


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "EXCHANGE OF PASS DAYS" (BUDDY SYSTEM)		ORDER NUMBER: 28-2	
		CALEA STANDARD: N/A		PAGE 1 OF 1	
RE-ISSUE DATE: 12/20/03	EFFECTIVE DATE: 8/14/00	ANNUAL REVIEW DATE: AUGUST	RESCINDS: ALL PREVIOUS	AMENDS: 106-2	

1.0 POLICY OR PURPOSE

1.1 The current Working Agreement between the Fraternal Order of Police and the City of Pittsburgh stipulates the "hours of work" for members of the Bureau of Police and, as such, addresses the exchange of pass days between members.

2.0 EXCHANGE OF PASS DAYS

- 2.1 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.
- 2.2 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 may approve such requests between duty locations.
- 2.3 As a general rule, 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.
 - 2.3.1 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.
- 2.4 Both officers requesting the exchange will sign the Special Report.
- 2.5 No exchange of pass days shall be permitted when either member is scheduled for a court appearance.
- 2.6 In no event are exchanges of duty hours to be granted in order for any member to make profit or for the purpose of assuming outside employment of any length or duration.
- 2.7 Officers cannot buddy for themselves. In order to utilize buddy days, an officer must have another officer to switch days.

3.0 COMPENSATION CONCERNS WHEN EXCHANGING PASS DAYS

- 3.1 The City of Pittsburgh will not pay any member overtime pay during the normal tour of duty on the exchanged pass days. If a member works past the normal quitting time, the current rate will be paid to the member working the overtime.
- 3.2 When an exchange of pass days has been approved and the replacement officer fails to appear for work, the officer regularly scheduled to work will be marked "X" on the payroll.

Approved By:

 Robert W. McNeilly, Jr.
 Chief of Police