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# COMMUNICATIONS DIVISION OVERTIME PROCEDURE

## 8003.1 PURPOSE

This procedure provides guidelines regarding how posted overtime is managed and distributed to Communications Division personnel.

## 8003.2 BACKGROUND

Overtime is used to supplement communications staffing when it falls below the established minimums. Only during exigent circumstances will overtime be permitted to staff above the minimum levels, typically during holidays or events that require additional support. When supplementing staffing with posted overtime, it will be equitably distributed amongst communication members, keeping in mind specific skills for slots that need a qualified radio dispatcher or a supervisor.

## 8003.3 PROCEDURES

### 8003.3.1 DISTRIBUTION OF POSTED OVERTIME

1. Overtime is determined at the time of monthly scheduling. Part-time staff are assigned hours, depending on their availability, thereby reducing the total number of hours available for sign-up. The amount will be compiled from all shifts, calculated and divided by the number of members who are eligible and typically sign-up. This calculation determines the maximum number of hours each member may sign-up for during his or her turn.
2. Communications overtime is published on the SAPD Intranet, and sign-up is done through a Communication's supervisor. To do this click on the following links. Forms & Resources > Communications > Overtime Signups > File Name (by month). Overtime in this file is read-only.
3. The supervisor of an affected shift can use his or her discretion to designate certain hours of overtime for a particular skill or ability; the overtime slot shall be noted as such. The requested skill or ability should not be removed from the slot without the prior approval of the supervisor who made the request.
4. When officers have been authorized to work overtime in Communications, they shall be permitted to sign up only for designated slots. They can be utilized to fill in for minimum staffing, projected vacation, training time and protected leaves (FMLA, FSPA, etc.). They shall not be allowed to sign up for overtime slots to grant short-term (monthly) time-off. Any slot available for officer sign-up, will be highlighted in mauve (pink) prior to the list being made available for officer sign-up.
5. Posted overtime may be canceled at any time. The supervisor who cancels the overtime is responsible for updating the Intranet and notifying any affected member in a timely fashion. Notification can be done by one or more of the following methods: in person, by departmental or personal e-mail, by text, or via telephone (home or cell

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phone). The supervisor needs to make every effort to ensure the member receives proper notification.

6. If any member needs to cancel overtime he or she signed up for, and it is known in advance, the member is responsible for finding a qualified replacement to fill the overtime. If the process is still in the sign-up phase, the member may cancel the hours through a Communications supervisor. Otherwise, the member can attempt to call, email or text other members, place a memo on the Communication's roll call board with the date and time of the overtime, or request a supervisor send out a group text message to "PDCommOTCallOut" and "OfficerOTcallout" (if applicable). If all options have been exhausted, it will be the responsibility of the member to report for the assigned time.

### 8003.3.2 SIGN-UP PROCESS

1. Sign-ups for each rotation will be based on seniority between Supervisors and Dispatchers. Communications Service Officers will also sign-up based on seniority after the Supervisors and Dispatchers. Most often, the rotation will occur two times before opening up with no further hour or seniority restrictions and to the officers. An exception to this may exist when a supervisor needs an overtime person immediately to meet staffing minimums. In those cases, they shall have the discretion of sending out a group text message and/or calling person who may be available to come in to fill the slot.
2. Members will be contacted by telephone at home and/or by cell phone (via text or phone call) when not on duty. If the member does not answer the call or text message notifying them it is their turn in rotation to sign up, a message will be left. If a member is on vacation or out of town and wishes to be contacted during the normal rotation of overtime, it is the member's responsibility to leave a good contact number with a supervisor; otherwise, the member will be passed through the process.
3. Once a member is notified it is their turn for overtime sign-up, they will have eight hours from the time of notification to select the overtime hours they desire. Communication supervisors have the discretion to modify this time frame if extenuating circumstances exist.
4. Members who wish to be excluded in the overtime sign-up process, may place "PASS" next to their name on the overtime roster.

Overtime, in general, can be halted at any time by the Chief of Police or his designee.