



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Overtime Guidelines

Eff. Date 01/27/2020

#### Purpose

All members of the Madison Police Department have the responsibility of managing overtime in a consistent manner

#### Procedure

The following are guidelines for the use of overtime by all personnel.

1. Authorization by a Supervisor, Commander, or the OIC is required for overtime work. Overtime must be pre-approved and will not be authorized unless the Supervisor, Commander, or OIC has determined that the work is essential, cannot be performed later, or cannot be performed by someone on regular duty. In the event that it is impractical to obtain pre-approval (due to exigent circumstances) all affected personnel are required to get authorization as soon as practical.
2. Overtime work may be authorized for essential work beyond an employee's scheduled eight hours for: significant continuing investigations, processing evidence, in-custody arrest reports, and other situations as approved by a Supervisor, Commander, or the OIC. These are illustrative examples and not meant to be an all-inclusive list.
3. The case number and name of the Supervisor, Commander, or the OIC authorizing the overtime are to be entered in the Telestaff note field for all overtime entries.
4. OICs will be required to maintain a list of personnel who are extending on overtime, which is to be provided to the OIC of the following shift.
5. All personnel who have worked eleven (11) continuous hours are required to check in with a Supervisor, Commander, or the OIC to assess their status.
6. Any time an employee incurs double-time overtime, the supervisor who authorized the additional work must complete a memo or email to their captain or civilian manager that includes the following information: the case number, the tasks that were completed, name of staff that received the overtime, the regular work hours of the employee, the actual hours the employee worked, and why the employee could not be replaced by someone on regular duty. A copy of this memo or email will be given to the Executive Captain of Operations for record keeping and forwarded to the Assist Chief of Operations. One memo or email can cover all employees who incur double-time for a special event (such as Freakfest) or a special team activation (SET, SWAT). This does not apply to double-time overtime on a Holiday unless the employee works more than twelve hours or if the overtime is less than one (1) hour.
7. Upon completion of overtime after the end of a shift or assignment, all personnel are required to check out with a Commanding Officer or the OIC.

Original SOP: 03/01/2014  
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