

PITTSFIELD POLICE DEPARTMENT  
POLICY & PROCEDURE

POLICY & PROCEDURE: 20	SUBJECT: Overtime Procedure	
EFFECTIVE DATE: 01/01/2008	EXPIRATION DATE: Indefinite	
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.		
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety	
REVISIONS: 12-01-10, 01-01-13, 01-01-14, 02-03-15, 11-01-16, 07-14-17		

**POLICY:**

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

**PURPOSE:**

The purpose of this policy is to establish uniformity in determining scheduled overtime. The department will have a regulated overtime program that will assign overtime in a consistent manner following union contracts and law.

**I. OVERTIME PROCEDURE**

- A. When filling overtime vacancies, supervisors shall adhere to the following procedure, and as part of the procedure, supervisors are to issue notice for overtime vacancies, as outlined below, within forty-eight hours after approving time off requests, or otherwise learning of a vacancy, that causes shift strength to be reduced to a level that requires the vacancy to be filled.
1. Short-Notice Shift Vacancy
    - a. A vacancy that becomes known to the department within seventy-two (72) hours of the shift that the vacancy is occurring, and for which overtime is needed, per a supervisor, to fill the vacancy to provide adequate shift strength.
      - i. The overtime will be offered by seniority, high to low, to preceding shift personnel on-duty for that shift, with first approval/choice given to fill the entire vacancy.

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PITTSFIELD POLICE DEPARTMENT  
POLICY & PROCEDURE

- ii. If there are no volunteers, the person with the lowest seniority will be forced for a minimum of half of the vacancy.
  - iii. Command or Dispatch personnel (under the direction of a command officer) will call the succeeding shift advising of the remaining overtime (second half of the vacancy). If an officer does not answer, a message will be left advising of the overtime.
  - iv. The volunteering officer with the most seniority on the succeeding shift will be granted the overtime.
  - v. If no officer volunteers for the overtime, the officer with the lowest seniority on the succeeding shift will be forced to cover the second half of the vacancy.
  - vi. A Command Officer will send an email out to all sworn personnel advising of the overtime, and the officer that has been forced to cover the vacancy. Personnel may subsequently contact that officer if they want to offer to cover the overtime. It is the responsibility of the officer who is being forced to work the overtime to ensure that the time is covered.
  - vii. If the succeeding shift personnel fails to report for the overtime, the on-duty officer who either volunteered or was forced for the first half of the vacancy, will be forced to work the second half of the vacancy, covering the entire shift but not to exceed a sixteen (16) hour work day.
2. Advance-Notice Shift Vacancy
- a. A vacancy that becomes known to the department with more than seventy-two (72) hours of notice of the shift that the vacancy is occurring and overtime is needed, per the supervisor, to fill the vacancy to provide adequate shift strength.
    - i. The vacancy will be offered by email to all patrol services personnel and selected by seniority, high to low, with first approval/choice given to leave-day personnel who volunteer for the entire vacancy.
    - ii. If no personnel volunteer for the entire shift vacancy, the supervisor will offer or approve (see below bullet) volunteers by seniority, high to low, any patrol service personnel (leave-day or otherwise) who volunteer to work half of the vacancy.

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PITTSFIELD POLICE DEPARTMENT  
POLICY & PROCEDURE

- iii. It will be acceptable for personnel to offer to volunteer to fill half of the vacancy when first notified, with the understanding that the supervisor will approve full-vacancy volunteers, as outlined above.
  - iv. Remaining vacancies will be filled with preceding and succeeding shift personnel for the entire vacancy or half of the vacancy (if a volunteer already took a portion). Ordering of the on-duty shift personnel will be done by reverse seniority, low to high.
  - v. If the initial vacancy is five (5) hours or less, the vacancy cannot be split into smaller/shorter portions/blocks of time.
3. Special Events/Details/Contractual Vacancies (Extra-Duty)
- a. All special event/detail/contractual vacancies shall be emailed to all officers for notification. Volunteering officers will be given preference for the special event/detail by seniority, high to low. When a special event/detail/contractual vacancy is not filled by volunteering officers, leave day personnel will be ordered/forced to fill the vacancies using reverse seniority, low to high.
  - b. After exhausting all leave day personnel, as outlined above, remaining vacancies will be offered to on-duty patrol personnel of the preceding and succeeding shifts by seniority, high to low. Remaining vacancies will be filled with on-duty patrol personnel of the preceding and succeeding shifts, by order, by reverse seniority, low to high.
  - c. Officers scheduled with approved vacations, personal or compensatory leave, prior to special event/detail/contractual vacancies being posted, cannot be forced to work.
  - d. Officers assigned to special event/detail/contractual vacancies are considered on-duty and shall adhere to all department policies, procedures and written directives. Officers are subject to revocation from extra-duty privileges for violation of department policies, procedures or written directives.
4. Emergency Incidents/Situations
- a. Emergency incidents/situations that demand immediate additional personnel, the seniority overtime list will not be considered. Personnel

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POLICY & PROCEDURE

directed to report for emergency duty shall report immediately. Failure to do so may result in disciplinary action.

- b. For large scale or extreme emergency incidents/situations, personnel are subject to contingency plan deployment as ordered by the Director of Public Safety or his/her designee.

## **II. PATROL/INVESTIGATIVE POLICE PERSONNEL**

- A. For the purposes of properly managing staff assignments, investigative services personnel are generally considered separate and exempt of patrol overtime vacancies. Investigative services personnel will be available to perform overtime duties associated with their respective roles in investigative services, at the direction of the investigative services sergeant and/or other command staff personnel.

General rules apply to investigative services personnel:

1. Investigators/Detectives, including officers working in an undercover capacity, will not be eligible to volunteer, or be ordered/forced, for patrol overtime vacancies (shift, special event/detail/contractual).
2. As a uniformed officer assigned to investigative services, the School Resource Officer (SRO) can volunteer, and be ordered/forced, for special event/detail/contractual overtime vacancies, following department seniority.
3. Investigative services personnel are not exempt from being assigned or otherwise forced/ordered to respond to emergency incidents/situations, as outlined in Section IA-4.

## **III. SENIORITY LIST/ROSTER**

A department seniority list will be posted annually. The list shall contain all current officers, with their department seniority dates.

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PITTSFIELD POLICE DEPARTMENT  
POLICY & PROCEDURE

**IV. COMMAND COVERAGE**

The Director of Public Safety or his/her designee determines supervision, work schedules, and assignments within the department. This includes special assignments.

**V. OVERTIME EXCEPTIONS**

- A. Officers will not be forced to work more than one special event during a 24-hour period in which they are also working their assigned shift.
- B. An officer wishing to be exempt due to special circumstances must make a written request explaining the reason to the Director of Public Safety or his/her designee.

**VI. COMPENSATORY TIME**

- A. Overtime is defined as all work performed in excess of regularly scheduled hours of work in a given pay period. Unless otherwise specified by the Director of Public Safety or his/her designee, overtime may be taken by the employee as either monetary payment or compensatory time off at the rate of one-and-one-half hours for each hour of overtime work.
- B. Compensatory time off is that period of time during which an employee is excused from work on paid leave and is charged with compensatory time off previously earned. Compensatory time off shall be accrued and granted pursuant to the respective collective bargaining agreements and this policy.

**VII. TIME ACCOUNTING**

Quarter-hour increments shall be used to record overtime worked and leave time (compensatory, sick, vacation, etc.) used.

**VIII. CALL BACK**

In unanticipated situations, personnel may be called back to active duty, even if they have completed their assigned shift. In these situations, personnel will be required to report back to duty to carry out duties as assigned and shall be paid

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PITTSFIELD POLICE DEPARTMENT  
POLICY & PROCEDURE

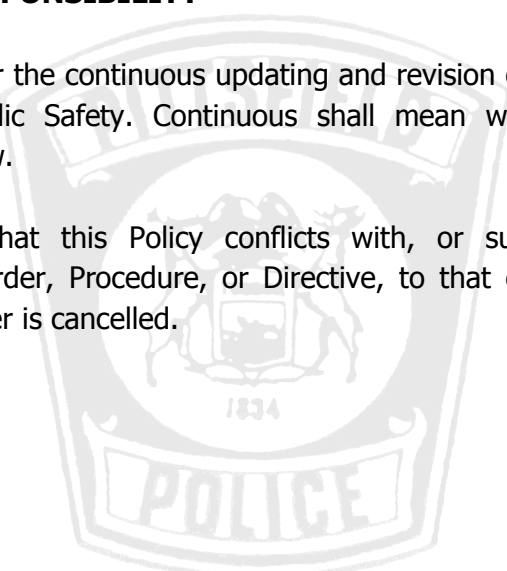
for overtime calculated from the time each employee was called back by the department.

**IX. EXCHANGE TIME**

Employees shall be permitted to exchange hours of work or days off with other employees in the same classification, performing the same type of duties, provided that the employees provide their supervisor with a written notice of the exchange (signed by both employees) and the supervisor approves that exchange. The employee who agrees to exchange time will be held responsible for working the shift as scheduled.

**X. REVISION RESPONSIBILITY**

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.



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