

## **DUTY SHIFTS AND OFF DAYS**

1. **PURPOSE:** To establish guidelines for assigning off days and shift preference in accordance with personnel strength requirements.
2. **POLICY:** Off days and shift strength will be regulated based upon personnel strength requirements so that efficient police service is provided to the community.
3. **SCOPE:** This written directive shall be applicable to all personnel.
4. **RESPONSIBILITY:** It shall be the responsibility of all personnel to comply with this written directive.
5. **PROCEDURE**
  - A. **Duty Shifts:**
    1. Police response to emergencies within Huntsville city limits will be available 24 hours a day, seven days a week. To accomplish this continuous patrol coverage, Uniform Patrol shift changes will be staggered by 30 minutes.
    2. Regular shift duty hours in each bureau will be defined by each Bureau Commander. Shift hours will be adjusted to meet personnel strength requirements (reference the directive governing allocation and distribution of personnel).
  - B. **Shift Assignments:** Available shift assignments may be based upon seniority.
    1. Seniority will be considered when determining which personnel will be assigned to a given shift, once personnel strength requirements have dictated the need for such a move. The final decision will be that of the Bureau Commander, after taking into consideration the needs of the department.
    2. There will be no mandatory shift rotation based on an employee's length of service on a given shift.
  - C. **Off Days:** Days that are available as off days on a shift and the number of personnel assigned those off days will be determined through personnel strength requirements.
    1. Bureau Commanders, Precinct / Division Commanders, Shift Commanders, and civilian shift supervisors will adjust off day availability for all personnel under their command as necessary.
    2. Shift Sergeants under the direction of a Shift Commander may temporarily adjust subordinates' off days as necessary.

- D. Off Days Assignments: Available “Preferred” off days assignments will be based upon seniority.
1. When an employee moves from one shift to another, he/she will be assigned the off days available at that time.
  2. The employee will have the right of choice according to his/her seniority when “Preferred” off days become available.
  3. “Preferred” off days are defined as Thu. – Sat., Fri. – Sun., Sat. – Mon., or Sun. – Tues. unless otherwise approved by the Chief of Police based on a written request via chain of command from the officer.
- E. Right of Refusal: In the event that a senior employee requests and subsequently declines the reassignment to a different shift or off days, that decision will be firm upon being submitted orally or in writing to the appropriate supervisor.
1. The declining employee relinquishes all right of choice until another assignment becomes available.
  2. Declining a change does not affect the employee’s seniority ranking in any way.
- F. Manner of Notification: Whenever possible, the opportunity for reassignment of off days or duty shift will be made seven days in advance of the action. The refusal of any change by the affected employees in a seniority ranked poll will be noted in writing by the supervisor.
- G. Less Desirable Off Days: Volunteers will be solicited within the Division/Shift when a reassignment must be made to off days generally considered less desirable.
1. In the event that no volunteer(s) are forthcoming, the supervisor will make the reassignment(s) based on seniority and the needs of the Department. These moves must be approved by the Bureau Commander via chain of command.
  2. The Bureau Commanders, and Precinct / Division Commanders will make temporary shift assignments in the same manner