



WORK SCHEDULES AND ASSIGNMENTS

INDEX CODE: 716
EFFECTIVE DATE: 09-04-25

Contents:

- I. Purpose
- II. Policy
- III. Definitions
- IV. General Rules
- V. Regular Work Schedule
- VI. 6/3 Schedule
- VII. 12-Hour Schedule
- VIII. Discretionary Work Schedules
- IX. Shift Assignment Policies
- X. Proponent Unit
- XI. Cancellation

I. PURPOSE

The purpose of this policy is to define the work schedules of agency personnel.

II. POLICY

It is the policy of the Anne Arundel County Police Department to provide essential operational services 24-hours per day and routine administrative services during regular business hours.

III. DEFINITIONS

1. **Platoon:** This term retains its meaning as defined in Index Code 0001. Platoons are typically designated 1, 2, 3, and 4.
2. **Shift:** A component unit composed of professional staff. Shifts are typically designated 1, 2, 3, and 4.
3. **Squad:** A subset of personnel assigned to a shift or platoon. Squads are typically designated A, B, and C.
4. **Watch:** A consistent period of hours designated as regular work hours for a platoon or shift to provide essential police services.

IV. GENERAL RULES

1. All work schedules must comply with applicable law, County Personnel policies, and collective bargaining agreements (CBA).
2. The Chief of Police may designate employee work schedules that comply with this policy at the Chief's discretion and otherwise in compliance with applicable law, policies, and CBAs.
3. Component unit commanders may make reasonable adjustments work hours to accommodate operational needs, such as transitions between watches or for special assignments, except that under no circumstances may the hours of work be reduced for any employee unless the employee takes leave from work in compliance with applicable leave policies.
4. A work schedule consistent with Section VI or Section VII must be assigned to component units responsible for 24-hour per day operations.

V. REGULAR WORK SCHEDULE

The regular work schedule is Monday through Friday, exclusive of County holidays or other authorized closures. Except as required or limited by County policy or applicable collective bargaining agreements, work hours for employees assigned to the regular work schedule are at the discretion of the component unit commander. Alternative work schedules may be implemented consistent with Index Code 0720: Alternative Work Schedules.

VI. 6/3 SCHEDULE

The 6/3 schedule is designed to provide uninterrupted 24-hour a day operation of an agency component unit. It may not be used to provide routine administrative services.

A. WATCH HOURS

1. **Day Watch:** 0700 hours to 1530 hours
2. **Evening Watch:** 1500 hours to 2330 hours
3. **Midnight Watch:** 2300 hours to 0730 hours

B. COMPONENT UNIT ASSIGNMENTS

1. Component Units assigned to the 6/3 schedule must be divided into 4 distinct shifts/platoons.
2. Three of the shift/platoons must be assigned to rotating Day Watch and Evening Watch and a fourth shift/platoon assigned to the Midnight Watch.
3. The shift/platoon assigned to the midnight watch must be divided into 3 distinct squads.

C. DAILY SCHEDULE

The 6/3 schedule repeats every 18-days. The work day schedule for platoons/shifts assigned to Day/Evening Watch and Squads assigned to Midnight watch consist of 6, consecutive 8.5-hour work days followed by 3 regular days off. Platoon/shifts assigned to Day/Evening Watch alternate watches each block of 6 work days. Each platoon/shift work schedule is offset by 3 days to ensure that a platoon/shift is working Day Watch, a platoon/shift is working Evening/Watch, and two squads are working Midnight Watch with the remaining platoon/shift and squad having a regular day off.

Day #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Day Watch	1	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3
Evening Watch	2	2	2	3	3	3	3	3	3	1	1	1	1	1	1	2	2	2
Midnight Watch	4A 4B	4A 4B	4A 4B	4A 4C	4A 4C	4A 4C	4B 4C	4B 4C	4B 4C	4B 4A	4B 4A	4B 4A	4C 4A	4C 4A	4C 4A	4C 4B	4C 4A	4C 4A
Regular Day Off	3 4C	3 4C	3 4C	2 4B	2 4B	2 4B	1 4A	1 4A	1 4A	3 4C	3 4C	3 4C	2 4B	2 4B	2 4A	1 4A	1 4A	1 4A

VII. 12-HOUR SCHEDULE

The 12-hour schedule is designed to provide uninterrupted 24-hour a day operation of an agency component unit. It may not be used to provide routine administrative services.

A. WATCH HOURS

1. **Day Watch:** 0700 hours to 1900 hours
2. **Midnight Watch:** 1900 hours to 0700 hours

B. COMPONENT UNIT ASSIGNMENTS

1. Component Units assigned to the 12-hour schedule must be divided into 4 distinct shifts/platoons.
2. Two shifts/platoons must be assigned to the Day Watch and a two shifts/platoons must be assigned to the Midnight Watch.

C. DAILY SCHEDULE

The 12-hour schedule repeats every 14-days. The work day schedule for platoons/shifts assigned to 12-hour shifts consist of 2 work days, 3 regular days off, 2 work days, 2 regular days off, three work days, and 2 regular days off.

Each platoon/shift is permanently assigned to a day watch or midnight watch. Each platoon/shift assigned to Day Watch and Midnight Watch has a schedule opposite the other platoon/shift assigned to that watch.

Day	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
Day Watch	1	1	2	2	1	1	1	2	2	1	1	2	2	2
Midnight Watch	3	3	4	4	3	3	3	4	4	3	3	4	4	4
Regular Day Off	2/4	2/4	1/3	1/3	2/4	2/4	2/4	1/3	1/3	2/4	2/4	1/3	1/3	1/3

VIII. DISCRETIONARY WORK SCHEDULES

Bureau Commanders may permit subordinate component units to work other work schedules in accordance with the operational needs and practices of the component unit. Such discretionary work schedules must be defined and documented in the component unit’s Standard Operating Procedures.

IX. SHIFT ASSIGNMENT POLICIES

1. The Department retains final authority to assign members to maintain effective staffing of component units.
2. No patrol officer may be assigned to or removed from any particular watch as a disciplinary action.
3. Component commanders responsible for assignment of personnel must provide consideration for identified hardships in making assignments.
4. Probationary officers assigned to the Field Training Officer (FTO) program may be required to rotate watches for the purpose of orientation and training.
5. 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 members to platoons, shifts, and squads:
 - a. General patrol staffing needs of platoon, shift, and squad.
 - b. The performance and special skills, training, and certifications of the member.
 - c. District/component staffing needs, considering the previous performance and special skills of the member.
 - d. Individual members’ seniority.
 - e. The member’s preference.

In circumstances where insufficient volunteers are available to work a particular watch, members may be assigned involuntarily to a platoon/shift/squad of that watch for no more than one year. It is the responsibility of the involuntarily assigned member to request, via chain of command, a transfer from an involuntary assignment at least one month prior to the earliest desired transfer date.

X. PROPONENT UNIT: Bureau of Patrol.

XI. CANCELLATION: This directive cancels Index Code 716, dated *08-11-20*.