



SPECIAL ORDER



Subject:

Overtime Compensation

Series 97	Number 6	Distribution B
Effective Date March 28, 1997		
Expiration Date *		

The purpose of this special order is to inform members of the new regulations contained in DPM Instruction No. 11B-21 dated March 12, 1997 regarding overtime compensation and the 40 hour rule. The following changes are effective the pay periods beginning March 16, 1997, for civilian personnel and March 30, 1997, for sworn personnel.

A. Unit Commanders

1. All overtime and compensatory time worked must be officially ordered and approved prior to its performance.
2. The proper routing request for approval is as follows:

Organization Elements in:
 Patrol Services Bureau
 Support Services Bureau
 Technical Services Bureau
 Human Resources Bureau
 Volunteer Services Bureau

Organizational Elements in:
 Office of the General Counsel
 Office of Professional Responsibility
 Office of Planning and Development
 Office of Public Information

TO: Chief of Police
 THRU: Chief Financial Officer
 Office of Finance and Budget
 THRU: (Appropriate Bureau Head)

TO: Chief of Police
 THRU: Chief Financial Officer
 Office of Finance and Budget

Requests from the Office of Finance and Budget are submitted directly to the Chief of Police.

B. Sworn Personnel including Lieutenants and Above

1. Compensatory time is earned at time and one half (1.5) only after actually working 171 hours in a 28 day FLSA cycle, otherwise it is earned at a straight time rate.

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2. **Overtime** is paid after meeting the 171 hour threshold in the 28 day FLSA cycle, otherwise it is paid at a straight time rate.

3. **All time worked beyond a regular tour of duty** must be supported by a Standard Form 1130 (Time and Attendance Report) signed by the employee's supervisor.

C. Civilian Personnel

1. **Compensatory time** is earned at time and one-half (1.5) only after actually working 40 hours in a 7 day work week for all civilians, otherwise it is earned at a straight time rate.

2. **Overtime** is paid at time and one-half (1.5) only after actually working 40 hours in a 7 day work week, otherwise the additional time is paid at a straight time rate.

3. **All time worked beyond a regular tour of duty** must be supported by a Standard Form 1130 signed by the employee's supervisor.

D. Time & Attendance Personnel

Time and Attendance clerks shall apply these regulations in the following manner:

1. Sworn personnel, including Lieutenants and above:
 - a. All leave is non-work;
 - b. All overtime will be posted in the third shift;
 - c. **Overtime** is paid after meeting the 171 hour threshold in the 28 day FLSA cycle;
 - d. Posting of **compensatory time** is placed in the blue boxes 634 and 934, non-work boxes 635 and 935, on the TABI; and
 - e. **All time worked beyond a regular tour of duty** must be supported by a SF 1130 signed by the employee's supervisor.

2. All civilian personnel:
 - a. All leave is non-work;
 - b. Overtime is paid at time and one-half (1.5) only after actually working 40 hours in a 7 day work week, otherwise it is paid at a straight time rate;
 - c. All overtime will be posted in the third shift;
 - d. Posting of compensatory time is placed in the blue boxes 634 and 934, non-work boxes 635 and 935, on the TAB; and
 - e. All time worked beyond a regular tour of duty must be supported by a SF 1130 signed by the employee's supervisor.

Compensatory time is earned at time and one-half (1.5) only after actually working 40 hours in a 7 day work week for **ALL CIVILIANS** and 171 hours in a 28 day FLSA cycle for **ALL SWORN PERSONNEL, INCLUDING LIEUTENANTS AND ABOVE**, otherwise it is paid at a straight time rate.

* This special order shall remain in effect until incorporated into the appropriate general order.


Larry D. Soulsby
Chief of Police

LDS:RSK:rsk