



MISSOULA POLICE DEPARTMENT POLICY MANUAL

Subject: DETECTIVE ON-CALL		
Effective Date: 4/25/2018	Original Date: 08/27/2003	Next Review: 4/25/2021
Chapter 11	Policy # 11.10	Distribution:
References: <i>Collective Bargaining Agreement;</i>		

I. Purpose

The purpose of this policy is to specify responsibilities for maintaining sufficient resources to meet the needs of the Department in response to routine and extraordinary circumstances. On call status is an investigative resource and will not be used to augment street strength, clerical strength or routine business in foreseen events.

II. Policy

For times other than those designated as normal business hours the Captain of Detectives shall publish an on call schedule for each month.

The policy of the Missoula Police Department is to provide a system by which this department recognizes the need to maintain an effective criminal investigations component.

The Captains of all divisions are responsible for ensuring that sufficient personnel are available to meet reasonable, predictable demands and that contingency planning for emergency demands is both current and adequate. The Captain of the Detective Division is responsible for maintaining workable procedures to make this possible.

III. Definitions

Qualified Detective - Patrol officers who have been selected and assigned to the Detective Division and have detective experience and job knowledge that demonstrates to the Division Captain that they are a competent investigator.

Trading on call duty - Each on call detective may, at any time, allow his duty assignment to be filled by another qualified detective. The change must be approved by a Division supervisor and the originally assigned employee is ultimately responsible for their duty assignments.

IV. Procedures

- A. The Division Captain will post a monthly on call schedule comprised of qualified detectives. The on call list will be created using a voluntary sign-up based on seniority. Any vacant on call positions not filled by the voluntary sign up will be assigned by the Division Captain on an equitable rotating basis with credit given for detectives who have already volunteered. The on call begins Friday at 5:00pm and ends Monday at 7:00am, provided, however, that: (1) if Monday is a holiday, the on call period shall end on the immediately following Tuesday at 7:00am and (2) if Friday is a holiday, the on-call period starts on the immediately prior Thursday at 5:00pm. The senior Detectives will normally be the primary contact (lead investigator); however, efforts will be made to prevent the same detective from being the primary contact on consecutive call outs.
- B. The call out sign up period will be a minimum of one year unless otherwise agreed upon by the Union. The number of available weekends will be divided equally by the number of authorized detective slots in the division at the beginning of the period. Each detective, beginning with the most senior to the least senior based on overall department seniority, will be allowed to sign up for a maximum of their equal share of weekends on the first routing. After the list has circulated once throughout all eligible detectives, it will be circulated a second time using the same criteria. Any open weekends created due to division vacancies can remain vacant at the discretion of the Division Captain.
- C. Detectives will not be allowed to sign up for on call duty during the same period they are on vacation, time coming or military duty.
- D. Changes in the list due to trading or exigent circumstances will require the approval of the Division Captain or his designee.
- E. Employees on call are not in any way restricted in their movement or activity as long as they can respond fit for duty within a reasonable period of time. Employees on call are expected to be available for contact on their department issued mobile phone while on call.
- F. Employees on call will be compensated at the rate negotiated in the Missoula Police Association contract, provided with a vehicle, pager and cell phone.
- G. When responding to a call out, employees will be compensated at an overtime rate of pay beginning at the time they are notified. The overtime rate is the amount established in the Missoula Police Association contract.
- H. Although the department places no restrictions in their activities prior to call out, it reserves the right to reassign employees who repeatedly fail to respond to call out.