
Patrol Shift Protocol

401.1 PURPOSE AND SCOPE

The purpose of this procedure is to clarify shift schedules, briefing length, end of watch, bidding for shifts and annual vacation within patrol.

401.2 SHIFT HOURS

Patrol consists of four primary shifts: day shift, cover shift, swing shift, and night shift. The hours are as follows:

- (a) Day shift: 0600-1600 hours
- (b) Swing shift: 1400-0000 hours
- (c) Night shift: 2100-0700 hours

Officers will be allowed 15 minutes to commute from the fleet facility to the police station prior to briefing. The exception will be at the discretion of the supervisor or if situations exist that require an officer to respond from the field prior to briefing.

401.3 BRIEFINGS

Shift briefings will begin as follows:

- (a) Day shift: 0615 hours
- (b) Swing shift: 1415 hours
- (c) Night Shift: 2115 hours

Briefings should be limited to 15 minutes. Each Wednesday of the week has been identified as the appropriate training day. On Wednesdays, the length of the briefing shall be coordinated with the training material presented. Supervisors may extend briefings during the remaining week to conduct limited training and to debrief patrol incidents, recognized special events, address managerial needs, etc. During all briefings, the supervisor shall monitor the radio and make officers available to respond to calls based on their priority. Every effort shall be made to have officers in the field immediately following any briefing.

401.4 END OF WATCH

All unassigned officers are expected to remain in the field to handle priority 1 and 2 calls until 20 minutes prior to the end of watch.

Report calls received within the last hour of the shift may be held for the oncoming shift. Whenever necessary, officers from the outgoing shift who have been dispatched to late calls will be relieved as soon as possible by the oncoming shift. Once the oncoming shift has cleared briefing, oncoming shift officers may be dispatched to calls before the outgoing shift at the discretion of the dispatcher or a field supervisor.

Elk Grove Police Department

Elk Grove PD Policy Manual

Patrol Shift Protocol

Each supervisor shall monitor the time and the type of calls pending and dispatched to assure that the ending shift is not dispatched to a call that will result in unnecessary overtime when the beginning shift may be available. Dispatchers should be cognizant of the time and number of reports pending. Cold reports can be held for the oncoming shift. However, cold report calls may be dispatched at the discretion of dispatchers, sergeants or watch commanders.

401.5 SHIFT BIDDING

EGPD Patrol schedules are in effect for a twelve month cycle which begins and ends in January of each year.. Officers choose shifts based upon their Departmental seniority during the yearly bidding process which occurs prior to January 1st of each year.

401.5.1 SHIFT TRANSFERS OUTSIDE OF BIDDING PROCESS

There exist four situations for officers to transfer shifts outside of the bidding process:

- (a) **TRADE OR EXCHANGE:** If two officers desire to exchange shifts, the affected positions must be opened to officers of higher seniority. An officer with more seniority may request to contest the exchange in favor of being considered as a candidate for the trade. In this case, all officers involved must be fully aware of the options presented and be amenable to the exchange. All parties must be cognizant that the agreement of the original officers requesting the exchange will be dissolved. The shift trade may be awarded to those officers with seniority. All facts must be presented to the Watch Commander of the affected shifts. The Watch Commanders will consider the information provided when deciding to grant or deny the request. Direct shift trade or exchanges will only be considered for approval during the first six months of the year. This will ensure that a supervisor has sufficient time with an officer to complete an accurate performance evaluation.
- (b) **HARDSHIP REQUEST:** Based upon hardship an officer may make a request to change shifts at any time during the fiscal year. This request will be in the form of an IDC addressed to the officer's Watch Commander. If the Watch Commander concurs with the request it will be sent to the Field Services Commander for consideration.
- (c) **POSITION VACANCIES DUE TO PROMOTION OR NEW ASSIGNMENT:** If a patrol position becomes vacant due to an officer being promoted or transferred to a new assignment, that vacancy will be filled at the discretion of the Field Services Commander.
- (d) **MANAGEMENT DECISION:** The Chief of Police or designee reserves the right to adjust any changes in Patrol Division staffing as considered necessary.

401.6 VACATION BIDDING

Each supervisor shall post vacation bids on February 1st of each new year and close on February 15th of the same year. Vacation bids will be awarded by seniority and choice. Copies of the awarded vacation bids shall be provided to the Department's training coordinator.

Elk Grove Police Department

Elk Grove PD Policy Manual

Patrol Shift Protocol

401.7 CODE 7, ON-VIEWS, OUT OF SERVICE

The dispatcher will have the discretion to free a unit from Code 7 and On-Views when priority 1 and 2 calls are pending. Employees may seek supervisory approval if he or she needs time to manage his or her workload, meetings, committees, etc. With the supervisor's approval the officer may put him or herself out-of-service.

Employees who need to go to court, the Range and any event that removes them from their patrol function shall be deemed out-of-service and not dispatched to calls. Employees shall seek supervisory approval before going out - of - service and not available for dispatched calls.