



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **OVERTIME**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

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INDEX AS: Off Duty Personnel  
On Duty Personnel  
Overtime  
Seniority  
Special Assignments

PURPOSE: The purpose of this Policy & Procedure is to establish a fair, uncomplicated, consistent, procedure for overtime distribution and call out for the Sturgeon Bay Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. AUTHORIZATION OF OVERTIME
- IV. PROCEDURES FOR FILLING OVERTIME
- V. SENIORITY ROSTER
- VI. OVERTIME SPECIAL ASSIGNMENTS

## I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to effectively manage the use of overtime and to ensure that each employee uses overtime in a responsible manner.

## II. DEFINITIONS

- A. OVERTIME: Each hour or portion thereof worked in excess of 8 hours per day.

## III. AUTHORIZATION OF OVERTIME

- A. All overtime work shall be authorized by the Chief of Police or a supervisory designee/ representative of the Chief.

## IV. PROCEDURES FOR FILLING OVERTIME

- A. As determined by the Collective Bargaining Agreement.

## V. SENIORITY ROSTER

- A. A seniority roster shall be maintained by the Chief and such roster shall be posted on the bulletin board of the Department.

## VI. OVERTIME – SPECIAL ASSIGNMENT

- A. Whenever additional manpower requirements arise due to emergency situations, the overtime shall be attempted to be given according to seniority, but nothing contained in the above procedure shall be construed to prevent the Chief of Police or his designee from utilizing other assignment procedures in emergency circumstances, or using a specialized position whenever the situation or need arises.

- B. Procedure Special Events: Upon scheduling and/or receiving notification for requested services by a civic or community organization as to date, time, and number of officers needed, a sign-up sheet will be posted in the squad room for officers to sign if they wish to work that scheduled event. This will be done according to seniority.

If after posting of the sign-up sheet and all openings are not filled, following the seniority scale, qualified officer(s) with the least seniority will be required to work the requested assignments in order that adequate levels of law enforcement services are provided to the community.

- C. If the services of an officer trained in a particular specialization are required, seniority rules are waived and the specialized-trained officer shall be called out.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/01/2015