



Effective 07/19/1999  
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 2-20**

**OVERTIME SCHEDULING**

**SUBJECT:** Assigned and Special Event Overtime Scheduling

**PURPOSE:** To establish standard procedures for scheduling personnel for overtime assignments and special event requested coverage.

**POLICY:** It shall be the policy of this Department to offer and assign overtime on an equitable basis. It is not practical for each employee to receive identical amounts of overtime during a set period of time; however, the Department will strive to present the opportunity for overtime on a uniform basis.

**PROCEDURE:**

**I. Responsibilities**

- A. The appropriate Command Officer shall manage all overtime assignments/special requests. That Command Officer may designate an overtime coordinator(s) (officer(s) of any rank) to assist in assigning the overtime events.
- B. Off campus overtime assignments (assignments at any other CSU or the office of the Chancellor) may be worked so long as those assignments do not interfere with the normal daily operations of the CSU Fullerton Police and those assignments do not cause unnecessary overtime to the CSU Fullerton Police.
- C. Off campus overtime assignments may be found on the SUPA section of the California State University website. An officer interested in working a specific assignment listed on the website can contact that requesting Cal State P.D. directly (via the contact information listed on the website).
- D. All emergency overtime shall be assigned by the on-duty Watch Commander when the appropriate Command Officer is not on duty.

**II. Overtime Queue**

- A. In an effort to distribute overtime equitably and impartially, the University Police Department has established an "Overtime Queue" for selecting employees to work overtime.
  - 1. There shall be separate and independent overtime rotation queue's for police overtime, Watch Commander/OIC overtime, and dispatcher overtime assignments.
  - 2. Attempts must be made to contact all employees in the appropriate work group prior to allowing other employees (outside of the work group) to volunteer for said overtime (i.e., all dispatchers must be contacted prior to selecting from qualified police officers to fill a dispatch assignment).

3. The name of the employee eligible to work the next overtime event shall be noted in the overtime book, utilizing the "Overtime Queue". The availability shall be advanced when an employee has been offered the opportunity to work (whether or not accepted) a special event or duty overtime. The availability will not advance unless the overtime is scheduled (i.e., it will not advance if there is a campus emergency and employees are called in to work or if an employee is held over to complete a report). However, it will advance if an employee is asked to work due to lack of personnel or cannot work the assignment because of being on duty or working another event.
- B. No employee is allowed to work more than sixteen hours straight either combined regular shift and overtime or direct overtime assignment. Officers will be scheduled so they have a minimum of eight hours rest between the end of one workday and the start of the next, except in the event of emergency conditions.
- C. Special event overtime will be filled first with employees available to work the entire event. If no one is available to work the entire event, two officers may be allowed to divide the event. When a special event is divided, it will be offered in accordance with the rotation of the overtime wheel and arrangements shall be handled by the overtime coordinator and not by individual officers. The availability will advance if the officers divide special event overtime requests.
- D. An employee's name shall not be added to the overtime queue until the employee has completed the FTO program and is determined "qualified" to work overtime by both his/her FTO and supervisor.

### III. Overtime Scheduling

- A. It is preferable that special event and patrol overtime be worked on a voluntary basis.
- B. All overtime events shall be assigned on the basis of Departmental and University needs and, as far as practicable, shall be distributed equitably and impartially among qualified employees, utilizing the Overtime Queue.
- C. In emergency situations, or when there are an insufficient number of qualified employees desiring to work overtime, or there is a lack of sufficient time and coverage is needed immediately, employees will be assigned to work overtime assignments.
- D. All overtime requests and assignments will shall be made utilizing the respective Overtime Queue's and any confirmed assignments will cause the assigned officer(s) to rotate to the bottom of the Overtime Queue.
- E. When an overtime event is posted, an officer interested in working will sign their name in the "Signature of Interest" box located next to their respective typed name on the "On-Campus Overtime sign-up sheet." Officer(s) shall only agree to work for overtime they can work.

- F. When an assigned officer can no longer work an assigned overtime and the event is four or more days away from occurring, that officer shall contact the Command Officer or designated overtime coordinator as soon as practicable. The Command Officer/overtime coordinator will offer the overtime to the next name(s) on the queue in chronological order. The original assigned officer will still be responsible for coverage until alternate officer coverage is confirmed. The newly assigned officer will be rotated to the bottom of the queue. When less than four days remain to the start of the event, the assigned officer should do their due diligence in getting the shift covered from any qualified police officer, but will still be ultimately responsible if no other officer can be confirmed. Officers unable to work their previously assigned overtime will not receive a replacement overtime assignment nor will they return to their previous spot on the queue.

#### IV. Assigning via the Overtime Queue

- A. When assigning an overtime event, the overtime coordinator will start at the top of the Overtime Queue and move down the list chronologically, skipping those officers that have not signed their name to work or have written "No," indicating they are not interested or available for the assignment.
- B. The highest officer on the queue with a signature next to their name, will be assigned to the event. If there are multiple spots available for the event, the next highest listed officer with a signature will be assigned, and so on until all the requested spots have been assigned.
- C. Once an officer has been assigned, their name will immediately be rotated to the bottom of the queue.
- D. If an event is cancelled in full or the number of assigned officers has been reduced, the overtime coordinator, within reason but with no guarantees, will make every viable attempt to re-assign that officer to a future event that is comparable to the one cancelled.
- E. All officers will have an opportunity to remain at the top of the overtime queue for three consecutive assignments. Upon the third consecutive rotation of either indicating, "No," or left blank (no signature), or any combination of both, that officer will automatically be rotated to the bottom of the queue.
- F. An overtime will be considered "last minute," if the request comes to the overtime coordinator with less than four days' notice from the date received and the date of the event. The overtime coordinator will indicate on the email notification whether the request is last minute or not. Last minute assignments will be assigned as first come, first serve and the queue will not be used nor will be any officer be rotated from their current position on the queue.

#### V. Notification Procedures

- A. When an overtime request is received, an 'On-Campus Overtime sign-up sheet' will be placed in the 'Overtime Binder'. The overtime coordinator will then attempt to contact by email, text, or telephone all employees who are not expected to be on duty in a reasonable amount of time to get a chance at signing up for an overtime event. It is the employee's responsibility to respond to the notice within

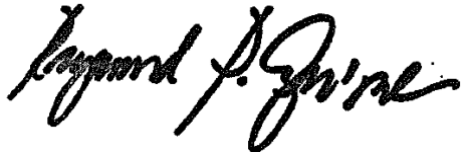
the time specified. If the employee fails to respond to the notice prior to the specified date and time, it shall be assumed the employee is not interested in working the overtime. Whenever practical and possible, overtime will be assigned at least fourteen days prior to the event. If several events are scheduled for the same general time, they may be grouped for fairness of assignment.

- B. When an overtime request is received less than fourteen days before an event, the same notification procedures for eligible employees will be followed, whenever possible.
- C. Overtime assignment is made less than four days before an event, the overtime coordinator will attempt to notify the assigned employee by email, text, or phone. Although the overtime coordinator will attempt to make this notification, it is still the responsibility of employees who have signed-up to work an event, to check whether or not they have been assigned.
- D. When an officer is scheduled to work an overtime assignment and the appropriate notification for said assignment has been made, he/she is responsible for working that event. Should a bona fide emergency arise beyond the control of the officer, the officer shall immediately notify the on-duty Watch Commander. The Watch Commander shall attempt to cover the assignment with an employee from the Overtime Queue. Should an officer desire to withdraw from working an overtime event, the overtime coordinator must be given adequate notice that a problem exists, but no less than twenty-four hours prior to the event. Thereafter, an attempt shall be made to replace the officer via the Overtime Queue. The officer requesting to withdraw from the event is still responsible to work the assignment; until a replacement has been confirmed.
- E. An overtime binder, containing the 'Overtime Queue' and 'On-Campus Overtime sign-up Sheet(s)', shall be accessible in the Watch Commander's Office, or the briefing room.
- F. After an employee is assigned to an overtime event, the 'On-Campus Overtime Sign-Up Sheet' designating the employee(s), will be posted on the 'overtime board' in the Briefing Room.
- G. Any deviation from the assigned officer working the event, "switching" assignments for example, is completely the responsibility of the officer originally assigned to any event. The officer requesting the trade shall do so via shift swap form and emailing the appropriate Command Officer once it is confirmed.
- H. The Command Officer, at his/her discretion, may designate a sergeant or supervisor to be scheduled to work any overtime event to provide effective supervision or management.

REVIEWED BY:

T.Perez

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund Aguirre". The signature is written in a cursive style with a large initial 'R' and 'A'.

Raymund Aguirre  
Chief of Police