



**3-20 OVERTIME, COMPENSATORY TIME AND WORK SHIFT _____
DESIGNATION**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

1-43 ~~(Currently 8-3)~~ Fiscal Division (Currently 8-3)

1-71 Operations Review

1-75 Planning Division

2-56 Use of Force—Reporting by Department Personnel

~~noneX-XX~~ Policy Title

B. Form(s)

Interoffice Memorandum ~~PD-X~~

Upgrade Request ~~Formm~~

Title

C. Other Resource(s)

Albuquerque, N.M., Merit System Ordinance, § 3-1-10 Compensation

Chief's Overtime (COT) Program Access Database

~~29-1994, Chapter 3 art. art. 1X (1994)~~

City of Albuquerque and Albuquerque Police Officers' Association Collective

Bargaining Agreement

Fair Labor Standards Act of 1938

Family and Medical Leave Act of 1993, ~~2006~~

United States of America v. City of Albuquerque, No. 1:14-cv-01025 – Document 465

(D.N.M. 2019)

~~Chief's Overtime Program, Access Data Base~~

~~—(Placeholder. For example, Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association)~~

D. Rescinded Special Order(s)

SO 20-43 OvertimeX — Subject



3-20-1 Purpose

The purpose of this policy is to establish guidelines for ~~the Albuquerque Police Department~~ (Department) personnel who work, ~~ing~~ and are compensated for, ~~claiming~~ overtime or compensatory (comp) time. It also provides for the designations of shifts worked by personnel, as well as ~~Chief's Overtime review, approval, and oversight~~.

3-20-2 Policy

It is the policy of the ~~Albuquerque Police Department~~ (Department) ~~policy is~~ to compensate personnel for all overtime worked in the form of wages ~~and/or~~ compensatory time as provided by federal, state, and local laws.

3-20-3 Definitions ~~—(if applicable)~~

A. Backfill

~~A Substitute or alternate Department personnel working for, or as a replacement for, another Department personnel employee of the same rank.~~

B. Differential Pay

~~The shift times designated below above shall be used to compute shift differential pay, consistent per with tThe Collective Bargaining Agreement (CBA) between the City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA).~~

C. Shift Classifications

1. Permanent work shifts of the Department are classified into one of the following categories:

- a. Watch I: ~~-Aa~~Any shift that begins between 1700 hours and 0329 hours shall be considered Graveyard Shift;
- b. Watch II: ~~-Aa~~Any shift that begins between 0330 hours and 0959 hours shall be considered Day Shift; and
- c. Watch III: ~~-Aa~~Any shift that begins between 1000 hours and 1659 hours shall be considered Swing Shift.

~~A. Differential Pay~~

~~The shift times designated above shall be used to compute shift differential pay per The City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA).~~

~~A. Backfill~~



~~A substitute or alternate Department personnel working for or as a replacement of another Department personnel of the same rank.~~

~~Flex Scheduling and Split Shifts~~

~~Flex scheduling and split shifts may be implemented at the discretion of the Bureau Commanders to fit the needs of particular work units.~~

~~The title of defined word or unit.~~

~~Describe terminology used.~~

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~~3-20-4~~ 3-20-4 ~~Rules, and Responsibilities, and or Rules~~ Rules Procedures

5

~~A. Overtime~~

~~A.~~

4

1. ~~Eligible personnel shall be paid time and one-half their of their regular rate of pay at the rate of time and one-half their regular straight time rate of pay~~ Eligible personnel shall be paid time and one-half their of their regular rate of pay for all time worked in excess of forty (40) hours in any one workweek.

2. ~~Personnel may~~ Personnel shall not exceed sixty-five (65) work hours per week without prior authorization by their Bureau Deputy Chief. This includes overtime paid or comp time earned through hours worked.

a. This does not include court overtime.

b. This does not include comp time earned through on-call status or City of Albuquerque Shooting Range Park practice.

c. All Chief's Overtime (COT), grant overtime, and any other overtime per week; worked shall will go toward the cap of sixty-five (65) hours.

d. Any exception to the sixty-five (65) hours per week maximum must be pre-approved by their Bureau Deputy Chief.

e. If un-scheduled overtime causes takes Department personnel the employee to go over the sixty-five (65) hour weekly cap they must notify their chain of command by the end of their work shift.



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f. A commander ~~can~~ may approve personnel ~~an employee~~ working additional hours to meet significant operational needs, not to include COT ~~chiefs~~ or grant ~~o~~ Overtime.

—The ~~C~~ Chief of Police, or ~~his~~ their designee, through issuance of a Special Order, can waive the weekly sixty-five (65) hour cap to meet Department operational needs, ~~which . This shall will be done with a S~~ Special Order.

g. _

6 1.3. ~~A “non-Scheduled Time” form (PD-4019) will be completed by personnel performing the overtime. The form must be approved~~ All overtime, if considered acceptable, must be approved by the appropriate supervisor in ~~the personnel~~ the employee’s chain of command.

5 4. All overtime, with the exception of ~~c~~ Court ~~o~~ Overtime and ~~C~~ Chief’s ~~O~~ Overtime (COT), must be pre-approved by the ~~on-duty supervisor~~ supervisor of the employee working the overtime assignment and recorded on a daily basis within the payroll time keeping system; that the personnel ~~the employee~~ has been assigned.

~~2. on weekly time sheets.~~

3.5. When possible, it is the responsibility of personnel working during normal business hours ~~shall~~ ould to scheduled work-related meetings, interviews, or /appointments during their shift(s)s, whenever possible. If ~~there are circumstances where~~ personnel cannot schedule meetings, interviews, or /appointments during ~~his/her~~ their shift(s)s, they personnel shall will notify their immediate supervisor ~~to and obtain prior approval from their c~~ Commander before scheduling meetings, interviews, or appointments ~~/interviews during on~~ off-duty hours. ~~.-~~ This section does not apply to personnel whose entire shift occurs during non-business hours.

4.6. When ~~ever~~ possible, ~~it is the responsibility of~~ personnel ~~to~~ shall ~~ould~~ consolidate appointments or /meetings to reduce overtime expenditures.

5.7. ~~Restrictions—Officers~~ Personnel ~~cannot~~ shall not sign-up for, or accept, an assignment for overtime if they:

i. ~~Are On~~ in an "on-call status";

a. _

i. Honor Guard, and Emergency Response Team (ERT) are permitted to sign up and work overtime/compensatory p assignments.

ii. ~~If Honor Guard or ERT are working overtime/compensatory (comp) assignment~~ time and there is an ERT call-out, responding to the ERT call-out is mandatory, and no disciplinary action will be taken for the missed COT assignments, if any. ~~The Honor Guard team and Emergency Response Team (ERT) shall will be exempt from this.~~

iii. ~~Applies only to Chief’s Overtime COT assignments.~~

b. Are o ~~On~~ an a Administrative l ~~Leave/a~~ Assignment;

c. Are o ~~On~~ suspension from normal work;



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- d. ~~Are on Sick Leave, Family Medical Leave Act (FMLA), or Educational Leave;~~
- e. ~~The officer/Department personnel/employee has physical or e/medical restrictions which affect his/her/their ability to perform all the essential functions of a field officer;~~
- f. ~~Military Leave; or~~
- g. ~~On Light Duty; or~~
- h. ~~Work Injury Leave;~~

g. —

B. ~~Chief's TimeCOT Program~~

~~The Chief's TimeCOT Program is open to Department personnel/officers on a sign-up basis.~~

~~Patrolman Second Class (P2/cC) must be off OJT to be eligible to work Chief's TimeCOT.~~

1. ~~Personnel must use a fully marked police unit with a cage capable of transporting prisoners. (See letter "E" for supervisor sign-up policy).~~

~~Department personnel/Officers who wish to participate in the Chief's TimeCOT Program should contact the Chief's TimeCOT Coordinator indicating their desire to sign up for available assignments. Officers are responsible for and provide updating all necessary information.~~

2. ~~_____, i.e., address, telephone numbers, a recent transfer, etc., by notifying the Chief's Time Coordinator.~~

3. —

4. ~~Classes of compensation for working Chief's TimeCOT:~~

a. ~~Lieutenant (Commanding Officer) Chief's Time rate. Compensation for working ChiefsCOT will be paid at the Department personnel/officer's current rank/pay rate at time and one-half, and only for jobs they are trained to perform.~~

~~Sergeant Chief's Time rate Police Service Aids (PSAs) may work a Chief's OvertimeCOT assignment that only consist/only consisting of traffic duties at time and one-half~~

~~The COT unit is responsible for ensuring the proper number of supervisors have been assigned to maintain the eight (8) to one (1) ratio of subordinates to supervisors.~~

5. ~~The number and /rank of personnel requested required for an assignment is determined by the event, and/or the vendor requirements/requests, e.g., an event may require a commanding officer (lieutenant or above) and/or a superior officer to supervise patrolmen. Patrolman First Class Chief's Time rate~~

6. ~~Supervisors Working Chief's TimeCOT~~

a. ~~Supervisors may sign up for any assignment requiring a supervisor, as outlined in paragraph "5" below.~~

b. ~~Supervisors may not sign up for, or accept any P1/C assignments designated for employees at a lower paygrade.~~



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~~c. — Lieutenants may not sign-up for or accept any Sergeant assignments.~~

~~7. — An alphabetical grouping of eligible Department personnel officers, (A-F, G-L, M-R, S-Z) shall will be prepared by the Chief's TimeCOT Coordinator in order to equitably distribute assignments. The list is rotated monthly and . The list will be posted in the Chief's TimeCOT office. The list covers each month of the calendar year and is distributed to all area commands/ and divisions commands. Chief's Time~~

~~8. — COT sign-up will be conducted as follows:~~

~~a. — The Chief's TimeCOT Coordinator will have assignments available for sign-up by the second week of the month. Each officer may select only three (3) assignments on their designated sign-up date.~~

~~b. — Supervisors may select only two (2) assignments on their designated sign-up date. The third Wednesday of each month will be the "open book" period to sign up for an additional three (3) assignments.~~

~~c. — The day after "open book" officers may take any assignments available. Officers may sign up for only 3 additional assignments per day as long as assignments are available.~~

~~d. — Supervisors may sign up for only two (2) additional assignments per day as long as assignments are available.~~

~~e. — Officers are only authorized to sign-up for and/or accept assignments for themselves only.~~

~~f. — Chief's TimeCOT hHour lLimitations:~~

~~i. No employee can work more than twenty five (25) hours of COT per week;~~

~~ii. Any COT overtime worked counts toward the total of sixty five (65) hours of total time allowed per week;~~

~~iii. It is the employee's responsibility to monitor/keep up with their total number of hours worked in any capacity.~~

~~1. —~~

~~1. If a COT job runs longer then scheduled and this takes you over the twenty-five (25) hour COT cap, then the employee working the assignment must advise a supervisor and note the overage on the COT paperwork.~~

~~2. — If un-scheduled overtime takes you over the twenty-five (25) hour COT cap and you have additional COT assignments scheduled, later in the pay period. Those additional assignments must be posted on SharePoint to attempt to obtain coverage.~~

~~i. — a. — a. If coverage cannot be found after posting, the approval to work the assignment must be granted by two (2) ranks above the employee. T and the approval must be noted on the COT paperwork. — In cases where officers do not receive any type of overtime, excluding court overtime, officers will not accept, sign-up for, or work more than twenty-five (25) hours of Chief's TimeCOT per week. An officer who exceeds twenty-five (25) hours of Chief's TimeCOT in a given week will be subject to suspension of Chief's TimeCOT privileges listed in paragraph 12.~~

~~ii. — Officers are limited to twenty five (25) hours of Chief's total overtimeCOT for any given week. For example, if an officer has 10 hours of grant overtime for a given week, he/she may sign up for a maximum of only 15 hours of Chief's Time.~~



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~~g. — Officers must personally pick up paperwork from the Chief's TimeCOT Coordinator on the last working day of the month for the next month's assignments.~~

~~h. — Vendors occasionally request officers for an event on short notice. The Chief's Time Coordinator will contact Communications to broadcast a request for officer(s) to fill the assignment. This will be done on a limited, emergency only basis. The Chief's overtimeCOT coordinator will post assignments for giveaway through SharePoint and additional emails along with the Chief's overtimeCOT bBook.~~

~~9. — Department personnelOfficers who are unable to work a scheduled Chief's TimeCOT assignment are responsible for finding a replacement. Any officer working as a replacement is responsible for ensuring he/shethey does not exceed twenty five (50 hours per pay period 25) hours of Chief's overtimeCOT for any given week.~~

~~6 Department personnelOfficers will not ask the Emergency Communications Center (ECC) to broadcast any Chief's TimeCOT assignment for them.
Department personnelOfficers will not send City wide emails to broadcast any Chief's TimeCOT aAssignments.~~

~~6 — If a replacement personnelofficer misses the assignment, both employeesofficers will be subject to suspension as listed in paragraph 12 below for failing to appear for the assignment.~~

~~10. — Department personnelOfficers who are not performing the assigned duties will be subject to suspension as listed in paragraph 12.~~

~~a. — Vendors may request personnelofficers who have specific skills/experience to work events based on the nature of the assignment duties.
Vendors may request certain employeesofficers not work their assignments if they feel the employeesofficers are not satisfactorily performing their duties.~~

~~11. — I.C.O.D. Payments:~~

~~a. — C.O.D. assignment payments will be by money orders, business checks, and/or cashier's checks ONLY. Cash and/or personal check will be accepted.~~

~~i. — C.O.D. payments will be hand carried to the Chief's Time Coordinator's office along with the Chief's Time Work Order and Overtime Slip. Inter-office mail will not be used.~~

~~ii. — C.O.D. payments must be turned in to the Chief's Time Coordinator by the opening of the next business day.~~

~~b. — Officers will not receive Chief's Time pay until the C.O.D. payment is received by the Chief's Time Coordinator.~~

~~6 — Approval of COTChief's Time dDocuments:~~

~~a. — An officer's Chief's Timeslip and A work order shallwill accurately reflect the actual time worked.~~

~~i. — Department personnelOfficers receive a minimum of two (2) hours Chief's TimeCOT pay for any time worked under two (2) hours.~~



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- ~~ii. — If officers personnel arrive at an assignment that has been canceled without the officer's employee's knowledge, they will receive two (2) hours pay.~~
- ~~iii. — The vendor must sign's signature on the Chief's TimeCOT work order will to confirm that the employeeofficer actually worked the hours indicated at the vendor's place of business. If the work order is not signed by the vendor, the employeeOfficer will not be paid.~~
- ~~b. — The Department personnelofficer(s) will then forward the slip and vendor work order to the Chief's TimeCOT Coordinator as outlined below. Failure to do so may result in suspension of Chief's TimeCOT privilege as outlined in paragraph 12.~~
- ~~i. — Personnel must turn in Aall Chief's Time slips wWork oOrders must be turned in to the Chief's TimeCOT Coordinator no later than 1200 hours on Friday of the second week of the pay period.~~
- ~~ii. — If a holiday falls within that pay week, the deadline is 1600 hours on Thursday of the second week of the pay period.~~

~~13. — Personnel working Chief's TimeCOT assignments shallwill adhere to the following sStanding oOrders:~~

- ~~a. — While working a Chief's TimeCOT assignment, Department personnel officersshall will adhere to all Department rules and regulations as if they were on normal duty hours. Violations of this policy may result in disciplinary action and/or loss of Chief's TimeCOT as stated in this sSection.;~~
- ~~b. — Department personnelOfficers working a Chief's TimeCOT assignment requiring a supervisor shallwill be under the command of that supervisor for the duration of the assignment.;~~
- ~~c. — Personnel shall report for Chief's TimeCOT assignments on time. Should personnel be late for any reason, they shallwill.;~~
 - ~~i. — Notify the contact person.~~
 - ~~ii. — Notify the on-duty sector supervisor; and.~~
 - ~~iii. — Document his/hertheir actual arrival time on the paperworkCOT work order.~~
- ~~d. — Upon arrival at a Chief's TimeCOT assignment, officers personnel shallwill:~~
 - ~~i. — Advise Communications the Emergency Communications Center (ECC) of their assignment either by Mobile Data Terminal (MDT) or voice radio transmission. At the conclusion of the Chief's TimeCOT assignment, Department personnelofficers will advise the Communications ECC that they are out of service.~~
 - ~~ii. — Notify the on-duty sector supervisor of the assignment, times and location, if the assignment is unsupervised.~~
 - ~~iii. — Meet with the supervisor/contact person for specific instructions.~~
 - ~~iv. — Be monitored by the on-duty Ssector sSupervisor working Chief's TimeCOT in their area. The on-duty sector supervisor shallwill ensure that Department personnelofficers are properly equipped for their assignment, i.e., traffic vests and helmets when directing traffic, etc.~~
 - ~~v. — Will be corrected by the on-duty sector supervisor for any minor violations of Department policies/procedures at the time they are discovered. Major infractions will be reported to the Department personnelofficer's supervisor for investigation.~~
- ~~e. — Civilian ride-a-longs will not be permitted on any Chief's TimeCOT assignments.~~



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- ~~f. — Department personnel Officers shall not make or accept personal phone calls or participate in recreational reading. Exceptions to reading will be determined by the nature of the assignment and approval of the vendor.~~
- ~~g. — Department personnel Officers shall not leave their assignment to respond to other calls for service except in the event of a priority one dispatch in the immediate area of the COT assignment. life-threatening situations.~~
- ~~h. — Department personnel Officers who make an arrest during their assignment are responsible for transporting the prisoner(s) to the Prisoner Transport Center (PTC) or the Metropolitan Detention Center (MDC). Officers are to report back immediately to their Chief's Overtime COT assignment after booking prisoner(s) if still within the assignment time frame.~~
- ~~i. — Department personnel Officers shall advise the assignment supervisor/contact person when leaving at the end of the assignment.~~
- ~~j. — Department personnel Officers working at liquor establishments shall not spend any time in the establishment unless an incident occurs inside the business, which would normally result in a police officer being dispatched to respond.~~
- ~~Department personnel Officers shall wear their unit's standard duty uniform with the exception of plain clothes units who will wear a standard or alternate Field Services Bureau (FSB) FSB duty uniform.~~
- ~~All Chief's overtime COT assignments will require at least one fully marked unit capable of transporting a prisoner with a cage, whether marked or unmarked but must be equipped with lights and siren~~
- ~~Department personnel Officers working a Chief's overtime COT assignment may assist with unrelated requests when approached by a community member citizen(s), provided it does not interfere with their current Chief's Overtime COT assignment. If the request does interfere with the assignment, the officer will assist the citizen community by having an officer dispatched from the field.~~

- ~~14. — Any complaints or /disciplinary action generated during Chief's Time COT assignments will be handled in the following manner:~~
 - ~~a. — The complaint will be sent to the supervisor assigned to the outside activity for investigation.~~

~~If a supervisor was not assigned to that event, the investigative responsibility would be the Department personnel officer's regular duty supervisor, at the time the incident occurred. The findings and recommendations will be the responsibility of their assigned supervisor.~~

~~Personnel on COT involved in a use of force or show of force shall immediately report the incident.~~

~~Including levels 1, 2 and 3 uses of force.~~

~~To the supervisor assigned to the outside activity/COT if assigned who will then have the investigative responsibility.~~
 - ~~b. — If a supervisor for the outside activity/COT had not been assigned, then the on-duty supervisor of that sector will have the investigative responsibility.~~

- ~~15. — Department personnel Officers who violate any provision as contained in this Section section of the SOP related to COT. SOP W will be subject to suspension or disqualification from the m working Chief's Time COT program. The following guidelines will be used:~~



- a. ~~FA first offense within one (1) calendar year of the date of the missed assignment will be a three one month suspension from the COT program;~~
- b. ~~A second offense within one (1) calendar year of the date of the missed assignment will be a two (2) six month suspension from the COT program;~~
- c. ~~A third offense within one (1) calendar year of the date of the missed assignment will be a one year three month suspension from the COT program; and~~
- d. ~~Suspension from signing up or working Chief's TimeCOT will commence with the next scheduled sign-up period. Suspension or disqualification from Chief's TimeCOT will not be grievablegrieve able under the City's Merit System Ordinance.~~

Authorized/Unauthorized Chief's OvertimeCOT Assignments

Authorized Assignments include:

- Traffic Control;
- Parking Lot Security;
- Security at entrance/exit of business;
- Crowd controlmanagement;
- General escort;
- Neighborhood patrol; and
- Vehicle Identification Number (VIN) inspections (by certified officers).

As a rule, the Ddepartment will not authorize Chief's TimeCOT assignments when the assignment conflicts with the mission or the interests of the Ddepartment. The following types of assignments are not generally authorized:

- Working for businesses whose primary purpose is to serve alcoholic beverages or private parties where alcohol will be served;
- Plain clothes assignments, such as store security, escort, bodyguards, etc.;
- Funeral escorts;
- Block parties;
- Civil process servers;
- Repossessions;
- Credit investigator;
- Bill collections;
- Pre-employment investigations;
- Working for bail bond businesses;
- Assisting case preparation or investigations for criminal defense attorneys;
- Sergeant at arms;

c. B. Compensatory Time

1. The accumulation and use of ~~compensatory (comp)~~ time in lieu of paid overtime on a voluntary basis is not allowed except as authorized by ~~Collective Bargaining Agreements the (CBA)~~ and the Fair Labor Standards Act of 1938, and is subject to the following guidelines and restrictions:



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- a. Comp time shall will require the same approval process as overtime;
- ~~a. Personnel will not be allowed to work comp time unless it is necessary in order to achieve a specific objective.~~
- b. Department personnel Officers working in excess of forty (40) hours a per week can choose either bet pay at the rate of ween being paid time and a one-half of their regular rate of pay in pay or earning comp time at the rate of one and one-a half (1.5) hours for each hour worked in comp time; and Compensatory time in lieu of overtime may be taken at the option of the employee on an individual basis as compensation for time worked in excess of forty (40) hours per workweek. All compensatory time in lieu of OT will be computed at a rate of one and one-half times the time actually worked.
- c. ~~c. The maximum amount of comp time which can be accrued by any one Department personnel employee is that amount stipulated in the respective, current Collective Bargaining Agreement CBA.~~
 - ~~b.i. At no time can shall personnel an employee work greater than the the sixty-five (65) hour work-week without prior authorization from their Bureau Deputy Chief, n-NNot- including court overtime.~~

~~2. Documented compensatory time will be transferable from one bureau, division, or section to another up to the maximum amount of hours permitted.~~

~~3.2. Supervisors shall not select personnel to work overtime based on their preference for choosing taking compensatory time in lieu of paid overtime.~~
Remove space

~~Personnel who are dismissed from the Ddepartment shall will be given credit as time worked for any compensatory time they may have accrued up to the maximum allowed by the Collective Bargaining Agreement CBA and the Fair Labor Standards Act.~~

~~4.~~

~~3. Employees are responsible for ensuring that a "Non-Scheduled Time" form (PD-4019) has been used to Time sheet entries must include the use of comp time and any addition of any comp time accrued.~~

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~~5. Weekly time sheets must document all personal compensatory comp time accumulated as well as compensatory time taken. These forms will be retained by division commanders for at least a 12-month period. Accumulation and use of comp time must be documented on weekly time sheets.~~

4. 5-Mmaximum comp time and comp time reduction plan.

- a. ~~a. Maximum comp time threshold shall be consistent, see with the CBA.~~
 - i. Once personnel have achieved eighty-five percent (85%) of the comp time threshold, the Payroll Officer and Payroll Clerk shall notify the employee, and their chain of command, up to and including the commander, via email.



ii. The personnel will then meet with their supervisor to develop a comp time reduction plan.

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- ~~i. Once the maximum comp time thresh hold is achieved reached a monitory payout shallwill occur.~~
- ~~ii. Once personelan employee has is atachievedreach the 85% of the threshold a comp time threshold, a reduction plan must be implemented within five work (5) days.~~
- ~~The iii. cCcomp reduction plan must be reduce the accrued comp accrual to 65% of the threshold within sixty (60) calendar days.~~
- ~~iv. The Pppayroll Oofficer and Ppayroll Cclerk are responsible for written notification to the Department personnelhe employeeofficer and personnelsupervisor's chain of command once when the 85% maximum comp time thresholds hasve been achieved.~~
- ~~v. The supervisor of the personelemployee is responsible for implementation of a comp time reduction plan.~~
- PersonnelThe vi. eEmployee areis ultimetyultimately responsible for staying below the maximum comp time threshold and for following the reduction plan.

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D. Remove spaceShift Classifications

~~1. Permanent work shifts of the Albuquerque Police Department are classified into one of the following categories:~~

- ~~a. Watch I Any shift thatwhich begins between 1700 hours and 0329 hours shall be considered Graveyard.~~
- ~~b. Watch II Any shift that which begins between 0330 hours and 0959 hours shall be considered Day.~~
- ~~c. Watch III Any shift thatwhich begins between 1000 hours and 1659 hours shall be considered Swing.~~

E. Differential Pay

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~~The shift times designated above shall be used to compute shift differential pay.~~

F. Flex Scheduling and Split Shifts

~~Flex scheduling and split shifts may be implemented at the discretion of the Bureau Commanders to fit the needs of particular work units.~~

G.B. Upgrades and Certified Acting Sergeants

1. When a supervisor is scheduled to be away from work for consecutive eight (8) consecutive hours or more, a subordinate may be temporarily upgraded to the higher graded position that is graded higher.



~~1. The upgrade procedure will only apply to employees that are under contractual agreements.~~

~~a. A To upgrade, an Department personnel employee, a Department Interoffice Memorandum Upgrade Request an inter-office correspondence (as found on the Protopage in the forms sections <http://www.protopage.com/apdweb.cabq.gov#Forms>) must shall be written and submitted through the personnel's employeesir chain of command to their division cCommander of their division, when upgrading Department personnel.~~

~~2. Temporary upgrades to Commander, and above, temporary upgrades shall will be submitted to the Bureau Deputy Chief. by the supervisor (one rank above the upgrade) that is in charge of the activity to their Ddeputy Cchief/ deputy director/aArea cCommander, with a copy sent to the police payroll supervisor. The correspondence must include:~~

- ~~a. The dates that the upgrade will be effective.~~
- ~~b. The reason the upgrade is necessary.~~
- ~~c. The name and employee number of the person being upgraded.~~
- ~~d. A request that the upgraded employee's salary be adjusted.~~
- ~~e. Approval lines for the chain of command.~~

~~b. 3. Payroll upgrading should not be used when there is a temporary absence of fewer than eight (8) hours during the normal work period.~~

~~Special Assignments~~

C.

1. This section covers any shift or portion of a shift worked by Department personnel outside their normally scheduled shift, or location.

~~4. This section covers situations where Department personnel an employee are officersis are given a special assignment reporting on ato different schedule, at a different position, working a different shift, a or with a task force or on a joint investigation that is not led by the personelemployeesofficers's regular supervisor.~~

5.2. In such cases, the Department personnel employee officers shall will follow the operational orders of the supervisor in charge of the special assignment. Personnel Employees Officers are responsible for shall notifying their regular supervisor of the work schedule for the special assignment and provideing their regular supervisor with any available documentation of the at schedule for the special assignment. Any leave taken, or overtime worked must be cleared in advance with the regular supervisor unless the situation prevents this. In such cases, personnel employees officers shall will contact their regular supervisor the next working day to obtain approval for the leave or overtime. Case agents do not have the authority to approve leave or overtime.

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3. Supervisors are responsible for monitoring leave taken, the work schedule, and overtime worked by their subordinates, even if the subordinate is working on a special assignment. The regular supervisor is also expected to coordinate with the operational supervisor in charge of the special assignment to minimize the use of overtime.

6.4. ~~The regular supervisor shall attend all briefings held to organize and coordinate the special assignment.~~ Temporary Duty (TDY) Assignments (TDY) do not apply in this section. During a TDY assignment, the Department personnel's TDY supervisor/chain of command takes on all responsibilities, consistent with ~~as listed in this Standard Operating Procedure (SOP) section.~~

D. Overtime/Comp Time Approval

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1. Administrative Overtime

All administrative overtime shall ~~will~~ require the approval of the Bureau Deputy Chief prior to accrual.

2. Call-Out Overtime

All call-out overtime shall ~~will~~ only be used in cases requiring immediate intervention by personnel who are off-duty. Requests for personnel who are off-duty to report for duty ~~come into work~~ shall ~~will~~ only be made by an on-scene supervisor. Only the necessary personnel are to be called out. Call-out overtime must be reviewed every hour by an on-duty supervisor who shall ~~will~~ evaluate the need for the continued use of overtime.

3. Community Meeting Overtime

No community meeting overtime is ever authorized.

4. Court Overtime

a. This overtime is not included in the sixty-five (65) hour work week ~~s~~-maximum. ~~overtime allowance.~~

b. Payroll entries related to court overtime ~~must follow~~ shall be consistent with the current CBA.

c. Department personnel ~~Officers~~ who are involved in the arrest of ~~an~~ individual(s) shall ~~will~~ not involve ~~have~~ other personnel ~~officers become involved in~~ the incident solely for the addition of court time. In cases where more than one (1) ~~Department personnel~~ employee ~~officer~~ is involved in an arrest, the same employee ~~personnel~~ officer shall ~~will~~ write the ~~offense/incident report~~ Uniform Incident Report and citations whenever possible. The last line of the report shall ~~will~~ state which Department personnel ~~officer(s)~~ are necessary for the prosecution of the case. If other personnel ~~officers~~ were ~~ere~~ only a witness ~~only witnesses~~ to the incident, personnel shall ~~will~~ state that in the report.



5. Grant Overtime

- a. All grant overtime must be pre-approved by the Planning Division and the Chief of Police at the beginning of the grant cycle. All grant overtime shall ~~will~~ be clearly identified on the overtime entry. The grant overtime shall ~~will~~ be monitored and ~~reviewed~~ by the respective ~~L~~ieutenant of that area ~~c~~Command.
- b. The Planning Division shall ~~will~~ be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it shall ~~will~~ be necessary to forward ~~that~~ a summary of the grant activity ~~be forwarded~~ to the Planning Division along with a detailed list of personnel working the assignment, their rate of pay, ~~salary~~, and hours worked. This summary shall be completed by the respective ~~L~~ieutenant of that area ~~c~~Command.

6. Holiday Overtime

Holiday pay eligibility is defined in the current CBA.

7. Investigation Overtime

~~H.~~ All investigation overtime must be pre-approved by the supervisor of the investigator. ~~And~~ must be required ~~needed~~ in order to conduct or ~~complete~~ an investigation. Whenever possible, investigators shall ~~should~~ adjust their hours or have other personnel who are on-duty assist in obtaining necessary statements ~~and/or~~ conducting follow-up investigations.

8. Late Call Overtime:

All late call overtime ~~Overtime~~ generated as the result of being held over for calls for service, ~~must~~ shall be pre-approved by an on-duty supervisor. The ~~overtime slip weekly time sheet shall~~ ~~will~~ note the name of the supervisor authorizing the ~~use of~~ overtime and the ~~call~~ case number or incident number of the activity requiring the overtime. As soon as practical, personnel working late call overtime shall ~~will~~ go off-duty. Late call overtime must be reviewed every hour by an on-duty supervisor who shall ~~will~~ evaluate the need for the continued use of overtime.

9. Reimbursable Overtime

Any overtime that is worked and subject to reimbursement from an outside funding source shall ~~will~~ have that information noted within the payroll entry system. This does not include COT, ~~see section~~ consistent with this SOP.

10. Special Event Overtime

- a. All special event overtime must be pre-approved by the Chief of Police, or their designee. :



- b. Assignments for special event shall be coordinated and assigned by the Operations Review Lieutenant and Home-Land Security/Special Events Lieutenant.
- c. ~~The weekly hours cap of sixty five (65) can be waived by~~ The Chief of Police, or their his designee, may waive the -sixty-five (65) hour workweek maximum via special order to provide sufficient staffing for to work special events. -by with a Special Order.
 - i. Personnel All employees exceeding the cap shall will note it within their payroll entries.

~~4.~~

Call-Out overtime:

~~2. Call-out overtime will only be utilized used in cases requiring immediate intervention on the behalf of by personnel who are off duty. Requests for personnel who are off duty to come into work will only be made by an on-scene supervisor. Only the Whenever possible, the on-scene supervisor should talk with the supervisor of the person/unit being requested so that only the absolutely necessary personnel are to be called out. Call-out overtime must be reviewed every hour by an on-duty supervisor who will evaluate the need for the continued use of overtime.~~

Investigation overtime:

~~3. All investigation or overtime must be pre-approved by the supervisor of the investigator. And must be needed in g to work overtime in order to conduct/complete an investigation. Whenever possible, investigators should adjust hours or have other personnel who are on-duty assist in obtaining necessary statements and/or conduct follow-up investigations.~~

11. Tactical Operations -Plan Overtime

~~4. All tactical operations planical operation plan_ overtime shall require the pre-approval from the Department personnel's cCommander and their Bureau Deputy Chief. All written tactical operations plans must include clear language as to whether overtime is authorized -or not by the commander of that division.~~

~~Administrative overtime:~~

~~5. All administrative overtime will require the approval of the Bureau Chief prior to accuraccrualCommander.~~

12. Training Overtime: ~~Training overtime will require the pre-approval of the Deputy Chief from the Bureau of the employee conducting training while on an overtime status. a:~~

~~Training shall will normally only be conducted during designated duty hours. while the Department personnel employee areis working. Whenever possible the~~



~~employee should have their hours adjusted in order to avoid the use of overtime expenditures.~~

- ~~a.~~
- ~~b. a- Work hours may and should shall be adjusted to meet training needs.~~
- ~~c. -No back-fill overtime is permitted if minimum staffing levels can be maintained.

 - ~~i. If backfill overtime is required due to minimum staffing levels, backfill overtime must be pre-approved by the respective commander of the division and noted in each personnel employee's payroll entry.~~~~
- ~~i.~~
- ~~d. Range practice (straight comp time):

 - ~~i. Shall be categorized as straight comp time.~~
 - ~~ii. Must Shall be conducted at a Department-authorized a Department range facility.~~
 - ~~iii. Personnel mMust shall sign--in on the Range log book.

 - ~~1. This Log book shall be retained for one-hundred eighty (180)### days and shall be available for audit purposes. for supervisors.~~~~
 - ~~—A total of two (2) hours of "straight comp time" shawill be earned/-be permitted per month.~~~~

~~—~~
~~—~~

- ~~b. No back fill overtime is permitted if minimum staffing levels can be maintained.~~
- ~~i. If backfill overtime is required due to minimum staffing levels is must be pre-approved by the respective commander of the division and noted in each employee's patrol entry.~~

~~6.~~
~~—~~

~~—Special Event overtime:~~

- ~~7. All special over overtime must be pre-approved by the Commander.~~
- ~~a. a. All special event over overtime must be pre-approved by thee The Chief of Polices Office.~~
- ~~b. Assignments for special event will be coordinated and assigned by the Operationps Review LieutenantLt. and Hhome Lland Security Lieutenant.LT~~
- ~~c. The weekly hours cap of sixty five (65) hours can be wavedwaived by the Chief of Police or his designee to work special events, by special order.~~
- ~~i. Aall employees exceeding the cap will note it with in their payroll entries.~~

~~—Grant Overtime~~

~~—overtime: All grant overtime must be pre-approved by the Planning Division and the Chief of Police at the beginning of the grant cycle. All grant overtime will be clearly identified on the overtime entry as such on the overtime slip, and a copy of the overtime slip will be forwarded to the APD Planning Division attached to the employee's timesheet. The grant overtime will be monitored/reviewed by the officer's respective LLieutenant t. of that Ccommand.~~



~~—The Planning Division will be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it will be necessary that a summary of the grant activity be forwarded to the Planning Division along with a detailed list of personnel working the assignment, salary and hours worked.~~

~~iv.~~

~~8. chain of command. The Planning Division of APD will be responsible for the monitoring of all grant overtime to ensure compliance with the requirements of the grant~~

~~— Holiday overtime:~~

~~9. Holiday pay eligibility is defined in the current Collective Bargaining Agreement. CBA.~~

~~Community Meeting overtime: Whenever possible, on-duty personnel should be used to attend community meetings/functions.~~

~~10. No community meeting overtime is ever authorized. Any community meeting requiring overtime must be pre-approved by the Area Commander.~~

~~Reimbursable Overtime:~~

~~Any overtime that is worked and subject to reimbursement from an outside funding source will have that information noted within the payroll entry system.~~

~~11. on the overtime slip and on the corresponding timesheet. Information should include; the agency responsible for the reimbursement and a description of the specific operation (identifier) worked. A supervisor working the assignment/project must approve the reimbursement overtime.~~

~~Court overtime~~

~~:~~

~~a.a. This overtime is not included in the sixty five (65) hours maximum overtime allowance.~~

~~b.~~

~~b. Payroll entries related to court overtime must follow the current CBA.~~

~~12. c. Officers who are involved in the arrest of an individual will not have other officers become involved in the incident solely for the addition of court time. In cases where more than one officer is involved in an arrest, the same officer will write the offense/incident report and citations. The last line of the report will state which officer(s) are necessary for the prosecution of the case. If other officers were only witnesses to the incident, personnel will state that in the report. Officers attending a court appearance will complete the Evidence Disposition Form included on the bottom of the time slip submitted if attending court off-duty. A separate form should be filled out for each case adjudicated on the docket during the court appearance. Indicate whether any evidence connected to the case may be disposed of or should be retained for further adjudication. Officer prosecuted cases do not need an Assistant District Attorney signature.~~



E. Overtime/Comp Time Usage and Review

1. ~~4. No comp time or time off will be authorized or granted without prior authorization from the division commander if it usage shall will be allowed which would that causes manning levels to fall below seventy percent (70-%). without prior authorization from the a dDivision cCommander.~~

~~Time off is not to be granted if in order to maintain the 70% manning level, overtime must be authorized, without the prior authorization from the Ddivision Ccommander.~~

- a. ~~i. No shift vacancy shall will be filled by use of overtime, if the vacancy was caused by the use of comp time or vacation time of another Department personnel, employee without the dDivision cCommander's authorization.~~

4

2. 3. Payroll Oversight

~~The PPayroll~~

- a. ~~i. Ttime keeper personnel shall will only not pay on any overtime/-comp time additions or usage without documented comments within the payroll system.~~
- b. ~~The ii. Payroll Oofficer shall will follow-up and ensure and follow-up that all payroll entries are documented with comments or the entry shall will go unpaid/unapproved.~~

3. ~~6. All over-time and comp time usage requests must be approved by supervisors no later than the Monday following close of the current pay period at 0800 hours.~~

- a. ~~i. All exception entries must have comments included.~~
 - i. ~~Exception entries are defined as any scheduled or unscheduled hours An exception entry is everything scheduled or unscheduled outside of a personnel's your normal work hours/shift.~~

6

F. Chief's Overtime (COT) Program

1. The COT Program is open to Department personnel on a sign-up basis.
2. Patrolman Second Class (P2/C) must be off OJT to be eligible to work COT.
3. Department personnel who wish to participate in the COT Program shallould contact the COT Coordinator and provide all necessary information.
4. The following are cClasses of compensation for working COT:



- a. Compensation for working COT shall ~~will~~ be paid at the Department personnel's current rank/pay rate at time and one-half (1.5), and only for jobs they are trained to perform.
- b. The COT unit is responsible for ensuring the proper number of supervisors have been assigned to maintain the eight ~~(8)~~ to one (8:1) ratio of subordinates to supervisors.

5. Supervisors Working COT

- a. Supervisors may sign up for any assignment requiring a supervisor.
- b. Department personnel ~~Supervisors~~ may not sign -up for, or accept ~~any~~, assignments designated for personnel ~~employees~~ at a lower paygrade.

6. An alphabetical grouping of eligible Department personnel; (A-F, G-L, M-R, and S-Z) shall be prepared by the COT Coordinator in order to equitably distribute assignments. The list is rotated monthly and shall ~~will~~ be posted in the COT ooffice. The list covers each month of the calendar year and is distributed to all area commands and divisions.

7. COT sign-up shall ~~will~~ be conducted as follows:

- a. The COT Coordinator shall ~~will~~ have assignments available for sign-up by the second week of the month. Each officer may select only three (3) assignments on their designated sign-up date.
- b. Supervisors may select only two (2) assignments on their designated sign-up date.
- c. The third Wednesday of each month shall ~~will~~ be the "open-book" period to sign up for an additional three (3) assignments.
- d. The day after "open book" personnel ~~officers~~ may take any assignments available. Supervisors may sign-up for only two (2) additional assignments per day as long as assignments are available.
- e. Department personnel ~~Officers~~ are only authorized to sign-up for assignments for themselves.
- f. COT hour limitations:

4

- i. No Department personnel ~~employee~~ can work more than twenty-five (25) hours of COT per week;
- ii. Any COT worked counts toward the total of sixty-five (65) hours maximum ~~of~~ ~~total~~ time allowed per week;
- iii. It is the ~~personnel~~ ~~employee~~ ~~employee~~'s responsibility to monitor/keep up ~~with~~ their total number of hours worked in any capacity.

5

- 1. If a COT assignment ~~job~~ causes personnel to exceed ~~runs longer than~~ ~~scheduled and this takes you over~~ the twenty-five (25) hour COT cap, then the personnel ~~employee~~ working the assignment must advise a supervisor and note the overage on the COT paperwork.
- 2. If un-scheduled overtime causes personnel to exceed ~~takes you over~~ the twenty-five (25) hour COT cap and ~~you have~~ additional COT



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assignments are scheduled, later in the pay period, ~~those additional assignments must be posted on SharePoint to attempt to obtain coverage.~~

a. If coverage cannot be found after posting, the approval to work the assignment must be granted by one ~~two~~ (1) ranks above the Department personnel at the minimum rank of ~~Lieutenant~~ ~~employee~~. The COT Coordinator shall note the approval in the COT Program Access Database ~~approval must be noted on the COT paperwork.~~

g. Department personnel ~~Officers~~ must obtain ~~pick up~~ paperwork from the COT Coordinator on the last working day of the month for the next month's assignments.

h. The COT ~~C~~oordinator shall ~~will~~ post assignments for giveaway through SharePoint, Department ~~and additional~~ emails, and ~~along with~~ the COT ~~booklist~~.

i. Department personnel shall ~~will~~ not ask the Emergency Communications Center (ECC) to broadcast available ~~any~~ COT assignments ~~for them~~.

j. Department personnel shall ~~will~~ not send City-wide emails to broadcast any COT assignments.

k. If a replacement personnel misses the assignment, ~~both personnel~~ ~~employees~~ and their replacement personnel who accepted the assignment shall be subject to suspension as listed below for failing to appear for the assignment.

l. Department-approved ~~v~~endors may request personnel who have specific skills and ~~/~~experience to work events based on the nature of the assignment duties.

m. Vendors may exclude ~~request certain~~ personnel ~~employees~~ from specific ~~not work their~~ assignments if they believe ~~feel the~~ the ~~at personnel is~~ ~~employee is~~ ~~employees are~~ not satisfactorily performing the assigned ~~ir~~ duties.

i. If a vendor makes a request to exclude ~~that certain~~ personnel from specific ~~not work their~~ assignments, the ~~at~~ Department personnel's supervisor shall initiate an investigation and an ~~/~~Internal Affairs investigation.

8. Approval of COT Documents

a. A work order from the vendor shall accurately reflect the actual time worked.

b. Department personnel receive a minimum of two (2) hours COT pay for any time worked under two (2) hours.

i. If personnel arrive at an assignment that has been canceled without the personnel ~~employee's~~ knowledge, they shall ~~will~~ receive two (2) hours pay.

ii. The vendor must sign the COT work order to confirm that the personnel ~~employee~~ worked the hours indicated at the vendor's place of business. If the work order is not signed by the vendor, the personnel ~~employee will~~ shall not be paid.

c. The Department personnel shall ~~will~~ then forward the vendor work order to the COT Coordinator as outlined below. Failure to do so may result in suspension of COT privilege.

i. Personnel must turn in all work orders to the COT Coordinator no later than 1200 hours on Friday of the second week of the pay period.



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- ii. If a holiday falls within that pay week, the deadline is 1600 hours on Thursday of the second week of the pay period.
9. Personnel working COT assignments shall adhere to the following standing orders:
- a. While working a COT assignment, Department personnel shall adhere to all Department rules and regulations ~~as if they were on normal duty hours.~~ Violations of this ~~policy~~SOP may result in disciplinary action and/or loss of COT as stated in this section;
 - b. Department personnel working a COT assignment requiring a supervisor shall be under the command of that supervisor for the duration of the assignment;
 - c. Personnel shall report for COT assignments on time. Should personnel be late for any reason, they shall;
 - i. Notify the contact person.
 - ii. Notify the on-duty sector supervisor; and
 - iii. Document their actual arrival time on the COT work order.
 - d. Upon arrival at a COT assignment, personnel shall;:
 - i. Advise the ECC of their assignment either by Mobile Data Terminal (MDT) or radio transmission. At the conclusion of the COT assignment, Department personnel shall ~~will~~ advise the ECC they are out of service.
 - ii. Notify the on-duty sector supervisor of the assignment, times and location, if the assignment is unsupervised.
 - iii. Meet with the supervisor ~~to~~ or contact person for specific instructions.
 - iv. Be monitored by the on-duty area command ~~sector~~ supervisor working COT in their area, i. ~~If no supervisor was assigned to that assignment. The on-duty sector supervisor shall ensure Department personnel are properly equipped for their assignment, i.e., traffic vests and helmets when directing traffic, etc.~~
 - v. Shall ~~will~~ be corrected by the on-duty ~~sector~~ area command supervisor for any minor violations of Department ~~policies/procedures~~SOP(s) at the time they are discovered. Major infractions shall ~~will~~ be reported to the Department personnel's supervisor for investigation.
 - e. Civilian ride ~~to~~ a- longs shall ~~will~~ not be permitted on any COT assignments;:
 - f. Department personnel shall not make or accept personal phone calls or participate in recreational reading. Exceptions to reading shall ~~will~~ be determined by the nature of the assignment and approval of the vendor;:
 - g. Department personnel shall not leave their assignment to respond to other calls for service except in the event of a P ~~priority 1~~one dispatch in the immediate area of the COT assignment;:
 - h. Department personnel who make an arrest during their assignment are responsible for transporting the prisoner(s) to the Prisoner Transport Center (PTC) or the Metropolitan Detention Center (MDC). Department personnel ~~Officers~~ are to return ~~report back~~ immediately to their COT assignment after booking prisoner(s) if still within the assignment time frame;:
 - i. Department personnel shall advise the assignment supervisor/contact person when leaving at the end of the assignment;:



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- j. Department personnel working at liquor establishments shall not spend any time in the establishment unless an incident occurs inside the business, which would normally result in ~~a police officer~~sworn personnel being dispatched to respond.;
- k. Department personnel shall wear their unit's ~~standard~~ duty uniform with the exception of plain-clothes units who shall ~~will~~ wear a standard or alternate Field Services Bureau (FSB) duty uniform.;
- l. All COT assignments shall ~~will~~ require at least one fully marked unit capable of transporting a prisoner with a cage; and .
- m. Department personnel working a COT assignment may assist with unrelated requests when approached by a community member, provided it does not interfere with their current COT assignment. If the request does interfere with the assignment, the personnel ~~officer~~ shall ~~will~~ assist the community member by having an officer dispatched from ~~the field~~ FSB.

10. Any complaints or disciplinary action generated during COT assignments shall ~~will~~ be handled in the following manner:

- a. The complaint shall ~~will~~ be sent to the supervisor assigned to the outside activity for investigation; or ~~and~~
- b. If a supervisor was not assigned to the outside activity ~~at event~~, the investigative responsibility shall ~~would~~ be the responsibility of the ~~Department personnel's regular duty~~ sector supervisor, at the time the incident occurred. The findings and recommendations shall ~~will~~ be sent to, and become the ~~the~~ responsibility of, the Department personnel's full-time ~~if~~ assigned supervisor to determine final discipline, if any.;

5

11. Sworn pPersonnel on COT involved in all uses of force, including ~~or~~ shows of force, shall immediately report the incident, consistent with SOP Use of Force—Reporting by Department Personnel, as follows:.

~~—To the Including Llevels one (1), two (2,) and three (3) uses of force.~~

- a. ~~To the~~ supervisor assigned to ~~the outside activity/COT~~, if ~~one is~~ assigned.;
- b. To the on-duty supervisor, if a supervisor for the COT had not been assigned.
 - i. The supervisor ~~who~~ shall ~~will then~~ have the investigative responsibility.

~~—If a supervisor for the outside activity/COT had not been assigned, then the on-duty supervisor of that sector shall ~~will~~ have the investigative responsibility.~~

12. Department personnel who violate any provision as contained in this section of the SOP related to COT shall ~~will~~ be subject to suspension or disqualification from the COT program. The following guidelines shall ~~will~~ be used:

- a. A first offense within one (1) calendar year of the date of the missed assignment shall ~~will~~ be a one-month suspension from the COT program;
- b. A second offense within one (1) calendar year of the date of the missed assignment shall ~~will~~ be a two (2) -month suspension from the COT program;



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- c. A third offense within one (1) calendar year of the date of the missed assignment shall ~~will~~ be a three (3) -month suspension from the COT program; and
- d. Suspension from signing up or working COT shall ~~will~~ commence with the next scheduled sign-up period. Suspension or disqualification from COT shall ~~will~~ not be subject to a grievance ~~e-able~~ under the City's Merit System Ordinance, Section 3-1-10.

~~1. Any All Overtime Slips/Evidence Disposition Forms and Timesheets containing any overtime and/or comp time must be reviewed and approved by the immediate supervisor/sergeant and manager/lieutenant, that contain any overtime and/or comp time. Additionally;~~

~~a. There will be nNotification will be given to the employee's Commander/Director of timesheets with 16 hours of more of overtime.~~

~~J. The Fiscal Division~~

~~The Fiscal Division of the Albuquerque Police Department sShallWwill track overtime expenditures and provide reports to the Chief of Police and/or the Chief 's of Police's designated supervisors, as requested. provide a breakdown of all overtime expenditures by activity number every two weeks. Copies will be provided to the Chief of Police, the respective Deputy Chief of Police for each Bureau, and the Commander/Manager for each Division that utilizes overtime as well as the lieutenants/supervisors of divisions/units that have overtime expenditures. Reimbursable overtime shallwill be delineated by operation and reported to the appropriate commander, Cconsistent with SOP Fiscal Division.~~

~~2.~~

~~—~~

~~3. The Planning Division of the Albuquerque Police Department will be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it will be necessary that a summary of the grant activity be forwarded to the Planning Division along with a detailed list of personnel working the assignment, salary and hours worked. Additionally, all original overtime slips will be sent to Planning along with a copy of the employee's timesheets.~~

~~4. Officers who are involved in the arrest of an individual will not have other officers become involved in the incident solely for the addition of court time. In cases where more than one officer is involved in an arrest, the same officer will write the offense/incident report and citations. The last line of the report will state which officer(s) are necessary for the prosecution of the case. If other officers were only witnesses to the incident, personnel will state that in the report.~~