



# BRAINTREE POLICE DEPARTMENT

## Policy and Procedure

### FORCE POLICY 2019-87

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Chief Paul Shastany

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## B.P.S.O.A. Force Policy

### Standard Overtime Filling Procedure [22.1.1f]

- All Supervisor overtime jobs, Monday through Thursday, will be filled 48 hours in advance.
- All supervisor overtime for the weekend will be filled on Thursday.
- All supervisor overtime on a Monday holiday will be filled on Thursday along with the weekend overtime.
- The Day Shift Watch Commander will put out an overtime notification between 10:00-12:00 hours and record any interest in those jobs as necessary.
- The Evening Shift Watch Commander will assign and/or Advance Force for overtime jobs between 18:00-20:00 hours.

### Advanced Force List

- An Advanced Force list will be established yearly beginning on January 2<sup>nd</sup> by reverse seniority (along with an Overtime, Details and Officer-In-Charge list).

Thereafter, these lists will be re-calculated on a monthly basis by hours (jobs worked for Advanced Forces).

- No one will be Advance Forced less than twenty four (24) hours before the start of an overtime shift.
- Advanced Forces shall count the same regardless of whether the Advanced Force was for a half shift (4 hours) or a full shift (8 hours).
- Christmas and Thanksgiving are the only two holidays excluded from Advanced Forcing (The NS the day before and the DS & ES the day of). Overtime shifts that are unable to be filled on these days will result in the cancellation of the requested time off creating such overtime.
- Once a Supervisor is notified that he/she is being Advanced Forced for an overtime shift, that Supervisor has the right to keep that Advanced Force shift despite later interest by another Supervisor. In the event a Supervisor is Advance Forced for a shift and he/she gives up that job at a later date, he/she will not receive credit for an Advanced Force.
- Advanced Forces will be assigned in chronological order.
- Swapping of Advanced Forces is not allowed
- In the event there are two or more Advanced Forces on the same shift, those forces will assigned by seniority.
- Supervisors with an exigency will not be Advance Forced (i.e. out of state on vacation).
- Voluntary taking of overtime or details to prevent an Advanced Force is not allowed.

### **Forced Overtime**

- Overtime jobs created less than twenty four (24) hours before the start of the shift shall be given out via text notification.
- In the event that there is no interest in an overtime time job created less than twenty four (24) hours before the start of that shift on-duty personnel by reverse seniority will be forced to work that overtime.

- Force hours will be highlighted in red on the overtime sheet. Force hours will not count as hours worked for the purposes of filling voluntary overtime. However, Force hours will be calculated into the total number of overtime hours worked when conducting the following month's overtime and detail hours re-calculation.
- Supervisors will be forced according to the overtime job (i.e. Sergeants first for 817 and 827 jobs, Lieutenants first for Watch Commander jobs).
- Supervisors already working, or scheduled to work, a swap or voluntary overtime will be the last to be forced.
- Supervisors not assigned to patrol will not be forced to work patrol overtime if they are working an investigation/assignment that would be compromised if they were pulled off.
- Minimum manning guidelines will be enforced unless mutually agreed upon by the BPSOA and management.
- This policy can only be amended by the mutual agreement of the BPSOA and management.

# B.P.O.A. FORCE POLICY

1. Officers are forced by strict reverse seniority.
2. It is the responsibility of the forced officer to remind the station officer to continue and attempt to fill their shift.
3. On Thursday the Overtime shifts will be filled for the Weekend (Thursday-Sunday night). In the event that there are weekend forces the Station Officer will notify all affected Officers of the forces on Thursday Night. This notification will be made prior to weekend jobs being filled. Forced Officers are not allowed to take details/overtime to avoid such a force. In the event an additional officer takes time off after jobs are filled, creating a force situation at a later date, the next junior Officer will be forced. Officers will be allowed to keep their previously scheduled overtime. **[22.1.1f]**
4. If you have a court appearance, you cannot take an overtime shift. However, if there is a force and you have a Quincy court appearance, you are allowed to take the Overtime to prevent that force. This also goes for training; if you have training assigned, on the day or evening shift, you are eligible to take the overtime and reschedule your training. However, this is not allowed if the department has paid for the training and will be at a loss.
5. Three Day Rule. Officers may only be forced two days in a row. In the event an officer is forced on a third day, the next junior officer will be forced instead. This only applies to consecutive days. A force on a day 4 and then on day 1 does not apply.
6. Officers are not available to be forced if there is any break in service between the end of their shift and the beginning of the forced shift.
7. Officers in Administration or Detectives are only available to be forced in a way that cuts into their scheduled hours by two hours maximum.
8. Officers who work a flex hours schedule are still forcible. Overtime is filled two days out on a regular basis. **[22.1.1f]** If a force is spotted two days in advance, officers assigned to a flex hour schedule will be contacted to determine the hours they anticipate working. Officers on flex hours schedule are only available to be forced in a way that cuts into their scheduled hours by 2 hours maximum. They will then be forcible to the most appropriate shift according to those hours. These officers will then be expected to flex their hours in a manner that allows them to show up for roll call for the forced shift. For example, if someone is working 10AM – 6PM, they will be expected to flex their hours to work 8AM-4PM, allowing them to appear at the 2:30PM roll call. An officer working until 10:30PM or beyond will be expected to flex their hours to show up for night shift roll call at 10:30PM and work that shift.

9. If a forced shift is caused any time short of two days out, officers on a flex hour schedule will be forced in the following manner. Officers working a flex schedule are only eligible to be forced in a manner that cuts into their scheduled shift by no more than two hours. If a senior officer is forced and does not wish to work the full shift, the junior officer with flex hours will report in uniform within the final two hours of their flex shift and relieve the senior officer for the remainder of the shift. For example, if someone is working 10AM – 6PM, they will work their flex shift from 10AM – 4:00PM. A senior officer will be held from 2:30PM – 4:00PM, at which time the flex hour officer will appear in uniform to relieve the senior officer for the remainder of the shift.

10. Officers not assigned to Patrol will not be forced to work if they are working an investigation/assignment that would be compromised if they were pulled off. Shift Commanders will exercise discretion in these matters after consultation, if available, with the officer's supervisor.

11. Officers on a scheduled shift are the only Officers available for a force.

12. If there is partial time owed at the end of the shift, the next junior Officer will be forced and the partial time owed stands if the time owed was put in advanced.

13. Worst case scenario. If there are no Officers available to be forced to the next shift the following steps will be taken:

- a. Cancel any partial time owed for the prior shift and force that Officer.
- b. Any officers with details that have not yet started will be knocked off by reverse seniority. This includes any detail that has hours that overlap with the impacted shift. If an Officer is knocked off a detail then no other Patrolmen are allowed to take that detail.
- c. Any officers working details that have already started, with hours that end at the start of, or during, the impacted shift will be forced into a cruiser at the start of the impacted shift. This goes by reverse seniority.
- d. An officer already forced two days will still be forced (and so on).
- e. Any officer on overtime not scheduled for the next shift will be forced.
- f. An officer on overtime with the following shift scheduled as time off will have that time off canceled.
- g. Officers will have their time off canceled by reverse seniority.

14. Minimum manning guidelines will always be enforced unless mutually agreed to by Management and the BPOA. The on duty Shift Commander will have the authority to allow one or more forced officers to leave early if call volume allows. Officers leaving

early will only be compensated for those hours worked. Officers preferring to stay for the full shift shall be allowed to.

*Disclaimer: This policy can only be amended by the mutual agreement of the BPOA and management. Any changes must be approved by vote of the BPOA Executive Board.*