 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	418 OVERTIME	
	EFFECTIVE DATE: <p style="text-align: center;">30 DEC 2003</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

PURPOSE

The purpose of this General Order is to provide guidance to monitor, manage and control the use of non-recoverable Department overtime.


POLICY

Although ultimate responsibility for fiscal control rests with the Office of the Chief, all supervisory personnel must exercise responsibility and restraint in the use of Department funds and resources. Overtime pay represents a sizeable expenditure of Department fiscal resources and, without adequate controls, overtime expenditures can create budget overruns and divert fiscal resources from other critical areas. The policy of this Department is to effectively manage overtime use. It is the responsibility of each employee to use overtime responsibly and conservatively.

PROCEDURES

- No task or function will be performed on overtime that could otherwise be performed during regular work hours.
- Supervisors will hold employees responsible for a level of performance during regular work hours which minimizes the need for overtime.
- Officers and Detectives must receive advance approval from their supervisor prior to working overtime except when it is not possible to obtain permission due to emergency circumstances.
- In all cases, overtime must be approved for payment by a supervisor.
- Overtime slips shall be prepared by the person requesting payment and submitted to a supervisor for authorization and processing immediately following the overtime event.
- Probationary officers in basic training at POST or a POST approved academy are exempt from this provision and will submit overtime slips on a weekly basis signed by their POST Class Coordinator or training academy supervisor.
- Unit Commanders shall maintain overtime records and provide regular reports to the Office of the Chief. The frequency and detail of these reports will be defined by the Chief of Police or his designee.
- All tasks and functions that require the use of overtime shall be routinely evaluated for cost-effectiveness.
- Unit Commanders are responsible for monitoring staffing and authorizing and managing overtime in their areas of responsibility.
- Shift Commanders and Patrol Supervisors share responsibility for monitoring patrol staffing and authorizing and managing overtime.
- Supervisors will take reasonable measures to reduce or limit overtime by assigning non-emergency calls for service received near shift change to the succeeding shift; managing and coordinating paid time off to minimize staffing deficiencies and ensuring that officers who make arrests late in their shifts receive adequate assistance to process the arrest and related tasks quickly.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE