

Fatigue Management

1037.1 PURPOSE

The Vancouver Police Department recognizes that research has well documented the fact that fatigue may decrease alertness, impair task performance, and interfere with decision making.

The Department further recognizes that excess fatigue may adversely affect an employees' performance, health and safety, as well as their relations with the public and the quality of their discretionary decisions.

To demonstrate that fatigue safety is a high priority, to maintain an employees' safety, and to reduce the risk that fatigue may cause to the community, the Department has set forth guidelines governing overtime hours and periods of rest for all employees of the Vancouver Police Department.

1037.2 POLICY

1. Employees of the Vancouver Police Department should not work more than 16 consecutive hours, including extra duty, in a 24-hour period.
2. With the exception of a major event or rare exigent circumstances involving a prolonged deployment, employees will have a minimum of 8 consecutive hours off duty in every 24-hour period.
3. With the exception of a major event or rare exigent circumstances involving a prolonged deployment, employees will have at least 24 consecutive hours off duty during regularly scheduled days off.
4. When an employee is ordered to appear in court, and that court appearance interrupts the employee's scheduled time off duty or requires the employee to work 16 or more hours during their 24 hour work cycle, the Department will provide leave to accommodate the 8 consecutive hours off duty either before or after the appearance in court. Generally, fatigue management will be used only after an employee has worked 16 consecutive hours or more. However, on rare occasions, it can be granted to avoid a fatigue management situation for an employee's next regularly scheduled shift.
 - (a) An example of the intended use of fatigue management leave in this circumstance would be for a graveyard employee who got off duty at 0630 hours and had court the same day from 1000 to 1700 hours. This employee would not be required to report for his/her next shift until 8 consecutive hours off duty had been achieved, thus returning to duty at 0100 hours.
 - (b) An example of a rare situation where fatigue management could be granted before an employee had already worked 16 hours would be for a graveyard officer who got off duty at 0630 hours and was scheduled for a court appearance at 1300 hours. In this case, less hours of fatigue management leave would be used by releasing the employee at 0500 hours, than by providing 8 hours after the court appearance.

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5. When an employee is called out to respond to an unplanned event and has not had at least 8 consecutive hours off duty before being called back to work, the Department will provide paid leave to ensure that the employee has at least 8 consecutive hours off duty either before or after the unplanned event. Generally, fatigue management will be used only after an employee has worked 16 consecutive hours or more.
 - (a) An example of the intended use of fatigue management leave in this circumstance would be a day shift traffic officer whose shift ended at 1700 hours and who is called out to a traffic fatality from 2300 to 0200 hours. Because the officer did not receive the 8 consecutive hours off duty before being called out, he or she would not be required to report for the next shift until 8 consecutive hours off duty had been achieved following the call out, thus returning to duty at 1000 hours.
6. The Department will make sure that employees don't feel obligated to drive home when they feel exhausted. Any employee who does not feel capable of driving safely should notify a supervisor immediately. Supervisors will assist the employee with arranging safe transportation.
7. When an employee is scheduled to attend training or provide instruction, he or she should work with their supervisor and plan for the event in compliance with this policy by using flex time and TX days. Employees attending training as students/instructors should be flexing their time prior to attending or instructing, rather than using fatigue management leave. The Department will make reasonable efforts to assist with scheduling.
8. Employees may only be compensated once for the same work hours. For example, employees who are on vacation, compensatory time, or any other paid time off may not work overtime during the same hours unless exigent or emergency conditions exist or the Department calls the employee back to work.
9. Employees who have taken unscheduled sick leave from their regular scheduled shift shall be precluded from working an overtime shift for 24 hours from the end of their normal scheduled shift. If the sick leave was for a qualifying family member, then the employee may sign up for an overtime shift without the sick time restriction.

1037.3 PROCEDURES

It is the responsibility of each employee to:

1. Monitor his or her own work hours in relation to these guidelines.
2. Notify the appropriate supervisor(s) when work hour issues related to these guidelines arise in the employees work schedule.
3. Refrain from volunteering or "signing up" for overtime hours that would be in violation of these guidelines.
4. Accurately record time entries in the Department's timekeeping software to show the need for fatigue management.

It is the responsibility of Supervisors to:

1. Refrain from pre-scheduling any employee in obvious violation of these guidelines.

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2. Make adjustments to the work schedule, when possible, to ensure that employees are not forced to work beyond these limits.
3. Evaluate and approve fatigue management leave entries that have been submitted into the Department's timekeeping software, ensuring compliance with this policy and accurate payment to the employee.
4. Manage employee work hours on a regular basis to assure that employees do not continue on duty or begin duty in obvious violation of these guidelines.
5. Manage employee work hours and fitness for duty in exigent and emergency circumstances that require exceptions to these guidelines.
6. Notify the chain of command any time it is necessary to provide an employee paid fatigue management leave to meet the requirements of this policy. Include the reason for an employee using fatigue management in the notes section of the entry.