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## **Purpose**

This policy recognizes that Bemidji Police Officers are sometimes required to work beyond, before or in addition to their normally scheduled shifts.

## **Policy**

It is the policy of the Bemidji Police Department to compensate employees at an overtime rate for time worked beyond their normally scheduled shift.

## **Scope**

Overtime will only be paid to employees in compliance state and federal laws, union contracts and under the following conditions:

- A. When an emergency exists causing an extended shift.
  - a. The supervisor or OIC must initial the employee's timesheet prior to submission.
- B. Department authorized training.
  - a. Time for travel to and from local training, consisting of less than 30 minutes each way will not be compensated. Travel time, in excess of 30 minutes each way will be compensated at the overtime rate when occurring outside of the regular scheduled hours.
- C. A call for service that continues after the normally scheduled shift.
  - a. The officer will consult with the supervisor on duty, or OIC for direction. The approving supervisor or OIC must initial the employee's timesheet prior to submission.
- D. Officers called in for duty or required to stay during off-duty hours.
  - a. When a gap exists in the schedule that requires coverage, the supervisor or OIC shall require someone to come in early or extend their shift. The supervisor or OIC must initial the employee's timesheet prior to submission.
- E. Special events
  - a. Opportunities for special event overtime will be distributed as fairly as possible to allow for an equal opportunity.
  - b. Officers may be required to work special event overtime.
  - c. Special event overtime may be opened up to officers and deputies of other jurisdictions as required with approval of the chief.

## **Reference or Revision Date(s):**

- A. REVISION DATE(S):