SUBJECT: SPECIAL ORDER No. 12-03

PURPOSE: IMPLEMENT ADDITIONAL OVERTIME MANAGEMENT PROCEDURES

In addition to existing policies and procedures related to Port Police overtime, the following procedures will be in effect for the duration of the current fiscal year:

- All overtime is to be approved in advance by the Commanding Officer of the unit requiring the use of officers on overtime.

- Commanding Officers are to maintain detailed records of overtime usage within their command including date, time and circumstances for each overtime usage, the reasons that the use of officers on overtime was necessary, and efforts made to identify officers that could fulfill the need on straight time.

- On a weekly basis Commanding Officers are to report the above information along with an amount of overtime used, to the Chief of Police.

RONALD J. BOYD
Chief of Police

RJB:GPC:ng