



6/3 WORK SCHEDULE

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I. POLICY

It is the policy of the Anne Arundel County Police Department that officers assigned to patrol duties, and certain employees of the Communications Section and the Evidence Collection Unit, will work a “6 on, 3 off” work schedule.

II. DEFINITIONS

A. Shift & Platoon

In this directive, the terms “shift” and “platoon” are intended to denote organizational components of employees grouped together for scheduling purposes. A platoon is a group of patrol officers, supervisors and civilians assigned to the Bureau of Patrol. A shift is a group of civilian employees, typically in the Communications Section or the Evidence Collection Unit.

B. Watch

A “watch” is a period of time, usually between eight and eight and one-half hours in length, during which employees are scheduled for duty. Normal duty watches are the day watch (0700-1530 hours); the evening watch (1500-2330 hours); and the midnight watch (2300-0730 hours).

III. DESCRIPTION OF SCHEDULE

A. Rotating Day and Evening Watches

platoons #1, 2 and 3 work alternating tours of day watch (0700-1530 hours) and evening watch (1500-2330 hours). Each platoon works six consecutive days followed by three consecutive days off. On every day, one platoon works day watch, one platoon works evening watch and one platoon is off duty. In order for the TeleStaff system to accurately identify personnel eligible to fill staffing vacancies, platoon work hours in the TeleStaff system are identified as 0700-1500 hours; and 1500-2300 hours. This should not be confused with the actual work hours of 0700-1530 hours; and 1500-2330 hours.

B. Permanent Midnight Watch / Overlap Watch

Platoon #4 works midnight watch (2300-0730 hours) with the exception of two officers per district per platoon, which will work an overlap watch 1900 to 0330 hours. Officers assigned to overlap watch will be based on the same criteria as Section IV of this Index Code. For the purpose of assigning days off, Platoon #4 is subdivided into three squads, A, B and C, each of which is staffed by 1/3 of the personnel assigned to the platoon. Each squad works six consecutive days followed by three consecutive days off. On every day, two squads are on duty and one squad is off duty. In order for the TeleStaff system to accurately identify personnel eligible to fill staffing vacancies, platoon work hours in the TeleStaff system are identified as 2300-0700 hours. This should not be confused with the actual work hours of 2300-0730 hours.

IV. SHIFT ASSIGNMENT POLICIES

A. It is the goal of the Department to accommodate the wishes of its employees with regard to duty assignment whenever possible, consistent with the best interest of the Department. The following criteria will be followed in the order indicated when assigning officers/civilians to platoons:

1. Bureau of Patrol staffing needs, considering the previous performance and special skills of the individual officers/civilians;
2. District/component staffing needs, considering the previous performance and special skills of individual officers/civilians;
3. Officer/civilians preference, in order of officer seniority.

The Department retains final authority to assign officers/civilians to platoons in order to maintain effective coverage.

B. The possibility exists that it may be necessary to assign to the midnight watch, a limited number of non-volunteer personnel. The following criteria will be followed in the assignment of non-volunteers.

1. Assignments will not be made to the midnight watch for disciplinary reasons.
2. The longest tour of duty on the midnight watch for non-volunteer personnel will be one year, after which the affected personnel will not be assigned to the midnight watch for a period of at least one (1) year.
3. Hardship cases will receive special consideration for reassignment from district/component commanders.

C. Probationary officers assigned to the Field Training Officer (FTO) program may be required to rotate watches for the purpose of orientation and training.

D. The tour of duty for midnight personnel will be from January 1 to December 31, inclusive. Personnel who wish to request assignment to or from the midnight watch for the upcoming year must submit their request in writing to their district/component commander no later than November 1 of the current year.

V. WORK HOURS FOR PATROL SUPERVISORS

A. Sergeants

It is the policy of the Department that sergeants assigned to patrol platoons will be designated either as working early or late. The EARLY sergeants will work the following hours:

Day Watch: 0630 hours to 1500 hours
Evening Watch: 1430 hours to 2300 hours
Midnight Watch: 2230 hours to 0700 hours

The LATE sergeants will work the following hours:

Day Watch: 0700 hours to 1530 hours
Evening Watch: 1500 hours to 2330 hours
Midnight Watch: 2300 hours to 0730 hours

In order for the TeleStaff system to accurately identify personnel eligible to fill staffing vacancies, platoon work hours in the TeleStaff system are identified as 2300-0700 hours; 0700-1500 hours; and 1500-2300 hours. This should not be confused with the actual work hours of 2230-0700 hours; 0630-1500 hours; and 1430-2300 hours for “early” sergeants.

B. Lieutenants

Platoon lieutenants will designate sergeants under their command as working either the early or late shift, assuring that both positions are staffed. A lieutenant may designate an acting sergeant as long as minimum staffing for their respective district is met. Minimum staffing is the first priority.

When only one sergeant on a platoon is reporting for work and an acting sergeant cannot be designated, the lieutenant will fill-in for either the late or early sergeant, whichever position is vacant. The lieutenant will work the hours of either the early or late sergeant and will perform the associated duties.

When only one platoon supervisor (including lieutenants and sergeants) is reporting for work and an acting sergeant cannot be designated because of minimum staffing requirements, the working supervisor will work the below listed hours, being compensated for any overtime according to existing labor agreements or county policy:

Day Watch: 0630 hours to 1530 hours
Evening Watch: 1430 hours to 2330 hours
Midnight Watch: 2230 hours to 0730 hours

In order for the TeleStaff system to accurately identify personnel eligible to fill staffing vacancies, platoon work hours in the TeleStaff system are identified as 2300-0700 hours; 0700-1500 hours; and 1500-2300 hours. This should not be confused with the actual work hours of 2230-0730 hours; 0630-1530 hours; and 1430-2330 hours for sergeants and lieutenants working under these circumstances.

VI. PROPONENT UNIT: Bureau of Patrol.

VII. CANCELLATION: This directive cancels Index Code 716, dated **09-05-19**.