

# MONTHLY PROJECTED OVERTIME (MPO) AND MANDATORY OVERTIME (MO) PROCEDURE

## 8007.1 PURPOSE

This procedure establishes guidelines for the calculation and distribution of Monthly Projected Overtime, and establishes procedures for assigning Mandatory Overtime created based on unfilled vacancies, Long Term Vacation, IOD or protected leaves, last minute illnesses or personal necessity call-outs.

## 8007.2 BACKGROUND

The Communications Center operates 24 hours, 7 days a week. In order to provide the public with expedited and efficient emergency services, it is vital shifts maintain a minimum staffing level of qualified personnel available to meet the needs of the community.

Shift minimums are based on empirical data that determines the staffing needs by day of the week and hour of the day. The assignment of personnel shall be accomplished through fair and equitable practices. Minimum staffing levels are as follows:

### Minimum Staffing (by day/hour)

		Sun	Mon-Thu	Fri	Sat
Day shift	0600-1000	5	5	5	5
	1000-1400	6	7	7	6
	1400-1800	7	7	7	7
Night shift	1800-2200	7	7	7	7
	2200-0200	7	6	7	7
	0200-0600	5	5	5	5

### 8007.2.1 MONTHLY PROJECTED OVERTIME (MPO)

Monthly projected overtime is derived during monthly scheduling. It is the total hours required to meet minimum staffing levels on all shifts in Communications. This time may be due to training, unfilled vacancies, Long Term Vacation, short-term monthly time-off requests, IOD and protected leaves.

1. MPO time shall be published at a minimum of 10 days prior to the affected month.
2. The sign-up of this overtime shall be in accordance with the Communications Overtime Procedure.

### 8007.2.2 MANDATORY OVERTIME (MO)

Non-Projected Overtime caused by last minute circumstances due to illnesses, personal necessity and bereavement leaves are unpredictable and the need to replace personnel is unavoidable.

In these situations, it may be necessary to hold over or call in personnel to meet minimum staffing. As outlined in the minimum staffing table, minimum staffing must be maintained to achieve

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operational effectiveness. When it is determined overtime is needed, the on duty supervisor shall do the following:

1. A text alert to "PDCommOTCallOut" and "OfficerOTcallout" notifying personnel that overtime is available. The text shall indicate the date and hours needed. Personnel who are not included in this text alert may be notified telephonically.
  - (a) Personnel on duty who may be subject to mandatory overtime shall be notified as soon as possible so they can make the necessary preparations in the event overtime is not taken.
2. In compliance with the Policy on Departmental Overtime, mandatory overtime shall not exceed 3.5 hours before or following a full shift (12.5 hours) worked by an employee.
3. Supervisors shall have the discretion to determine the number of staff needed for mandatory overtime coverage between the hours of 0200-1000 hours. Discretionary decisions for more or less staff during these hours include, but are not limited to:
  - (a) Low activity levels between 0200-1000 hours may be a determining factor in whether to mandate overtime. Conversely, significant activity, a major event, or a holiday may require the supervisor to retain staff for mandatory overtime, despite being at minimum staffing levels.
  - (b) Modifying lunch breaks so lunches can be taken earlier or later shall be considered when determining the need to mandate overtime during the hours of 0200-1000. Likewise, modification of assignments may be considered when determining the need to mandate overtime.
4. Mandatory Overtime Rotation List:
  - (a) Each shift shall create and maintain a Mandatory Overtime list. The list shall be maintained in the front of the overtime binder in the Supervisor's office so it is available for all to review.
  - (b) Employees subject to mandatory overtime shall be identified and announced for each shift and will not be authorized to leave early unless an approved time-off request was submitted prior to the overtime date.
  - (c) If a supervisor needs staff at the end of their shift, they may order staff from the next shift to come in early to reach staffing levels. The early start will be counted as mandatory overtime.
  - (d) If an employee is held over and on-duty 20 minutes after their shift has ended, it will meet their mandatory overtime requirement, and their name will be placed at the bottom of the rotation list.
  - (e) When considering part time employees for mandatory time, a review of their affected workweek shall be done. If it is determined that by holding the employee over, or calling them in, exceeds the 20-hour maximum limit for the week, it shall not be permitted, unless, upon further review, a re-schedule of their workweek can be accomplished to meet the needs without impact to another shift.
5. No employee will be mandated for overtime more than once during the 40-hour FLSA work period unless extenuating circumstances exist (natural disaster, civil unrest, etc.).

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### **8007.3 EXCLUSIONS**

Trainees, employees on modified duty pursuant to their doctor's orders and employees on medical leave are exempt from mandatory overtime.