



**ORANGE COUNTY SHERIFF'S OFFICE  
GENERAL ORDER  
SUBMISSION AND AUTHORIZATION  
OF OVERTIME**



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To: All Deputy Sheriffs & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order - Submission and Authorization of Overtime

**PURPOSE:** The purpose of this General Order is to establish guidelines on the submission and authorization of overtime

I. **POLICY.** It shall be the policy of the Sheriff of Orange County to distribute overtime in a fair and even manner, both in voluntary and mandatory compliance.

II. **DEFINITIONS.**

A. **OVERTIME.** Work by a fulltime employee in excess of eight (8) hours a day at an assigned post or forty (40) hours a week at an assigned post when authorized. For the purpose of this section, all authorized leave taken at full pay status shall constitute time worked in computation of a forty (40) hour workweek. Time computed as overtime will be rounded off to the nearest quarter (1/4) hour. **Overtime is further defined in each of the respective Employee Collective Bargaining Agreements.**

B. **CALL IN.** An employee ordered on “call in” status and who is subsequently directed to report back to work after their normal work day schedule shall receive a minimum of four (4) hours pay, at one-and- one-half (1½) times their applicable hourly rate for such hours worked or any part thereof.

C. **Civilian employees will be eligible for overtime based on the contractual parameters in place at the time of submission.**

III. **AUTHORIZATION OF OVERTIME.**

A. **PREAPPROVAL.** Before an employee works overtime such work must be pre-approved by a Sergeant or Command Staff Officer.

#### IV. SUBMISSION OF OVERTIME.

A. The following information is required on **in excel file or Kronos**

1. Shift Differential Tours
2. Regular Pass Days
3. Division/Unit assigned
4. Regularly scheduled hours
5. Date of overtime
6. Total hours worked
7. Number of overtime hours
8. Number of Compensatory Time Hours
9. Paid (OT) Meal
10. Paid (OC) Meal
11. Code/Reason for overtime
12. Totals - OT, Comp

#### V. OVERTIME MONITORING, AUTHORIZATION AND VERIFICATION.

A. **The employees' immediate or first line supervisor is responsible for verifying all worked and approved overtime.**

Immediate or first line supervisors shall also verify eligibility for overtime meal and out of county meal allowances.

B. It shall be the responsibility of the immediate or first line supervisor to monitor an employee's overtime to ensure that there is no excessive overtime worked.

**CALEA: 22.1.1, 22.1.3**