



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Overtime Protocols for Police Report Typists

Eff. Date 11/20/2017

Purpose

The purpose of this memorandum is to establish clear and consistent protocols for the allocation of overtime for employees assigned to the job classification of Police Report Typist (PRT).

Procedure

In order to facilitate compliance with this agreement, the following guidelines have been developed for department managers to use when police report typist resources beyond those immediately available are necessary on an overtime basis.

PRTs perform a wide array of job duties throughout the department beyond just the typing of police reports. However, regardless as to WHERE a PRT may be assigned, they all are assigned to the PRT job classification, and compliance with the Employee Benefits Handbook overtime provisions is necessary.

WHAT NECESSITATES OVERTIME FOR POLICE REPORT TYPISTS?

1. **OT to meet minimum staffing levels**
 - a. Control Point: (1) PRT on each shift every day

Procedure for Authorizing Full Shift Replacement Overtime:

- If unexpected (last minute) Monday through Friday, contact the Police Report Supervisor, or if unavailable, contact the Records Manager.
- If unexpected (last minute) Friday night through Sunday, consult the "RDO Call-In" list posted in Patrol.
- If shift vacancy known in advance, the Police Report Supervisor or the Records Manager will schedule overtime.
- If necessary, the least senior, on duty PRT can be "ordered" over/in on overtime to insure minimum staffing levels are maintained for partial or full shifts.

OT for Major Cases and Significant Events: All major crimes (homicides, attempted homicides, traffic fatalities) or other significant events (search warrants, etc.) which will most likely result in a large number of police reports to be typed in a timely manner.

Procedure for authorizing OT for Major Cases and Significant Events:

- Remember reports will generally not start coming in for three to four hours so consult with the OIC and look at the schedule as to how many PRTs you may need outside of who is scheduled to come in. Call in the next shift early and/or have the last shift stay over first. Consult the "RDO Call-In" list posted in Patrol next for volunteers.
- Contact the Police Report Supervisor, or if unavailable, contact the Records Manager if not enough help is available or to help coordinate if needed.

2. **OT for processing "weekend" arrests and priority reports:** It is the shared, coordinated responsibility of OICs and PRTs working during the weekend to monitor CFS activity and dictation files listed on Winscribe for "In Custody" Adult and Juvenile arrests (Baskets 1 & 2), and Priority reports (Basket 3). Court Detectives work throughout the weekend preparing arrest reports for the District Attorney's Office. Therefore, it is imperative we process arrests in a timely manner. In addition, it is imperative for District command staff to have access to all Priority reports by 12:00 p.m. on Monday.

Procedure for authorizing OT for “weekend arrests” and priority reports:

- OIC and PRTs will monitor the weekend arrests and priority reports.
- Seek volunteers of staff already working to stay over/come in early.
- If no volunteers, consult the “PRT RDO Call-in” list posted in Control Point. PRTs should, by rule, be called into work strictly based on the order they appear on the “PRT RDO Call-in” list. (Keep in mind, PRTs are guaranteed a minimum of TWO hours for being called in. If called in between midnight and 6 a.m., PRTs are guaranteed a minimum of THREE hours).
- Email the Police Report Supervisor if the “PRT RDO Call-in” list is used and they are not already aware.
- If a PRT would be ordered in on OT in either of these situations, please email PD Payroll for appropriate processing of minimum OT.

3. **OT for processing “Report Backlog:”** The management and monitoring of Winscibe, or the “reports to be typed” backlog, is the responsibility of the Police Report Supervisor or in his/her absence, the Records Manager. There is no specific number of reports needing to be typed that necessitates overtime being used to complete this work. Rather, an analysis is done that takes into consideration such factors as total number of reports needing to be typed, the oldest reports needing to be typed, and total number of priority reports needing to be typed. As a general rule, all Priority and Felony reports (Baskets 3 & 4) are typed by 4:00 p.m. Monday through Friday. Next, all OMVWI reports (Basket 5) are typed by Wednesday of each week to facilitate timely processing by Court Services personnel. Lastly, Citation and Other reports (Baskets 6 and 7) are typed throughout the week, with part-time “hourly” PRTs scheduled to assist in processing these reports. Command staff should remember the priority or basket level assigned to any dictated report can be changed so that it gets processed sooner.

Procedure for authorizing OT for “Report Backlog” processing:

- Authorized by the Police Report Supervisor or the Records Manager.

It is hoped this memorandum clarifies overtime protocols and procedures for PRTs. Police reports move information throughout the department. When this movement is unnecessarily slowed or hindered, our ability to effectively clear cases, solve crimes, make arrests and address substantive problems is slowed and hindered as well. It is our job as managers to monitor this process and make it work for all of us.

Original SOP: 03/01/2014
(Revised: 02/05/2016, 12/22/2016, 11/20/2017)