



POLICY AND PROCEDURE

NO.345

Overtime Reports

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Each Commanding Officer is requested to submit in a narrative form the reasons needed for the utilization of personnel overtime. The narrative should consist of, but not limited to, the need to complete tasks undertaken during or growing out of normal tours of duty such as; report writing and investigations, extraordinary police operations, court appearances or tasks that are needed to be performed due to shortages of personnel in their respective units.

Per:

Edward P. Gardella
Chief of Police

EG:fl