3-01/060.00 Outside Employee Overtime

All personnel outside of custody operations requesting to work overtime at any custody facility shall obtain expressed authorization as described in Manual of Policy and Procedures (MPP) sections 3-02/010.16, "Filling Vacancies with Overtime," and 3-02/010.19, "Overtime Worked at Other Assignments."

All Department employees requesting to work overtime at a custody facility other than their unit of assignment shall complete the Custody Facility Outside Overtime Approval Request Form (available at: Custody Facility Outside Overtime Request Form) verifying that they have reviewed and understand the list of items (e.g., policies, informational/instructional bulletins, memorandums, etc.) available through the following link: Outside Overtime Policies and Resources. This form qualifies as a captain to captain memorandum as required in MPP 3-02/010.16 "Filling Vacancies with Overtime."

Additionally, each unit may develop their own list of items and require employees to review them prior to their first overtime shift.

All units shall make the duty statement(s) available, for the position the outside overtime employee has been assigned (as required by Custody Division Manual section 1-09/000.00, "Unit Manuals, Orders, and Duty Statements") at the employee's workstation. If the duty statement(s) are not available, a shift supervisor shall provide them in a timely manner.

Custody facilities shall create a list of approved outside overtime employees and make it available to shift watch sergeants for verification. Personnel newly approved shall be added in a timely manner.

Custody Facility Outside Overtime Approval Request Forms shall be valid for a period of one (1) year from the date of the captain’s signature.