

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

SPECIAL ORDER NO. 6048

TO: All Personnel

SUBJECT: Departmental Voluntary Overtime Policy

DATE: 30 Nov 01

Purpose:

1. To establish Departmental policy for use of voluntary overtime.
2. To ensure that members are not working voluntary overtime excessively, that it negatively impacts personal safety or service to the community.
3. To ensure that members have a sufficient amount of off-time to prevent the accumulation of any physical, mental, and emotional stress.

Policy:

This policy applies to voluntary overtime worked in Patrol/Field,, Special Events, Jail, Training, Vice, etc. It does not include overtime for Call-outs or large-scale emergencies (i.e. civil disturbances, natural disasters, etc.).

Members shall:

1. Work no more than 24 hours of voluntary overtime per week. Any member requesting an exception must advise the pertinent commander that he/she is either at the 24 hour limit or will exceed the limit by working the requested overtime.
2. Be off-duty for 8 hours after working 16 hours or be off-duty for 10 hours after working 20 hours.
3. Take at least one day off during a workweek.
4. Report as directed. Acceptable excuses for absence will be illness or injury, family emergency or unanticipated priority assignments by the member's assigned unit. Members who fail to appear for a selected assignment shall be considered absent without leave. Members who fail to appear on time shall be considered tardy.

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Members may work voluntary overtime while on day off, vacation or normal duty status. Members either on paid leave (i.e. CTU, HDP, MIL, OPA, SICK, FDL), on non-paid leave, or exhibiting below standard performance (i.e. attendance management, performance deficiency notice) shall not work voluntary overtime. Immediate supervisors are responsible for ensuring compliance.

This order does not preclude Bureau commanders from establishing more specific operational and administrative policy and procedure.

By order of

A handwritten signature in black ink, appearing to read "R. Word", written in a cursive style.

Richard L. Word
Chief of Police