



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

PATROL BUREAU SHIFT SYSTEM AND SHIFT BID PROCESS

GENERAL ORDER: 03.07

CREATED: June 15, 2010

ISSUE DATE: October 1, 2022

CALEA STANDARD:

EFFECTIVE DATE: October 1, 2022

ACTION: Re-numbers general order dated November 11, 2020.

03.07.0 **PURPOSE**

The purpose of this general order is to establish guidelines for a Patrol Bureau shift system for personnel deployment, transfer, and vacation request. The Community Outreach and Education Unit and the Airport Unit schedule will be established to meet the needs of the assignment. Operation and Administration Bureau assignments are determined at the discretion of the Chief of Police.

03.07.1 **DEFINITIONS**

A. SHIFT

Personnel responsible for each tour of duty shall be referred to as a shift. The Patrol Bureau shall operate four districts on a permanent schedule of 12.2 hours in length consisting of day, mid, and night shifts.

B. TEAM

Each patrol district will have day, mid, and night shifts, also known as teams, to provide 24 hour coverage. Including roll call, shift hours are generally as follows: Day (6:48 AM to 7:00 PM), Mid (11:48 AM to 12:00 AM) and Night (6:48 PM to 7:00 AM). Each day and night team will be authorized one sergeant and at least one master police officer with a balance of police officers. Each mid shift team will be authorized at least one master police officer with a balance of police officers.

NOTE: Shift hours may vary and are based upon demands for service, seasonal needs, and district assignment.

03.07.2 **DISTRICT COMMANDER RESPONSIBILITIES**

District Commanders shall ensure allocated sergeant(s) maintain minimum staffing requirements for their respective team(s).

03.07.3 **STAFFING**

Supervisors shall maintain minimum staffing levels for all teams. Personnel may be shifted between districts to maintain staffing levels with Watch Commander approval, however only in exigent circumstances.

NOTE: Supervisors may deny leave due to special events, weekend, holiday, or other circumstances as deemed necessary to have staffing levels above the stated minimum.

- A. Minimum supervisory staffing is two patrol sergeants for day/night shifts.
 - 1. During the temporary absence of a sergeant the senior on-duty master police officer, within the sergeant's team, shall assume the role of the sergeant and inform communications that they are the acting sergeant.
 - 2. Each day/night team must have either the sergeant or the master police officer on-duty when scheduled to work.
- B. Minimum staffing is based upon allocated strength; one officer per shift, per district may be off (e.g. training, vacation/holiday, compensatory, etc).
- C. District Commanders shall be notified of any scheduling conflict that may cause a deviation from minimum staffing requirements.

NOTE: In instances where it is not clear which District Commander should address the conflict, the sergeant with the information shall make his/her District Commander aware of the conflict.

03.07.4 SHIFT BID PROCESS

- A. Shift bid requests are intended to be used to fill vacant positions or positions that are vacated during the following year and need not be submitted to retain a current position.
- B. Any officer or sergeant, regardless of bureau assignment, may submit a bid for any assignment within the Patrol Bureau between September 1st and September 10th of such calendar year.
- C. Submitted bids shall be reviewed by the Patrol Bureau Commander and officers shall be assigned to vacant positions as staffing allows.
- D. Should a position be vacated during a calendar year, the Patrol Bureau Commander shall review shift bid requests on file to determine if a previous request for that particular assignment has been submitted during the current annual shift bid request. If so, the Patrol Bureau Commander shall consider those requests, prior to assigning a new officer or promotee to that position.
- E. New officers assigned to the Patrol Bureau shall be assigned to the vacant positions, if no shift bid requests for that position exist.
- F. The shift bid process shall not be used to move an officer from a position currently occupied by another officer, unless both parties agree to a body-for-body transfer.
- G. Criteria for determining shift bid assignments shall generally be based upon seniority in grade. Start date with the police department will serve as the tie breaker, should it be necessary.

- H. Once a shift bid request is fulfilled, the officer may not submit another shift bid request for at least one calendar year from the date of assignment and must wait until the following bid process opening.
- I. Assignments for new officers shall be made by the Patrol Bureau Commander. Upon the completion of field training, the new officer may submit a shift bid request for their desired assignment within 30 days of assignment. The request will be considered in the event their desired assignment is vacated prior to the annual shift bid process. The same criteria of time in grade and start date with the police department will be applied when considering these shift bid requests.
- J. Assignments for officers promoted during a calendar year shall be made by the Patrol Bureau Commander. The new promotee may (within 30 days of assignment) submit a shift bid request for their desired assignment. The request shall be considered in the event their desired assignment is vacated prior to the annual shift bid process. The same criteria of time in-grade and start date with the police department will be applied by the Patrol Bureau Commander when considering these shift bid requests.
- K. Hardship requests shall be considered at any time on a case-by-case basis.
- L. Shift bid request will not be accepted for special assignments as defined in General Order 10.01.
- M. Nothing in this process prevents a co-worker assigned to a special assignment from expressing interest in a different specialized assignment posting.
- N. The Chief of Police has the discretion to approve/deny a shift bid request, or make other assignments, based on departmental needs.



GARY J. GACEK
CHIEF OF POLICE