

Patrol Schedule and Shift-Change

433.1 PURPOSE

This policy provides guidelines for the deployment and scheduling of Patrol personnel assigned to the 3-12 work schedule.

433.2 POLICY

It is the policy of the Santa Ana Police Department that patrol personnel, with the exception of Watch Commanders, are assigned a 3-12 work scheduled.

433.3 DEFINITIONS

Shift: A 12.5-hour workday, which includes a thirty (30) minute, paid, meal period (see POA MOU). Patrol members are assigned to work one of three shifts. Hours may vary based on the needs of the organization. The general work hours are as follows:

- (a) Watch 1 (0530-1800)
- (b) Watch 2 (1400-0230)
- (c) Watch 3 (1800-0630)

District Assignment: The geographical area of the City patrol personnel are assigned to work. The City is divided into four (4) geographic patrol districts with the following numbers and names:

- (a) District 1 - Westend
- (b) District 2 - Northeast
- (c) District 3 - Southeast
- (d) District 4 - Southcoast

Deployment Period: One twenty-eight (28) day FLSA work period. Patrol personnel will work thirteen (13) shifts (162.5 hours) per Deployment Period. To comply with FLSA requirements, 2.5 hours of time-off will be credited to the time-off bank for each patrol member, per Deployment Period. The thirteen (13) shifts in a deployment period includes one (1) payback day, which will be scheduled on the same day of each deployment period. The payback day shall be scheduled in conjunction with a patrol member's regularly scheduled workweek (either before or after).

Assignment Period: A one-year period consisting of thirteen (13) Deployment Periods. The Assignment Period begins on the first Sunday of the first Deployment Period in January and concludes on the last Saturday of the thirteenth Deployment Period.

Scheduling Watch Commander: The Watch Commander assigned to conduct shift change signups and monthly scheduling. For the purposes of this policy, more than one Watch Commander may be assigned to assist with shift change signups and/or monthly scheduling.

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433.4 SHIFT CHANGE AND ASSIGNMENTS

Assignments are for one year, with shift change generally occurring in January. Before shift change, the assigned Watch Commander will conduct patrol signups. Every patrol member will have an opportunity to select their watch, district assignment, and/or preferred workdays. The Watch Commander(s) assigned to conduct signups shall utilize the following procedures:

- (a) Seniority lists will be posted in the Watch Commander's office for personnel review and to make any corrections, if needed.
- (b) The Scheduling Watch Commander shall email all sworn personnel advising of the impending shift change and request a Change of Assignment Form from personnel who desire to return to patrol.
 1. The Scheduling Watch Commander shall set a deadline for the return of Change of Assignment Forms. Submission of Change of Assignment Forms after the deadline may result in rejection by the scheduling Watch Commander.
- (c) The Scheduling Watch Commander shall email all patrol personnel and attach a Contact Information Form for personnel to complete and return to the Watch Commander's office.
 1. The Scheduling Watch Commander shall set a deadline for the return of Contact Information Forms. Submission of Contact Information Forms after the deadline may result in rejection by the scheduling Watch Commander.
- (d) The Scheduling Watch Commander will create and post the patrol scheduling template in the Watch Commander's office for personnel to review. Assignments listed in the patrol scheduling template will be based on current statistical workload analysis, and/or other relevant data. Final approval of the scheduling template rests with the Field Operations Bureau Commander.
- (e) The Scheduling Watch Commander will initiate signups, based on seniority for time-in-grade, in the following order:
 1. Watch Commanders
 2. Station Supervisors
 3. Sergeants
 4. Corporals
 5. Officers
- (f) Upon completion of signups, the Scheduling Watch Commander will make two copies of the completed Contact Information Forms and submit the copies to the Police Department Fiscal and Police Department Human Resources Divisions. The Scheduling Watch Commander shall ensure necessary entries are made into the Department's electronic scheduling system.

433.4.1 SHIFT BUMPING

Any patrol member who will have completed thirteen (13) consecutive deployment periods on Watch III (nights/graveyard), and desires a transfer to Watch I or Watch II, but lacks the seniority

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to do so, may request to "bump." To make the request, the patrol member must submit a memo requesting to come off of Graveyard, via his/her chain of command, to the Scheduling Watch Commander. The requesting member shall submit the memorandum by the first day of the October deployment period. The Scheduling Watch Commander will attempt to accommodate the request whenever possible. If approved, the change shall involve "bumping" the least senior employee of like rank on Watch I or II.

433.4.2 ASSIGNMENT TO PATROL AFTER SIGNUPS ARE COMPLETE

- (a) Due to the compressed assignment period, any personnel returning to patrol will be placed in an available opening until the end of the assignment period. The determination of what is an available opening and the actual assignment of an individual to that opening shall be left to the discretion of the Field Operations Bureau Commander. A new opening will only be created based on operational needs.
- (b) If an officer/corporal vacancy is created, the Watch Commanders' Office shall review staffing levels of the affected team and watch. Based on the review, the Watch Commander will elect to leave the position vacant or fill the position based on the needs of the organization and the stability of the currently deployed schedule. If the decision is made to fill a vacant position, the remaining officers on the affected team will have the opportunity to assume the days off based on seniority.
- (c) In instances where an officer requests to fill a temporary vacancy created by a long-term injury, illness, or absence of another officer, he/she will do so with the understanding that the officer on extended leave, upon return to duty, may exercise the option of returning to his/her previous assignment. This will result in the officer returning to their original assignment.
- (d) In the event a new corporal or sergeant is promoted after the Shift Sign Up process has been completed, he/she will be assigned to a team by the Watch Commander as determined by organizational needs for the remainder of the Assignment Period. Existing corporals and sergeants, however, may not be involuntarily transferred as a result of any new appointment.

433.4.3 QUARTERLY PATROL SCHEDULE REVIEW

Watch Commanders should review the patrol schedule every three (3) months to ensure staffing needs are being met in the various patrol districts and/or watches.

- (a) If adjustments are needed (i.e., moving an officer from one shift to another), they will be done quarterly and by seniority, within a specific area unless it is a critical change. The Field Operations Bureau Commander shall determine what constitutes a "critical" change.
- (b) Based on the needs of the organization, it may be necessary to adjust days off based on workload and team needs. Every effort will be made to avoid altering shift assignments. These types of shift assignment alterations, when needed, will be made quarterly unless the move is determined, by the Field Operations Bureau Commander, to be critical.

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433.4.4 TEMPORARY UPGRADES

In the event of a sergeant vacancy, pursuant to the POA MOU, the position will be filled by the corporal immediately subordinate to the absent sergeant. In the event there is no corporal, or if the affected corporal declines the appointment, and the Watch Commander chooses to fill the vacancy, the position will be offered first to all other corporals assigned to Field Operations and by seniority.

433.5 TEAMS / CALL SIGNS (MODATS)

433.5.1 TEAMS

The City is geographically separated into two (2) Areas. These Areas are referred to as West (consisting of Westend (1) and Southcoast (4)) and East (consisting of Northeast (2) and Southeast (3)). Each Area is geographically divided into two Districts. Calls for service are dispatched to officers in the following priority:

- (a) District officers
- (b) Area officers
- (c) City-wide (Depending on the priority level of the call)

As with calls for service, based on the needs of the Field Operations Bureau, proactive and COP initiatives are encouraged to cross District borders. Sergeants and corporals are encouraged to work closely with their sister Area supervisors to ensure consistent and effective proactive strategies within their Areas and/or District. The Area dividing line is Flower Street. There are eight teams of officers; one team per District, per watch. The team numbers are as follows:

- (a) Westend: Teams one (1) and two (2)
- (b) Northeast: Teams three (3) and four (4)
- (c) Southeast: Teams five (5) and six (6)
- (d) Southcoast: Teams seven (7) and eight (8)

Sergeants and corporals do not necessarily have the same days off as officers in their respective teams. However, officers will work each day with either their sergeant or their corporal. Sergeants and corporals are encouraged to work closely with their sister area supervisors to ensure consistent and effective proactive strategies within their areas.

433.5.2 CALL SIGNS (MODATS)

The modat numbering system remains consistent to account for all eight teams. For example, Westend teams one and two utilize the following modat numbering scheme:

- (a) Sergeants: 31-110 and 31-120
- (b) Corporals: 31-111 and 31-120
- (c) Officers: 31-112 through 119 and 31-122 through 129