

**POLICY
211**

**EFFECTIVE
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**Eugene
Police Department**



Supervisory Overtime

PART I - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Generally
- B. Sergeants
- C. Lieutenants
- D. Drafting

PART I - Responsibilities and Procedures for Supervisors and Command Personnel

A. Generally

When sergeants or lieutenants are offered overtime, we will generally assign based on date of rank, unless technical specialization is relevant to the assignment (refer paragraph I.B.1).

B. Sergeants

1. For technical specialties (e.g., traffic, SWAT, EDU, K-9), we will normally assign the supervisor from the appropriate team.
2. We will normally assign a sergeant to an overtime detail:
 - a. When more than four officers are needed; **or**
 - b. When the client requests a supervisor; **or**
 - c. When we feel a supervisor is required because of the specific nature of the assignment.
3. If no sergeant volunteers for first-level supervisory overtime, we will offer the opportunity to lieutenants.

C. Lieutenants

We will normally assign a lieutenant if there is a need to coordinate two or more sergeants.

D. Drafting

If no sergeant or lieutenant volunteers, and we feel one should be assigned, we will draft one as follows:

1. We will assign an off-duty sergeant or lieutenant whose regular work hours most closely correspond to, but do not conflict with, the hours required by the overtime.
2. We would not draft a lieutenant to fill a first-line assignment.
3. We will not draft a sergeant or lieutenant on a day off.
4. We may exempt sergeants and lieutenants from an overtime draft for personal hardship.

JAMES R. HILL
Chief of Police