

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "LEAVE TIME TO CONDUCT FOP BUSINESS"		ORDER NUMBER: 28-13
		CALEA STANDARD: N/A		PAGE 1 OF 1
ISSUE DATE: 9/1/2015	EFFECTIVE DATE: 9/1/2015	ANNUAL REVIEW DATE: MAY	RESCINDS:	AMENDS: NONE

1.0 POLICY OR PURPOSE

- 1.1 The current Working Agreement between the Fraternal Order of Police and the City of Pittsburgh permits officers to be excused from duty to conduct union business providing certain procedures are followed.
- 1.2 The purpose of this policy is to outline the procedures that members of the Bureau of Police must follow in order to use leave time to conduct union business.

2.0 PROCEDURES

- 2.1 Any on-duty officer requesting the use of leave time to conduct FOP business must do so as follows:
 - 2.1.1 At least 24 hours in advance of the scheduled event, the President of the FOP will fax the Manager, Administrative Services memo stating the following:
 - 2.1.1.1 The name(s) and unit of the on-duty personnel who will be needed to conduct such business
 - 2.1.1.2 The nature of business (arbitration hearing, meeting, etc.)
 - 2.1.1.3 What hours the on-duty personnel will be tending to such business (e.g. 1400 – 1600 hours)
 - 2.1.1.3.1 In the event that the number of hours needed to conduct such business exceeds the amount of time that was requested and approved, it shall be incumbent upon the officer to immediately contact his/her Commander and advise them that additional time will be needed to complete the business.
 - 2.1.1.3.2 If the officer fails to do this, the officer's pay will be docked for the hours not worked.
 - 2.1.2 Manager, Administrative Services will be responsible for notifying the officer's Commander and the Bureau's Executive Officer of the approved request.
 - 2.1.3 The Commander of the officer approved will notify the Manager, Administrative Services if the approved request creates an overtime situation.
 - 2.1.4 The Manager, Administrative Services will then forward a copy of this memo to the Chief of Police.
 - 2.1.5 It will be the responsibility of the Manager, Administrative Services to record and track the number of hours used by on-duty members to conduct union business to insure the number of hours used does not exceed the number of hours allotted as per the Working Agreement.

Approved By:



Cameron McLay
Chief of Police