



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1210
TOPIC: OVERTIME AND LEAVES
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
DATE: 1-1-2024
SUPERSEDES: G.O.1210, 2023
REFERENCE: L.M.C. 2.76.430, HR 2013-3, HR 2009-1

I. POLICY

The Lincoln Police Department will compensate employees for overtime hours worked and will provide leaves in accordance with labor agreements and Lincoln Municipal Code. All overtime and leave must be approved in advance by a supervisor.

II. PROCEDURE

A. Overtime

1. Overtime Approval
 - a. Employees must obtain approval from their immediate supervisor prior to working overtime hours.
 - (1) If the employee's supervisor is not available, any other supervisor can authorize the overtime.
 - (2) Immediate approval is not necessary if the overtime involves an arrest, call for service, or emergency occurring at the end of the shift, and it is impractical to contact a supervisor. The employee should contact the on-duty supervisor as soon as possible for continued overtime approval or the assignment of alternate personnel.
 - b. Officers are expected to complete reports during their duty shift whenever practical. Overtime should not be approved when it is evident that the officer had sufficient opportunity to complete the reports during their normal duty shift.
 - c. Overtime in connection with committee or task force meetings, and for activities outside the employee's normal job assignment, such as Youth Football, requires supervisory approval through completion of a Request to Participate form.
2. Overtime Entries
 - a. Any overtime entry must be completed in the Oracle payroll system for all overtime worked including court appearances, hearings, and meetings.
 - b. Completed entries will be electronically directed to the employee's direct supervisor, or a command level officer for approval. If a supervisor other than the employee's direct supervisor authorized the overtime, that approval should be noted on the entry. Supervisors shall submit their entries to command officers for approval.
3. Compensation for Overtime (22.1.1)
 - a. Pay for overtime hours will be calculated according to rates as set by labor agreements or Lincoln Municipal Code.
 - b. Overtime is paid in 15-minute increments, rounded to the nearest quarter hour.
 - c. Compensatory time off in lieu of overtime pay may be permitted if authorized by the labor agreement. No employee may accrue an excess of 160 hours of compensatory time in any fiscal year.

B. Regular Leaves

1. Employees may request leaves through their immediate supervisor.
 - a. If it is impractical to contact the immediate supervisor, for example, in the event of a sudden illness or family emergency, another supervisor in the employee's chain of command or unit shall be contacted to request leave. If this is impractical, the duty commander shall be contacted.
 - b. Calling and advising a non-supervisory employee of a leave or sickness is not sufficient and does not relieve the employee of the duty to request leave from a supervisor.

2. Compensation for leaves and computation of work hours in the event of leave will be in accordance with labor agreements and Lincoln Municipal Code. (22.1.2)

C. Military Leave

1. The Lincoln Police Department values the contribution of employees to the armed services and seeks to fulfill the mutual needs of the department and employees' military units.
2. Employees may be allowed up to 120 hours of military leave for active duty or active-duty training with orders per calendar year. Weekend training constitutes active-duty training and is eligible for military leave.
3. All leaves must be scheduled through the employee's supervisor. Employees are required to coordinate their active duty and inactive duty leave requests with their supervisors. Employees shall provide a copy of their military unit's published training schedules at the beginning of the military training year and shall notify supervisors of any changes 30 days in advance of the dates.
4. Requests for leave for inactive duty (any duty without orders) shall be considered on a case-by-case basis.
5. The officer's commanding officer or unit manager shall act as a liaison between the department and the military unit to resolve any problems that arise.
6. Employees may use vacation, holiday leave, or compensatory time for military duty of any type. At the employee's option, they may elect to take unpaid military leave.
7. Whenever an employee is required to attend to military duty of any type, the department will permit leave sufficient for travel to the place of the duty, and a rest period of at least eight hours prior to the commencement of the duty.
8. Upon the conclusion of military duty of any type, the employee will be allowed leave necessary for return from the place of duty and shall not be required to return to work until the first regularly scheduled duty shift on the next calendar day following the conclusion of the military duty.

D. Military Activations Exceeding 180 Days

1. For a military activation exceeding 180 days, the employee will provide orders to the police finance manager who will be the point of contact for the employee, for the Department and for coordinating with City Human Resources. The police finance manager will:
 - a. Schedule the employee for an exit interview with the chief of police or their designee. At that time, the employee will turn over department equipment to the Property Unit for safekeeping. (22.1.9)
 - b. Obtain an email address or method of contact while the employee is deployed.
2. Once an employee returns from active duty,
 - a. The police finance manager will schedule the employee for an in-processing interview with the chief of police or their designee.
 - b. The chief's executive assistant will create orders transferring the employee to the Education and Personnel Unit, under the direction of the commanding officer.

E. Leave of Absence

1. Employees may request an unpaid leave of absence, in accordance with labor agreements and Lincoln Municipal Code.
2. Requests must be made in writing, to the employee's commanding officer or unit manager.
 - a. The chief of police may approve leaves for up to 30 days.
 - b. Leaves of absence in excess of 30 days require the approval of the personnel director.
3. A leave of absence will be granted only when it will not unduly hamper the operations of the department. Requests will be considered for approval based upon such factors as:
 - a. The employee's past performance;
 - b. The impact of the proposed leave upon the department;
 - c. A leave of absence will only be approved when the leave will benefit the department, either directly or indirectly or;
 - d. In compliance with LMC 2.76.430, Leaves of Absence; Length of Service.

F. Leaves Over 180 Days

1. Upon return from any leave exceeding 180 days or returning to street patrol from a specialized unit assignment, officers must contact the commanding officer of the Education and Personnel Unit, who will coordinate the completion of a re-acclimation training.
2. The returning employee shall be assigned to the Education and Personnel Unit for a minimum of one (1) pay period to complete the re-acclimation training.
3. Re-acclimation training will include basic skills necessary to operate as a street patrol Officer, all weapons qualifications, to include lethal and less lethal platforms, and ride-alongs with current street patrol officers.
4. If an officer has been on any leave or specialized assignment for a period less than 180 days but desires re-acclimation training, they may make a request for the training through their commanding officer. Such requests will be handled reasonably on a case-by-case basis. In some circumstances the employee may be required to attend the re-acclimation training.
5. Upon completion of the re-acclimation training, proof of completion will be placed in the employee's personnel file.

G. Flex Time and Shift Swapping

1. There are occasions where employees may request to flex time off or trade their work hours with another employee due to scheduling conflicts, staffing issues or other circumstances. This use of flex time or 'shift swapping' must be:
 - a. Approved in advance by a supervisor;
 - b. Used within the same pay period or pay week depending on the employee's collective bargaining agreement;
 - c. Fall within guidelines of unit SOPs;
 - d. Be beneficial to both the employee and the department;
 - e. The Oracle timecard must be an accurate reflection of the days/hours the employee actually worked;
 - f. The combined total of regular hours worked or leave hours for any employee shall not exceed 80 hours per pay period.

