



# Policy 318

Subject	
<b>EMPLOYEE PROFESSIONAL WORK WEEK</b>	
Date Published	Page
<b>6 February 2019</b>	<b>1 of 2</b>

*By Order of the Police Commissioner*

## **POLICY**

**Employee Safety and Wellness.** The Baltimore Police Department (BPD) recognizes that the nature of police work requires members to be physically competent and mentally alert at all times. Supervisors shall ensure subordinates are afforded an adequate resting period between work assignments/shifts to prevent physical and/or mental exhaustion.

**Professional Liability.** Research has shown that fatigued officers use more sick leave, practice inappropriate uses of force more frequently, have more vehicle accidents, and experience more accidental injuries.<sup>1</sup>

## **GENERAL**

1. Absent emergency operations or supervisory approval, members shall have 7 consecutive hours of time-off within a 24-hour period. This includes but is not limited to a combination of all regularly scheduled shifts, secondary employment, daily overtime, and special details.
2. No member shall work in excess of 32 cumulative secondary employment hours during any one-week period. A week is defined as a seven day period beginning on Sunday and ending on Saturday (see Policy 1702, *Secondary Employment*).
  - 2.1. No more than 20 hours shall be worked in assignments outside those administered by the Overtime Unit unless work assignments through the Overtime Unit are not available.
  - 2.2. No member shall schedule secondary employment such that they will not have at least 7 hours of consecutive non-employment within any 24-hour period.

## **REQUIRED ACTION**

### **Member**

Any member who believes he/she cannot continue to properly perform assigned duties due to physical and/or mental exhaustion shall notify a supervisor immediately.

**NOTE:** No employee shall leave an assigned post until properly relieved.

### **First-Line Supervisor**

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<sup>1</sup> COPS Article: "Fatal Fatigue: The Consequences of Sleep Deprivation on Officer Safety" - <https://cops.usdoj.gov/html/dispatch/06-2011/FatalFatigue.asp>  
National Institute of Justice: Article: "Sleep Disorders and Law Enforcement Officers" - <https://www.nij.gov/topics/law-enforcement/officer-safety/stress-fatigue/pages/sleep-disorders.aspx>

1. Meet regularly with members and review/monitor performance, overtime slips, and attendance records to ensure adherence to this policy.
2. Notify your supervisor when ordering a subordinate to work an assignment for operational necessity that may violate the spirit of this policy.
3. Continuously assess members for fatigue and cognitive abilities to ensure they are able to adequately and safely perform their job functions.
4. Ensure relief personnel are available during extended emergency operations in order to provide adequate rest periods for the initial responders.

**Supervisor / Shift Commander**

1. Review all requests in which it will be necessary to waive the requirements outlined in this directive.
2. Approve/Disapprove these requests based on operational necessity and employee and public safety.

**ASSOCIATED POLICY**

Policy 819, *Patrol Staffing Shortages*  
Policy 1702, *Secondary Employment*

**RECISSION**

Remove and recycle/destroy PCM 01-13, *Employee Professional Work Week*, dated 13 October 2013.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.