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| University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104 | |   |
| Directive: 61 | Subject: Overtime Personnel Process | Effective Date: 08/09/1999 |
| Order of: Gary Williams, Chief of Police | | Amended Date: 08/01/2023 |

I. Purpose

The purpose of this directive is to establish policy governing overtime personnel requirements of the University of Pennsylvania Police Department (UPPD) within the mandates set forth by the Collective Bargaining Agreement (CBA).

II. Policy

It is the policy of the UPPD that all overtime assignments be distributed fairly and equitably in accordance with the CBA.

III. Scope

This policy shall affect all Police Officers, Corporals and Detectives.

IV. Procedures

A. Guidelines for Securing Overtime Personnel

1. All requests for Overtime personnel (other than the staffing of specific crime abatement details and the like) will be documented by completion of the UPPD Overtime Request Form (UPPD-18).

Note: All department supervisors are responsible for initiating the overtime process should additional personnel be requested for an approved function/detail.

2. Overtime Details will be staffed utilizing the Regularly Scheduled Days Off (RDO) rotation for the date(s) off the request based upon seniority and last-asked status regardless of shift or unit assignment.
3. Working copies of all Overtime Requests and the Overtime Request Record (UPPD-24) will be maintained in both the supervisors' office and in the Office of the Chief of Police.

4. All supervisors and commanders are responsible for the completion and upkeep of all overtime-related paperwork.
5. All sections on the UPPD Overtime Request Form are mandatory; the receiving supervisor shall ensure all information is complete prior to filling the detail.
6. As stipulated in the CBA, overtime details may be unit or assignment specific due to level of training, expertise, etc.; unit specific overtime will be managed by the appropriate unit commander/supervisor. All personnel required to maintain a regulation uniform remain eligible for routine overtime coverage.
7. The overtime guidelines are intended to be used with incidents or circumstances outside of normally regulated tours of duty; these circumstances include, but are not limited to, special events, shift coverage, social events and athletic events, etc.

Note: Emergency call-ins, RDO cancellations and court attendance remain under the purview of the Office of the Chief of Police and do not affect the last-asked status of the involved officers.

8. RDO switches are prohibited unless previous approval has been obtained consistent with the CBA. Requests for permanent RDO switches must be forwarded to the Office of the Chief of Police.
9. Absent exigent circumstances, supervisors will not initiate the filling of a detail without a check payable to the "Trustees of the University of Pennsylvania" or a departmental budget code number documented on the overtime request form. The Offices of the Captain of Staff and Administrative Services, and the Director of Finance and Administration, will be notified as soon as is reasonable.
10. Copies of the completed Overtime Request Form will be forwarded to the Offices of the Captain of Staff and Administrative Services and the Director of Finance and Administration.

B. Filling the Overtime Detail Assignments

1. The supervisor receiving the request for overtime personnel will immediately complete the Overtime Request Form, and then ascertain the appropriate RDO schedule (i.e. A/B, C/D, G/A, etc.) for the date(s) of the detail and note same on the request form.
2. The receiving supervisor, or his/her designee, will contact the officers assigned to the appropriate RDO schedule in descending order based on seniority and "last-asked" status. If the overtime detail falls on a Saturday, Sunday, or Monday, supervisors will ensure that officers working fixed days off and personnel assigned to non-uniform units are considered to retain equity in the number of opportunities to work overtime.
3. Officers eligible for the overtime detail will be contacted at a reasonable hour relative to their shift/unit assignment. Contacts will be attempted between the hours of 6:00am and

10:00pm if the date and the time for the detail allow. All contacts will be made from the workplace to the home telephone number listed in the department's contact file and/or the Rolodex maintained in the PennComm Center.

- a. A reasonable response, defined as ten (10) minutes, will be permissible in order to receive return phone calls for offered detail(s); supervisors or their designees may proceed with subsequent requests dependent upon the number of personnel required to fulfill the detail.
4. In the event a detail request is received within eight (8) hours of the start time, calls will be made immediately to secure the necessary personnel.
5. All contact calls to eligible personnel will be documented with the following indications of response:
 - W**-Officer has elected to Work the offered detail.
 - R**-Officer has elected to refuse the offered detail.
 - U**-Contact was made, call was not returned if message left.
 - I**-Officer is Injured on Duty; unable to work detail.
 - S**-Officer is in Sick status and not able to fulfill the detail requirements.
 - V**-Officer is on approved benefit time; unable to work the offered detail.
 - P**-Officer is being passed over due to failure to fulfill previous detail.
 - Z**-Officer in suspension status, unavailable to work the offered detail.
6. All officers called for the intent of being offered the overtime detail, up to and including the officer(s) accepting the overtime detail, will have the appropriate indication from the above list placed by the supervisor directing the contacts. The officer(s) within a specific RDO rotation who accept the current detail will be the last officer(s) asked to accept the next detail.
7. Shift, Detail, and /or the PennComm Center Police Supervisor(s) will ensure that details are staffed as scheduled, and that appropriate entries are completed in the department's computer generated assignment sheets for those tours and dates.
8. Shift or Detail Supervisor(s) will ensure a completed copy of the overtime request from is forwarded as indicated below upon completion of the detail:

Original Form: Office of the Director of Finance and Administration

Copy: Captain of Staff and Administrative Services

C. Inability to Fulfill Details Using Uniformed RDO Personnel

1. In the event the appropriate number of police officers assigned to standard shifts cannot fulfill the detail requirements, the opportunity to work will be offered to personnel scheduled to work that date but able to extend their hours before or after their regularly scheduled shift. The continuity of the overtime detail should be considered prior to offering it to an officer scheduled for a regular tour of duty.
2. If the detail cannot be filled after the documented request of all RDO and scheduled police officers, Sergeants on their Regular Days Off can be asked to fill the detail personnel requirements. After exhausting the Sergeants schedule for RDO, Sergeants may also extend their hours to satisfy the detail requirements.
3. For regularly scheduled yearly events, officers shall be asked to volunteer to staff the event thirty days in advance of the anticipated date of the event. If the detail cannot be fully staffed by volunteers two weeks prior to the anticipated date, the detail shall be staffed through reverse seniority order. The Captain of Staff and Administrative Services and the Captain of Patrol will be notified as soon as it is apparent that reverse seniority is the only option for filling an overtime detail.

D. Failure To Complete Accepted Overtime Assignments

1. If an officer accepts a voluntary overtime assignment, then fails to report for that assignment, he/she shall be passed over for overtime assignment the next time he/she is eligible.
2. Shift or Detail Supervisors, upon notice that an officer has failed to report for a detail, will first ensure the detail is staffed as appropriate. Supervisors will then document the officer's failure to report for duty on the Detail Summary Sheet, the daily Summary Sheet, and forward copies to the Captain of Staff and Administrative Services, the Captain of Patrol and the Office of the Director of Finance and Administration.
3. Any officer scheduled to work overtime on his/her scheduled first day off and who fails to report for work on the day preceding the scheduled first day off shall forfeit his right to work overtime until all others of lesser seniority have had the opportunity to work overtime.
4. Any officer that needs to cancel their previous acceptance of an overtime detail must notify the PennComm Center Police Supervisor four (4) hours prior to the start time of the detail to ensure staffing. Officers satisfying these requirements will be charged with the detail and remain in the identical position in their RDO rotation.
5. Any officer who cancels his/her attendance for an accepted overtime detail less than 24-hour prior to the detail will be ineligible for consideration for the next two (2) overtime detail offerings.

6. The supervisor to whom the cancellation is reported will immediately attempt to replace that officer utilizing this process and transferring all information onto the appropriate paperwork and ledger entry.
7. Failure to report for a voluntarily accepted overtime detail without appropriate notification may result in disciplinary action.

E. Voluntary Exclusions

1. Any member of the bargaining unit who wishes to exclude himself/herself from consideration for voluntary overtime assignments must provide a signed memorandum to his or her Shift Commander. A copy of this signed memorandum will be forwarded to the Office of the Chief of Police.
2. Any officer submitting a memorandum declining all future overtime offerings remains subject to emergency call-ins, mandatory overtime details and all other staffing requirements as directed by the Chief of Police or designee.

F. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

G. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

H. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.