



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 555 – COMPENSATION AND OVERTIME PROCEDURES

**GENERAL ORDER:** 2024-40  
**ISSUED:** July 22, 2024

**EFFECTIVE:** July 22, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** May 10, 2024

**ACTION:** Amends General Order 2023-36 (May 30, 2023)

**WILEAG STANDARD(S):** 2.4.1

### ROLL CALL VERSION

**Contains only changes to current policy.  
For complete version of SOP, see SharePoint.**

#### **555.10 COMPENSATION (WILEAG 2.4.1)**

##### A. SALARIES AND RANGES FOR EACH POSITION

All sworn and non-sworn employee salaries within each rank or position are set by the city of Milwaukee's salary ordinance and can be located under the city clerk's tab (city charter and code of ordinances) at [www.city.milwaukee.gov](https://city.milwaukee.gov/cityclerk/LRB/ordinances/tableofcontents) at <https://city.milwaukee.gov/cityclerk/LRB/ordinances/tableofcontents>.

(WILEAG 2.4.1.1)

#### **555.15 HOURS OF WORK – STRAIGHT TIME AND OVERTIME (WILEAG 2.4.1)**

##### F. NON-SWORN MEMBERS

The normal hours of work shall consist of work shifts of eight consecutive hours. The normal work week must consist of five eight-hour work shifts in each seven day work week. Time physically worked in excess of 40 hours per week is considered premium time. If vacation time, sick time, compensatory time, or other time off is taken during the week, premium time will be paid at a straight time rate until the 40 hour minimum is actually worked. The only exception will be civilian holidays and city appointed furlough days which will count towards the 40 hour threshold.

2. Police service specialists (PSS) and police service specialist investigators (PSSI) must be carried as holiday off during city appointed holidays and shall not be scheduled to work unless they receive supervisory approval to work on the city appointed holiday.

#### **555.25 ONLINE OVERTIME CARDS – GENERAL INSTRUCTIONS**

##### C. SUPERVISORS

##### 5. Electronic overtime card reports

- b. Form P0-26A *Event Overtime Check In/Out Report* – used to track overtime at special events including Miller Park American Family Field, Summerfest, and the

Bradley Center Fiserv Forum as well as the deployment of specialty units such as the Hazardous Device Unit (HDU) and Major Incident Response Team (MIRT). Only a supervisor from Tactical Planning and Logistics can approve special event and extra duty electronic overtime cards.

#### D. SWORN MEMBERS

2. If there are multiple authorized electronic overtime cards, there is a drop-down menu listing the cards. Select the card to be completed. The member's name, rank, PeopleSoft number, program job code and personnel assignment code will have automatically populated. If a member's overtime has not been properly authorized, a message stating "There is no unapproved overtime authorized for you" will appear. The member must notify a supervisor to authorize the overtime before proceeding.
3. Complete the following fields:
  - h. Additional Miscellaneous Descriptions: Include a written narrative explaining the reason for the extension of duty which shall be as detailed as possible.
  - ih. Signature: Once the card has been completed, click on the "sign" box located at the bottom right of the electronic overtime. The system will identify the date and time the member signed their electronic overtime card. Members who wish to retain a hard copy of their electronic overtime card should click on the "print" box located at the right side of the electronic overtime card.
  - ji. Sworn members must complete their electronic overtime card immediately following the conclusion of their extension of duty or special event overtime. If the overtime occurred outside the member's work location and the member has no other valid reason to return to his/her work location at the conclusion of the overtime, then the electronic overtime card shall be completed at the nearest and most practical department location with an online time entry system.

If a member completes their electronic overtime card for a date that falls under a previous pay period, the member shall include a valid reason for the late submission.

#### E. NON-SWORN MEMBERS

With the exception of civilians physically working on a city appointed holiday, civilian members shall record premium time worked on their biweekly timecards. Each day shall record the total number of hours worked. Once the 40 hour worked per week threshold is met, the civilian shall record premium time in the following manner:

1. If premium time is desired as paid time, then all time is carried under the 077 straight time earn code. Premium time pay will be calculated during payroll processing by the comptroller's office.

**555.30 TYPES OF OVERTIME (WILEAG 2.4.1)****C. EXTENSION OF DUTY OVERTIME****1. General Guidelines**

- e. No task or function shall be performed on overtime that could otherwise be performed during regular work hours.
- f. Only overtime required to meet vital service demands of the department shall be authorized.
- g. All tasks and functions that require the use of overtime shall be routinely evaluated in terms of their cost-effectiveness. Alternatives to the use of overtime to accomplish these tasks or program objectives shall be evaluated and implemented where appropriate.
- h. Only a captain or above may approve overtime requests designed to fill an on-going vacancy or meet an unusually high yet foreseeable workload (e.g., personnel vacancies are authorized positions left unfilled when vacated permanently or for extended and indefinite periods of time).
- i. Supervisors and command staff shall take measures and issue directives where reasonably possible to reduce or limit the demand for overtime. This includes but is not limited to supervisory efforts to perform the following:
  - 1. Establish and hold members responsible for a level of performance during standard work hours that minimizes the need for overtime and/or the need for additional personnel.
  - 2. Anticipate and manage workload requirements where reasonable to best utilize standard duty hours.
  - 3. Manage and coordinate vacation, leave, and related requests to minimize manpower deficiencies.
  - 4. Ensure that the department's overtime policy and the particulars of the MPA and MPSO labor agreements are consistently adhered to by members as they relate to overtime for court appearances, travel time, training, holiday leave, vacations, and related matters.

**5. Technical Communications Division Responsibilities**

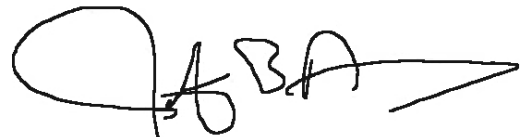
The Technical Communications Division shall not generally assign priority ~~3 and 4~~ 5, 6, and 7 assignments to field units within the last 10 minutes of their shift unless extenuating circumstances exist.

## 10. Extension of Duty/Online Overtime Cards

- a. A Computer Aided Dispatch (CAD) number must be entered in the CAD number field when overtime is a result of a call(s) for service. If the extension of duty is related to multiple CAD calls, all CAD numbers (up to 5), shall be entered in the CAD field. If the overtime is not related to a CAD call for service, enter ~~nine~~ **eleven** zeroes (0000000000) in the CAD number field.
- b. Any additional information should be documented in the "additional miscellaneous descriptions" field, **which shall include a written narrative explaining the reason for the extension of duty and shall be as detailed as possible.**

## E. ROLL CALL OVERTIME

2. Members assigned to the following units do not require 12 minute roll call time prior to an eight hour tour of duty, and will not be granted same, unless specifically authorized by the Chief of Police.
  - **Compliance Management Section**
  - ~~Office of Community Outreach and Education (except school resource officers, school patrol officers and truancy abatement burglary suppression officers).~~ **Office of Community Relations, Engagement, and Recruitment**



JEFFREY B. NORMAN  
CHIEF OF POLICE

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