

DEPARTMENT GENERAL ORDER 09-05

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 91-02
SOP 402.03.00

DATE: May 27, 2009

COMPENSATORY TIME RECORDS

I. PURPOSE.

Officers accrue overtime on a continuing basis. The following is intended to establish a guideline relative to the use and recording of compensatory time.

II. PROCEDURES.

In accordance with Finance Department requirements, the commander of the Investigations and Support Bureau will maintain oversight responsibility for departmental compensatory time records. Employees requesting compensatory time should submit an overtime request form to their immediate supervisor who will review the request and forward it to the appropriate division/unit commander. After further review and approval, the division commander will forward the request form to the commander of the Investigations Division. The latter shall then be responsible to enter the earned compensatory time into the record book, and return the completed overtime request form back to the initiating officer. The completed form will document the total number of hours of compensatory time the initiating employee has earned.

Requests for using compensatory time will continue to be handled by the employee's immediate supervisor. Deductions to compensatory time records will be made directly from the Daily Assignment Log.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld