7-01/050.20 Supervisor's Responsibility - Overtime

Overtime shall be assigned only when absolutely necessary to meet critical work requirements. Overtime shall only be authorized by Sergeants, Lieutenants, or the Unit Commander. The Overtime Worked Report may be approved by any supervisor of the rank of Sergeant or above. The Approving Supervisor's Signature section shall be signed by the Watch Sergeant on duty at the conclusion of the overtime assignment. The supervisor approving the Overtime Worked Report shall ensure that a reasonable, concise justification is provided for all overtime worked, and that the proper classification is used in the Overtime Code block of the report.

Supervisors approving the Overtime Worked Report shall ensure the form is forwarded to, and received by, the Timekeeper no later than 0700 hours of the next working day. Supervisors shall make every effort to ensure a deputy is not assigned overtime in violation of Departmental policies. Supervisors shall ensure that erroneous assignments are corrected before the overtime is worked. When starting their shift, the Watch Sergeant shall determine who is working on overtime, verify the need, and determine that the overtime assignment is in compliance with Department and Bureau policies.