


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: <p style="text-align: center;">"PASS DAYS"</p>		ORDER NUMBER: <p style="text-align: center;">28-1</p>
		CALEA STANDARD: <p style="text-align: center;">N/A</p>		PAGE 1 OF 1
ISSUE DATE: <p style="text-align: center;">7/25/2017</p>	EFFECTIVE DATE: <p style="text-align: center;">8/14/00</p>	ANNUAL REVIEW DATE: <p style="text-align: center;">AUGUST</p>	RESCINDS: <p style="text-align: center;">COP 96-001</p>	AMENDS: <p style="text-align: center;">106-1</p>

1.0 POLICY OR PURPOSE

1.1 The current Working Agreements between the City of Pittsburgh and respective bargaining units stipulate the "hours of work" for members of the Bureau of Police and, as such, addresses a members pass days and exchange of pass days.

2.0 CANCELLATION OF PASS DAYS

2.1 In the event of an emergency or other situation where the service of a member or employee is required, pass days may be cancelled, and personnel shall be required to report to work.

3.0 COMPENSATION FOR WORKING PASS DAYS

3.1 Compensation to members and/or employees who work on a pass day(s) shall be made in accordance with the current Working Agreement between the Fraternal Order of Police and the City of Pittsburgh or between the City of Pittsburgh and any other collective bargaining unit.

3.2 Any member who is required to work on a pass day shall submit an overtime card to request compensation.

3.3 The member shall be required to note in the "Reason for Overtime" block whether the overtime was voluntarily worked or if the overtime was forced.

3.4 Payroll clerks may not process any overtime card in which an officer works on a pass day and does not list in the "Reason for Overtime" block whether the overtime was voluntary or forced.

4.0 EXCHANGE OF PASS DAYS

4.1 Any exchange of pass days between members of the Bureau of Police will be made in accordance with the Working Agreement between the Fraternal Order of Police and the City of Pittsburgh.

4.2 Pass Days may only be exchanged between members assigned to the same duty location. Any inter-station request for exchange of pass days must be requested in writing to the Chief of Police. Only the Chief of Police or designee may approve such requests.

4.3 As a general rule, all requests all requests for an exchange of pass days will be made to the Shift Lieutenant or supervisor by submitting PBP Form #54 "Special Report" at least 24 hours in advance of the requested exchange.

4.3.1 In the event an emergency situation prohibits submission of a written request within the time limit specified, the Shift Lieutenant or supervisor may grant verbal approval, and the appropriate written request will be submitted as soon as is practical.

4.4 Both officers requesting the exchange will sign the Special Report.

4.5 No exchange of pass days shall be permitted when either member is scheduled for a court appearance.

Approved By:



 Scott Schubert
 Chief of Police