

BID REQUESTS – SEMI-ANNUAL SHIFT CHANGE

POLICY:

It is the policy of the Omaha Police Department (OPD) to have a semi-annual seniority request for tours of duty, as defined by the collective bargaining agreement (CBA) with the Omaha Police Officer's Association (OPOA) and the collective bargaining agreement with the Omaha City Employees Union, Local 251.

DEFINITIONS:

Bid Board: A live forum at which Uniform Patrol Bureau (UPB) sergeants and officers, Police Services Bureau (PSB) Front Desk sergeants and officers, and the Court Liaison Sergeant may present bids for their desired work assignment and shift.

Shift Change Coordinator: A command officer assigned by the Chief of Police or designee to facilitate the semi-annual shift bid.

PROCEDURE:

I. Seniority Bid Requests

- A. Requests for both sworn and non-sworn employees will be based on seniority as defined in applicable CBA's. Although work hours are assigned based on seniority, consideration will also be given to an employee's shift preferences.
- B. All sworn employees shall remain prepared to change to an assignment that requires wearing the standard duty uniform regardless of current assignment or assignment location.
- C. Employees' hours will not change between the semi-annual seniority request times, except as described in applicable CBA's.

II. Forms

- A. Forms for sworn and non-sworn employees subject to shift change are listed below:
 - 1. Sworn employees at the ranks of sergeant and police officer who are eligible to bid shall complete the "Assignment Request Form."
 - 2. Sworn employees at the rank of lieutenant shall complete the "OPD Lieutenant Shift Change Bid Request Form."
 - 3. Non-sworn employees shall complete the "OPD Civilian Shift Change Bid Request Form."
- B. These forms are not stored in PowerDMS. The only way to access the forms is through Information Orders that are posted by the OPD Shift Change Coordinator close to the time of each bid.
- C. Copies of completed forms will be maintained and used as final arbitration information should disputes arise over submitted material.
 - 1. Copies of completed forms for lieutenants and non-sworn employees will be maintained on file in the Police Personnel Unit (PPU).
 - 2. Copies of completed forms for sergeants and officers will be maintained with the respective OPD Shift Change Coordinator.

III. Sworn Employees

- A. The PPU will issue a Personnel Order listing all lieutenants, sergeants, and officers according to seniority semi-annually.

NOTE: The PPU will not respond to telephone call requests for seniority numbers.

- B. Instructions for sergeants and officers completing the "Assignment Request Form" are as follows:

1. Sergeants and officers who are subject to assignment to Uniform Patrol, Front Desk, or Court Liaison Sergeant at shift change shall complete and submit one (1) "Assignment Request Form" to the appropriate OPD Shift Change Coordinator via Interoffice Mail.
2. Failure to submit a completed form by the deadline may result in disciplinary action. A sergeant or officer may still receive seniority if they submit the form past the deadline, but disciplinary action may be initiated in a progressive manner against employees who fail to meet the stated deadlines.

NOTE: A reminder email will be sent out to sergeants and officers close to the deadline if the OPD Shift Change Coordinator has not received their completed "Assignment Request Form."

3. "Assignment Request Forms" will guarantee a sergeant or officer's choice by seniority so attendance at Bid Board is not mandatory; however, a sergeant or officer may override their own form at the Bid Board.

NOTE: Sergeants or officers unable to attend Bid Board will be allowed to send a personal representative (sworn employee) with notarized permission to bid on their behalf. Telephone bids will not be accepted.

4. The OPD Shift Change Coordinator will issue an Information Order close to the time of the shift change bid, which will have a copy of the form. The form changes with each bid, therefore, sergeants and officers must read the Information Order so they can obtain a copy of the form. The Information Order will also discuss other important details related to the bid.

- C. Instructions for lieutenants completing the "OPD Lieutenant Shift Change Bid Request Form" are as follows:

1. Lieutenants shall complete one (1) "OPD Lieutenant Shift Change Bid Request Form" each time there is a bid for shift change.
2. Failure to submit a completed form by the deadline may result in disciplinary action. A lieutenant may still receive seniority if they submit the form past the deadline, but disciplinary action may be initiated in a progressive manner against employees who fail to meet the stated deadlines.
3. The OPD Shift Change Coordinator will issue an Information Order close to the time of the shift change bid, which will have the link to the form. This form is a Google form and shall be submitted online only. The link to the form changes with each bid, therefore, lieutenants must read the Information Order so they can access the link and fill out the form. The Information Order will also discuss other important details related to the bid.

- D. Captains are eligible for consideration for change in their work shift. Requests shall be submitted to their respective Deputy Chief and approved by the Chief of Police.

IV. Non-Sworn Employees

- A. The “OPD Civilian Shift Change Bid Request Form” will be used by non-sworn OPD employees to request hours of duty per their applicable CBA.
- B. Instructions for non-sworn employees completing the “OPD Civilian Shift Change Bid Request Form” are as follows:
 - 1. Non-sworn employees who work in a job classification that requires staff on more than one shift must submit one (1) “OPD Civilian Shift Change Bid Request Form” prior to the shift change bid per their applicable CBA.
 - 2. The OPD Shift Change Coordinator will issue an Information Order close to the time of the shift change bid, which will have a link to the form. This form is a Google form and shall be submitted online only. The link to the form changes with each bid, therefore, employees must read the Information Order so they can access the link and fill out the form.
 - 3. Failure to submit a completed form by the deadline may result in disciplinary action. Non-sworn employees may still receive seniority if they submit the form past the deadline, but disciplinary action may be initiated in a progressive manner against employees who fail to meet the stated deadlines.

REFERENCES:

I. Previous OPD Orders

- A. Previous General Orders: #109-89, 23-01, 13-06, 59-18, and 52-22.

II. Other

- A. Collective Bargaining Agreements apply to this policy.
- B. PPM Monthly Updates: #5-2017.

III. Accreditation Standards

- A. CALEA accreditation standard 41.1.1 is applicable to this policy.