

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: OVERTIME CALL-IN		NUMBER:	2.4.1
		ISSUED:	5/5/09
SCOPE:	All Sworn Personnel	EFFECTIVE:	5/5/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	9.2
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI State Statutes: The Labor Association of Wisconsin Inc., The Port Washington Professional Police Association	WILEAG 3 RD EDITION STANDARDS: 2.4.1.4	

INDEX AS: OVERTIME
 ON DUTY PERSONNEL
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 SENIORITY
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PURPOSE

The purpose of this General Order is to establish a fair, uncomplicated, consistent, procedure for overtime distribution and call out.

- I. POLICY
- II. DEFINITIONS
- III. AUTHORIZATION OF OVERTIME
- IV. PROCEDURES FOR FILLING OVERTIME
- V. SENIORITY ROSTER
- VI. OVERTIME SPECIAL ASSIGNMENTS
- VII. SCHEDULING FOR POLICE CLERKS
- VIII. CALL IN PROCEDURE FOR POLICE CLERKS

I. POLICY

- A. It is the policy of the Port Washington Police Department to effectively manage the use of overtime and that each employee use overtime in a responsible manner.

II. DEFINITIONS

- A. OVERTIME: Each hour or portion thereof worked in excess of 8 hrs. per day and muster time.

III. AUTHORIZATION OF OVERTIME

- A. All overtime work shall be authorized by the Chief of Police or a supervisory designee/representative of the Chief of Police.

IV. PROCEDURES FOR FILLING OVERTIME

- A. Determining the coverage of a full eight-hour shift vacancy.
 - 1. If the vacancy of a shift is known beforehand due to vacations, extended sick leave, family leave, etc., and there are still a sufficient number of officers (minimum staffing) assigned to the shift, the shift will remain vacant.
- B. If the vacancy of a shift is known beforehand due to vacations, extended sick leave, family leave, etc., and an officer is required to work overtime to maintain adequate (minimum) staffing, the shift vacancy will be posted and filled according to seniority. Attempts will be made to fill the entire shift; however, if this can't be done, the shift vacancy may be filled in partial shifts.
- C. If a vacant shift can be filled by changing an officer's shift, this should be done by giving officers the opportunity to do so by seniority.
- D. If an unexpected shift shortage occurs, and other scheduling options cannot be utilized, the following call in procedures should be followed:
 - 1. If there is ample coverage already assigned to the shift, the eight-hour vacant shift will be cancelled.
 - 2. If it is necessary to fill the vacant shift the following procedures will be observed:
 - a. **Shift vacancy will be filled by seniority, from most senior first to least senior last.**
 - b. **If the vacancy occurs 2 hours or more in advance of the affected shift, calls shall be placed to all officers regardless of off days. Officers are not to be called if on funeral leave, workman's comp, sick or vacation day.**
 - c. **Attempt to fill the total shift; however, the shift may be filled in part/split the OT with two officers that are already on the schedule, that are senior to the officers yet to be contacted and who agree to split the shift.**
 - d. **If off-duty personnel are unavailable to fill the shift, officers filling the shifts abutting the vacant shift will**

be ordered to extend their scheduled shift to fill the vacant shift, according to least seniority, if there are no volunteers.

- e. If the vacancy becomes known less than 2 hours before the affected shift or if the amount of overtime to fill is less than 4 hours in duration, then only officers working the shifts abutting the vacant shift will be contacted. If there are no volunteers, then the off-duty officers will be contacted. If still not filled, then the least senior officer working the abutting shifts, will be ordered to work.**
- f. If when calling to fill a shift vacancy an answering machine is reached, a message shall be left for the officer. However, once the shift vacancy has been filled, any voicemail or message is negated and the officer filling the shift cannot be bumped.**
- g. If a lieutenant fills a patrol vacancy, that lieutenant will assume patrol duties and command the shift only if no other Lt. is working.**
- h. If an officer who signed up for an overtime shift decides not to work the shift for reasons other than illness, injury, or other absences covered by policy or contractual language, it is that officer's responsibility to locate an officer to fill the shift in his/her place.**

V. SENIORITY ROSTER

A seniority roster shall be maintained by the Chief and such roster shall be posted on the bulletin board of the department.

VI. OVERTIME – SPECIAL ASSIGNMENT

- A. Whenever additional manpower requirements arise due to emergency situations, an attempt shall be made to assign the overtime according to seniority, but nothing contained in the above procedure shall be construed so as to prevent the Chief of Police or his designee from utilizing other assignment methods or procedures in emergency circumstances, or the use of a specialized position whenever the situation or need arises.**
- B. Procedure Special Events: Upon scheduling and/or receiving notification for requested services by a civic or community organization as to date, time, and number of officers needed, a sign-up sheet will be posted in the squad room for officers to sign if they wish to work that scheduled event. Filling of the**

assignments will be done according to the seniority of those who signed up for the duty. If after the sign-up sheet is posted, enough officers have not signed up to fulfill the assignments based upon seniority, qualified officer(s) with the least seniority will be required to work the requested assignments in order that adequate levels of law enforcement services are provided to the community.

- C. If the services of an officer trained in a particular area of specialization are required, seniority-based overtime guidelines shall be waived and the officer with the appropriate specialized training shall fill the assignment.

VII. SCHEDULING FOR POLICE CLERKS

The Records Department will be staffed Monday – Friday 16 hours a day. The shifts will consist of 7a – 3p and 3p-11p. On Saturday and Sunday, it will be staffed 8 -16 hours each day. Sixteen hour days will be staffed from 7a-3p and 3p-11p. Eight hour days will be staffed from 8a-4p.

When preparing the monthly schedule, all Police Clerks will be assigned a 5-2-4-2 rotation. Vacation/Comp days will be filled by the Records Manager Monday – Friday. Vacation/Comp days on Saturday and Sunday will result in the Records Department to be staffed 8 hours that day from 8a-4p.

VIII. CALL IN PROCEDURE FOR RECORDS CLERKS

When a shift unexpectedly becomes available and needs to be filled within a 24-hour period, due to illness or emergency, etc the call in is as follows:

Monday – Friday: Available shift 7a-3p:

The Records Manager will be called and asked to fill this shift at regular rate of pay. If the Records Manager is unable to fill the shift, it will then be offered to the Police Clerks according to seniority as an overtime shift. If no one volunteers to cover the shift, then the least senior Police Clerk will be ordered in to fill the shift.

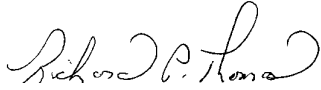
Monday – Friday: Available shift 3p-11p:

The shift will be offered to the Police Clerks according to seniority and then to the Records Manager as an overtime shift. If no one volunteers to cover the shift, then the least senior Police Clerk will be ordered in to fill the shift.

Saturday/Sunday:

The available shift will be offered to the Police Clerks according to seniority and then to the Records Manager as an overtime shift regardless of what shift is available. If no one volunteers to cover the shift, the Records Department may then be staffed from 8a-4p. A 2-hour call in pay will be given to the Police Clerk who was regularly scheduled from 3-11 and changes his/her hours to 8a-4p. If the Police Clerk who was scheduled from 7a-3p stays over until 4p, he/she will be given (1) hour overtime if the shift is filled from 7a-4p.

APPROVED:



Richard Thomas

DATE:

4/11/11

Revised 4/11/11
Revised 9/28/10