime to the Special Operations Section org and the provided task for all special events (i.e. games, parades, festivals, etc.). Members shall ensure their hours and corresponding task entered in Oracle are the same as the hours and task on the mass overtime form.
- e. Members who drive to a location for line-up other than where they are assigned shall add an appropriate amount of travel time in both directions, which is generally fifteen minutes in each direction. **This applies only to events when a member is mandated to work – not events for which the member has volunteered.**
- f. [Attachment C](#) provides the current orgs.
- g. Below is a chart of tasks that should be entered in Oracle when working overtime.

When Performing This Task	Use this Task Name
Interview of a victim, subject or witness	Administrative Investigation
General task for routine overtime performed by OCOP, OIG, Personnel, IT, Fiscal and PAS members	Agency-Wide Administration
General task for routine overtime performed by Communications members	Communications
General task for routine overtime performed by CID members	Criminal Investigation
General task for routine overtime performed by Crime Lab members	Criminalistics
General task for routine overtime performed by IAD members.	Internal Affairs
General task for routine patrol assignment	Patrol
General task for routine overtime performed by Records members	Police Records
General task for routine overtime performed by Training members	Police Training
General task for routine overtime performed by R&P members	Research & Planning
General task for routine overtime performed by Special Ops members	Special Operations
General task for routine overtime performed by Traffic Operations members	Traffic Operations
Overtime related to primary sergeant patrol backfill	Primary Sgt Backfill
An arrest late in the shift that caused the member to exceed their normal shift hours due to processing protocol by an outside agency (e.g. long line at Santa Rita and heavy vehicular traffic during return to the City of Oakland)	In-Custody Arrest
Transport of a victim, suspect or witness	Transport
Overtime caused by a UOF incident	Use Of Force
Overtime caused by a pursuit	Pursuit
Overtime related to a crime suppression plan (e.g. violence suppression or robbery suppression)	Crime Suppression
Critical incident such as an OIS, crime scene, in-custody death	Critical Incident
Overtime caused by retrieving and/or downloading videos,	Con't Investigation

gathering witness statements, etc.	
Hospital Guard not connected to shift	Hospital Guard

When overtime is related to multiple tasks, members shall select the task that initially triggered the overtime worked.

2. Using the Correct Pay Element

Pay Elements (Hours Type) allow the Department to appropriately categorize overtime. It is important that the overtime pay element used matches the type of overtime worked.

- a. **Backfill pay elements shall be used when filling an open shift (WODOP). Members shall not use Extension of Shift pay elements when working Backfill overtime.**

Backfill overtime may be incurred because the regularly assigned member is unavailable due to:

- Sick/Injured
- Vacation
- Comp time
- Training
- Loan
- Special assignment

- b. Extension of Shift pay elements shall be used when completing work that started during a member's regular shift. The member working Extension of Shift overtime may be doing so due to:

- In-custody arrest
- Transport of victim, suspect or witness
- Critical incident such as an Officer Involved Shooting (OIS), crime scene, in-custody death
- Use of Force
- Pursuit
- Natural disaster
- Interview of a victim, suspect or witness
- Continuing investigation
- Report writing
- Training

3. Supervisor Responsibilities

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- a. First Level Commanders and Managers shall verify correct fund codes and ensure that the approved hours are properly recorded before approval.
 - b. First Level Commanders and Managers shall ensure that all approved original OT forms are submitted to the Personnel Section no later than the close of the following pay period to be retained for one year.
4. Bureau of Field Operations (BFO)
 - a. Designated BFO personnel shall verify overtime hours reported on OT forms before forwarding them to the bureau commander for approval.
 - b. Incorrectly completed or disapproved OT forms shall be returned to the member's supervisor.
 - c. BFO payroll clerks shall audit all overtime forms for accuracy and proper coding.

B – 3. Managing Overtime

1. OPD Fiscal Services shall provide detailed overtime reports on a regular basis to commanders and managers.
2. All commanders and managers are responsible for managing overtime.
3. Commanders and managers shall take measures, whenever reasonably possible, to reduce or limit the need for overtime. These measures include, but are not limited to, the following:
 - a. Confirming that the work needing to be performed cannot be performed on straight time.
 - b. Ensuring that all other resources have been assigned and cannot be shifted to mitigate the need for overtime. (e.g., confirming that no other patrol officers are available City-wide to fill an open beat).
 - c. Anticipating and managing workload to best utilize regular duty hours.
 - d. Managing and coordinating planned leave, training and special assignments to minimize the need for overtime.

B – 4. Member Restrictions on Overtime

1. A member who is involuntarily held over beyond his/her regular shift, or is called back to work, is entitled to a guaranteed eight (8) hour consecutive rest period prior to the commencement of his/her duty assignment. The member shall advise his/her supervisor of the need for the rest period. Members working voluntary overtime shall have at least eight hours rest between work periods unless authorized by a commander or manager.
 - a. Members shall notify the authorizing commander or manager any time the member is projected to have less than eight hours rest between work periods.
2. Members shall have at least one (1) day where they do not work during each seven-day week unless authorized by a commander of the rank of Captain or above. All such authorizations shall be documented in writing by the authorizing Captain or higher-rank member, and the justifying documentation shall be sent to the Executive Command staff.

B – 5. Overtime Corrections

1. To request overtime corrections, members shall complete Payroll Correction Forms (TF-2062) and submit them to their bureau commanders for approval via the assigned Payroll Coordinator. Approved correction forms shall be forwarded directly to the Personnel Section for processing.
2. The OPD Personnel Section is responsible for updating each member's unit of assignment (e.g., Organization Code, Fund, Project and/or Cost Center) and exemption status as he/she is hired, transferred, loaned, or promoted. This includes Departmental internal files and City personnel and payroll files.

By order of

A handwritten signature in blue ink, appearing to read "Susan E. Manheimer", followed by the date "15 DEC 2020" also in blue ink.

Susan E. Manheimer
Chief of Police