

**CONSECUTIVE HOURS WORKED SURVEY  
MONTEREY PARK POLICE DEPARTMENT  
JANUARY 2008**

AGENCY/CONTACT	COMMENT
Walnut Creek Police Department Lanny Edwards, Lieutenant <a href="mailto:Edwards@walnutcreekpd.com">Edwards@walnutcreekpd.com</a>	Written policy that Officers are not required to work over 14 hours (except for exigent circumstances). Officers may volunteer to do this, but they try to keep it close to 14 hours. Need Supervisory approval to sign up for overtime that begins less than 8 hours after the completion of their previous shift.
South Pasadena Police Department Dan Watson, Chief of Police <a href="mailto:DWatson@ci.south-pasadena.ca.us">DWatson@ci.south-pasadena.ca.us</a>	No written policies. Past practice is to limit it to 18 hours absent exigent circumstances.
Union City Police Department Greg Stewart, Chief of Police <a href="mailto:GregS@unioncity.org">GregS@unioncity.org</a>	<p>The following are excerpts from their memorandum detailing this info. Contact Union City P.D. to receive a full copy of the memorandum.</p> <p>“The maximum time personnel will be allowed to work, absent some form of extreme emergency, such as a natural disaster or major critical event, will be no more than <u>15-16 hours in succession</u>. A corollary to this rule is that personnel will have <u>8 hours off between assignments</u>... Time spent writing reports requiring completion for prosecution or other valid reasons are exempt from the 15-16 hour rule. Employees engaged in these duties and exceeding the 15-16 hour limit are not to engage in any other duty other than report writing for safety reasons. Regardless of the number of hours spent finishing the required paperwork the employee is still required to have the 8-hour rest period.”</p>

<p>Inglewood Police Department  Dennis Herrera, Sergeant  Professional Standards Section  (310) 412-5484  <a href="mailto:drherrera@cityofinglewood.org">drherrera@cityofinglewood.org</a></p>	<p>At this time, there is no department policy regarding work hours or rest periods.</p>
<p>Monterey Police Department  Phillip Penko, Lieutenant  Community Policing Coordinator  (831) 646-3849  <a href="mailto:Penko@ci.monterey.ca.us">Penko@ci.monterey.ca.us</a></p>	<p>Monterey P.D. does have a written policy (contact them for a copy). In general, employees are limited to 15 consecutive hours with a minimum 8 hours off between each shift. They also must have a minimum of 24 consecutive hours off during the workweek (to prevent people from working 7 days straight).</p>
<p>Berkley Police Department  Douglas N. Hambleton, Chief of Police  (510) 981-5700  <a href="mailto:dhambleton@ci.berkeley.ca.us">dhambleton@ci.berkeley.ca.us</a></p>	<p>16 hour maximum with no minimum number of hours before returning to duty.</p>
<p>Twin Cities Police Department Authority  (Corte Madera/Larkspur)  Phil Green, Chief of Police  <a href="mailto:phillip.green@tcpd-authority.org">phillip.green@tcpd-authority.org</a></p>	<p>14 hour consecutive maximum unless there are extenuating circumstances. Limit is due to long commute times for most officers (over 1 hour) and officer safety concerns when working too many hours.</p>
<p>Ceres Police Department  Michael Borges, Commander  (209) 538-5722  <a href="mailto:Mike.Borges@ci.ceres.ca.us">Mike.Borges@ci.ceres.ca.us</a></p>	<p>No policy/practice regarding this issue.</p>
<p>Downey Police Department  Rick Esteves, Captain  <a href="mailto:REsteves@downeyca.org">REsteves@downeyca.org</a></p>	<p>Informal rule to limit to 15 consecutive hours. However, at times this is exceeded due to court, late arrests, collateral duties, etc.</p>

<p>Tiburon Police Department  Michael Cronin, Chief of Police  <a href="mailto:mcronin@ci.tiburon.ca.us">mcronin@ci.tiburon.ca.us</a></p>	<p>Limited to 14 hours per day (60 hours per week) with a minimum of 8 hours off before returning to duty. Night shift officers that go to court during the day must have 8 hours off before returning to work (required to call Watch Commander and notify them of what time they were excused from court).</p>
<p>Fontana Police Department  Mike Stark, Lieutenant  <a href="mailto:mstark@fontana.org">mstark@fontana.org</a></p>	<p>Written Department policy that employees shall not work more than 16 hours in a 24-hour period without supervisor approval. Includes time worked in court, training, special events, checkpoints, and other extra pay assignments. It is incumbent upon the employee to notify a supervisor when they reach or it appears they'll reach the 16-hour limit.</p>
<p>Santa Paula Police Department  Steve MacKinnon, Chief of Police  <a href="mailto:mackinnon@ci.santa-paula.ca.us">mackinnon@ci.santa-paula.ca.us</a></p>	<p>Written Department policy:</p> <ul style="list-style-type: none"> <li>• 18 hour maximum without permission of C.O.P.</li> <li>• Court time, special details, etc. applied to the total number of hours worked.</li> <li>• Employee required to notify their supervisor when they are approaching the 18-hour maximum or that they would exceed the maximum if called in to work.</li> </ul> <p>The C.O.P. or designee retains right to forego the procedures as they deem appropriate.</p>
<p>Foster City Police Department  Jon Froomin, Captain  (650) 286-3332  <a href="mailto:jfroomin@fostercity.org">jfroomin@fostercity.org</a></p>	<p>Agreement between POA and C.O.P. that limits officers to 15 consecutive hours worked and must have 8 hours off between shifts.</p>
<p>Beverly Hills Police Department  Bob Curtis, Captain  <a href="mailto:rcurtis@beverlyhills.org">rcurtis@beverlyhills.org</a></p>	<p>Department Policy for 16-hour maximum with 8 hours off before returning to work. Under emergency or unusual occasions exceptions can be made with Watch Commander approval.</p>
<p>Arroyo Grande Police Department</p>	<p>Part of the MOU. Employees may work a maximum of 16 hours, absent an</p>

<p>Craig A. Hendricks, Commander  <a href="mailto:chendricks@arroyogrande.org">chendricks@arroyogrande.org</a>  (805) 473-5123</p>	<p>emergency situation. There is supposed to be a 10-hour rest period (for officers working a regular 12-hour workday), but the practice is to provide a 8-hour rest period before calling an employee back to work. It is management discretion to allow employees to work extra hours on special details.</p>
<p>Chowchilla Police Department  Jay Varney, Chief of Police  <a href="mailto:policechief@ci.chowchilla.ca.us">policechief@ci.chowchilla.ca.us</a></p>	<p>Limit officers to 16 consecutive hours worked due to safety concerns.</p>
<p>Manhattan Beach Police Department  Randy Leaf, Captain  <a href="mailto:rleaf@citymb.info">rleaf@citymb.info</a>  (310) 802-5108</p>	<p>Unwritten rule that officers can't work more than 16-hours and then must be off for a minimum of 8-hours.</p>
<p>Arcadia Police Department  Bob Sanderson, Chief of Police  <a href="mailto:rsanderson@ci.arcadia.ca.us">rsanderson@ci.arcadia.ca.us</a></p>	<p>16-hour maximum with an 8-hour break.</p>
<p>Gonzales Police Department  Paul Miller, Chief of Police  <a href="mailto:pmiller@ci.gonzales.ca.us">pmiller@ci.gonzales.ca.us</a>  (831) 675-5010</p>	<p>16-hour maximum. Officers may not work more than five straight 12-hour days without a day off.</p>
<p>Covina Police Department  Kim Raney, Chief of Police  <a href="mailto:kraney@ci.covina.ca.us">kraney@ci.covina.ca.us</a></p>	<p>Policy of a maximum of 16-hours for patrol personnel. Investigative personnel may work longer on an active investigation with supervisor approval.</p>
<p>West Covina Police Department  Marc Taylor, Commander  <a href="mailto:marc.taylor@wcpd.org">marc.taylor@wcpd.org</a></p>	<p>Policy of 18-hours maximum (allows for holding someone over ½ of a shift for officers working 12 hour shifts).</p>

<p>Santa Rosa Police Department Ed Flint, Chief of Police <a href="mailto:EFlint@ci.santa-rosa.ca.us">EFlint@ci.santa-rosa.ca.us</a></p>	<p>Department policy that an officer/employee cannot work more than 15 hours in a 24-hour period. Management has the discretion to work employees more than the 15-hour limit under emergency situations.</p>
<p>Colma Police Department Bob Lotti, Chief of Police <a href="mailto:RLotti@colma.ca.gov">RLotti@colma.ca.gov</a></p>	<p>Officers are limited to working 16 consecutive hours (absent and emergency) and require an 8-hour rest period between assignments or shifts.</p>
<p>Piedmont Police Department Scotty Wyatt, Captain</p>	<p>The policy agreed upon by the Chief of Police and POA is that a person may work a maximum of 16-hours and then must have an 8-hour time off period before returning to work. Management has the right to shorten the rest period or extend the time for actual emergencies or severe staffing issues.</p>
<p>Pasadena Police Department Robert Tucker, Officer <a href="mailto:tucker@cityofpasadena.net">tucker@cityofpasadena.net</a></p>	<p>Department policy states that the sum hours worked on a regular workday plus an overtime job shall not exceed 14 hours in any 24-hour period absent an emergency.</p>
<p>Redondo Beach Police Department Jeff Hink, Captain <a href="mailto:Jeff.hink@redondo.org">Jeff.hink@redondo.org</a> (310) 379-2477</p>	<p>It is listed in the MOU that employees may not work in excess of 16-hours in a 24-hour period. This includes regular and overtime hours worked for the City or an outside employer. The Chief may grant exceptions during an emergency circumstance or extreme demonstrated need.</p>
<p>Burbank Police Department Pat Lynch, Captain <a href="mailto:PLynch@ci.burbank.ca.us">PLynch@ci.burbank.ca.us</a> (818) 238-3213</p>	<p>Policy prohibits employee working in excess of 14 hours in any 24-hour period without 8 consecutive hours off duty (without approval of immediate command group). Employees may not work during the 8-hour period prior to regularly schedule shift without prior immediate command group approval (exception is court appearance prior to start of shift, but command group must be notified of appearance).</p>

<p>Roseville Police Department  Gayle Smithson, Administrative Assistant  <a href="mailto:GSmithson@roseville.ca.us">GSmithson@roseville.ca.us</a>  (916) 774-50013</p>	<p>Department Policy. Maximum number of hours worked in a 24-hour period is 15 consecutive hours (includes regular shift plus overtime). Requires an 8-hour rest period. It is the Officer's responsibility to notify a supervisor if their schedule conflicts with the policy.</p>
<p>La Mesa Police Department  Raul Garcia, Captain  <a href="mailto:RGarcia@ci.la-mesa.ca.us">RGarcia@ci.la-mesa.ca.us</a></p>	<p>Information contained in the MOU. Employee not required to work in excess of 12-hours in a 24-hour period except in an emergency conditions or unforeseen or extraordinary conditions. If an employee works more than 12 hours, the employee will have a 10-hour rest period before the next scheduled work shift. If the employee is not allowed the 10-hour rest period, any hours worked beyond 12 hours will be considered overtime.</p>

\*\*The information in this survey was obtained in November 2007. The comments are summaries of the information provided by the contact person. For the actual wording of policies or MOUs, please contact the respective departments directly.