PURPOSE

This Policy establishes guidelines for the assignment of personnel, development of shift hours, and scheduling of shift rotations.

POLICY

It is the Policy of the Office to consider the need for continuous law enforcement coverage and jail operations, the good of the community and its citizens, and the good of the Office when determining shift assignments, duty hours, and rotations.

DEFINITIONS

None

PROCEDURES

1. **Hours of Coverage:** The Office provides 24 hour a day, seven day a week law enforcement to the Office’s designated service areas. The Office also provides sufficient personnel for jails and designated components of the Office to provide other necessary services.

   A. Shift hours may be varied by division commanders so as to ensure adequate coverage and the performance of necessary functions.

   B. Each patrol district shall maintain at least two beats that have shift changes at least one hour before or after the normal shift change hours to provide the community with continuous patrol coverage.

2. **Schedules and Assignments:** Division commanders are responsible for the assignment of personnel to shifts to ensure that sufficient staff is available for coverage of the designated service areas.

   A. Personnel will normally be scheduled to work 40 hours per week with consecutive days off. Shift scheduling is the responsibility of the immediate supervisor who shall consider manpower requirements, minimum staffing, and, when possible, seniority and personal requests.

   B. Shift assignments will be made with the good of the Office and the community as primary considerations.

   C. Overtime will be held to a minimum.
D. Commanders may accommodate special shift assignment requests provided that the new assignment will not adversely impact operations.

E. When all considerations are equal, and two or more persons request the same shift, seniority will be the deciding factor, as specified in Policy GC-3, *Seniority*.

F. Employees may request a specific shift by submitting a written request to their division commander, through the chain of command, indicating the reasons for their request.

3. **Shift Rotations:** To provide for a fair and equitable system which allows an employee to further his education, any component requiring shift rotations shall plan them to coincide with the start of the semesters or terms of accredited local community colleges and universities.

4. **Record of Work Assignments:** Daily work assignments will be recorded on daily work assignment sheets, shift rosters, or logbooks where appropriate.

A. The completed sheets, rosters, or logbooks used to record detention assignments shall be maintained within the division for 36 months.

B. The completed sheets, rosters, or logbooks used to record enforcement assignments shall be maintained within the division for 12 months.