

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

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TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 3-310 Limitations on Hours Worked			APPROVED BY:

MP-8806

Introduction:

Effective with the issuance of this Special Order, Section 3-310 of the MPD Policy and Procedure Manual shall be amended as follows:

3-310 Limitation on Hours Worked
(05/22/22) (06/24/22) (12/05/22) (02/06/23) (05/16/25) (xx/xx/xx)

I. Purpose

Rested members are necessary to respond effectively and lawfully in all situations, especially high-stress situations. A rested employee is better equipped to apply the critical decision-making model (P&P 7-801) and to work toward outcomes that build community trust and uphold the guiding principles of the Minneapolis Police Department (MPD).

The purpose of this policy is to set limits on total hours worked, establish rest requirements, and describe exceptions and authorization requirements.

II. Policy

A. Policy Scope

1. This policy covers all work in any capacity (on-duty shifts, overtime, Federation time, Buy-Back, special events, contract work, off-duty employment or any other work assignments), subject to the exceptions below and in [II-C-1].:

a. The following do not count as hours worked under this policy:

- Standby time.
- Added hours such as those under the code "FTO" (that do not represent actual hours worked).

~~1.2.~~ A member's primary duty assignment is the first priority. All of the primary duty assignment scheduled work hours shall be counted in the weekly total (including those not yet worked), prior to permitting any other additional hours worked.

- a. Other Department duties shall be prioritized after the member's primary duty assignment. This includes any overtime, ~~court~~secondary assignments, and special duty.
- b. Off-duty employment shall only be considered once Department duties have been satisfied.

~~2.1. This policy covers all work in any capacity (on-duty shifts, overtime, Buy Back, special events, contract work, off-duty employment or any other work assignments), subject to the exceptions below.~~

B. ~~Time Limits~~Hours Worked Limitations and Rest Requirements

To support both member wellness and Department readiness, members shall observe the following time restrictions on work:

1. Total work in a ~~pay period~~week

Members shall not work more than ~~160-74~~ hours total in a ~~pay period~~week, subject to the exceptions in [II-C-1].

a. Week defined

For this policy, a week is defined as Sunday to Saturday.

b. Notification required over 64 hours

i. If a member will exceed 64 hours of work in a week, the member shall notify their chain of command through the Precinct Inspector or Division Commander (such as Sergeant, Lieutenant, and Inspector) by email prior to exceeding 64 hours.

aa. The member shall make the notification as soon as practical once the member determines that their weekly total will exceed 64 hours, and by the end of the shift if an emergent event during their shift would result in the weekly total exceeding 64 hours.

Example: A member is scheduled to work 40 hours of regular time, and has already worked or scheduled 20 hours of overtime and off-duty employment during the week. During one of the member's shifts, an event results in a shift extension of 5 hours, which would put their weekly total at 65 hours (even though some of those hours have not yet been worked). The member would make their notification by the end of the shift that included the extension.

ii. Supervisors may limit work hours of their subordinates between 64 and 74 in the interest of member wellness and the Department.

2. Day off each pay period

Members shall have at least one full 24-hour day with no work shifts in any capacity in each pay period.

3.2. Daily limit and rest between shifts

- For the purposes of this policy, a "daily cycle" is measured based on a member's regular shift hours, for example if a member works Daywatch from 0630 to 1630, their "daily cycle" is measured from 0630 to 0630 (including working days and off days).

It continues to be measured that way until they are transferred to a different shift or assignment with different hours.

- a. Members ~~shall~~ must have at least an 8-hour consecutive hours-block off within every each 24-hour period daily cycle.
- b. Members cannot work more than 16 hours within each daily cycle.
- c. Additionally, members cannot work more than 16 hours within any 24-hour rolling period (meaning a member cannot work 9 hours at the end of one daily cycle and 8 hours at the beginning of the next daily cycle).

Example that is within policy:

If a member from a Daywatch shift works 10 hours (0630 to 1630) and then works off-duty employment in the evening, they must end that off-duty shift by 2230 to ensure they have 8 consecutive hours off in the 24-hour daily cycle.

Example that would violate the policy:

If a member from a Daywatch shift is off during the day, then works 7 hours of off-duty employment in the evening (2030 to 0330), is off for 3 hours (0330 to 0630) and works their 10-hour shift (0630 to 1630), that would cause the member to exceed the 16-hour limit with a rolling period (in this case, 17 hours within the period of 2030 to 2030).

C. Authorizations

1. Exceptions

a. Weekly limit

Exceptions to the ~~limitations~~ 74-hour weekly limit in this policy can only be made with the approval of the ~~Police~~ Chief or the Chief's designee at the level of Deputy Chief or above, in the member's chain of command. Examples of such e~~Exceptions~~ will involve~~include~~ matters beyond regular policing including large scale events, protective details, or emergent investigations in homicide and other major cases.

i. Members shall use the approved electronic form to request approval from the Chief or the Chief's designee through the member's chain of command.

a.ii. Members shall document in the comments of their related Workforce Director entries the approver of the exception (if granted).

b. Daily 16-hour limit during large-scale emergencies

i. If the Chief or the Chief's designee at the level of Deputy Chief or above, determines that a large-scale disaster or similar major emergent event requires a greater level of staffing to manage the emergency, they may temporarily suspend the 16-hour limit for the purpose of responding to the emergency.

aa. The Chief or the Chief's designee shall issue an order with the temporary suspension. The order shall identify which units are affected, when possible.

ab. The Chief or the Chief's designee shall provide a copy of the order to the Implementation Division for retention.

~~b. Once an exception has been approved, supervisors are responsible for ensuring that members obtain the appropriate rest period as soon as reasonably practical at the conclusion of the event.~~

c. Daily 16-hour limit and unavoidable circumstances

~~e. Members who are required to appear or reply to a matter in court or in response to a subpoena may exceed the limits only for the purpose of responding to the required matter.~~

i. If a member has an unavoidable event occur that causes them to exceed 16 hours, they shall notify an on-duty supervisor after addressing the immediate need. In such circumstances, the member should transfer duties to another member as soon as reasonable.

- Example: A member is driving to the precinct to sign off after close to 16 hours, and the member witnesses a car crash involving injuries. The member should request other resources, address the situation, and then notify their supervisor.
- Example: Before a member signs off from their overtime shift, they are approached by a victim who wants to file a report. The member should request other resources, begin helping the person, and then notify their supervisor. The member may end up taking the initial statement but could transfer other investigative duties to additional responding members.

ii. The supervisor shall notify the chain of command through the Chief.

iii. The member shall follow up the notification to their supervisor with an email documenting the notification and the circumstances that caused the member to exceed the limit. The member shall also document the notification and

circumstances in their time entry in WFD for the shifts or time entries that caused them to exceed the limit.

2. Supervisors

Supervisors shall ~~give consideration to reasonable~~ensure members receive required rest periods and ~~are authorized and expected to~~must deny requests to work overtime and cancel or end the overtime, buyback or shift extensions that would cause any member to ~~fall outside~~exceed the requirements in this policy.

3. Remain at work until relieved

In accordance with P&P 3-302, members shall not leave or be absent from assigned MPD shifts until properly relieved or as ordered by a supervisor.

4. Violations of this policy

Supervisors and members are both accountable for ensuring the members' time does not exceed the limitations in this policy and should expect discipline or other corrective action for any violations.

4.5. Off-duty employment in a law enforcement capacity

- a. Members shall not work off-duty employment if doing so will cause them to be in violation of the provisions of this policy, including the above limitation on hours worked and required rest periods.
- b. Members who violate the hours worked policy due to off-duty employment ~~shall~~ should expect corrective action or discipline as well as having their off-duty employment privileges rescinded.

Glossary

Rolling Period: A rolling period is a continuous, dynamic timeframe (hours, days, months, years, etc.) that updates automatically to include the most recent data, replacing the oldest data as time moves forward.

For example, a twenty-four-hour period could be measured as 0000 to 2400 hours, the next rolling twenty-four-hour period would be 0100 to 0100, and so on. This is distinct from a defined twenty-four-hour period, such as 0000 to 2400 hours, where the next period would be 0000 to 2400 hours the following day. Any twenty-four-hour period can be sampled as a rolling period.