


 PROVIDENCE POLICE DEPARTMENT
 HEADQUARTERS
 Colonel Dean M. Esserman
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
Memorandum	#06 Series 2009	05-04-2009	IMMEDIATELY
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Documentation Procedure			
REFERENCE		RE-EVALUATION DATE	
SUBJECT AREA		DISTRIBUTION	
Overtime, Call Back, & Court Time		All Personnel	

Based on Department of Labor guidelines, the following procedure for documenting overtime, call back, and court time shall be adhered to:

Any Officer who fills out an overtime, call back, and/or court time slip shall indicate the **actual** amount of hours worked. Upon receipt of the approved overtime, call back, and/or court time slip, the Administrative office shall calculate the **compensation pay** as indicated by the Collective Bargaining Agreement (Contract).

APPROVED:

DEAN M. ESSERMAN
 COLONEL
 CHIEF OF POLICE