



DEPARTMENTAL
GENERAL
ORDER

Rev.
17 Jun 99

D-13 Index as:

Ref. CALEA
Standards 12.1.2;
22.1.1

Acting Pay
Assignment to Acting Higher Rank
or Classification
Classification, Pay for Acting Higher Rank
Paid Leave, Acting Pay – Maximum Term
Rank, Pay for Acting Higher

ASSIGNMENT TO ACTING HIGHER RANK OR CLASSIFICATION

The purpose of this order is to set forth policy and procedures regarding assignment to acting status.

I. POLICY

Authorized positions will be filled on an acting basis at the discretion of unit commanders or managers and in accordance with City policies and agreements with labor organizations. In certain cases, vacant positions may remain unfilled, reclassified, or the duties reallocated among other positions.

II. MEMBERS – ELIGIBILITY, COMPENSATION AND PROCEDURES

A. Compensation for Acting Higher Rank – General Provisions

Whenever a member is assigned by his or her unit commander to assume the day-to-day responsibilities of a member of higher rank for a period of one working day or more, the assigned member shall be paid the salary of the higher rank for the duration of the assignment. Compensation will be for actual regular hours worked at the higher rank.

B. Determination of Patrol Acting Higher Rank Assignments

1. Authority and responsibilities of the Patrol Division Area Commander are set forth in the Manual of Rules (M.O.R.) Section 222.24.

When an Area Commander/Captain is on vacation or other paid leave, he/she shall designate an area lieutenant to act as **Watch Commander** when no Captain of Police or higher ranking member (e.g. a Deputy Chief) will be on duty and available to fill in.

2. Authority and responsibilities of the Patrol Division Watch Commander are set forth in M.O.R. Section 250.00.
 - a. The on-duty Area Commander/Captain shall assume the responsibilities of both Area Commander and Watch Commander for his/her area while on duty.
 - b. In the event that all three Area Commanders/Captains are not on duty, a watch lieutenant shall be assigned to act as the Watch Commander.
 - c. A watch lieutenant assigned as the Watch Commander for more than half of his/her shift shall be entitled to acting captain's pay for the entire shift or until properly relieved. The designated lieutenant shall assume responsibility for the entire City regardless of the area to which he/she is regularly assigned.

Note: Only one watch lieutenant may receive acting higher rank pay during any given shift or time span.

3. The designated Watch Commander or on-duty Area Commander/Captain may appoint an acting sergeant in an area when there are fewer than two sergeants assigned. Acting sergeants may only be appointed from the list of certified Field Training Officers.
 - a. Certified FTOs shall wear two stripes (chevrons) on the upper sleeves of the uniform jacket or shirt.
 - b. While assigned as acting sergeant, an FTO shall have the authority and responsibility consistent with the

position of sergeant.

C. Authorization and Documentation of Patrol Acting Pay

1. In the Patrol Division, acting higher rank assignments shall be documented in the Daily Detail and reported on the member's weekly time report. The report shall be signed either by the commander who approved the assignment, or a higher-ranking commander.
2. The Daily Detail shall be retained by the BFO Administration Unit for a minimum of two years. The time reports are forwarded to the Research, Planning and Budget Division for archiving at the conclusion of each pay period.

D. Non-Patrol Division Procedures

1. Non-Patrol Division members shall complete and obtain approval on a Request for Approval for Acting Higher Rank/Class (TF-927) form **prior to** the beginning of the acting assignment. The original copy, approved by the Deputy Chief, shall be maintained by the requesting unit for a minimum of two years. The second copy shall be forwarded to the Personnel Section for inclusion in the member's personnel file. The third copy shall be attached to the time report and forwarded to the payroll data entry unit.
2. The payroll data entry clerk shall verify authorization on the TF-927 forms before entering the acting pay hours into the City's Time and Attendance System.
3. The Research, Planning and Budget Division shall ensure that the TF-927 forms are archived along with the time reports.

III. EMPLOYEES

A. Eligibility

1. When a civilian position falls vacant, the type of vacancy and the civil service classification determines whether it may be filled on an acting basis. Vacancies are defined as follows:
 - a. **Permanent Vacancy:** There is no incumbent (Example: termination of former incumbent.)
 - b. **Temporary Vacancy:** The incumbent is expected to be on leave for more than 120 days. (Examples: maternity leave, extended illness.)
 - c. **Temporary Absence:** The incumbent is expected to be on leave for 120 days or less. (Examples: vacation, ordinary illness.)
2. If the vacant position is classified, an employee may be assigned on an acting basis only if the incumbent is absent and no civil service list of eligible candidates exists for that position. If there is an eligible list of candidates for the position, it may be filled on an acting basis only if the incumbent's absence is brief or if none of the candidates wishes to accept the position on a limited duration basis.
3. If a position is exempt, an employee may be assigned on an acting basis if the incumbent has vacated the position temporarily or is absent.
4. No employee shall be in an acting assignment for more than a total of 9 months in a 15-month period, unless no other qualified employee is available or willing to take the assignment.
5. In enforcement of section 4 above, the Personnel Section Commander shall maintain a record of cumulative higher acting class assignments and notify the requesting unit commander and Accounting Section

Supervisor at least one work week prior to the employee reaching his/her accumulation of 9 months' acting pay.

6. Absent extenuating circumstances, unit commanders shall endeavor to avoid repeatedly appointing the same employee to such vacant higher class positions.

B. Compensation and Procedures

1. A permanent full-time employee (Units B, C, D, H, M, W), who is assigned by his/her unit commander to assume the day-to-day responsibilities of an employee of higher classification, shall receive an additional 6% of the regular pay for his/her normal classification for the duration of the assignment, provided that it lasts for **one or more consecutive working days.**
2. An employee who acts in a position of higher class for at least 30 consecutive calendar days shall receive acting pay during any subsequent period(s) of paid leave, which occur during the acting assignment.
3. The employee shall complete a Request for Acting Higher Rank/Class (TF-927) form and obtain the required approvals prior to the start of his/her acting assignment.
4. The requesting unit commander shall ensure that employees do not receive acting pay while on paid leave **until they have served in the acting assignment for at least 30 consecutive days.**
5. The employees shall report the approved acting pay hours on his/her weekly time report, attach the approved TF-927 form, and submit them to his/her division clerk.
6. The responsible division clerk shall retain the original copy in the division's files for a minimum of two years, forward the second copy to the Personnel Section, and submit the third copy along with the time report to the payroll data entry unit.

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7. The TF-927 forms shall be archived along with the time reports and other payroll documents.

By order of

Joseph Samuels, Jr.
Chief of Police

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