

## BLOOMINGTON POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURE

#### CALL OUT PROCEDURE: SENIORITY PREFERENCE FOR UNIFORMED DIVISION PERSONNEL

Reviewed by: Asst. Chief Timothy McCoy	Effective Date: September 19, 1989
Authorized by: Interim Chief Greg Scott	Revision Date: September 1, 2020

#### PURPOSE

The purpose of this SOP is to facilitate a fair and equitable method of allowing off-duty officers the opportunity for overtime work.

#### PROCEDURE

The call out shall be by seniority beginning with the shift on duty at the time the extra manpower is needed. If sufficient manpower is not obtained from that shift, then the call out will be expanded to the preceding shift or the next shift depending upon the time of the need. For example, a need for extra manpower that occurs before the midpoint of the shift would require officers from the preceding shift being contacted. A need for extra manpower after the midpoint of the shift would require that the next shift be contacted.

When extra manpower is needed and there is sufficient advance notice of the need, the following process shall be used:

1. The shift that needs the extra manpower shall contact officers who shall be off duty at the time of the need and offer them the opportunity to work.
2. If no volunteers are obtained, the preceding shift personnel shall be contacted by seniority.
3. If no volunteers are obtained, the next shift shall be contacted by seniority.
4. If no volunteers are obtained, then the staff officer in charge of the shift needing extra manpower shall order the officer with lowest seniority from the shift needing the extra manpower to work.

This procedure shall in no way prohibit staff officers from contacting specialists needed for a particular assignment (i.e. accident investigators, crime scene investigators, etc.) This procedure shall also not prohibit circumventing those officers whose health problems have indicated excessive sick leave.

For purposes of this SOP, "contacting" an employee may consist of contacting an employee via text message and/or leaving a message on the phone number listed on the department's personnel roster. If a message is left with someone other than the employee or on voicemail, the staff officer will proceed down the call in list and attempt to fill the job opening. If an employee for whom a

message was left calls in before the job is filled, that employee may accept the job. If the job has already been filled when the employee calls back, that employee will not be entitled to work that job nor have claim to any benefit arising out of that missed job opportunity.

If the anticipated need for extra manpower is several days out a group text message may be sent out by shift, with a "respond by" date and time. The time must be at least twenty-four (24) hours after the time when the message was sent.