

GENERAL ORDER



DISTRICT OF COLUMBIA

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| Title | Limitations on Work Hours | |
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| Related to: | GO-PCA-701.01 (Courts and Hearings), GO-PER-206.01 (Time and Attendance), GO-PER-201.17 (Outside Employment), SO-02-08 (Revised PD Form 346-A Weekly Activity Report) | |

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I. BACKGROUND

The Metropolitan Police Department recognizes that the implications of police officer fatigue are tremendous. Fatigue can seriously undermine police-citizen interactions, vehicle operation safety, member use of force, general decision-making, officer alertness, and impair physical and mental performance. Therefore, it is imperative that police officers receive the proper amount of rest, and that officer fatigue be monitored and closely supervised by all members within the Department.

II. POLICY

The policy of the Metropolitan Police Department is to consider the overall health and work conditions of members when assessing their ability to efficiently perform assigned duties. As such, MPD will evaluate and monitor the number of hours a member works during his/her regular tour of duty, outside employment, Department overtime, and court appearances in an effort to prevent police officer fatigue.

III. DEFINITIONS

When used in this directive, the following terms shall have the designated meaning:

1. **Twenty-Four Hour Period** – Time period beginning with a member’s scheduled reporting time for his/her tour of duty, and extending over the next 24 hours. (i.e., a member whose scheduled reporting time is Sunday at 0600 hours would begin his/her 24-hour period at that time. The 24-hour period would end the following day on Monday at 0600 hours).
2. **Seven-Day Calendar Week** – Forty-hour workweek extending from Sunday to Saturday, excluding roll-call time.

3. Outside Employment – The engagement in any line of business, or the performance at any time, of any work or service for any person, firm or corporation, other than that required by one's official position in the Metropolitan Police Department, for the purpose of obtaining wages, salary, fee, gift or other compensation. (See GO-PER-201.17 [Outside Employment]).

Note: Examples of outside employment include, but are not limited to, police-related security positions and positions held at educational institutions.

4. Department Overtime – All work-related functions performed outside a member's regularly scheduled tour of duty. It includes all overtime performed within and outside of the member's assigned division, element, and/or unit. Overtime is compensated monetarily, or in compensatory time, by the Metropolitan Police Department in accordance with GO-PER-206.01 (Time and Attendance) and the Fair Labor Standards Act.
5. Court Appearance Overtime – All court appearances that extend beyond, or are not included, in a member's scheduled tour of duty.

IV. REGULATIONS

- A. No member shall work more than 18 (eighteen) hours within a 24 (twenty-four) hour period. This work hour limitation shall include:
 1. Regular tour or duty;
 2. Court appearance overtime;
 3. Department overtime; and
 4. Outside employment.
- B. Members shall not work in excess of 98 (ninety-eight) hours per seven-day calendar week. This includes the member's:
 1. Regular tour of duty;
 2. Court appearance overtime;
 3. Department overtime; and
 4. Outside employment (not to exceed thirty-two hours per seven-day calendar week).

- C. When a member is within four hours of his/her maximum work hour limit within a 24 (twenty-four) hour period, or within 10 hours of the maximum work hour limit within a seven-day calendar week, he/she shall be monitored by his/her immediate supervisor, and when necessary, excused by his/her Commanding Officer from working, in the following order:
 - 1. Outside employment;
 - 2. Department overtime;
 - 3. Regular tour of duty;
 - 4. Court appearance overtime.
- D. Emergency situations and events designated by the Chief of Police shall be exempt from the work hour limitation.
- E. Members shall obtain approval to work hours outside the scheduled tour of duty in accordance with GO-PER-701.01 (Courts and Hearings), GO-PER-206.1 (Time and Attendance), and GO-PER-201.17 (Outside Employment).

V. PROCEDURAL GUIDELINES

- A. Each member shall:
 - 1. Monitor the number of hours he/she works within a 24 (twenty-four) hour period and seven-day calendar week to ensure he/she does not exceed the work hours limitation.
 - 2. Carry and maintain the PD Form 346-A (Weekly Activity Report) daily.
 - 3. Notify a sergeant or above and obtain the official's signature on the PD Form 346-A, prior to:
 - a. A court appearance;
 - b. Working Department overtime; or
 - c. Performing outside employment.
 - 4. Not exceed:
 - a. 18 (eighteen) work hours in a 24 (twenty-four) hour period; and
 - b. 98 (ninety-eight) work hours in a seven-day calendar week.
 - 5. Submit a projected schedule of outside employment and overtime hours to his/her official on the Sunday prior to the week in which the schedule will be in effect.

Note: The schedule shall reflect overtime hours the member has requested in all divisions, elements and units.

6. Immediately notify his/her official when there is a change to the projected hours on the schedule after submission.
7. Immediately submit his/her Optional Form 1130 (Time and Attendance Report) to his/her element's administrative office.
8. Contact the Court Liaison Division to reschedule Grand Jury appearances and Witness Conferences, when he/she is within two hours of his/her daily work hour limitation, or four hours within his/her weekly work hour limitation.
9. Notify his/her official when he/she is within two hours of his/her daily work hour limitation, or four hours within his/her weekly work hour limitation and is scheduled to paper a case.

Note: When possible, a member with sufficient knowledge of the arrest shall be assigned to paper the case.

10. If a Court Attendance Notification (CANS) is served upon the member, and he/she is within four hours of his/her daily work hour limitation, or eight hours within his/her weekly work hour limitation, he/she shall contact the issuing attorney to determine the necessity of the member's presence. If the attorney does not require the member to appear, the member shall request to be excused, and follow the appropriate procedural guidelines outlined in GO-PCA-701.01 (Courts and Hearings).

B. Responsibilities of Officials

1. Sergeants shall:
 - a. Conduct the following tasks to ensure that members under his/her supervision do not work more than the allowable number of hours in a 24 (twenty-four) hour period, or seven-day calendar week;
 - (1) Review members PD Form 346-A during Roll Call, and
 - (2) Monitor the Time, Attendance and Court Information System (TACIS) on a weekly basis for scheduled court appearances and work hours recorded.
 - b. Prior to approving a member's request for overtime, review his/her PD 346-A for compliance with work hour limitations.

- c. Ensure all work hours are immediately entered into TACIS upon approving an Optional Form 1130, or when notified of a member's outside employment hours worked.

Note: Ensure that all outside employment hours that are reflected on the PD Form 346-A are recorded in TACIS as "extra," to accurately record all hours worked.

- d. When a member notifies the sergeant that he/she is scheduled to respond to Court for purposes of papering an arrest, and is within two hours of his/her daily work hour limitation, or four hours within his/her weekly work hour limitation, assign a member with sufficient knowledge of the arrest to respond to papering, if possible.

Note: If the arresting member is the only member with knowledge of the arrest, he/she shall paper the case.

- e. Ensure that members contact the Court Liaison Division to reschedule Grand Jury appearances and Witness Conferences upon notification that a member is within two hours of his/her daily work hour limitation, or four hours within his/her weekly work hour limitation.

Note: Officials shall not prohibit a member from attending court when a valid Court Attendance Notification System (CANS) exists, and has been properly served on the member, but shall contact the issuing attorney to determine if the member is an essential witness (e.g. Can the member be excused, and if so, what day(s) of the trial?).

- f. When a member is within four hours of his/her maximum work hour limit within a 24 (twenty-four) hour period, or within 10 hours of the maximum work hour limit within a seven-day calendar week, he/she shall be monitored by his/her immediate supervisor and when necessary, excused as outlined in Part IV.C herein.

- (1) The member shall be excused from working only those hours required to remain under the work hour limit for the applicable period;
- (2) If appropriate, the member shall prepare a Standard Form (SF) 71 (Application for Leave);
- (3) The supervisory official shall notify the district/element watch commander;

- (4) The excused absence from duty shall be approved/disapproved by the district/element watch commander, and indicated on the application for leave along with his/her signature; and
 - (5) The supervisor official shall enter the member's excused absence from duty into TACIS as administrative leave with pay.
 - g. Maintain a weekly file containing the duplicate PD Form 346-A's of members under his/her supervision.
 2. Lieutenants shall ensure that sergeants do not work more than the allowable number of hours in a 24 (twenty-four) hour period and seven-day calendar week, by following the procedures outlined in Part V.B.1 herein.
 3. Captains shall ensure that lieutenants do not work more than the allowable number of hours in a 24 (twenty-four) hour period and seven-day calendar week, by following the procedures outlined in Part V.B.1 herein.
 4. The district/element watch commander shall monitor TACIS on Saturdays, Sundays and holidays and, when appropriate, approve/disapprove a member's absence from duty to comply with work hour limitations.
- C. Administrative Office, Time and Attendance personnel shall:
1. Ensure overtime and outside employment hours are entered into TACIS by 0900 hours daily.
 2. Monitor the total number of hours a member works within:
 - a. A 24 (twenty-four) hour period, and
 - b. A seven-day calendar week.
 3. Notify the Commanding Officer daily, by 0900 hours, of members that are within 10 (ten) hours of the weekly limitation.
- D. Commanding Officers shall:
1. Ensure that members comply with the provisions in this directive.
 2. Immediately evaluate, monitor and implement appropriate changes to situations wherein members exceed work hour limitations.

3. Prohibit members, in violation of the work hour limitation, from work activities in the following order:
 - a. Outside employment, and
 - b. Department overtime.
 4. Administer/Recommend discipline in accordance with Department procedures when members:
 - a. Fail to maintain the required PD Form 346-A,
 - b. Intentionally report false information on the PD Form 346-A, or
 - c. Continuously exceed established work hour limitations.
 5. Ensure that Watch Commanders monitor TACIS on Saturdays, Sundays and Holidays.
- E. The Commander, Court Liaison Division, shall ensure that member's court hours are recorded and monitored to ensure that daily and weekly hour limitations are not exceeded.

IV. CROSS REFERENCES

GO-PER-201.17 (Outside Employment)

GO-PER-206.01 (Time and Attendance)

GO-PCA-701.01 (Courts and Hearings)

SO-02-08 (Revised PD Form 346-A Weekly Activity Report)

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:NMJ:SOA:DAH:JAH:mcw:pas:uk