

## 3-5 USE AND CONTROL OF OVERTIME



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 3-5**

**Subject: USE AND CONTROL OF OVERTIME**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
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It is the responsibility of all Bureau managers and supervisors to ensure that all overtime is used in accordance with Department policy as enumerated in the Manual of Policy and Procedures, Sections 3-02/280.00 through 3-02/090.05.

While recognizing that the investigative requirements of the Homicide Bureau are unique and that all Manual guidelines may not be applicable to our operations, Bureau managers shall, at a minimum, adhere to the following:

1. All overtime shall be pre-approved.
2. Overtime shall be authorized only when the job cannot be accomplished during normal working hours.
3. Non-critical investigative functions shall be scheduled during normal working hours.
4. Whenever possible, shift hours shall be adjusted to reduce the expenditure of overtime.
5. Personnel shall be scheduled for mandated training during normal working hours whenever possible.
6. The use of overtime during travel shall be kept to an absolute minimum, consistent with the needs of the investigation. Investigators shall utilize the resources of outside agencies whenever possible to eliminate or reduce the need for travel.
7. Case related travel shall not be scheduled for RDOs. Adjustment of weekly RDOs may be permitted to accomplish the desired travel.