OFFICE OF THE CHIEF OF POLICE

N O T I C E
11.2

November 3, 2023

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: CASH OVERTIME ALLOTMENT FOR SCHEDULING AND TIMEKEEPING (COAST) OVERTIME DETAIL GUIDELINES - REVISED

The purpose of this Notice is to provide revised guidelines for employees wishing to participate in cash overtime details via the COAST System. The COAST System allows for automated sign-ups and a blind, random lottery to select personnel to work a desired shift for certain Department overtime details. The request to work overtime is voluntary, and the employee is not guaranteed selection to overtime details.

The COAST Overtime Detail Guidelines have been revised to clarify that police officers in the Final Probationary Period, also known as Phase III, without restrictions are eligible to work COAST overtime details. This excludes Metropolitan Transit Authority (MTA) events. All employees are eligible to bid on any posted overtime detail for which they meet the stated requirements and these guidelines.

Employees who volunteer to work a COAST overtime detail have the same obligation to appear for a scheduled overtime detail as they do for a regular shift. All Department personnel shall adhere to the following guidelines:

A. An employee is considered "on-duty" when working COAST overtime details and the employee remains responsible for following all Department rules, policies, and procedures.

B. To ensure employees have proper rest between shifts, employees may not work an overtime shift on COAST within eight (8) hours prior to the start of any other work assignment or within eight (8) hours after any other work assignment's scheduled end of watch.

C. An employee's COAST overtime detail must not detract from the Department's normal operations in any manner. Employees may not leave early or arrive late to their regular watch or duties to satisfy the requirement that there be eight (8) hours of free time between the performance of an employee's regular duties and a COAST overtime detail.

D. Employees may not work an overtime shift on COAST if they knowingly have a subpoena for on-call or be-there court. This includes administrative hearings during the overtime detail or within one hour of when they would be deployed at the overtime detail.

E. Employees may not work a COAST overtime shift if they are on stand-by status as part of their primary duty assignment, or within eight (8) hours after completion of their stand-by time. Employees may not interrupt their stand-by status to work COAST overtime details.

F. Employees may not work COAST overtime during any period they are on leave, with or without pay (e.g., family leave, bonding leave, sick leave, military leave, or personal leave). Employees on leave, regardless of duration, must return to work at least one scheduled shift before being eligible to work any COAST overtime detail.

G. Employees who are suspended or relieved from duty must return to work at least one scheduled shift before being eligible to work any COAST overtime detail.

H. In order to be eligible to work COAST overtime details, employees cannot have medical or administrative restrictions that prevent them from working uniformed patrol details.

I. Employees not on a prescheduled vacation may work a maximum of 80 hours of COAST overtime in a 28-day deployment period, but no more than 20 hours per calendar week (Sunday - Saturday). The current Department policy allows employees to work up to 30 hours per week of secondary employment. With these COAST guidelines, employees may not work more than 30 hours of combined COAST and secondary employment work in one week.

J. All COAST overtime details may be worked during an employee's prescheduled vacation period (i.e., long or short vacation). While on their prescheduled vacation, employees may work a maximum of 50 hours of COAST overtime each week.

K. An employee cannot use accumulated overtime and earn overtime simultaneously. Therefore, employees may not work a COAST detail on an overtime basis during hours when they are off using accumulated overtime.

L. Employees are not allowed to substitute or swap COAST overtime details at any time.

M. When an employee has accepted to work a COAST overtime detail and is later unavailable to work that COAST overtime detail, it is their responsibility to notify the Office of Operations Special Events Unit or the supervisor listed as the point of contact assigned to the event. Employees may cancel their COAST overtime detail for any reason with a minimum of a 72-hour notice.

N. The following conduct may lead to an employee's restriction from COAST overtime details:

    1. Failure to provide a minimum of a 72-hour notice that the employee cannot appear for a COAST detail after the employee has accepted the detail.

    2. Failure to report at the assigned time for start of watch of an overtime shift.

3. Failure to bring the proper equipment and/or uniform required for the overtime detail.

   Note: The "Event Information" page on the COAST system will specify which uniform (A, B, or C) is acceptable and what equipment to bring to the overtime detail.

4. Failure to perform duties as assigned for the overtime detail.

O. An employee that violates these guidelines may be restricted from working a COAST overtime detail from 30 days up to one year. Any COAST restrictions must be approved by the Assistant to the Director, Office of Operations.

P. Probationary police officers in the Final Probationary Period (Phase III) without restrictions are eligible to work COAST overtime details (excludes MTA events).

Q. An employee who volunteers for and is assigned to a COAST overtime detail, who reports to work and is not needed, is entitled to a minimum of four hours of straight time overtime.

If you have any questions or require additional information, please contact the Special Events Unit, Office of Operations, at (213) 486-6688.

MICHEL R. MOORE
Chief of Police

DISTRIBUTION "D"