



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Hours Worked

Eff. Date 11/24/2025

Purpose

The Madison Police Department recognizes that police officer fatigue can adversely impact officers' performance and interaction with the community. The purpose of this SOP is to describe details related to maximum hours allowed to work, as well as required breaks.

Procedure

Accordingly, to avoid excessive work hours, members should generally not be scheduled for:

- More than sixteen (16) hours of work per day
- Overtime that results in less than 6 hours of consecutive leave between normal duty shifts
- More than eighty-four (84) hours of work per calendar week

These totals includes any type of pre-scheduled work for the city (normal duty assignment, grant/event overtime, court, training, special duty, etc. but does not include on-call/stand-by time or phone calls made from home). For purposes of this SOP, "day" refers to a twenty-four (24) hour period commencing with the start of the employee's normal shift time.

These limitations do not restrict an employee's work under unanticipated or emergency circumstances (with appropriate supervisory/command approval).

"Normal duty shift" refers to an employee's regularly scheduled work shift on a regular workday.

Time Off Between Work Periods

No member will be scheduled for two normal duty shifts with less than six (6) hours off between shifts. Members who work unanticipated or unavoidable overtime (non-voluntary) that extends their normal duty shift must have a six (6) hour break before returning to their normally scheduled duty shift. Administrative leave with pay will be granted to accommodate this required break period. Supervisors making these entries should note "Hours Worked SOP" in the Telestaff note field and choose the "HW – Hours Worked" detail code.

Original SOP: 01/25/2018
(Revised: 01/15/2020, 02/06/2023, 11/24/2025)
(Reviewed Only: 02/04/2022)