

**CAPITOL POLICE SECTION
OFFICER RULE 8
HOURS OF WORK**

Section 8-1 **Length of Daily Shifts**

Capitol Police Section (CPS) officers shall normally work a daily eight hour shift; unless, working the Alternative Work Schedule or other approved schedule. A one-half hour meal break shall be included.

Section 8-2 **Shift Schedules**

A. All shifts shall be scheduled to best satisfy Department needs subject to the approval of the Superintendent.

B. Officers shall accept emergency calls and special detail assignments other than regular duty scheduled hours. This time shall be designated as overtime worked and shall be eligible for proper compensation.

Section 8-3 **Work Week**

Normal weekly work schedules shall be a minimum of 40 hours, including meal break; unless, working the Alternative Work Schedule or other approved schedule.

Section 8-4 **Shift Selection** (24 hour rotating schedule)

Shift assignments shall be determined by the Capitol Police Section Commander.