



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: OCTOBER 26, 2020	CHAPTER: 4 - Field Operations	PAGE: 1 of 3	NUMBER: 4.04.06
SUBJECT: MANDATING OVERTIME			
CHIEF: <i>Calvin D. Williams, Chief</i>			

PURPOSE: To establish guidelines for the equitable distribution of overtime for members of the Division of Police.

POLICY: It is the policy of the Cleveland Division of Police to maintain a fair and consistent process for the efficient and equitable distribution of overtime. At certain times the Division shall require mandatory overtime. It will institute a strategy to provide as much advance notice to the member that is practical under the particular circumstance. Division superior officers shall ensure compliance with the collective bargaining agreements of its members regarding mandatory overtime. These guidelines are necessary for high-quality performance from and better quality of life for its members and better citizens' service.

PROCEDURES:

I. General Guidelines

- A. Each unit shall create a monthly calendar.
 - 1. All known vacancies (i.e., furlough, training, details, etc.) shall be marked on the calendar.
 - 2. Calendars shall be posted thirty days before the start of the month.
- B. Superior officers shall ensure minimum staffing requirements are met. All known vacancies shall be filled before the start of each shift.

II. Voluntary Overtime

- A. A sign-up sheet for volunteers to work overtime shall be maintained.
 - 1. The sign-up sheet shall be available for all members within a unit.
 - 2. Sign-up sheets shall be posted in a conspicuous and accessible location.
- B. When volunteers are needed to maintain minimum staffing, superior officers shall fill vacancies *in this order*:
 - 1. From within the unit, which has the opening for overtime.
 - 2. From within the section, which has the opening for overtime.
 - 3. From within the district/bureau, which has the opening for overtime.

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4. From within the remainder of the Division of Police.
 - a. Only when there are no volunteers from the district/bureau shall a City-wide request be made.
 - b. Members volunteering to work outside of their assigned district/bureau shall receive prior approval from their commander or commander's designee.
 5. If no volunteers can be found, members shall be mandated to work, as outlined in section III below.
- C. Volunteer Selection shall be equitable.
- D. For an emergency vacancy (e.g., late call off), superior officers shall:
1. Ensure a superior officer within the affected unit is notified.
 2. Make every reasonable effort to seek out volunteers before resorting to mandating overtime.
 3. Fill the emergency vacancy immediately regardless of what shift, within the affected unit, the vacancy exists.

III. Mandatory Overtime

- A. In the event of an inadequate number of volunteers, members shall be mandated as follows:
1. Those working the first day following a regular vacation day (V-day) shall be the first mandated to work overtime.
 2. Those currently working shall then be mandated using the reverse seniority process (i.e., the opposite procedure used for selecting furlough) on a rotating basis.
- B. Members shall not be mandated to work more than 16 hours in a 24-hour period.
1. Members working an 8-hour shift can only be mandated to work eight (8) additional hours.
 2. Members working a 10-hour shift can only be mandated to work six (6) additional hours.
 3. The above does not apply to extenuating circumstances or City-wide emergencies.
- C. Each unit shall track mandated overtime for its members.

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1. Records shall be kept with dates and names of members mandated to work overtime.
 2. Members shall not be mandated to work overtime again until the remainder of available members has been exhausted.
- D. A substitute may offer to work the hold-over, which will count as their mandated "turn" in the rotation.
- E. Members shall not be mandated to work overtime if:
1. The member is currently working a vacation or furlough day.
 2. The member is currently working an additional shift.
 3. There is an upcoming scheduling conflict (e.g., required training).

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.