

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

**DIVISION DIRECTIVE**

TITLE <b>OVERTIME COMPENSATION</b>			PROCEDURE NUMBER <b>PG1602.0</b>
SECTION <b>Employee Benefits</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>07/01/04</b>	REVIEW DATE <b>07/01/06</b>
REPLACES <b>PG1602.0 "Overtime Compensation", issued 05/01/02</b>			
RELATED DIRECTIVES <b>PG1600.0</b>	REFERENCES <b>CALEA 22</b>	AUTHORITY <b>Commander Larry M. Brownlee, Sr.- Division Chief</b>	

**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).
- B. **OT/LATE ARREST** - Will apply when an officer works past his/her normal duty hours.

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- 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.

## **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. If no Operations Duty Officer (ODO) is available then the on-duty shift supervisor will be contacted for approval.
- B. Supervisors shall insure that the overtime hours worked are reflected on the daily work status report.
  - 1. If the request is approved, the supervisor shall set a reasonable time limit for completion of the work.
  - 2. 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.
  - 3. The supervisor shall make periodic checks to ensure that the employee is progressing on schedule.
  - 4. Supervisors may extend the set time limits for due cause.
  - 5. 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.

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- C. All employees are responsible for completing their work within the time allotted.
  - 1. 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.
  - 2. The employee will submit an overtime slip to the supervisor who originally approved the overtime. Overtime slips must be submitted prior to the officer ending his/her tour of duty in which the overtime is earned.
    - a. The overtime slip is to be submitted through the on-duty supervisor to the Area Operations Assistant Chief of the affected officer.
    - b. 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. 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.

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