

**CITY OF CANTON**  
**COMPENSATORY TIME/OVERTIME REPORT**  
**POLICE DEPARTMENT USE ONLY**

EMPLOYEE NAME \_\_\_\_\_ DATE: \_\_\_\_\_  
( ) **COMPENSATORY TIME (EARNED)** ( ) **PAID OVERTIME**

FROM \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm  
(DATE) (DATE)

**NUMBER OF HOURS** \_\_\_\_\_ **Debit Fund:** \_\_\_\_\_

**REASON FOR WORKING**

- |   |                                    |  |
|---|------------------------------------|--|
| ( ) Stand-By Subpoena <b>(SB/CSB)</b>     | ( ) K-9 Training <b>(KT/CKT)</b>   | ( ) Fugitive Task Force <b>(FT/CFT)</b>  |
| ( ) Court Time <b>(CRT/CCT)</b>           | ( ) SWAT <b>(ST/CST)</b>           | ( ) Metro Activity <b>(MT/CMT)</b>       |
| ( ) Effect Search Warrant <b>(SW/CSW)</b> | ( ) Drug Raid <b>(DR/CDR)</b>      | ( ) Traffic Enf. Program <b>(TP/CTP)</b> |
| ( ) Minimum Manning <b>(CPPA) MM</b>      | ( ) Case Follow-up <b>(CF/CCF)</b> | ( ) Shift Overtime <b>(OT/CA/CTE)</b>    |
| ( ) Minimum Manning <b>(FOP) MMF</b>      | ( ) Training <b>(OTR)</b>          | ( ) Traffic Special Event <b>(OSP)</b>   |
| ( ) DB Call Back <b>(CAD)</b>             | ( ) NOVCC Grant <b>(ONG)</b>       | ( ) Net Force <b>(ONF)</b>               |
| ( ) Vice Call Back <b>(CAV)</b>           | ( ) Shift Call Back <b>(CAS)</b>   | ( ) Shift Late Call <b>(OTL)</b>         |
| ( ) Coban Admin <b>(OTC)</b>              | ( ) Other <b>(OT/CA/CTE)</b>       | ( ) HOF <b>HFO/CTF</b>                   |

EMPLOYEE SIGNATURE \_\_\_\_\_  
SUPERVISOR VERIFYING TIME \_\_\_\_\_  
DIVISION COMMANDER \_\_\_\_\_  
POLICE CHIEF APPROVAL \_\_\_\_\_  
SAFETY DIRECTOR APPROVAL \_\_\_\_\_

CASE # \_\_\_\_\_ ARREST # \_\_\_\_\_ ACCIDENT # \_\_\_\_\_  
OTHER \_\_\_\_\_  
DESCRIPTION/LOCATION \_\_\_\_\_

**No overtime to be granted when time involved is less than five (5) minutes. All time is to be computed in fifteen (15) minute, quarter (1/4) hour, half (1/2) hour, three-quarters (3/4) hour, and one (1) hour intervals.**