OVERTIME AND
MANDATED OVERTIME (ORDERED IN)

Each Command will keep an overtime Book or Log that will list the total number of each member. All overtime, except self-generated overtime (Court, end of tour assignment, etc.) will count towards the overtime book, including short roll call, grant overtime, details, and mandated overtime.

The Overtime Book will be made available to PBA reps so they can review it and check it for accuracy.

A PO cannot work overtime on a tour that he/she is excused or a tour that is connected to a tour he/she is excused from unless the PO is excused in a Command Order (e.g., squad change).

If a PO is in the overtime book and he/she is called for overtime and he/she refuses the overtime, he/she will be charged for the overtime. This does not apply if there is less than 6 hours before the start of the overtime tour.

Memorandums of Agreement - 7/15/99 and 10/27/04

Special Assignment
The CO has the discretion to choose any PO for Special Assignment. Special Assignment is one that requires a distinctive knowledge and/or skill (i.e.: the need for a Spanish speaking PO).

Memorandums of Agreement - 7/15/99 and 12/22/05

Grant Overtime for VTL / DWI and similar grants: Precinct CO shall post grant assignments with 7 days' notice when practicable for signup. The CO will review the signup list and create a grant OT list based upon a rational basis (overall activity, ability for enforcement, etc.) and shall share the list with the Precinct PBA Trustee. The CO shall distribute OT among POs selected for the grant on a rotating basis consistent with the OT distribution rules.

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Mandated Overtime Procedure
The Command will attempt to find a volunteer to work the overtime. If they cannot find a volunteer then they will use the following process:

- The first PO's to be ordered in will be those in the Overtime Book.
- The next PO will be in reverse seniority from the squad that is working his/her last tour on the day before. This includes all PO's assigned to the command.
- The next PO's will be picked in reverse seniority from the command. This includes all PO's assigned to the command.
- On Family Holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas) reverse seniority in the command will be used.
- Once a PO has been ordered in, he/she will not be ordered in again until each available PO based on the procedure is ordered in.
- You cannot be ordered in on days before vacation begins, on days in the middle of your vacation, or days of before returning from vacation. This includes single day vacations.

Memorandums of Agreement - 10/27/04 and 11/23/04

- All OT is chargeable except crossing, self-generated (end of tour) OT, and Court.