



Policy 1710

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ON-CALL DUTY AND PAY	
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By Order of the Police Commissioner

POLICY

To maximize and support the responsiveness of law enforcement members, the Baltimore Police Department (BPD) shall designate On-Call personnel who may be activated to physically respond to a location during off-duty hours for a Qualifying Incident.

DEFINITIONS

Activation – When a BPD member designated for On-Call Duty is contacted and required to physically respond to a Qualifying Incident.

On-Call Duty – A period of time outside regular shift duty during which a member may be Activated to respond and work on Qualifying Incidents. On-Call Duty assigned to any member shall not exceed a total of seven consecutive days or 14 days in a 28-day work period. Only members in full-duty status are eligible for On-Call Duty.

NOTE: A Deputy Commissioner may waive the consecutive day restriction (seven or 14 days as described above) due to personnel constraints in a unit. Such a waiver shall be limited to two consecutive 28-day work periods, after which the waiver shall be re-evaluated.

On-Call Stipend – Stipend received in accordance with the BPD Sworn Memorandum of Understanding (MOU) with the Fraternal Order of Police (FOP) by all members placed in On-Call Duty status.

Overtime Pay – Monetary compensation provided in accordance with the MOU to members who are called to conduct BPD business outside of their regular work schedule.

Qualifying Incident – Incident to which an On-Call member physically responds upon instruction from Communications or a supervisor. Qualifying Incidents include the following:

- Special Investigation Response Team (SIRT) Qualifying Incidents (see Policy 710, *Level 3 Use of Force/Special Investigation Response Team*).
- Homicide.
- Bank robbery.
- Any robbery resulting in an arrest or severe physical injury.
- Non-fatal shooting.
- Rape or sexual assault.
- Child abuse.
- Aggravated assault resulting in severe physical injury or discharge of a firearm at an individual without causing injury.
- Arson.

- Hostage/barricade/sniper situations.
- Behavioral health crises.
- Injured officer.
- Civil disturbances.
- Qualifying missing person incident (see Policy 714, *Missing Persons*).
- Public Integrity Bureau (PIB) incidents that require immediate response.

GENERAL

1. This policy shall not apply to court appearances.
2. This policy shall not govern “call-back pay,” or compensation issued for being called back into work during a period where a member is not On Call (e.g., SWAT being called in to manage a barricade situation, etc.).
3. While On Call, the following media inquiries/informational calls are not considered Activations: e-mails, phone calls, postal letters, BPD website inquiries, or social media messages that request or communicate any of the following:
 - 3.1. General information about an incident, police activity in the city, or police report information.
 - 3.2. Questions or clarifications about an incident, case status/information, or the whereabouts of a case file.
 - 3.3. Notifications to a member that a suspect has been arrested.
4. When planning On-Call Duty, every effort shall be made on the part of command staff to avoid placing members On Call during their scheduled H-Days.
5. Commanders shall obtain permission from the appropriate Deputy Commissioner before placing any member On Call for situations or circumstances that are not Qualifying Incidents.
6. All members placed On Call pursuant to this policy shall receive an On-Call Stipend for each shift they are placed On Call outside of their scheduled work hours.
 - 6.1. Although a standard work shift is 8.5 hours, members may be eligible to receive the On-Call Stipend for a time period of less than 8.5 hours as in the example shown below.

EXAMPLE: A member placed On Call for a period of 12 hours shall receive two \$20.00 On-Call Stipends: one for the first 8.5 hours On Call and a second for the last 3.5 hours. The trigger for a second Stipend is the *start* of a second On-Call shift. Similarly, a member who is placed On Call for 24 hours shall receive one \$20.00 Stipend for the first 8.5 hours, a second \$20.00 Stipend for the second 8.5 hours (totaling 17 hours at that point), and a third \$20.00 Stipend for the last 7 hours, to complete the 24-hour On-Call period.

7. Upon Activation, On-Call members shall receive Overtime Pay for the first hour of service. Any additional hours of Overtime Pay shall be authorized by the appropriate supervisor in their

parent chain of command, per the BPD Payroll Processes Manual.

- 7.1. If an On-Call member is placed On Call during their scheduled H-Day and is Activated, that member is entitled to all cancelled H-Day penalty pay as outlined in the FOP I and II MOUs and BPD Payroll Processes Manual.
8. Members shall not be placed On Call during any period of approved leave such as vacation, sick, or compensatory ("comp") time.
9. Members who are Activated and physically respond into work for an assignment shall not claim more than 90 minutes of Overtime Pay for travel time to the assignment from the time of the initial Activation notification (e.g., the time at which the phone call, text message, or other notification is received by the member).
10. Activation concludes when a member completes the assignment for which the member was Activated. That member then returns to either On-Call Duty or off-duty status, as specified by the appropriate schedule.
11. During Activation, compensation for being Activated shall be determined by the MOU.

DIRECTIVES

12. Members in On-Call Duty status shall:
 - 12.1. Maintain their departmentally issued communication devices on-person and powered on at all times.
 - 12.2. Not use a personal phone for On-Call purposes.
 - 12.3. Be available and promptly answer all communication received for the duration of the On-Call Duty.
 - 12.4. Remain in a location from which they can arrive at an incident scene, Headquarters, or any other designated location in Baltimore City within 90 minutes, given reasonable travel conditions.
 - 12.5. Not respond to an incident in their personal or any non-departmental vehicle.
 - 12.6. Not consume alcoholic beverages or otherwise be impaired.
 - 12.7. Upon Activation, respond promptly without conducting personal business.
13. Aside from the above requirements, the member is free to use On-Call time for their own personal business.
14. Investigative support units (e.g., WATF, Special Activities) shall maintain an On-Call schedule to support investigations of Qualifying Incidents when personnel are not regularly scheduled.
15. The Deputy Commissioner of the Criminal Investigation Bureau shall approve On-Call status for

additional personnel to support criminal investigations.

- 15.1. On-Call shall be used to provide coverage for hours during which investigative resources are not available.
16. Members who are not On Call shall not be disciplined for not answering their phone or responding to work inquiries on other devices.
17. Upon Activation, On-Call Duty members shall:
 - 17.1. Notify dispatch personnel that they are responding to the call and log into the computer-aided dispatch (CAD) system.
 - 17.2. Notify the district supervisor and/or any officer-in-charge at the scene that they are responding.
18. Upon conclusion of the Activation, On-Call Duty members shall:
 - 18.1. Complete all documentation required as a result of the Activation.
 - 18.2. Document the exact time worked on Form 347, On-Call Duty Work Log (Appendix A), including time spent on work-related phone calls, e-mails, and other communications, or time spent conducting other related work.
 - 18.3. Scan and upload a copy of the completed Form 347 to Workday.
 - 18.4. Ensure that their time worked has been accurately recorded in Workday (either via a check-in/check-out punch or Form 1118, Manual Time Entry, submitted to their supervisor), and submit an Overtime request through Workday.
 - 18.4.1. The number of Overtime hours noted on the member's completed Form 347 shall match the number of hours in their Workday Overtime request.

REQUIRED ACTION

Investigative Supervisor

19. Investigative Supervisors shall maintain an On-Call Duty schedule for members with precise time frames in a shareable format for coordination with Communications personnel. This schedule shall include member names, ranks, sequence numbers, and departmental cell phone numbers.
20. Investigative Supervisors shall not assign On-Call Duty to any member who is not in full duty status.

Patrol Supervisor

21. Upon the occurrence of a Qualifying Incident under their supervision, the Patrol Supervisor shall:
 - 21.1. Contact the Communications Supervisor to Activate On-Call Duty members.

- 21.2. Provide On-Call Duty members with a contact number for the Communications Supervisor.

Commanding Officer

22. Commanding Officers shall periodically review the On-Call Duty schedule to ensure that:
 - 22.1. On-Call Duty coverage is provided when there is no coverage from regularly scheduled personnel.
 - 22.2. On-Call Duty is equitably assigned to eligible members.
 - 22.3. The On-Call Duty schedule complies with consecutive hour/day restrictions (See definition of "On-Call Duty").
23. Commanding Officers shall:
 - 23.1. Provide the On-Call Duty schedule created by the Investigative Supervisor for the following month to the appropriate Deputy Commissioner for approval no later than the 15th of each month.
 - 23.2. Provide approved On-Call Duty schedules to affected members by the 20th of the month.
 - 23.3. Document and correct any discrepancies in the On-Call Duty schedule according to the review criteria above.
24. If the duty status of an On-Call Duty member changes, the Commanding Officer shall identify and notify a substitute member within 72 hours of learning about the change, or as soon as possible if the change occurs within 72 hours of the scheduled work hours.
25. Commanding Officers of members who have an On-Call Duty schedule shall complete a Form 95 that includes the information below and submit it to audits@baltimorepolice.org by the 15th of the following month.
 - 25.1. Number of On-Call shifts for which each member was scheduled.
 - 25.2. Number of consecutive days each member was scheduled for On-Call Duty.
 - 25.3. Total Overtime worked during the On-Call period.

Audits and Inspections

26. Audits and Inspections shall:
 - 26.1. Ensure that all Commands complete their monthly reporting pursuant to this policy.
 - 26.2. Maintain a record of all monthly reports from Commands for future inspection and review.

Communications

27. Upon notification of a Qualifying Incident, Communications shall:

- 27.1. Contact the appropriate On-Call Duty member to respond to the Qualifying Incident.
- 27.2. Confirm with the Patrol Supervisor that an On-Call Duty member has been Activated in response to the Qualifying Incident.
- 27.3. Notify the Commanding Officer of both the nature of the Qualifying Incident and the specific member Activated to respond.

APPENDIX

- A. Form 347, On-Call Duty Work Log

ASSOCIATED POLICIES

Policy 710, *Level 3 Use of Force Investigations/Special Investigation Response Team (SIRT)*
Policy 714, *Missing Persons*

RESCISSION

Rescind Policy 1710, *On-Call Duty and Pay*, dated 12 August 2023.

COMMUNICATION OF POLICY

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

APPENDIX A – Form 347, On-Call Duty Work Log

Form 347
Revised Jan 2022

ON-CALL DUTY WORK LOG				
MEMBER NAME	RANK	PERIOD (FROM / TO)		
MEMBER SEQ:		ASSIGNMENT:		
DESCRIPTION OF WORK	DATE	START TIME	END TIME	MINUTES
TOTAL MINUTES FOR PERIOD				

Member Signature	Supervisor Name, Seq. # & Signature

THIS FORM MUST BE SUBMITTED WITH YOUR OVERTIME SLIP.
THE TOTAL OVERTIME HOURS MUST BE EQUAL TO THE WORK LOG TOTAL.