

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

406

Subject

Undermanned Shifts/Overtime Details

Date of Issue

January 29, 2020

Effective Date

January 29, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this order is to ensure adequate police protection and service by establishing minimum operational requirements of on-duty personnel, and to provide a sequential method of filling shifts that are below minimum standards.

II. POLICY

It is the policy of this department to maintain a level of on-duty personnel that will provide the basic police services and security without jeopardizing the public or police personnel.

III. REGULATION

- A. Overtime – Sworn Personnel may be required to work in excess of their normal hours to fulfill minimum patrol staffing requirements and/or to meet staffing needs for non-patrol related events.
1. Overtime for sworn personnel may be announced by memorandum, e-mail or phone contact following the overtime list and procedures outlined in the police collective bargaining agreement. Extended details may be posted in the overtime binder located in the patrol room, the sheet shall contain a posting date and a removal date.

2. Officers shall be selected for the overtime detail based on seniority in conformance with the collective bargaining agreement. Instances in which there is less than twelve hours' notice prior to the detail start, the seniority requirement is not applicable, but efforts will be made to follow the stated overtime procedures.
3. In the event that no officers indicate an availability or desire to fill an overtime position mandatory overtime shall be used. The Chief of Police, Lieutenant, Shift Supervisor or OIC will order officers, using reverse seniority order, to report for duty at the designated time and place to fulfill the overtime requirement.
 - a. If an overtime detail cannot be filled, or the request exceeds the staffing of this department, assistance through mutual aid response plans may be used.
4. Officers may not work more than 18 consecutive hours in any 24-hour period. Any officer that works 18 consecutive hours shall have a minimum of 6-hours off prior to their return to duty for a regular or overtime shift.
 - a. Emergency exceptions for hours worked may be made. The Chief of Police or a designee will determine what constitutes an emergency and if an exception will be necessary.
5. Per General Order 102 an employee will not be eligible for overtime within twenty-four (24) hours after the beginning of the shift for which they used sick leave.

B. Communications

1. It shall be the responsibility of the sergeant supervising communications to ensure that the Dispatch Center is adequately staffed during normal hours. In the event that a vacancy is anticipated or encountered, the following procedures shall be followed:
 - a. Shift-1 (0800-1600 hours) - Efforts will be made to cover dispatch from 0800-1600 hours Monday-Friday. The schedule shall be examined to determine if another dispatcher would be available to cover all or part of the shift by changing their hours.
 - b. Shift-2 (1200-2000 hours) – No coverage is required if dispatch is off or not available for this shift.
 - c. Major incidents or severe weather – efforts will be made to staff dispatch during any occurrence of this type. Overtime may be authorized by the Chief of Police or is designee based on an evaluation of the event and services required.

Michael Jackson

Michael Jackson
Chief of Police