



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



253.01

OVERTIME AND OTHER SPECIAL COMPENSATION

5-27-2025

PURPOSE

The purpose of this general order is to outline procedures for obtaining approval to work overtime and for the number of hours employees may schedule themselves to work.

POLICY

It shall be the policy of the Sacramento Police Department that supervisors manage the use of special compensation as outlined in applicable labor agreements to attain the goals of the department.

PROCEDURE

A. GENERAL

1. This order shall comply with current labor agreements between the City of Sacramento, the Sacramento Police Officers Association (SPOA), the Sacramento City Exempt Employees Association (SCXEA), and the Stationary Engineers, Local 39.
2. Management shall have the right to temporarily reschedule employees with five days' notice, for any police service the employee performs, except court overtime.
3. Employees shall personally contact their supervisor or, if unavailable, another supervisor when they realize they may work overtime in excess of their scheduled assignment.
 - a. Employees shall provide sufficient information to their supervisor for evaluation. The supervisor shall be responsible for determining if the employee should work overtime, if the work should be completed by another employee, or if the work should be postponed until another shift.

B. ON-CALL / STANDBY

1. Employees shall be authorized to be on-call/standby only in assignments with the approval by the deputy chief of police of the affected office.
 - a. Section commanders, or designee, shall be responsible for maintaining on-call/standby schedules.
2. On-call employees shall be compensated in accordance with the current and applicable labor agreements.

C. MUTUAL AID OVERTIME

1. Employees assigned to a Law Enforcement Mutual Aid (LEMA) Request, in accordance with General Order 560.03 (Mutual Aid Requests) shall be compensated at the regular overtime rate for hours worked more than a regular duty shift.
2. The Office of the Chief, Specialized Services Division captain, or other designee from the chief of police, shall ensure employees sent to LEMA requests are advised of overtime compensation provisions when responding to a declared emergency.

D. PLANNED OVERTIME, SUPPLEMENTAL OFF-DUTY EMPLOYMENT, AND OUTSIDE EMPLOYMENT

1. Except with the pre-approval of a lieutenant or administrative officer, or higher-ranking manager, employees shall:
 - a. Have at least eight consecutive hours of time off from work in a 24-hour period in between scheduled assignments and not work more than 16 scheduled hours within any 24-hour period.
 - b. Not exceed 30 hours of combined outside employment and overtime in a pay week (Saturday to Friday). The following types of overtime are not calculated as part of the 30-hour maximum:
 - (1) Call-outs.
 - (2) Court appearances.
 - (3) End-of-shift required overtime (e.g., report-writing, late call for service).
 - (4) Other forced or mandated overtime.
 - (5) Overtime worked while on approved and scheduled vacation or other approved time off.
 - c. Scheduled overtime (e.g., teaching at the academy, voluntary backfill patrol) is not considered forced or mandated.
2. Notwithstanding any other policy, procedure, or agreement, the department may reduce an employee's maximum number of allowable overtime hours when cause arises.
 - a. Reductions shall be determined by the employee's division commander and could be a result of financial limitations, or due to performance or discipline concerns.



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- b. The employee shall be notified, in writing, of the amended maximum overtime amount in reductions of 10-hour increments, each pay week.
- c. The parameters of any reduction will be determined by the division commander of the affected employee when work performance appears impacted (e.g., tired at work, internal or external complaints, lack of productivity) and will include a restoration plan when performance improves.

E. ON-CALL ALLOWANCE

- 1. Employees shall be authorized to remain on-call in assignments only with prior written approval of the deputy chief of police of the affected office.
 - a. Section commanders, or designee, shall be responsible for maintaining on-call schedules.
- 2. On-call employees shall be compensated in accordance with the current and applicable labor agreements.
- 3. Employees earning an on-call allowance shall enter the appropriate Time Reporting Code (TRC) on their timesheet for the period they were on call.

F. OUT-OF-CLASS COMPENSATION

- 1. Out-of-class compensation shall be paid only when authorized by a lieutenant or higher rank (sworn personnel) or by the section head (civilian personnel) to maintain the efficient operation of the Department.
- 2. To receive this premium payment, employees shall enter the applicable Program CD code and the appropriate TRC based on the out-of-class percentage approved for the assignment.

G. SHIFT DIFFERENTIAL

- 1. Shift differential shall be paid per the applicable labor agreement and/or salary schedule/resolution.
- 2. Employees earning swing or night shift differential shall enter the appropriate TRC on their timesheet.