



## Police Officer Overtime Policy

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| This document has been assessed for: |                                     |
| Compliance with Legislation          | <input checked="" type="checkbox"/> |
| Equality Impact Assessment           | <input checked="" type="checkbox"/> |
| Freedom of Information issues        | <input checked="" type="checkbox"/> |
| Human Rights compliance              | <input checked="" type="checkbox"/> |
| Health and Safety                    | <input checked="" type="checkbox"/> |
| Risk Management                      | <input checked="" type="checkbox"/> |

## **1. Policy statement**

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It is incumbent on all public services, including the Police Service, to provide value for money. Cleveland Police is committed to making effective and efficient use of resources, whilst managing the health and wellbeing of personnel. Overtime, in principle should be a temporary solution to address a specific priority or task. It should be time-limited and should be robustly monitored and managed.

## **2. Purpose**

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This policy is designed to provide a framework for officers and supervisors to effectively manage resources to meet demand, prevent unnecessary inefficiencies and promote ethical use of public money.

## **3. Underpinning procedures**

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The principles of the policy are that Cleveland Police will strive to minimise police overtime and only authorise its use where all other options have been considered.

To achieve this overriding principle:

- All officers will take responsibility for the effective and efficient use of their time, including their use of the electronic duty management system and prompt submission of overtime claims;
- Overtime will be authorised by an Inspector or equivalent, with line management responsibility for the individual;
- The proactive scrutiny of the use of Force resources and overtime is the responsibility of supervisors and Heads of Command;
- Overtime will be subject of robust monitoring and scrutiny;
- All decisions taken regarding the use of overtime will adhere to Police Regulations and give due regard to existing procedures and statutory guidance;
- Any decisions to vary overtime criteria will only be made at Executive level and with due consultation with staff associations; consequently, the provision of 'local' or 'departmental' agreements outside of this policy - or the attached guidance - is expressly forbidden;
- The scope of the policy covers all police overtime, Rest Day working and compensation for working on Public Holidays.

### **Responsibility for Management of Overtime**

Overtime usage needs to be managed both corporately and at a local level to ensure that limited resources are actively managed in order to achieve results and deliver value for money, while prioritising staff welfare.

Local and Departmental Senior Leadership Teams are accountable for the resources within their Command and for the organisational benefits and consequences of the decisions they take. This accountability will be supported through audits and reporting by HR and Resource Management Unit into the relevant Force governance board, in order to identify why and where overtime commitments are arising, plus where anomalies or areas of significant concern may exist. Issues will also be discussed at Local and Departmental Management Meetings.

Key areas subject to scrutiny will always be those who either work the most or authorise the most overtime, reviewing the type of overtime and necessity of overtime being approved against the performance of the unit. Such audits will normally be carried out by the Duties Management Team, or members of the Finance department, maintaining cognisance of Working Time Regulations and how this influences and impacts police officer working arrangements.

Exception Reports will be provided to Heads of Command and there is an expectation that the existing Overtime Escalation Process will be followed. This process is so that officers and supervisors can discuss the reasons for the overtime and any underlying wellbeing and resilience issues:

- Individuals are responsible for recording and managing their own overtime and will ensure that they request approval from their supervisors and informing them if their total accrual within the recognised submission timescales exceeds 32 hours in a four week period;
- All overtime claims must be routed to an Inspector for approval and this should be the Inspector with direct line management responsibility for the claimant;
- Any officer working more than 32 hours overtime (actual worked) in a four week period should be formally brought to the attention of the Chief inspector / staff equivalent;
- Any officer working more than 48 hours overtime (actual worked) in a four week period should be formally brought to the attention of the Superintendent / staff equivalent;
- Any officer working more than 60 hours overtime (actual worked) in a four week period should be brought to the attention of the Chief Superintendent / Head of Command.

These guidelines have been reached taking into account Working Time Regulations. Where any of the above numerical 'triggers' are invoked the overseeing senior officer / staff member will directly enquire into the organisational and health and safety reasons / implications of the matters identified and assess what steps should be taken. These matters should be addressed at departmental SLT meetings.

Chief Superintendents and Department Heads will monitor the overtime situation and report to Chief Officers where there is a potential issue of concern or where a strategic decision is required to address an issue that has resulted in excessive overtime being worked.

It is recognised that there will be particular times of organisational need where overtime will be necessary and at these times, leaders should pay particular attention to ensuring officers manage wellbeing and adequate rest periods, taking into account Work Time Regulations and Federation advice.

### **Responsibilities of claimants**

- All Officers must daily book on and book off using the duty management system;
- Any overtime claim must be authorised by an Inspector or equivalent with line management responsibility for the claimant and preferably this would be discussed in advance while accepting this is not always possible;
- RDILs or Leave must not be submitted with the prior intention of working overtime on those days;
- Officers must not authorise their own overtime and should ensure that they record the name of the authorising supervisor;
- All claims – whether for pay or for TOIL - must be submitted within a maximum of 3 months. This will be audited;
- Officers must use accurate overtime codes and include a narrative reason for the overtime;
- Non-compliance with this policy - and these protocols and guidance - will be treated as a discipline matter.

### **Responsibilities of Duties Management Team**

- The Duties Management Team will work with colleagues across the force in any planning and coordinating of resource deployment across or outside the Force;
- The Duties Management Team should be involved at an early stage of all operations / events to arrange duties.

### **Responsibilities of Inspectors & Equivalent Police Staff:**

Inspectors and equivalent must proactively supervise their officers, considering proportionality of investigations, alternative resources to deploy etc. prior to authorising overtime. They should also ensure that the overtime code and narrative is included in the claim before authorisation and that the claim has been submitted in accordance with Police Regulations and the Code of Ethics.

### **Overtime considerations**

#### **Pre-planned meetings**

Wherever possible, meetings should be planned within officers' tours of duty unless there is an exigency of duty. For example, Neighbourhood officers should plan police-led meetings to coincide with their rostered shifts. Officers may also volunteer to change their tour of duty in order to accommodate a meeting, if appropriate to do so and with supervisor approval. Any volunteered change of duties must always be discussed with supervision and it is the officer's responsibility to accurately record their duties on the system. This

requires proactive supervision by first line managers to ensure their staff are using their time effectively and that duties are not being changed without good reason.

### **Resource Movement**

Force policy must be followed. If an individual needs to change duty rota long term (usually due to a change of role), they should be given at least 3 months' notice of this requirement, unless there is an exigency of duty. The officer may, by negotiation, consent to changing their duties with less notice and it is recognised that often this is the case.

If an officer consents to a short notice duty change they should be given at least 15 days' notice of the requirement which will ensure rest days can be reallocated and hence no liability for overtime will arise. Only by exception should less than 15 days' notice be given of a change in duty pattern and a Head of Command must give authority for this. The change in rota must be notified to HR / Workforce Optimisation for input onto the duties system.

### **Managing Workloads and Administrative Tasks**

Supervisors must monitor their team's workloads and case files to ensure they are completed in good time to meet submission deadlines. This will avoid incurring overtime on file preparation. Operational supervisors must be particularly conscious of Police Regulations and managing staff immediately prior to rest days, being proactive about ensuring they do not work overtime on their last night shift prior to rest days.

Urgent requests by CJU and CPS should be referred promptly to the OIC and their supervisor to allow reprioritisation of work so that overtime is avoided.

### **Practical Approaches**

All options to achieve the desired outcome need to be considered before authorising an officer to work overtime. Liaison with Resource Management Unit and utilisation of DMS is crucial. Points to consider are:

- Challenge the requirement - What other methods can be used to deliver the task?
  - Can the task be handed over to the next shift?
  - If overtime is unlikely to be authorised has consideration been given for the activity being carried out by the extended police family e.g. Police Staff/Special Constabulary/Volunteers?
  - Will changing the date/time of the operation reduce/remove the need for overtime?
- Quantify the resource requirement versus the benefit to the organisation:
  - What are the financial costs and/or benefits to the organisation or community of using overtime for this task, are they justified?
- Verify that the period or timing of the overtime is appropriate.

#### **4. Appendices**

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There are no appendices for this policy.

#### **5. Legal Considerations**

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Police Regulations 2003 (as amended)  
Employment Relations Act 1999  
Working Time Regulations 1998 (as amended)

#### **6. Compliance and monitoring**

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The Head of HR is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation, Code of Ethics and Force Values and Behaviours.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

People and Wellbeing Board monitors trends in Overtime / TOIL / RDIL etc. monthly ahead of the monthly Strategic Performance Improvement Board.

#### **7. Version control**

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This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

| Version | Date     | Reason for update                      | Author     |
|---------|----------|--|------------|
| 0.1     | Oct 2020 | New Policy                             | ██████████ |
| 0.2     | Nov 2020 | Slight amends                          | ██████████ |
| 0.3     | Nov 2020 | Final amends following consultation    | ██████████ |
| 1.0     | Mar 2021 | Approved at Executive Management Board | ██████████ |