


**Department of Public Safety
Policies and Procedures**

<u>Title</u> Overtime Use, Management and Control	<u>SOP Number</u> 3.2.400
Approval Signature 	
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Reviewed/Revised by	Pages 7
Last Revision Date August 26, 2021	Effective Date July 1, 2017

Overtime Use, Management and Control

I. Purpose:

To provide a uniform procedure for administering the use of overtime by the Public Safety Department to ensure public safety needs are met in an efficient and effective manner. To also ensure compliance with applicable contractual provisions as well as the Fair Labor Standards Act, other relevant law and relevant University policy.

II. Policy:

A. Overtime Management

1. Overtime will be governed by this policy, in compliance with applicable contractual agreements, the Fair Labor Standards Act and relevant University policy.
2. The use of overtime will be avoided whenever possible. All personnel will strive to reduce overtime hours worked, while still maintaining the overall goal of providing an efficiently safe environment for the students, faculty, staff and property of the University of Cincinnati.
3. No task or function shall be performed on overtime by agency personnel that could otherwise be performed during regular work hours.
4. No officer shall be permitted to work more than 18 hours in a 24-hour period. Officers are encouraged to work no more than 16 hours in a 24-hour period. Officers who wish to work beyond the 16 hour period must check in with the appropriate supervisor. Approval shall be granted if continuity of services (overtime game, weather delay, etc.) are needed and if mutually agreed upon by both the officer and the supervisor.
5. Supervisors shall establish and hold personnel responsible for a level of performance during standard work hours that minimizes the need for overtime and/or the need for additional personnel.
6. Only overtime required to meet vital service demands of the department shall be authorized.
7. All tasks and functions that require the use of overtime shall be routinely evaluated in terms of their cost-effectiveness as described in section 15 below. Alternatives to the use of premium pay to accomplish these tasks or program objectives shall be evaluated and implemented where appropriate.
8. All overtime must receive advance supervisory authorization.
9. Only the Incident Commander or Detail Supervisor should approve overtime for that specific detail or incident.
10. It is the responsibility of the Incident Commander or Detail Supervisor to ensure all personnel assigned, secure at the conclusion of the detail or incident.
11. All supervisors are empowered to authorize and required to manage overtime in compliance with this procedure.

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12. Supervisors and command staff shall take measures and issue directives where reasonably possible to reduce or limit the demand for overtime. This includes, but is not limited to, supervisory efforts to perform the following:
 - a. Assign non-emergency service requests received near shift change to on-coming shift personnel. When this occurs ensure contact is made with complainants to establish a realistic expectation of staff arrival.
 - b. Anticipate and manage workload requirements where reasonable to best utilize standard duty hours.
 - c. Use on-duty personnel or adjust an employee's work hours within contractually permissible limits before scheduling or approving overtime.
 - d. Manage and coordinate vacation leave and time off requests to minimize manpower deficiencies.
 - e. Ensure that officers who are involved in investigations, preparing reports, or making arrests late in their shift receive available assistance to complete their tasks as efficiently as possible. An officer involved in activity late in their shift must notify a supervisor before the end of the shift if the need for overtime is anticipated.
 - f. Ensure that arresting officers in misdemeanor incidents conduct tests, take statements or witness any actions/procedures essential to prosecution so that only the officer will be needed to testify in court. Arrest reports shall include only the minimum number of officers; those who were integral to the arrest and who must be subpoenaed in any subsequent court testimony.
 - g. Ensure that agency overtime policy, rules and regulations, and the particulars of any labor agreement are consistently adhered to by agency personnel as they relate to overtime for court appearances, standby, travel time, training, holiday leave, vacations, and related matters.
 - h. Ensure that no officer works beyond 18 hours in any 24-hour period. If continuity of services (overtime game, weather delay, etc.) are needed and an officer is willing to continue to work past the 16-hour limit, the officer will confer with the supervisor to ensure they are physically able to work.
13. A supervisor will pre-approve all overtime before it is worked. This includes foreseeable and unforeseeable overtime. Pre-approval may be done verbally if necessary, and must be confirmed in writing on the [Overtime Record form 27](#) before it is processed for payment. Supervisors may not pre-approve overtime for members of the same or higher rank.
14. Any overtime for the purpose of attending court is considered pre-approved by the Police Chief if the officer was notified for court via subpoena or the normal UCPD court notification system.
15. Pre-approval for overtime for the purpose of shift coverage must be granted by the Field Operations Commander or above before the overtime is worked.

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16. Overtime expenditures shall be accounted for by type on the Public Safety Overtime Record form 27. Officers working overtime AND supervisors approving the use of overtime are responsible to properly complete the Overtime Record and to properly categorize the type of overtime worked and the reason it was necessary. Incomplete or improperly completed Overtime Record form 27 documents will not be processed for payment until they are correct and complete.
17. Individual and summary data will be compiled on at least a monthly basis by the Business Manager's office and distributed for review.
18. The command staff shall monitor individual and summary data reports of overtime expenditure. Identification of unusual, unexplained, or disproportionate expenditures in overtime may include but are not limited to the following circumstances:
 - a. Disproportionate overtime by individual staff members engaged in or assigned to the same task/function;
 - b. Significant and unexplained changes in overtime expenditures when compared to similar periods of time;
 - c. Significantly higher overtime costs for completion of the same or similar activities or tasks previously performed; and
 - d. Expenditure of overtime at a rate that could exceed or negatively affect the agency's budget or that of individual units, programs or functions.
19. Based on the review of these summaries, the command staff shall make recommendations or adjustments to reduce or eliminate overtime where possible.

III. Definitions

Foreseeable overtime: Overtime due to manpower shortages created by scheduled vacations, long-term illness or injury, training or planned special event.

Unforeseeable overtime: Overtime due to a critical incident, unplanned event, sudden short-term illness, or unexpected staffing shortage

Shift minimum staffing: Minimum number of staff members needed to accomplish the public safety mission for a specific shift/unit as determined by management based on a workload assessment.

Shift Coverage: Overtime that is approved to cover staffing shortages caused by absent employees. The specific reason for the staffing shortage must be inserted for this category of overtime. For example, shift coverage may be approved because the regularly assigned officer is sick, attending training, on vacation, etc.

Shift Continuation/Late Run: Overtime that is approved to allow the officer to complete a task (i.e. report, arrest, investigation, etc.) that started during the

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regular shift and can be efficiently completed with a minimal amount of overtime. Tasks that can be efficiently transferred to the oncoming shift will be transferred whenever possible.

Meeting: Overtime that is approved to allow an officer to attend a pre-arranged meeting. Examples include, community meetings, student organization meetings, planned demonstrations or speaking engagements, etc.

Training Attendance: Overtime that is approved to allow an officer to attend training when attendance at the training will exceed the hours of a normal work week. This category applies only to an officer who is receiving overtime to attend training. Officers assigned to work overtime to cover a shift staffing shortage caused by officers in training are categorized under Shift Coverage, not Training Attendance.

Court: Overtime approved to attend court related to the official business of the University.

Detail: Overtime requested and reimbursed by a third party to provide police or security services outside of normal operations. Examples of details include reimbursed athletic events, construction projects, and concerts. The Overtime Record form 27 must contain specific information about the detail in order for Detail overtime to be processed for payment.

Holiday: Overtime that is approved pursuant to labor agreement or University policy. The specific reason for Holiday overtime must be listed on the Overtime Record form 27. This category does not apply to police personnel, security personnel or dispatchers, as per their respective labor agreements.

Recall: Overtime that is approved for personnel to respond to work during their off-hours due to an unexpected need. An example of Recall overtime is investigative personnel summoned to work to provide immediate follow-up to an offense. Another example of Recall Overtime is personnel scheduled by UCPD to work during their off-hours for an event requiring additional personnel to safely manage (i.e. a political rally, a planned protest or demonstration, etc.) Recall Overtime is paid per the current labor agreement.

On-Call: Overtime that is approved for Public Safety personnel that are scheduled to be available to respond to work immediately during off-hours. On-call personnel that are actually recalled to work will be classified as Recall Overtime.

Other: Overtime that is approved but is not properly categorized under the other defined categories of overtime. Other Overtime should rarely be required, and a

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clear explanation of the circumstances is required.

VI. Procedure

A. Foreseeable Overtime

1. Supervisors becoming aware of an upcoming need for foreseeable overtime shall be responsible for the scheduling of this overtime, subject to the approval of a Captain or above.
2. Foreseeable overtime of up to two hours may be approved by the OIC. Overtime of more than two hours must be pre-approved by a Lieutenant or above.
3. When there is foreseeable overtime created for patrol supervisory coverage, the patrol supervisor will review remedies (schedule changes, etc.) that will reduce the need for overtime where applicable. In all cases where overtime is required, the patrol supervisor will notify the Field Operations Bureau Commander by email of the need for overtime for approval.

B. Unforeseeable Overtime

1. The supervisor shall be notified of the OT request in the following instances;
 - a. if a member calls in sick, by the personnel taking the call
 - b. In the matter of a holdover (late arrest, booking, call for service, or other emergency), by the affected employee
2. The notified supervisor shall check the schedule of the affected shift/unit.
3. If that shift line-up is determined to be below minimum for the needs of the shift/unit, the current shift supervisor shall:
 - a. Attempt to contact officers from the same shift/unit that needs coverage.
 - b. If no one from the affected shift is available, other officers will be contacted.
 - c. Contact the Field Operations Commander, advise him/her of the situation, and seek approval for a recommended solution.
 - d. Attempt to hold an officer over from the previous shift and have an officer come in early from the next shift.
 - e. If none of the above is successful, mandate an officer to cover the affected shift.
 - f. If the mandated officer has pre-approved compensatory or vacation time requested, the officer's time off scheduled shall not be canceled except when the University is under emergency status as declared by the Board of Trustees and/or the President of the University or except under exceptional circumstances as determined by the Police Chief.
 - g. If the above occurs, the supervisor must mandate another officer to cover the affected shift.
4. When there is unforeseeable overtime required for patrol supervisory coverage, the patrol supervisor will review remedies (schedule changes, etc.) that will reduce the need for overtime where applicable. In all cases where overtime is required, the patrol supervisor will notify the Field Operations Bureau Commander by email of the need for overtime.

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- C. Staffing below minimum staffing levels must be approved by the Field Operations Commander.
 - 1. If the shift supervisor believes additional personnel will be required due to extraordinary circumstances, the shift supervisor shall contact the Field Operations Commander, explain the situation, and seek approval of a recommended solution.
 - 2. The Field Operations Commander is responsible to monitor shift staffing on an ongoing basis to ensure adequate coverage. Situations that cause a shift to be understaffed shall be discussed with the relevant shift supervisor to ensure consistency in staffing.