


PROVIDENCE POLICE DEPARTMENT

 HEADQUARTERS
 COLONEL OSCAR L. PEREZ
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	250.06	2/11/2026	2/11/2026
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Compensatory Time (CTU) Policy		3/20/2020; Rescinded 1/14/2020; 5/2/2019; 4/8/2016; Supersedes G.O #13, Series 2002	
REFERENCE		RE-EVALUATION DATE	
CALEA 22.1.1(e); Rescinds Memo #1 Series 2020 <i>Compensatory (CTU) Time</i>		1/8/2029	
SUBJECT AREA		DISTRIBUTION	
Compensation, Benefits, and Conditions of Work		All Sworn Personnel	

PURPOSE

The purpose of this policy is to establish the Department's position on the issuance and usage of compensatory time (CTU).

POLICY

It is the policy of the Providence Police Department to allow officers to accrue compensatory time in lieu of receiving overtime compensation under certain circumstances, and to dispense time accrued, in accordance with the parameters delineated herein,

DISCUSSION

Article VI of the 2023-2028 CBA has been amended by adding a new Section 9, "COMPENSATORY TIME", with respect to the accrual and dispensing of compensatory (CTU) time:

"Compensatory Time" is paid time off which is earned and accrued by a member of the bargaining unit in lieu of the payment of money to the member for any employment for which overtime compensation would otherwise be required to be paid, and such Compensatory Time is permitted to be utilized by the parties to this Agreement pursuant to 29 USCS §207(0) of the Fair Labor Standards Act ("FLSA"). Compensatory Time received by a member in lieu of money must be earned and accrued in accordance with the FLSA at the rate of not less than one and one-half hours of Compensatory Time for each hour of overtime worked. A member may accrue up to one hundred and twenty (120) hours of Compensatory Time, and after reaching said maximum the member must be paid money for further overtime at the required overtime rate of pay, unless the accrued Compensatory Time is used or cashed out. Members must use any accrued

Compensatory Time within one (1) year of the date of accrual, and after one (1) year the City shall pay the member at the required overtime rate of pay for such accrued Compensatory Time.

A member who requests the use of Compensatory Time off shall be permitted to use such time if he/she provides "reasonable notice" to the Department of such time off, and as long as the use of such time off does not unduly disrupt the operation of the Department. For purposes of the preceding sentence, the Department's mere requirement to pay another member overtime or call-back does not constitute an "unduly disruption of the operation of the Department". Provided however, Compensatory Time off may be granted on the following days only at the sole discretion of the Chief of Police or his/her designee, after request is made to the Chief or his/her designee at least thirty (30) days in advance:

July 3rd, 4th, 5th – All Shifts
Thanksgiving – All Shifts
Christmas Eve – All Shifts
Christmas Day – All Shifts
New Year's Eve – Night Shifts
New Year's Day – Day Shift
NFL "Super Bowl Sunday" – All Shifts

The City may at any time "cash out" members' accrued Compensatory Time by paying the member the required amount of compensation at the required overtime rate of pay for such unused Compensatory Time; and the Department may reduce a member's accrued Compensatory Time hours by requiring the member to take paid time off. In the event a member is terminated, retires, or separates from service in any way and has accumulated Compensatory Time, the City shall "cash out" the members' accrued Compensatory Time by paying the member the required amount of compensation at the required overtime rate of pay for such unused Compensatory Time.

The Department shall at all times maintain up-to-date and detailed records of the accrued Compensatory Time amounts for all Department members.

For the purpose of this General Order, the following definitions shall apply:

Compensatory Time: Hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee's regular rate.

Authorized Activities: Duties performed through and sanctioned by the Department that are not typically identified as day-to-day functions. Such duties include, but are not limited to, those pertaining to: The Honor Guard; the Commendation Board; the Police Explorer Program; the Field Training Officer Program; the Special Response Unit; or the performance of any other activities that are deemed by a Division Commanding Officer to be appropriate for the awarding of compensatory time.

PROCEDURE

I. ISSUANCE AND ACCRUAL OF COMPENSATORY TIME

- A. The issuance of compensatory time in lieu of the payment of overtime is only allowed for authorized activities, and only when prior approval is given by the officer's Division Commanding Officer or his/her designee.
- B. Individual officers may accrue not more than one hundred twenty (120) hours of compensatory time per calendar year.
- C. Compensatory time shall accrue per FLSA guidelines; i.e., an employee shall accrue one and one half (1.5) hours of compensatory time for every one (1) hour of authorized activities performed.

II. DISPENSING COMPENSATORY TIME

- A. Each hour of compensatory time accrued must be dispensed within one (1) year of issuance.
- B. An officer must receive approval from his/her Division Commanding Officer or his/her designee prior to dispensing compensatory time.
 - 1. When a request is approved and compensatory time is dispensed, one (1) hour of compensatory time will be deducted from the officer's accrual for each one (1) hour not worked by the officer during what would have been the officer's normal working hours.
 - 2. A request may be denied whenever the dispensing of compensatory time would constitute an "unduly disruption of the operation of the Department".
 - 3. Dispensing compensatory time shall be restricted in accordance with the Collective Bargaining Agreement.
- C. In the event that an error occurs which results in an officer having been credited with and having taken time off by dispensing compensatory time that in fact had not been accrued, it shall be deemed that the officer had taken an unauthorized leave of absence without pay and the amount of time erroneously dispensed shall be docked from the officer's payroll calculation and ensuing monetary compensation as soon as practicable.

III. RESPONSIBILITIES

- A. Division Commanding Officers or their respective designees shall be responsible for:
 - 1. Considering the applicability of conferring “special duty” status upon an officer, in lieu of offering compensatory time, when circumstances permit.
 - 2. Issuing prior approval regarding the issuance of compensatory time in lieu of payment of overtime, to include ensuring completion of the 250.06 – Compensatory Time Policy Page 4 Department Compensatory Time Activity/Accrual Authorization form.
 - 3. Issuing approvals or denials when responding to requests for the dispensing of compensatory time, including documenting any such approvals in Telestaff.

- B. Officers who perform authorized activities in exchange for compensatory time shall be responsible for:
 - 1. Receiving prior approval regarding the issuance of compensatory time in lieu of payment of overtime.
 - 2. Issuing requests to dispense compensatory time to their Division Commanding Officer or designee, and entering the request into Telestaff when such requests are granted.
 - 3. Ensuring that the completed Department *Compensatory Time Activity/Accrual Authorization* form is submitted to the Office of the Commissioner of Public Safety.
 - 4. Ensuring that compensatory time is dispensed within one year of accrual.

- C. The Office of the Commissioner of Public Safety shall be responsible for:
 - 1. Serving as the collection point and auditor for the *Department Compensatory Time Activity/Accrual Authorization* form and maintaining accrual records.
 - 2. Tracking accruals that have not been used within one year of issuance.

IV. PROVISIONS

- A. The Department has created a *Compensatory Time Activity/Accrual Authorization* form (see the attachment to this directive, below) which shall be used to satisfy the requirements of this policy.

APPROVED:



COLONEL OSCAR L. PEREZ
CHIEF OF POLICE

PROVIDENCE POLICE DEPARTMENT

COMPENSATORY TIME ACTIVITY/ACCRUAL AUTHORIZATION

Date	Name of Officer				Employee Number
Date of CTU Activity	Start Time	End Time	Total Hours Worked	Total Hours X 1.5	Description of Authorized Activity

I, _____, am requesting compensatory time in lieu of payment for time worked on the above date and time. I understand that before this time can be accrued, this request must be signed and dated by my Division Commander in the spaces provided below.

Signature of Officer	Date
Signature of Supervisor	Date
Signature of Division Commander	Date

COMPENSATORY TIME DISCHARGE AUTHORIZATION

I, _____, am requesting to discharge the above accrued compensatory time on

_____ , between the hours of _____ and _____ .
Date
Start Time
End Time

I understand that before this time can be discharged, this request must be signed and dated by my Division Commander in the spaces provided below.

Signature of Officer	Date
Signature of Supervisor	Date
Signature of Division Commander	Date