12.821 Special On-Call Pay

Reference:
Procedure 12.825 - Compensatory Time and Paid Overtime
Procedure 12.826 - Processing Payroll/Timekeeping
FOP/City Labor Agreement

Definitions:
On-Call Status – Those hours between 0600 and 0559 hours of the following day when no on-duty officers/supervisors are working from the affected unit, or similar hours at the discretion of the unit commander.

Purpose:
Provide uniformity in the compensation and distribution of On-Call Pay to sworn personnel.

Policy:
The number of personnel placed in on-call status is at the discretion of the Police Chief.

On-call must be offered to all PO/PS/Sgt./Lt. within the Traffic Unit and District Investigative Units (to include Violent Crimes Squad) and all PO/PS/Sgt. within Homicide and Personal Crimes Units. The district/section/unit commander will ensure equal distribution to eligible officers and supervisors who have not opted out in writing.

Officers in on-call status are not authorized a take home car solely based on that status.

Personnel in on-call status who fail to answer or respond when being recalled for duty in a reasonable amount of time will be subject to discipline and/or exclusion of on-call status. Exclusion will be at the discretion of the district/section/unit commander.

Personnel not designated as on-call status are not exempt from recall.

Procedure:
A. Designation of On-Call Personnel

1. A supervisor from the Homicide Unit, Personal Crimes Unit, Traffic Unit and District Investigative Units will ensure the designated number of officers and supervisors are notified and clearly marked on daily lineups as on-call status.
   a. The desk officer from each district/section/unit will be provided contact information for the on-call supervisor. The Traffic Unit will ensure Emergency Communications Center (ECC) is provided contact information for the on-call traffic supervisor.

B. Recalls

1. In the event a recall is required, an on-duty supervisor will contact the on-call supervisor.
a. It is preferred that officers in on-call status be recalled by the on-call supervisor first. However, in certain instances the on-call supervisor may choose to recall an officer not in on-call status based on the officer’s particular expertise and needs of the Department.

C. Timekeeping

1. A Form 68P-OC, On-Call Compensation Report, will be submitted weekly by all personnel that are designated as being on-call within the work week.
   a. A minimum of one week rotations are recommended.

2. On-call compensation must be taken in pay and no shift differential will apply.

3. An officer in “on-call status” who is recalled will receive both on-call pay and recall pay.