



# Tulsa Police Department

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**Policy #** 305B

**Effective Date** 06/10/2011

**Policy Name** Hire Back Overtime

**Approved Date** 06/08/2011

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 08/27/2009

## PURPOSE OF CHANGE:

To update policy format.

## POLICY:

The Tulsa Police Department will apply all knowledge, skills, and available resources to provide quality service, protect life and property, prevent crime, and resolve problems, so people can live without fear in a safe environment. In order to effectively carry out this mission, the Department utilizes manning levels. Maintaining the established minimum manning levels often necessitates the need to hire off-duty officers. It is the policy of the Department to exercise fairness and equity in the selection process for hiring back personnel on an overtime basis.

**SUMMARY:** Procedures for utilizing the hire back list to hire off-duty personnel.

**APPLIES TO:** All police personnel

## DEFINITIONS:

**ADMINISTRATIVE OVERTIME** – Overtime not worked immediately before or after an officer's shift (e.g., FTO overtime for completing DOR's, special events, off-duty appearances at Internal Affairs, City Physician, and holidays).

**HALF-SHIFT** – Half (50%) of a scheduled period of duty.

**HIRE BACK** – Process of hiring off-duty officers to maintain minimum manning levels.

**HIRE BACK LIST** – List of officers, including their hire back preferences, utilized to equitably distribute hire back overtime.

**HIRE BACK OVERTIME** – Overtime worked, outside normal work hours, to supplement manning levels.

**PARTIAL SHIFT** – Time worked, which equals less than a full shift.

**REGULAR OVERTIME** – Overtime worked immediately before or immediately after an officer's regular shift (e.g., late calls, vehicle stops while going to work or immediately after a shift).

## PROCEDURES:

### A. PLACEMENT ON THE HIRE BACK LIST

1. Officers must add themselves to the hire back list in order to be considered for hire back overtime.
2. The hire back list is accessible via the TPD Intranet. The officer must access the program and indicate their work preference and provide accurate contact information.

3. Officers must update their hire back information after shift change and anytime thereafter when necessary.

#### B. HIRE BACKS

1. The supervisor seeking to hire off-duty personnel shall utilize the hire back list for all hire backs working more than a half-shift. (\***note:** only supervisors are authorized to hire off-duty personnel for overtime.)
2. The supervisor shall select the division, shift and day the hire back officer is needed. Proceed in chronological order from the top of the hire back list and attempt to contact officers by all listed contact numbers, ascertaining their availability to work the affected hire back shift.
  - a. If the supervisor is unable to make contact with the officer, they shall leave messages at the numbers called advising the officer they attempted contact for hire back overtime.
    - 1) Supervisors are not required to wait for a return call from the officer before proceeding through the hire back list.
  - b. Partial shifts may be worked, with a Shift Commander's or designee's approval. However, the hire back list must be utilized for shifts exceeding a half-shift.
  - c. If a supervisor cycles through the hire back list once, without success, the requested leave shall be denied.
    - 1) If a supervisor cycles through the hire back list once, without success, on a short notice (within 24 hours) they may hire outside the hire back list.
  - d. Shifts shall not be split to avoid utilization of the hire back list.
  - e. Officers may not work hire back overtime during the same hours they are on authorized leave (e.g. vacation, furlough, comp-time, etc.).
  - f. If a hired officer is cancelled by the department, the supervisor who cancelled the hire back shall send an email to the TPD Web team requesting the officer be restored to their original place on the hire back list.
  - g. Shift commanders or their designee have the authority to allow a shift to work below the established minimum manning level. If this option is elected, they shall notify their division commander in writing as to the circumstances and basis for their decision.

#### C. HIRE BACK DOCUMENTATION

1. Officers must complete and sign a worksheet at the conclusion of their hire back shift. (This does not apply to supervisors working a hire back.)
2. Officers must time stamp their overtime and obtain a supervisor's signature at the conclusion of their hire back shift. The overtime slip must coincide with the time stamp.
3. Officers must attach their worksheet to their time stamped overtime slip in the same manner as a subpoena and turn it in to their division timekeeper.
4. The worksheets shall be turned in to the officer's division timekeeper.
  - a. The worksheet shall remain attached to the overtime request form.
  - b. The timekeeper will maintain worksheets for a minimum of two years.

#### D. REMOVAL FROM HIRE BACK LIST

1. A division commander may, based upon just cause, recommend an officer's removal from the hire back list. The Operations Bureau Deputy Chief of Police will determine if removal is warranted.
  - a. If removed from the hire back list, officers may at any time thereafter, request reinstatement from the

Operations Bureau Deputy Chief of Police by submitting an interoffice through their chain of command.

2. Officers may add or remove themselves from the hire back list at any time.

a. Self-removal does not require reinstatement from the Operations Bureau Deputy Chief of Police.

## **REGULATIONS:**

1. Supervisors shall utilize the hire back list when hiring off-duty personnel to maintain minimum manning level.
2. Officers must time stamp their overtime slip at the conclusion of their hire back shift.
3. Officers must attach their time stamped overtime slip and signed worksheet in the same manner as a subpoena and turn them in to their division's timekeeper.
4. Officers may not work hire back overtime during the same hours they are on authorized leave (e.g. vacation, furlough, comp-time, etc.).
5. If a shift commander elects to allow a shift to work below minimum manning level, they shall notify the division commander in writing.

## **REFERENCES:**

*305A, Overtime and Processing Subpoenas  
City of Tulsa Personnel Policy and Procedure  
Collective Bargaining Agreement*