



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



253.01 SPECIAL COMPENSATION 12-17-12

PURPOSE

The purpose of this order is to outline procedures for obtaining approval to work overtime and for the number of hours employees may schedule themselves to work.

POLICY

It shall be the policy of the Sacramento Police Department that supervisors manage the use of special compensation as outlined in applicable labor agreements to attain the goals of the Department.

PROCEDURE

A. GENERAL

1. This order is to comply with current labor agreements between the City of Sacramento, the Sacramento Police Officers Association (SPOA), the Sacramento City Exempt Employees Association (SCXEA), and the Stationary Engineers, Local 39.B.

B. OVERTIME COMPENSATION

1. Management shall have the right to temporarily reschedule civilian employees, or officers with a five (5) day notice, for any police service the employee performs, except court overtime.
2. Employees shall personally contact their supervisor or, if unavailable, another supervisor when they realize they may work overtime.
3. The above procedure does not apply to court overtime.

C. EMERGENCY STANDBY

1. Employees shall not be authorized to remain on call for emergency work without prior specific written approval by the Chief of Police.
2. Supervisors shall not ask or require employees to remain on standby/on-call status unless specific written authorization has been granted. This authorization, coupled with the requirement to standby for the emergency call, entitles the employee to receive this additional compensation.

D. MUTUAL AID OVERTIME

1. Employees sent on a Law Enforcement Mutual Aid (LEMA) Request per G.O. 560.03 shall be compensated at the regular overtime rate for hours worked in excess of the regular duty shift.
2. When the LEMA request is to an emergency declared as such by the Governor, overtime compensation shall be for actual hours worked in excess of the regular duty shift.
EXCEPTION: When the State of California, Office of Emergency Services reimburses the City on a 24-hour basis, employees sent to the LEMA request may be compensated for hours in excess of the regular duty schedule at the regular overtime rate on a 24-hour a day basis.
3. The Office of the Chief Captain or other designee from the Chief of Police shall ensure employees sent to LEMA requests are advised of overtime compensation provisions, and if they are responding to a declared emergency, whether it will be reimbursed on a 24-hour a day basis.
4. When applicable, as directed by their supervisors, employees shall use the designated program code for reporting hours worked.

E. BACKFILL OVERTIME/SUPPLEMENTAL OFF-DUTY EMPLOYMENT

1. At least eight (8) hours shall elapse between the end of a backfill overtime, supplemental off-duty employment assignment (see G.O. 253.02) and the start of a regular shift. Officers shall inform their immediate supervisor or, if unavailable, the on-duty watch commander if there is the possibility this provision will be violated.
2. Officers shall not work more than 16 consecutive total hours of combined regular shift, supplemental off-duty employment assignment, and backfill overtime.
3. Officers shall not work more than 20 hours of backfill overtime, supplemental off-duty employment, and off-duty employment combined per week unless approved/directed by the Deputy Chief of Police, Office of Operational Services or designee.