

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

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| DATE ISSUED: XX XX, XX | DATE EFFECTIVE: XX XX, XX | NUMBER: SOxx-0xx | PAGE: 1 of 3 |
| TO: Distribution "A" | | | RETENTION DATE: Until Rescinded |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 MPD's guiding principles.

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. 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, and special duty.
 - b. Off-duty employment shall only be considered once Department duties have been satisfied.

2. 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 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.

- a. Week defined

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

- b. Notification required over 64 hours

If an employee will exceed 64 hours of work in a week, the employee shall notify their Lieutenant and their Precinct Inspector or Division Commander by email prior to exceeding 64 hours. Inspectors and Commanders may limit work hours between 64 and 74 in the interest of employee 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. Rest between shifts~~

Members shall have at least 8 consecutive hours off within ~~every~~any 24-hour period (rolling). One 8-hour period off does not count as the time off for two 24-hour periods.

Example: If a member works 16 hours, has 8 hours off, then works 16 hours, the member must follow that with 8 hours off.

C. Authorizations

1. Exceptions

- a. Exceptions to the limitations 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. Exceptions will involve matters beyond regular policing including large scale events or emergent investigations in homicide and other major cases.

- i. Members shall document in the comments of their Workforce Director entry the approver of the exception.

a.ii. Blanket exceptions to the limitations in this policy are prohibited, except those specified below in [II-C-1-c] and [II-C-1-d] below.

- 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. 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.
- d. Members who will exceed the limit because of completing required reports or for active scene management shall notify their supervisor, and shall document in the comments of their Workforce Director entry the supervisor who was notified.
 - i. The supervisor shall notify their Inspector or Commander and their Deputy Chief.
 - ii. These situations do not require an exception authorization, but the supervisor will be expected to manage the member's overtime and off-duty employment for the rest of the week.

2. Supervisors

Supervisors shall give consideration to reasonable rest periods and are authorized and expected to deny requests to work overtime and cancel or end the overtime, buyback or shift extensions that would cause any member to fall outside 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 corrective action or discipline for any violations.

4.5. Off-duty employment

- 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.