



**Maryland-National Capital Park Police
Prince George’s County Division**



DIVISION DIRECTIVE

TITLE OVERTIME COMPENSATION			PROCEDURE NUMBER PG1602.0
SECTION Employee Benefits	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG1602.0 “Overtime Compensation”, issued 07/01/17			
RELATED DIRECTIVES PG1600.0	REFERENCES CALEA 22	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This directive establishes policies and procedures regarding overtime for all Park Police Division employees.

II. POLICY

The Division’s policy is to compensate all its employees, sworn and civilian, who are covered by respective collective bargaining agreements, for all authorized work or duties performed in accordance with the provisions of the current contractual agreements between the Commission and the Fraternal Order of Police, and between the Commission and the Municipal and County Government Employees Union, and to comply fully with the provisions of the Fair Labor Standards Act.

III. DEFINITIONS

For the purpose of this directive, the overtime categories are defined as follows:

- A. **OT/COURT OFF-DUTY** - Will apply when an officer appears in court while off-duty. (Bargaining Unit employees should refer to Division Directive PG1600.0 – “Off-Duty Court Compensation” for specific guidelines).

**OVERTIME COMPENSATION
PG1602.0**

- B. **OT/LATE ARREST** - Will apply when an officer works past his/her normal duty hours.
- C. **OT/LATE CALL** - Will apply when an officer is dispatched to a call that requires him/her to work past his/her normal duty hours.
- D. **OT/PROGRAMMED** - Will apply when an officer is scheduled to work extra hours for which overtime monies have been budgeted. The Area Operations Assistant Chief will be able to advise when overtime is programmed.
- E. **OT/SPECIAL ASSIGNMENT** - Will apply when an officer is assigned to work an event for which overtime monies have not been programmed.
- F. **OT/COMPENSATORY EARNED** – Will apply whenever an officer is eligible to earn overtime pay, he/she may elect to receive compensatory time at the overtime rate.
- G. **OT/LEAVE FORM**- this is an electronic form located in the dashboard system used to document all overtime, compensatory earned and leave.

IV. PROCEDURES AND RESPONSIBILITY

- A. All non-programmed overtime must be approved by the on-duty Operations Duty Officer (ODO). Employees who are required to work in excess of their normal tour of duty for any reason shall contact an Operations Duty Officer (ODO) if available for approval. The employee shall complete an OT/Leave Form that is located on the dash board. The employee shall notify the ODO via email or phone notification for approval (see OT/Leave Form). If no Operations Duty Officer (ODO) is available, then the on-duty shift supervisor will be contacted via email or phone for approval.
- B. Immediate supervisors are responsible for approving OT/Leave forms and shall ensure timesheets reflect the same.
 - 1. Officers shall complete the OT/Leave form once their assignment is concluded. Corrections can be made to the form up to two days following entry unless it has been approved by a supervisor. If the form has been approved and needs to be corrected, it must be voided by a supervisor with an explanation in the comment filed and the officer must enter a new form and resubmit it to their supervisor for approval.
 - 2. If the request is approved, the supervisor shall set a reasonable time limit for completion of the work.
 - 3. The supervisor shall provide any alternate means for completion that may be expeditious or necessary, i.e., providing on-duty employees for processing, guarding or transporting prisoners, and so on.

OVERTIME COMPENSATION
PG1602.0

4. The supervisor shall make periodic checks to ensure that the employee is progressing on schedule.
 5. Supervisors may extend the set time limits for due cause.
 6. In exigent circumstances, a supervisor may grant blanket approval for overtime to one or more employees as may be appropriate for special activities, late calls, and so on. If this is done, it is the supervisor's responsibility to ensure that the task(s) is/are completed in a timely manner.
- C. All employees are responsible for completing their work within the time allotted.
- a. If the nature of the work to be completed changes to the extent that more time is required, the employee shall immediately notify the supervisor who originally approved the overtime. If that supervisor is unavailable or has secured from duty, the employee shall notify the on-duty shift supervisor for approval.
 - b. The employee will submit an additional OT/Leave form and make notification via email to the supervisor who originally approved the overtime. Overtime form must be submitted prior to the officer ending his/her tour of duty in which the overtime is earned.
 - c. The overtime slip is to be submitted through the on-duty supervisor to the Area Operations Assistant Chief of the affected officer.
 - d. The only exception to the immediate submission of the overtime slip at the end of the tour of duty is when an officer attends court during off-duty hours and reports directly to court from his/her residence.
- D. All employees are responsible for completing the OT/Leave form to document all changes to their regular scheduled hours. Employees will utilize the electronic form located in dashboard to complete over time, compensatory time, and or leave requests within the required pay period. This form shall be approved by an officer at the rank of supervisor or a designee. A random audit will be conducted to verify the adherence of this policy.
- E. Paper leave slips are to be used if the dashboard system is down or if the officer is not able to access the system.
- F. Nothing in this directive shall be construed to limit any employee's discretion or authority in handling any incident or offense that occurs at or near the end of his/her tour of duty. Supervisory authority need not be obtained before taking such action.

End of Document