



Overtime

I. POLICY

The personnel from the Ridgely Police Department will follow the following guidelines when reporting overtime (Authorized and Reimbursable).

II. DEFINITIONS

The following definitions apply to this policy:

A. Authorized Overtime: Any overtime in which the Chief of Police authorizes an employee of the Ridgely Police Department for essential police functions. Examples of Authorized overtime are:

1. Calls for service in which the officer on duty cannot be relieved by the oncoming shift,
2. Officers assigned to work special assignments,
3. Court appearances in which the officer is a witness for the State,

B. Reimbursable Overtime: Any overtime in which the Chief of Police authorizes an employee of the Ridgely Police Department for non-essential police functions, where an outside agency or grant pays for an Officer's wages. Examples of Reimbursable overtime are:

1. Aggressive Driving,
2. School Bus,
3. Underage Drinking,
4. D.U.I.

III. REGULATIONS

A. All overtime must be approved by the Chief of Police.

B. Ridgely Police Department employees are not approved to take Compensatory Time, per Town of Ridgely employee rules.

General Order No. 2-4 (Cont.)

- C. Voluntary overtime will not be reimbursed. Examples of voluntary overtime are:
 - 1. Staying after shift to complete reports,
 - 2. Coming to RPD on scheduled off days for administrative functions (without prior approval),
 - 3. Attending non-approved training,
 - 4. Staying after shift for calls for service, where the Officer is not needed.

- D. When using Reimbursable Overtime, Officers will fill out the appropriate Grant statistic sheet.

- E. All overtime is to be recorded on the Ridgely Police Department time sheet.

- F. Employees that must appear before a Caroline County court on OT must call the Caroline County State's Attorneys office the day before the scheduled trial to ascertain if they are needed for court. Employees required to appear in court in other counties will contact the State's Attorney's office in that county.

- G. Employees appearing in court on overtime will contact the prosecutor before the beginning of court and advise the prosecutor of their overtime status and request to have their case tried first.

- H. Employees will be mindful of their overtime status. At no time will employees claim overtime not worked.