Overtime Protocols for Police Report Typists

Eff. Date 05/12/2023

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**
   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 a shift vacancy is known in advance, the Case Process Supervisor or the Records Manager will schedule overtime.

2. **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:

   - The Officer in Charge will attempt to contact the Case Process Supervisor to help coordinate staffing; if the Case Process Supervisor is unavailable, the OIC will work directly with on-duty PRTs to evaluate staffing needs.
   - Reports will generally not start coming into the report processing queues for three to four hours after the incident time so the Case Process Supervisor or on-duty PRTs will consult with the OIC and look at the schedule to determine how many PRTs may be needed beyond those already scheduled to work. The OIC can have last shift stay over first, or the Case Process Supervisor or the OIC may utilize in Telestaff the PRT CALL IN People filter and send an Outbound message to request overtime help from the PRTS included on the call-in list. Any PRTs who choose to work OT will be able to work from home if set up to do so or they may go to any District workstation to help process major case reports.
   - Keep in mind PRTs are guaranteed a minimum of two hours if called in and three hours if called in between midnight and 6:00 am.

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 calls for service (CFS) activity

and dictation files listed on Winscribe for "In Custody" Adult and Juvenile arrests (Baskets 1 & 2) and for 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.
- The Case Process Supervisor or the OIC will utilize in Telestaff the PRT CALL IN People filter and send an Outbound message to request overtime help from the PRTs included on the call-in list. Any PRTs who choose to work OT will be able to work from home if set up to do so or may go to any District workstation to help process weekend arrest and priority reports.
- Keep in mind, PRTs are guaranteed a minimum of two hours for being called in.

4. **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 their 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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