


# **GAINESVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

	<b>TITLE</b> Patrol Shift Rotation and Roll-Call		<b>ACCREDITATION</b> CALEA 41.1.1(a.b.c.d.e.f); 41.1.2
	<b>PROponent UNIT</b> Operations - Patrol		<b>PRIOR REVISIONS</b> 07/16/10  <b>ATTACHMENT:</b> N/A
<b>NUMBER</b> 41.1	<b>ISSUE DATE</b> 07/01/1998	<b>REVISION DATE</b> 10/24/2019	<b>TOTAL PAGE</b> 2

**I. PURPOSE:** This Order establishes procedures for patrol shift rotation and roll-call.

**II. POLICY:** The Gainesville Police Department shall establish and maintain a formalized system of shift rotation, shift assignment, and roll-call briefing within the Operations Bureau that provides for continuous coverage and ensures an assignment process that is impartial, as well as consistent with the needs of the Department.

### **III. PROCEDURE**

**A. Patrol Coverage:** The Gainesville Police Department will provide patrol police services within the city limits of Gainesville 24 hours a day, 365 days a year. [CALEA 41.1.1a]

**B. Personnel and Shift Rotation:**

1. Shift Rotations are defined by the applicable labor unit contracts (FOP and PBA) [CALEA 41.1.1.c]

2. Procedures for the assignment of personnel to shifts, as well as shift rotation, are set forth in bargaining unit contracts (FOP and PBA) [CALEA 41.1.1b]

i. Members will be notified via email from the Operations Bureau Commander or designee when shift pick has opened to include any changes in scheduled hours, and the deadline to make their selection.

ii. Members will respond via email with their preferences of shift in order of most to least desirable.

iii. The Operations Bureau Commander or designee will email members a final roster showing assignments for the shift rotation.

2. All members assigned to patrol will work the schedule set forth in the collective bargaining unit contracts. Currently members assigned to patrol operations who respond to calls for service work 12 hour day or night shift, and work 2 days, off 2 days; work three days, off two days; work two days, off three days. This schedule is as shown by the current shift rotation calendar available on the GPD intranet. [CALEA 41.1.1f] This is inclusive of one eight hour shift (typically training day) per pay period.

3. Any deviations from the current patrol schedule must be approved by the Operation Bureau Commander/designee.

**C. Zone Assignment:** Prior to each shift rotation, the Operations Bureau Commander or designee shall issue, in writing via GPD Intranet and/or email, zone assignments for all patrol personnel. [CALEA 41.1.1d] Zone assignments are available on the [GPD Intranet](#) for reference.

1. Factors which may be considered in assigning members include, but are not limited to, rank, specialty areas, seniority, and the staffing needs of the Department.

Requests by members for a preferred zone will be taken into consideration when assignments are made.

2. Zone assignments will not rotate within the shift rotation, but zone assignments may be changed by the Operations Bureau Commander or designee. [CALEA 41.1.1e]

**D. Roll-Call (Shift Briefing):** [CALEA 41.1.2]

1. **Frequency:** Roll-call shall be conducted at the beginning of each shift, unless otherwise directed by supervisory personnel.

2. **Responsibility:** The shift commander or designee shall be responsible for conducting and supervising roll-call.

3. **Content:** Roll-call sessions may include the following, based on the needs of the shift:

i. Briefing officers with Shift Status Reports;

ii. Reviewing BOLOs and Increased Patrol Requests

iii. Reviewing Crime Snapshots with current information on wanted persons, stolen vehicles, major investigations, etc.

iv. Evaluating officers' readiness to assume patrol duties [see G.O. 53.1], to include inspection of uniforms, equipment, and/or other assessments.

v. Line inspections as required in [G.O. 53.1 Line Inspections](#).

3. **Training:** Roll-call training will be conducted in accordance with General Order 33.5.

---

**By Order of**

*Signed Original on File in the  
Accreditation Unit*

---

**Tony R. Jones  
Chief of Police**