




# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> November 20, 2023	<b>Replaces:</b> <b>Amends:</b> December 24, 2020	<b>Number:</b> 090.00
<b>Subject:</b> Shift Trades	<b>Re-Evaluation:</b> 2025	
<b>Distribution:</b> All Members	<b>Related CFA Standards:</b>	
<b>Approving Authority:</b> Chief of Police Mike Coffin		
<b>Approval Date:</b> November 6, 2023		

This standard operating procedure consists of the following numbered sections:

1. Purpose
2. Scope
3. Discussion
4. Procedures

### 1. PURPOSE

The purpose of this policy is to provide an alternative means for members to be off duty via shift trades. It also establishes formal guidelines for timely submittal and approval/denial of shift trade requests.

### 2. SCOPE

This policy shall apply to all police officers and telecommunications officers within the Cocoa Beach Police Department.

### 3. DISCUSSION

The department and City assume no responsibility or liability for shift trade paybacks if a member is terminated or resigns. It is the responsibility of members requesting shift trades to follow up on their request before taking the traded day off. All shift trades shall be submitted through scheduling software. It shall be the responsibility of the shift supervisor or communications supervisor to deny any shift trade request where its approval would put shift levels below staffing requirements.

### 4. PROCEDURES

- A. Shift trades shall be paid back on an hour-for-hour basis, in the form of actual hours worked.
  1. Members shall accumulate no more than forty (40) un-reimbursed hours. Once that maximum is reached, shift trade privileges shall be suspended until such time that the un-reimbursed hours are reduced to the point that an additional shift trade does not exceed forty (40) un-reimbursed hours.
  2. Shift trades must be repaid within a sixty (60) day period beginning the day the original shift was traded. Any member who fails to request a repayment or otherwise fails to repay a shift trade within the specified period will not be allowed to participate in or originate any further shift trades for a period of six (6) months.
- B. A member who completed a shift trade request and agrees to work for another member is considered scheduled to work for the period specified and shall be subject to all department regulations. These hours shall comply with Standard Operating Procedure [004.00 - Staffing and Duty Requirements](#) section (7) Hourly Work Limits.

- C. If the substituting member fails to report for duty, the scheduled member must report for duty, or be charged unscheduled PTO. If an unauthorized absence occurs, normal disciplinary procedures shall be followed. A member who fails to properly cover an exchanged work shift or complete a full tour of duty will not be allowed to participate in any shift trade privileges for a period of twelve (12) months. However, the member shall complete shift exchanges already approved and scheduled.