

GENERAL ORDER 41.2.1

Patrol Shifts

GENERAL ORDER CROSS-REFERENCE: None

SUMMARY

Establishes a procedure for the provision of continuous 24 hour police services and describes Patrol Division shift rotation and watch assignment.

DISCUSSION

None.

POLICY

I

The Springfield Police Department provides continuous 24 hour police services.

The Department's 12.25 hour shift establishes a work week of 4 12.25 hour days and 4 days off for sworn patrol officers. This 8 day cycle allows for a continuous rotation of days off. Personnel working 12.25 hours shift have 1 unpaid "K" day per month. The Department's traffic enforcement team works 4 ten hour shifts with 3 days off. There is no "K" day for the traffic enforcement team. Communication Officers are assigned to the "Stewart Plan" which consists of 5, 9-hour work days and 3 days off. This 8 day cycle allows for a continuous rotation of days off. The 9 hour days allow for shift overlap to provide continuous police service.

The current work hours under the 12 hour shift are:

- A. Day Watch: 0400hrs – 1615hrs
- B. Day Watch: 0800hrs – 2015hrs
- C. Night Watch: 1600hrs- 0415hrs
- D. Night Watch: 2000hrs – 0815hrs

The current work hours under the Stewart Plan are:

- A. Morning Watch: 2230 hours to 0730 hours
- B. Day Watch: 0700 hours to 1600 hours
- C. Night Watch: 1500 hours to 2400 hours

II

Personnel assigned to shift work shall bid once annually in September for two six (6) month blocks for the following year, based on their classification seniority, for shifts and days off. Shift changes will occur on the first day of the new pay period closest to every February 1st, and on the first day of the new pay period closest to every August 1st. The City will maintain and post two years' worth of shift change dates at all times. An employee will not be on the same shift more than 18 months, unless extended by mutual agreement between the City and the Association.

Based on the reasonable operating needs of the City, employees may trade shifts (watch assignments) subject to the 18 months rule and Patrol Commander approval. Shift trades between qualified employees will not be unreasonably denied. Under no circumstances will the City incur overtime costs for an employee initiated shift trade.

Traffic Team assignments shall have designated slots to bid as determined by the City.

The procedure for assigning members to a watch provides an opportunity for preferred watch assignments, with primary consideration being the staffing needs of the Department. As per labor agreement a request form will be posted with each person selecting their seniority based bid. Assignments will then be established for each watch based upon seniority and Departmental needs, and the request form maintained by the Patrol Division Commander for future watch rotations. Assignments for each watch change will be posted on Departmental bulletin boards at least 60 days prior to the schedule change.

III

Three sergeants are assigned to each watch so that one may be on duty at all times. The watch commander supervises all members of the Patrol Division during the watch.

Richard L. Lewis
Chief of Police