

From: Vincent B. Luther <vluther@baltimorecountymd.gov>
Sent: Thursday, September 5, 2024 1:25 PM
To: Vincent B. Luther <vluther@baltimorecountymd.gov>
Subject: RELEASE: Shift Hours

RELEASE: Shift Hours. **EFFECTIVE:** Immediately.

This message is being distributed to advise Department members that shift hours have been added to Administrative Manual, Article 7, Section 5.0, Shifts, Attendance, and Leave Requirements. During contract negotiations between Baltimore County and the Fraternal Order of Police, it was determined that shift hours should be enumerated in Department policy. Previously, shift hours and start times had been an informal understanding that was sometimes open to variations in interpretation. Adding these to the Administrative Manual will ensure consistency and transparency.

Attached is a revised copy of Administrative Manual, Article 7, Section 5.0. This revised copy supersedes the current section appearing in the Administrative Manual (General Order 2023-01). The revised section will be placed into the Administrative Manual in a future General Order.

Effective immediately, members will ensure appropriate shifts are marked, when applicable (e.g., completing Forms 110, Overtime Pay Form; marking attendance in Workday; etc.). Sworn members' scheduled start times must be in compliance with the Memorandum of Understanding (MOU) between Baltimore County and the Fraternal Order of Police, Lodge 4.

Commanders: Please complete a Form 159, Order/Directive Verification Form, for each member in your command and attach one printed copy of this message and the attached document. Members will sign the Form 159 stating that they received a copy of this message and the attached document, which is located in their Department e-mail account. A copy of the message and attached document will also be posted on the Department's Intranet site.

Please contact the Strategic Planning Team with any questions at X2260.

This message has been reviewed and approved by Captain Joseph W. Donohue.

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Strategic Planning Team
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7-5.0 SHIFTS, ATTENDANCE, AND LEAVE REQUIREMENTS

DEPARTMENT MEMBERS

- Perform the prescribed tour of duty except when on authorized medical leave.
- Will not be absent from duty without proper authority.
- Promptly notify their commander, through proper channels, as to when and why they are unable to report for duty.
- Work those hours and days as directed by the Chief of Police through verbal or written directives.
- Must maintain an adequate leave balance to cover regularly scheduled leave.
- Who fail to utilize opportunities to take leave during the year and who may not carry the leave hours beyond the designated date will lose the leave time.
- Absent from scheduled in-service training must have the approval of their commander.

SHIFT HOURS

- For matters related to the Memorandum of Understanding (MOU) between Baltimore County and the Fraternal Order of Police Lodge 4 (e.g., overtime, shift differentials, etc.), the shift worked for sworn members will be classified as:
 1. Shift 1 if the shift start time is at or between 2100 and 0459 hours.
 2. Shift 2 if the shift start time is at or between 0500 and 1259 hours.
 3. Shift 3 if the shift start time is at or between 1300 and 1659 hours.
 4. Shift 4 if the shift start time is at or between 1700 and 2059 hours.
- Scheduled start times must be in compliance with the MOU.

LEAVE ACCRUAL

- Is governed by the Baltimore County Personnel Manual, subject to the appropriate Memorandum of Understanding.

UNAUTHORIZED ABSENCE

- From duty must be fully reported by the member's commander, in writing, to the bureau chief/division commander for the information of the Chief of Police. The commander will initiate a disciplinary BlueTeam Incident, when appropriate.