



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Overtime Protocols for Police Report Typists

Eff. Date 11/29/2021

Purpose

The purpose of this standard operating procedure (SOP) 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 SOP, 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 specific assignment to which a PRT may be assigned, all PRTs are assigned to the PRT job classification and compliance with the Employee Benefits Handbook overtime provisions is necessary.

WHAT NECESSITATES OVERTIME (OT) 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 an unexpected (last minute) vacancy occurs Monday through Friday, contact the Case Process Supervisor, or if unavailable, contact the Records Manager.
- If an unexpected (last minute) vacancy occurs Friday night through Sunday, consult the "RDO Call-In" list posted in the Control Point area near the Officer in Charge's (OIC) office.
- If a shift vacancy is known in advance, the Case Process Supervisor or the Records Manager will schedule overtime.
- If necessary, the least senior, on duty PRT can be "ordered" over/in on overtime to ensure minimum staffing levels are maintained for partial or full shifts.

2. **OT for Major Cases and Significant Events**

- a. 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 into the report processing queues for three to four hours after the incident time so consult with the OIC and look at the schedule to determine how many PRTs you may need beyond those already scheduled to work. Call in the next shift early and/or have the last shift stay over first and then consult the "RDO Call-In" list posted in the Control Point area near the OIC's office for volunteers to call into work.
- Contact the Case Process Supervisor, or if unavailable, contact the Records Manager if not enough help is available or to help coordinate if needed.

3. **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 the Control Point area near the OIC's office. 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).
- Send an email to the Case Process 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 send an email to the PD Payroll email group for appropriate processing of minimum OT.

3. **OT for processing "Report Backlog":** The management and monitoring of Winscribe, or the "reports to be typed" backlog, is the responsibility of the Case Process Supervisor or in his/her absence, the Records Manager. There is no specific number of reports in the "reports to be typed" queue that automatically necessitates overtime being used to complete this work. Rather, an analysis is done that takes into consideration such factors as the total number of reports needing to be typed, the oldest reports needing to be typed, and the 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 Operating a Motor Vehicle While Intoxicated (OMVWI) reports (Basket 5) are typed by Wednesday of each week to facilitate timely processing of the case records 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 Case Process Supervisor or the Records Manager.

Police reports move information throughout the department. When this movement is unnecessarily slowed or hindered, our ability to effectively clear cases, to solve crimes, to make arrests and to address substantive problems is slowed and hindered as well.

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