

**POLICY  
210**

**EFFECTIVE  
DATE  
02-14-00**

**Eugene  
Police Department**



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## **Extra-Duty Overtime**

### **PART I - Responsibilities and Procedures for All Personnel**

- A. Generally
- B. Assignment
- C. Emergency cancellation
- D. Eligibility of supervisors for non-supervisory overtime

### **PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

- A. Administration

### **PART I - Responsibilities and Procedures for All Personnel**

#### **A. Generally**

- 1. We do not compete with private security companies, but we will accept requests to hire off-duty police officers to work specific events that require police service exceeding the normal levels.
- 2. We will not accept requests which are demeaning, which would discredit the department, or which would adversely affect normal police services.

#### **B. Assignments**

- 1. We will assign EPEA members overtime in accordance with the current contract.
- 2. Unless a supervisor is assigned, report in the designated uniform to the Watch Commander at the beginning of your assignment and when you are finished.
  - a. If a supervisor is assigned, report to him/her rather than the Watch Commander.
  - b. You will normally be assigned a radio designator by the Watch Commander (or the overtime detail supervisor) for use during the assignment.

3. Keep Communications informed of your status and location on the operations channel, unless otherwise instructed.
4. You will be assigned a department vehicle to use during the assignment, or transported in a department vehicle if you do not need one for the assignment.
5. You are subject to all department and City policies during the overtime assignment.

**C. Emergency cancellation**

1. If, because of an emergency, you cannot work an overtime assignment you previously committed to, notify an on-duty supervisor in your division as soon as possible. ("Emergency" means circumstances beyond your control, such as illness, call-back to duty for other reasons, or family emergencies that require your presence.)
2. That supervisor will attempt to notify other employees who have signed up to work, but were not assigned, in the order of their seniority to offer them the overtime.
3. If s/he cannot otherwise fill the assignment (e.g., is unable to contact anyone, no employee accepts the assignment), the supervisor will draft the most junior employee available to work, in accordance with provisions of the applicable labor agreement.

**D. Eligibility of supervisors for non-supervisory overtime**

1. Command personnel (i.e., first-line supervisors and above) interested in working non-supervisory overtime may sign up as represented employees would.
2. Command personnel will be assigned to work overtime only when too few EPEA members sign up.
3. We will assign command personnel to non-supervisory overtime by inverse order of rank (e.g., first sergeants, then lieutenants), and within a rank by date of rank (seniority within classification) from among those who signed up.
4. Command personnel so assigned are subject to direction from the designated supervisor, although a person may not report to a person of lower rank.
5. We will not draft command personnel to fill non-supervisory overtime.

**PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

**A. Administration**

1. Extra-duty overtime requests are normally administered by the TEU Sergeant or the Patrol Support Sergeant, depending on the nature of the assignment. Certain extra-duty overtime requests may be administered by supervisors of special units or programs (e.g., Safer Schools).
2. The supervisor administering a request for extra-duty overtime will:
  - a. Determine the nature of the overtime assignment.
  - b. Decide to accept or deny the request.
  - c. Determine the number of officers needed, equipment required, dates and times, location, and a contact person to whom assigned officers report.
  - d. Inform the client (person requesting the services) how and for what they will be billed.
  - e. Ascertain the name and address of the client.
  - f. Post assignment and job requirements on the bulletin board.
  - g. Assign officers.
  - h. After assigning the overtime, deliver a file copy of the original sign-up memo to the Watch Commander. This will allow officers who were not originally assigned to be offered the assignment if an assigned officer fails to appear or cancels without obtaining a replacement.
  - i. Approve overtime pay requests.
  - j. Send billing information to the Financial Services Unit.

JAMES R. HILL  
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