



Policy 1710

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

POLICY

In order to maximize and support the responsiveness of law enforcement members, the Baltimore Police Department (BPD) shall designate On-Call personnel who may be Activated and called into work during off-duty hours. This policy does not relate to court appearances.

DEFINITIONS

Activation – During On-Call duty, a response by a member to a qualifying incident requiring BPD business.

Informational Calls – Such as: informing a member that a suspect has been arrested; inquiring on the whereabouts of a case file; searching for a police report; or the clarification of a question.

Media Inquiries – Emails and/or telephone calls, inquiring about police activity in the city, incident or report information, or to clarify an incident or case information.

On-Call Duty – A period of time outside regular shift duty during which a member may be Activated to work in response to qualifying incidents. On-Call Duty assigned to any member may not exceed a total of 7 consecutive days and 14 days in 28-day work period. One on-call shift is a 24-hour period. Only members in full duty status are eligible for On-Call Duty.

NOTE: A Deputy Commissioner may waive the restriction due to personnel constraints of the unit. The waiver is limited to two consecutive 28-day work periods and then must be re-evaluated.

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

GENERAL

1. Upon Activation, On-Call members will receive Overtime Pay for the first hour of service. Any additional hours of Overtime Pay must be authorized by the appropriate supervisor in their parent chain of command, per Section 3.2.3 of the *BPD Payroll Processes Manual*.
2. As part of On-Call Duty, members shall:
 - 2.1. Not be On-Call or compensated for being On-Call while on an approved leave status such as vacation, sick, or comp time leave.

- 2.2. Maintain their departmentally issued communication devices on-person and powered on at all times.
- 2.3. Not use a personal phone for On-Call purposes.
- 2.4. Be available and answer promptly all calls received for the duration of the On-Call Duty.
- 2.5. 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.
 - 2.5.1. Members are prohibited from responding to an incident in their personal vehicles.
- 2.6. Upon Activation of On-Call Duty, a member must respond promptly without conducting personal business.
- 2.7. Not consume alcoholic beverages or otherwise be impaired.
- 2.8. Shall receive On-Call compensation based on the MOU for each shift they are On-Call and have the member's supervisor enter the additional pay hours to the employee's timesheet in Workday.

NOTE: Aside from the above requirements, the member is free to use On-Call time for their own purposes.

3. Below is the list of qualifying incidents for which an On-Call member may be contacted by a supervisor to resolve such incidents.
 - 3.1. SIRT qualifying incidents (see Policy 710, *Level 3 Use of Force/Special Investigative Response Team*),
 - 3.2. Homicide,
 - 3.3. Bank robbery,
 - 3.4. Any robbery resulting in an arrest or severe physical injury,
 - 3.5. Non-fatal shooting,
 - 3.6. Rape or sexual assault,
 - 3.7. Child abuse,
 - 3.8. Aggravated assault resulting in severe physical injury, or discharging a firearm at an individual without causing injury,
 - 3.9. Arson,
 - 3.10. Hostage/barricade/sniper situations,

3.11. Qualifying missing person incident (see Policy 714, *Missing Persons*), and

3.12. Public Integrity Bureau (PIB) incidents which require immediate response.

4. Investigative support units (e.g. WATF, Special Activities) will maintain an On-Call schedule to support investigations of qualifying incidents when personnel are not regularly scheduled.

NOTE: The Deputy Commissioner of Operations will approve On-Call status to additional personnel to support criminal investigations. On-Call should be used to provide coverage for hours during which investigative resources are not available.

NOTE: A Commander must obtain permission to place a member On-Call to handle an incident not notated in #3 above from the appropriate Bureau Deputy Commissioner.

5. Members who are not On-Call shall not be disciplined for not answering their phone or work correspondence when contacted.

DIRECTIVES

6. Members answering work-related telephone calls, emails or other communications and/or conducting related work during On-Call Duty must maintain a work log (see Appendix A). For each communication and related work conducted, the member shall record the exact duration of the communication and/or related work on a work log. The work log must be submitted through Workday (scanned and uploaded to the On-Call member's time entry) and the total overtime hours must be equal to the work log total.

7. Members who are Activated and respond into work for an assignment will be compensated a maximum of 90 minutes of Overtime Pay for travel time to the assignment from the time of the initial telephone notification.

8. 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.

9. During Activation, compensation will be determined by the MOU.

REQUIRED ACTION

On-Call Duty Member

10. The On-Call Duty member will:
- 10.1. Notify Dispatch personnel to log into the computer-aided dispatch (CAD) system.
 - 10.2. Notify the district supervisor and/or any officer-in-charge at the scene that they are responding.
 - 10.3. After the conclusion of the incident, the On-Call member will complete all relevant investigative documentation collected as a result of the call, ensure that their time worked has been accurately recorded in Workday (either via a check-in/check-out punch or Manual Time Entry form submitted to their supervisor), and submit the corresponding

Overtime Request through Workday. The number of overtime hours noted in the OT Request should match the On-Call time entry.

Investigative Supervisor

11. Supervisors shall maintain a schedule of members who are On-Call, with precise time frames, in a shareable format for coordination with Communications personnel. This schedule shall include employee names, ranks, sequence numbers, and Departmental cell phone number.
12. Supervisors shall not assign On-Call Duty to any member who is not in full duty status.

Patrol Supervisor

13. Upon the occurrence of a qualifying incident under their supervision, the Patrol supervisor shall:
 - 13.1. Contact the Communications supervisor (ext. 2284) to Activate On-Call Duty members.
 - 13.2. Provide a contact number to the Communications supervisor so that the On-Call Duty member can call back to collect additional information.

Commanding Officer

14. Commanding officers shall periodically review the On-Call Duty schedule to ensure that:
 - 14.1. On-Call Duty coverage is provided when there is not coverage from regularly scheduled personnel.
 - 14.2. On-Call Duty is equitably assigned to eligible members.
 - 14.3. The On-Call Duty schedule complies with consecutive hour/day restrictions (see definition of "On-Call Duty").
 - 14.4. Commanders of areas assigning On-Call Duty coverage must provide rosters that contain the dates and hours for the subsequent month to the appropriate Deputy Commissioner for approval no later than the 15th of the month. Rosters shall be approved and provided to affected members by the 20th of the month.
15. Commanding officers shall document and correct any discrepancies in the On-Call Duty schedule according to the above criteria.
16. If the duty status of an On-Call Duty member changes, the commanding officer must identify and notify a substitute member within 72 hours of learning about the change. If the change in duty status occurs within 72 hours of the scheduled work hours, the commanding officer must identify and notify a substitute member as soon as possible.
17. Commanding officers of members who have an On-Call Duty schedule shall complete a monthly report that includes: 1) the number of On-Call shifts each member worked and the number of consecutive days each member is scheduled for On-Call Duty, 2) the total overtime worked during the On-Call period, and 3) the equitable distribution of On-Call shifts. Submit the completed reports (Form 95) and email them to Audits@BaltimorePolice.org by the 15th of the succeeding month.

Audits and Inspections

18. Audits and Inspections will collect the monthly reports, ensure all Commands complete the monthly reporting, and maintain the reports for future inspections and review.

Communications Personnel

19. Upon notification of a qualifying incident, Communications personnel will:
- 19.1. Contact the appropriate On-Call Duty member to respond to the incident.
 - 19.2. Confirm to the Patrol supervisor that an On-Call Duty member has been Activated in response to the incident.
20. Notify the commanding officer of both the nature of the incident and the specific member Activated to respond into work.

Public Information

21. Respond to Media Inquiries whether received via email or telephone calls when scheduled for On-Call Duty.

APPENDIX

- A. On-Call Duty Work Log

ASSOCIATED POLICIES

Policy 710, *Level 3 Use of Force Investigations/Special Investigation Response Team*
Policy 714, *Missing Persons*
PCM 19-02, *Overtime Rules Clarification II*

COMMUNICATION OF POLICY

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

