General Order

Houston Police Department

ISSUE DATE:	NO.
May 30, 2017	300-30

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 300-30, dated January 17, 2002

SUBJECT: VOLUNTEERING TIME FOR CONVALESCING OFFICERS

POLICY

When a classified employee is temporarily disabled by an injury or illness, other classified employees may volunteer to work for that officer. The volunteered time shall be credited to the recipient as actual time worked. The decision to volunteer time under this program is irrevocable.

This General Order applies to only classified employees.

1 ADMINISTRATIVE GUIDELINES

To be considered as a recipient for the program, classified employees shall initiate a written request through their chain of command to the Chief of Police. After approval, the officer's division shall prepare a Circular for signature by the Chief of Police requesting volunteers to work for the convalescing officer. Participation in this program is voluntary.

Medical documentation is required from any classified employee requesting to be a recipient of time volunteered through this program.

Overtime shall not be worked by any officer who is volunteering time. Supervisors shall ensure that any officer volunteering time is released from duty at the conclusion of the designated voluntary shift. Time volunteered shall count toward calculating *maximum work hours* and toward the 86 hours in a pay period for purposes of the Strategic Officer Staffing Program.

Classified employees wishing to volunteer time shall complete a *Volunteering Time for a Convalescing Officer* form after volunteering and submit it to their divisional timekeeper. This form is available on the department's Intranet Portal. The timekeeper shall make no entries into the Kronos® system for either officer.

Payroll Services in the City of Houston Administration and Regulatory Affairs Department shall be notified when one officer volunteers to work for another officer.

2 RECIPIENT OFFICER GUIDELINES

Officers may be considered to receive volunteered time only if all of the following are true:

a. Recipient has completed the probationary police officer period.

b. Recipient is going to be absent because the recipient is temporarily disabled by an injury or illness.

c. Doctor's note accompanies the request for volunteered time.

No hours shall be credited beyond the recipient employee's return to work date or the commencement of social security or long-term disability benefits.

3 VOLUNTEERING OFFICER GUIDELINES

Officers must be off duty in order to volunteer time. Officers volunteering time while on approved leave shall perform that work in their own division, during their normal duty hours.

Officers volunteering on their regular day off or during non-duty hours shall coordinate with their supervisors to schedule voluntary hours in their own division unless divisional hours preclude such arrangements. Volunteering officers assigned to divisions with hours that preclude in-house work shall coordinate their voluntary hours with the shift supervisor in the recipient officer's division. The volunteering officer shall then report to the recipient officer's division for an appropriate assignment.

All officers shall notify their immediate supervisor of their intent to volunteer and the location the work shall be performed prior to reporting to volunteer time.

4 RELATED GENERAL ORDERS AND REFERENCE MATERIAL

300-09, **Absence from Duty – Classified**
300-29, **Donation of Time**

§143.073(d), **Texas Local Government Code**

Art Acevedo
Chief of Police