

207.01 CONTRACTUAL OVERTIME

The Inspection Unit schedules all contractual overtime (COT) services for employees of the Saint Paul Police Department. Organizations, private businesses, or individuals requesting contractual overtime police services should be referred to the Inspection Unit for assessment of suitability for contractual overtime.

1. The rules and regulations of the department govern conduct during contractual overtime assignments.
2. This policy applies to all sworn personnel. For the remainder of this general order the word “officer” refers to all sworn titles unless otherwise noted.

Span and Control:

1. The rank structure of the department will remain intact for contractual overtime assignments.
2. If a COT assignment involves one to four officers working at the same time, no supervisor is required. If a COT assignment or event includes five to nine officers working at the same time, a Sergeant will be scheduled to supervise the assignment/event.
3. If an event includes ten or more officers working at the same time, the event will be designated a “special event” (see policy 206.00).

Posting of Assignments:

As COT events are identified, they will be posted in the overtime scheduling program.

1. Officers who wish to request access to the overtime scheduling program should send an email to SPPD-COT@ci.stpaul.mn.us
2. Officers registered in the overtime scheduling program may volunteer for posted contractual overtime shifts for which they are qualified.

Sworn personnel may need to meet specific qualifications determined by the chief or their designee for a specific contractual overtime assignment. These qualifications will be noted on the overtime posting. Only those meeting the qualifications will receive the assignment. Qualification may be based on rank, specific training, or qualification needs of the assignment.

Notification of Assignments and Reporting for Duty

1. Officers will receive notification through the scheduling program when events are assigned.
2. Officers working contractual overtime will be in the patrol uniform class of the day and follow the equipment policies outlined in the manual. Exceptions to wearing the uniform of the day are at the discretion of the chief or their designee (reference General Order 202.00).
3. While working contractual overtime, department personal appearance standards apply to all officers, regardless of the officer’s primary duty assignment (reference [General Order 202.01: Personal Appearance, Uniforms, and Equipment](#)).
4. Officers working contractual overtime will be subject to inspection.

5. If an officer determines they will be unable to report for a contractual overtime assignment, they should use the overtime scheduling program to indicate the cancelation of their assignment.
 - a. If the change is less than a week from the date of the assignment, the officer should also email the Inspection Unit, at SPPD-COT@ci.stpaul.mn.us.
 - b. Three (3) or more instances of canceling assignments within a year may result in an officer being prohibited from working contractual overtime assignments unless extenuating circumstances, such as illness or emergency contributed to the absence.

Any requests to change an already scheduled contractual overtime assignment must be made to the Inspection Unit via email (SPPD-COT@ci.stpaul.mn.us). Officers are prohibited from self-initiating any changes such as adjusting the hours or reassigning their shift.

Squad Car Use

The overtime scheduling system will note whether a squad car is authorized or required for an assignment.

1. If a squad car is authorized or required for an assignment
 - a. Officers should use pool COT squads first.
 - b. If a pool COT squad is unavailable, officers must follow the established unit/district squad sign-out protocol.
 - c. Squad cars from a unit or district's primary operational fleet shall be used only when pool COT squads or secondary squad cars are not available.

Employees who use squad cars for COT assignments must follow department policies related to the idling of department vehicles (see G.O. 442.13).

Notifications of Ramsey County Emergency Communications Center:

All officers working contractual overtime must notify the Ramsey County Emergency Communications Center (RCECC) of their status prior to starting the job and generate a case number for contractual overtime (COT). The notification should be made by phone or computer, and must include the following information:

1. Employee long number.
2. Employee call number (generally the badge number).
3. Employee contact phone number.
4. Location of job site.
5. Squad car number if a squad is being used.
6. Hours of work.

At the completion of the contractual overtime assignment, the officer will notify the RCECC that they are end of tour. The CN generated will then be closed and the squad/officer logged off CAD.

Failure to Report for an Assignment

An employee who fails to report for a contractual overtime assignment will be considered in violation of the department policy regarding reporting for duty (230.20 Department Rules of Conduct), and

depending on the circumstances, may be prohibited from working contractual overtime assignments for a specified period of time, or subject to discipline.

Prohibitions on Employees Working Contractual Overtime

Officers are not eligible to volunteer for contractual overtime if the following circumstances exist:

1. While on administrative leave, suspension, sick leave, paid parental leave, light duty, injured on-duty status, during mandatory leave following a critical incident, or when job duties are restricted due to an order of a physician.
2. While attending the Saint Paul Police Department recruit academy.
3. Officers who have not yet completed their probationary employment period after graduating from the recruit academy.
4. While on military leave, executive-on-loan, or a leave of absence.
5. Employees who use more than 100 hours of sick leave within a consecutive 12-month period.
 - This does not include an FMLA or an accommodation approved by Human Resources.
6. Failure to attend or complete mandatory department training without an excused absence.
7. Other just or reasonable causes to prohibit discretionary overtime work as determined by an employee's division deputy chief, the chief of police, or their designee.
8. Employees who fail to provide quality service to the contractual overtime requestor.
 - a. Examples of quality service include but are not limited to:
 - i) Arrive on time and stay until the scheduled end time.
 - ii) Greet people you encounter in a friendly and courteous manner.
 - iii) Attending to the client, guests, and property without distraction. Minimal use of electronic devices for communication purposes only, not entertainment.
 - iv) Maintaining a presence on foot and only using the assigned squad when necessary.
 - iv) Being friendly and courteous.
 - v) Following reasonable instructions or requests from the client or their employees and notes in the scheduling program for additional duties.

Limitations on Number of Hours Worked

16-Hour Restriction: Officers may not work in any official police capacity more than sixteen (16) hours total in any twenty-four-hour period. This includes ALL primary assignment on-duty work and all overtime work, combined.

32-Hour Restriction: Officers may not work more than thirty-two (32) hours of overtime within seven (7) consecutive days

1. This is calculated in a Saturday-to-Friday pay period week (0000 hours Saturday to 2359 hours the following Friday).

2. This limitation applies to **ALL** overtime hours, including overtime for primary assignments, patrol backfill/shortage, grant-related overtime, administrative overtime, callbacks, contractual overtime, and special events.
3. This limitation also applies to hours worked in any official police capacity outside an officer's normal assignment, such as hours worked by those officers authorized as part-time employees of the Metro Transit Police Department. These hour limitations will not apply during an emergency recall.

If there is a need to work more than what these limitations allow, outside of an emergency recall (specialized unit call-backs and hold-over, emergency hold-over, etc), the additional hours must be approved by the employee's unit Commander (or one rank above in the case of command staff). The approving supervisor must send an email to the Inspection Unit (SPPD-COT@ci.stpaul.mn.us) to document their reason for approval.

Individual employees are responsible for maintaining a running total of their own hours worked to ensure compliance with this policy.

Change of Hours to Accommodate Contractual Overtime Assignment

Employees are prohibited from working Contract Overtime during hours that are part of their regularly scheduled primary assignment. Supervisors shall not grant a change in hours to accommodate a contractual overtime assignment. An employee may not complete a change of hours or day trade in TASS to circumvent this rule. This rule does not apply to employees who are required to trade a primary assignment shift for a different day of the week and/or different hours for a hold book or watch commander assignment, or when directed by a Unit Commander (in those cases, the employee may work overtime during the day and hours that were required to trade for the hold book/watch commander assignment).

Body Worn Camera and In-Car Camera

Officers will categorize any BWC and ICC recordings under the case number assigned to that COT event. Officers will exercise special care to ensure recordings for arrests or while assisting other officers on a different incident are categorized under the proper case number. Officers will comply with the BWC policies. (See 442.18 Body Worn Camera Policy.)

Arrests / Assistance Provided to On-Duty Squads

Officers making arrests during contractual overtime shifts should generally remain the primary officer for reporting purposes. An officer may also ask for assistance from an on-duty patrol officer with transport and booking. If the arrest takes the contractual overtime officer over the scheduled hours for their shift, the officer should email the Inspection Unit to notify them of the additional time worked. The officer should include the case number in the email.

Overtime Requests

TASS overtime requests for contractual overtime assignments will generally be filled out and submitted by the Inspection Unit. All contractual overtime will be taken as overtime. Comp time will not be allowed for contractual overtime.

Effective November 22, 2024