

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: January 30, 2025	DATE EFFECTIVE: February 2, 2025	NUMBER: SO25-003	PAGE: 1 of 1
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 3-701.06 Prohibited Acts – Overtime			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

Introduction: This policy is being updated to prohibit members from working short overtime shifts on their off days without proper authorization.

Effective with the issuance of this Special Order, Section 3-701.06 of the MPD Policy and Procedure Manual shall be amended as follows:

3-701.06 Prohibited Acts- Overtime

(12/28/01) (02/02/25)

~~(A-B)~~

- A. ~~Members~~ ~~Employees~~ shall not change, or cause to be changed, a scheduled workday to a non-work day, or change the normal or posted scheduled hours of a shift, in order to accrue overtime, unless approved by a Deputy Chief or higher. ~~Members~~ ~~Employees~~ may not use compensatory time that results in a negative balance.
- B. No member shall work less than four hours during their scheduled OFF hours without the permission of a Deputy Chief or higher through their chain of command, other than overtime shift extensions (including shift holdovers and late calls), court, and scheduled on-call time that are authorized with the approval of the member's chain of command.

~~Supervisors should not change a scheduled workday to a non-work day if a court appearance is scheduled during the employee's shift hours. Supervisors should review the subpoena log prior to finalizing the posted schedule to ensure that scheduled court appearances occur during work hours whenever possible.~~

- C. Compensatory time shall not be accrued or overtime shall not be paid when a member ~~an~~ ~~employee~~ is also accruing time for any city paid hours, including, but not limited to: sick, compensatory time used, paid holiday, Family Medical Leave Vacation (FMV), FMS (sick), FMC (compensatory time), P.A.L. time used, floating holiday taken, paid suspension, military leave, injured on duty, relieved of duty, jury duty, funeral leave, special duty, worker's compensation, or absent without leave.
- D. Overtime cannot be accrued for non-emergency medical or physical therapy treatments for those ~~members~~ ~~employees~~ on IOD status.