



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 555 – COMPENSATION AND OVERTIME PROCEDURES

**GENERAL ORDER:** 2022-XX  
**ISSUED:** July 11, 2022

**EFFECTIVE:** July 11, 2022

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** May 31, 2022

**ACTION:** Amends General Order 2017-10 (June 2, 2017)

**WILEAG STANDARD(S):** 2.4.1

### ROLL CALL VERSION

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

### 555.25 ONLINE OVERTIME CARDS – GENERAL INSTRUCTIONS

Overtime involving extension of duty, special events, court, replacement, uniform fitting, FLSA replacement, FLSA travel, and out-of-shift shall be completed in the online time entry system by all work locations.

A. Online overtime cards must be authorized by a supervisor, completed, electronically signed by the member and approved by another supervisor as soon as administratively practical on a continual basis within and throughout the pay period. With the exception of pay periods where payroll closes early, all online overtime cards must be completed and approved by 10:00 a.m. on the Monday following the end of the pay period. When pay periods close early, all online overtime cards must be completed and approved by the prior to the close of payroll. All electronic overtime cards not approved by a supervisor will be voided by the Payroll Section when payroll closes.

#### B. SUPERVISORS

##### 1. Authority to approve, authorize and/or void electronic overtime cards

Supervisors may authorize and approve electronic overtime cards for members of the same rank or lower. Supervisors may only approve overtime for members whose cards they did not authorize. Two different members of the same rank or higher are required to authorize and approve a member's electronic overtime card.

Supervisors can authorize electronic court overtime cards for members of their location for the same rank or lower, but only a supervisor from Court Administration Division can approve electronic court overtime cards. Any supervisor may void an authorized electronic overtime card. Only a supervisor from ~~the Office of Management and Planning (OMAP)~~ **Tactical Planning and Logistics** can authorize and approve special event and extra duty electronic overtime cards.

##### 2. Authorizing electronic overtime card

d. If known, select the correct type of overtime the member is requesting using the

drop down arrow for “select OT type” (“paid” or “comp”). If unknown, this option may be bypassed. If paid comp overtime is requested and the member is over his/her compensatory time balance per their bargaining agreement, the Online Time Entry System will automatically change the card from compensatory to pay. Only when the members published compensatory time balance is under the limit will the system allow the member to submit comp cards.

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, Summerfest, and the Bradley Center 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 OMAP Tactical Planning and Logistics can approve special event and extra duty electronic overtime cards.

C. SWORN MEMBERS

3. Complete the following fields:

- d. Program and Project Grant Code (Work Order number), if applicable: Enter the four digits program code. If overtime is project/grant related, enter “WK” or “CS” before the project grant code with no spaces. If the card has been authorized by a supervisor assigned to OMAP Tactical Planning and Logistics, this field will automatically populate.

**555.30 TYPES OF OVERTIME (WILEAG 2.4.1)**

I. OVERTIME FOR NON-SWORN PERSONNEL

3. A work week is defined as 12:040 a.m. Sunday through 11:59 p.m. on Saturday night. Only city appointed civilian holidays count toward physical work time.

P. SPECIAL EVENT AND EXTRA DUTY OVERTIME


See SOP 400 Off-Duty, Extra-Duty, and Special Event Employment.

~~Department members are prohibited from working any off-duty, extra-duty or special event employment under the following conditions:~~

- ~~1. If the member has not completed their initial-hire probationary (police officers will be ineligible during the first 16 months of hire, and civilian members will be ineligible during the first six months of hire). Police aides and recruit officers are exempt from this provision to perform specific duties as designated by OMAP;~~
- ~~2. If the member has an unsatisfactory work attendance record, as determined by the member's commanding officer;~~
- ~~3. If the member has an unsatisfactory disciplinary record, as determined by the Chief~~

of Police;

- ~~4. If the member is limited duty or is being carried in an injured on duty (IOD) or old duty injury (ODI) status (e.g., when covered by workers' compensation);~~
- ~~5. If the member is on a leave of absence (e.g., education leave, military leave, FMLA, personal sick/injury leave). Such members must return to regular full-duty status and work their next scheduled regular duty shift prior to working any special duty assignment;~~
- ~~6. If a member is not in a full-duty status at the time they sign up for an event;~~
- ~~7. If a member is serving a period of paid or unpaid suspension;~~
- ~~8. If the member is using a compensatory off day;~~
- ~~9. If the member is using a furlough day (with the exception only of Miller Park and the Bradley Center reimbursable overtime);~~
- ~~10. If the member is the subject of a pending personnel investigation for an allegation of misconduct, as determined by the commanding officer of the Internal Affairs Division.~~  
(WILEAG 2.4.1.2)



JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk