

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2300-01</b>
<b>SUBJECT: REQUESTING TPS SCHOOL POLICE OR OVERFLOW OFFICERS FOR SCHOOL ACTIVITIES</b>	<b>DATE OF ISSUE: 06/18/80</b> <b>REVISIONS: 10/24/86; 05/98; 08/03/15;</b>
	<b>02/16/23</b>
	<b>PREPARING OFFICE: DEPUTY SUPERINTENDENT</b>

**I. PURPOSE: To establish a procedure for the authorizing of overtime or the acquiring of overflow officers to work school related events.**

**II. PROCEDURES**

**A. All requests for authorization of overtime for TPS police officers or acquiring overflow officers shall be directed to the Director of School Safety and approved by the Deputy Superintendent.**

**B. Police officers, not employed by Topeka Public Schools, who wish to apply to work school related events shall contact the TPS School Police.**

**1. The Director of School Safety may request that the officer be added to the list of overflow officers and approved for employment in the district by the board of education.**

**2. If approved, the officers shall be placed on the TPS School Police “overflow” list for assignment to school events. The TPS Police Chief or designee will assign the officers to events based on availability and contact the officer when assigned.**

**3. Upon completion of the work period the TPS Police Captain will complete a payroll roster which reflects the hours worked by the overflow officers and forward the roster to payroll for approval and payment.**

**4. Any officer on the overflow list can ask to be removed at any time. The overflow list will be reviewed annually to determine if listed officers wish to continue employment.**

**C. Upon approval of overtime by the Deputy Superintendent, TPS School Police officers shall be authorized by the Director of School Safety or designee prior to working any school event that will result in the accrual of overtime hours.**