

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	22.5 Rules and Regulations Covering Overtime and the Completion of Overtime Slips			
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I. PURPOSE

The purpose of this policy is to provide officers of the Kenosha Police Department with guidelines in the assignment and compensation of overtime hours worked.

II. PROCEDURE

1. Officers will complete an overtime slip and turn it in to the appropriate supervisor immediately after the work has been performed. The only exception to this rule is for Municipal Court appearances when the Officer has had their subpoena signed by the prosecuting attorney verifying the time spent in court and the officer is scheduled to report for duty on that day. In this instance the officer may complete overtime slip upon his/her return to work.
2. Shift Commanders, or their designee, will check the overtime slips to determine if they are completed properly and to determine if the requested amount of overtime pay is accurate. The Shift Commander, or their designee, will then sign and date the form.
3. Request for overtime pay will be made to the nearest 1/2 hour.
4. Court overtime pay will be granted for the actual time worked except as specified in Item #6 and will begin with the time you are ordered to appear in court and ends when you are released from subpoena, exclusive of lunch breaks. When necessary, up to 30 minutes of time worked in either getting evidence from or returning evidence to the property room may also be included in the actual time worked.
5. Overtime will not be granted for travel to and from the courts except for out of city court appearances.
6. Minimum overtime for court will be paid for the first case in any given day only. Overtime for subsequent court cases in a given day will be paid for actual time worked only.
7. Minimum call-in time for overtime will be paid if an officer is called in to work during off-duty time. However, if the overtime runs consecutively with your work hours either prior to or after, compensation will be for actual time worked.
8. All applicable information must be completed on the Overtime Slip. Actual hours and reason for overtime will be listed in the Explanation section.
9. Officers will return to the Police Department after the work has been performed and submit their overtime slips to the Supervisor on duty.
10. Overtime for Prosecutor Conferences will be paid in accordance with the above procedures when the officer is notified to appear in the same manner as for court appearances. Officers will

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log in the Explanation Section of the overtime slip "Prosecutor Conference". If the officer is notified in person or by telephone or in any manner other than by written notice by a Prosecutor, he/she is to notify their Shift Commander in writing.