

# CHARLOTTE POLICE DEPARTMENT OVERTIME AUTHORIZATION FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_ INCIDENT NO. \_\_\_\_\_

## OVERTIME HOURS

From \_\_\_\_\_ Hours to \_\_\_\_\_ Hours = Total \_\_\_\_\_ Minimum 2 hours \_\_\_\_\_

### MANPOWER

- Extra personnel needed
- Scheduling shortage
- Officer illness
- Prisoner Transport

### PATROL/TRAFFIC ACTIVITY

- Arrest
- Disposition of call/incident
- Follow-up investigation
- Incident investigation
- Paperwork completion
- Traffic control
- Ticket/citation

### SUPERVISORY

- Assistance/instruction
- Disciplinary activity
- Follow-up investigation
- Incident investigation
- Paperwork completion

### SPECIAL ASSIGNMENT

- Game/sports event
- Parade
- Special Event
- Surveillance
- Warrant/subpoena service

### MEETING

- City attorney
- Command staff
- Command officer
- Department
- Prosecutor's office
- Safety committee

### COURT

- Circuit Court
- Civil Infraction Hearing
- Deposition

- Implied Consent Hearing
- Liquor Control Hearing
- Probate Court
- District Court

**SIGN WARRANT: 1 hour**

### EVIDENCE TECHNICIANS

### ACCIDENT INVESTIGATOR

### C.S.C. TEAM

### METH INVESTIGATION

### PREVENTION/SAFETY

### DETECTIVE DIVISION

### FIREARMS TRAINING

### TRAINING-OTHER

### MISCELLANEOUS-Specify

### COMMAND OFFICER/COURT OFFICIAL AUTHORIZING OVERTIME

Signature \_\_\_\_\_

Rank/Title \_\_\_\_\_ Badge # \_\_\_\_\_

## OFFICER'S SIGNATURE

I certify the above information is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_ [ ] ETO HOURS CREDIT