

## **POLICE RULE 3**

### **DUTY ASSIGNMENTS AND WORK SCHEDULES**

#### **Section 3-1 Duty Assignments**

All vacancies are filled to meet the needs of and the best interests of the Department.

#### **Section 3-2 Assignment Policy**

Police employees may be assigned or reassigned by the Superintendent according to the needs of and the best interests of the Department.

#### **Section 3-3 Length of Daily Shifts**

ISP police employees shall normally work a daily eight and one-half hour shift, unless, working an Alternative Work Schedule or other approved schedule. A one-hour meal break shall be included (when possible) in the normal work day.

#### **Section 3-4 Shift Schedules**

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

#### **Section 3-5 Scheduled Days Off**

A. Employees shall be scheduled a minimum of four (4) days off in a two (2) week pay period.

B. Scheduling of specific days off may be altered to fulfill Department needs.

#### **Section 3-6 Work Period**

A. All ISP police employees shall be scheduled on a 28-day work period. Non-exempt employees (lieutenant and below) shall not be eligible for premium compensation until 171 duty hours have been worked during the work period.

B. Exempt employees (captain and above) will receive compensatory time (at straight time rate) for any time worked over 171 hours; unless, the overtime hours are specially designated for premium compensation by the Superintendent (example: grant funded project hours).

#### **Section 3-7 Work Week**

Normal weekly work schedules shall be a minimum of 42.5 hours, including meal breaks; unless, the ISP police employee is working an Alternative Work Schedule or other approved schedule.

Section 3-8 **Emergency Calls and Special Details**

Employees shall accept emergency calls and special details when called outside regularly assigned hours of duty.

Section 3-9 **Shift Selection** (District Enforcement Personnel)

A. Shall be determined through a meeting of the affected personnel conducted by a supervisor in February of each year. The agreed upon schedule will start with the third work period of the year. Shift selection shall be arrived at by:

1. An informal, unanimous, agreement of the personnel involved; or
2. Seniority and the following guidelines:
  - a. Seniority for trooper draws shall be based on date of appointment (as a trooper).
  - b. Seniority for personnel with rank shall be based on continuous time in grade.

Note: Days off due to disciplinary suspensions shall not be used to reduce an employee's seniority for the purpose of determining schedule draw rankings.

c. Personnel graduating from the same recruit class shall be ranked based on PE number, starting with the lowest PE number selecting first in the current year; then, a rotation shall be established for each following year.

B. Schedule issues not covered or resolved by this rule shall be decided and approved by the applicable commander.