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		16.5 Date 05-15-17


16.5 Shift Assignment and Rebidding

PURPOSE:

To provide a mechanism to fill *sworn* position vacancies allowing for requested changes of *shift* assignments and days off. There *will* be a number of circumstances that *will* be considered when determining assignment and shift rebid, with the primary interest being the needs of the *Department*, such as placing specially trained *officers* on specific *shifts*. Strong consideration *must* first be given to such squad necessities as field training *officers*, crime scene *officers*, bi-lingual *officers*, etc.

A. Filling Regular Vacancies

1. Filling vacancies from within the squad: Patrol squad sergeants *will* make decisions on *officers* schedules based on the following priority order:
 - a. Needs of the *Department* and consideration of fairness
 - b. Rank then *Seniority* within the squad (serial #)
 - c. Length of time since request was first made
 - d. Personal needs of *officer*
2. Filling vacancies from outside the squad: After the squad sergeant has realigned the schedule within the squad, notice of available openings *will* be provided to all eligible police *officers* by the Patrol Commander. Based on input of all patrol sergeants, the Patrol Commander *will* make decisions on reassignments between squads based on the following in order of priority:
 - a. Needs of the *Department* and consideration of fairness
 - b. Rank then *Seniority* within the squad (serial #)
 - c. Length of time since request was first made
 - d. Personal needs of *officer*

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B. Temporary *Shift* Vacancies

1. During temporary *shift* openings the Patrol Commander *will* fill the opening based on *departmental* needs. During temporary *shift* vacancies *officers will* not be allowed to change day off groups. If a temporary *shift* vacancy becomes a permanent opening, Section A.1 and A.2 *will* be followed. *Officers* placed voluntarily or involuntarily have no inherent right if the *shift* assignment becomes permanently available.
2. *Officers* moved from a specialty assignment, like *CIU*, Motors, or into a patrol position due to manpower needs *will* be placed into the vacant slot. Every effort *will* be made to place the specialty *officer* into a day off group as close to the one they were removed from.


C. Rebidding for *Shift* Assignments, Scheduled Days Off, Short Days, and Leave Requests.

Every year all patrol shift assignments, scheduled days off, and short days, and time-off requests *will* be open for rebidding. The results of the *shift* bid *will* go into effect at the start of the new period, as defined by the Patrol Commander. The Patrol Commander *will* decide on when bidding takes place and effective date of new schedules. The Police Chief, or his designee, reserves the right to alter or change any portion of the bidding process. All shift bids are effective for the dates defined by the Patrol Commander.

All bids (shift assignments, short days, and time-off requests) may be completed in person, remotely, or in writing to the shift supervisor/Patrol Commander.

D. General Guidelines

1. **Supervisors:** Reassignment of *supervisors* (Sergeants and Corporals) *will* be addressed at the beginning of the rebidding process. Assignments will be bid first by rank and then by seniority based on date of promotion within each rank.
2. **Officers:** Reassignment of Officers will be addressed after Supervisor bidding is completed. Assignments will be bid upon by seniority (serial number).
3. **Short Days:** If sworn personnel have a working schedule that includes short days (example: two 12-hour days and two 8-hour days), employees will bid upon their short days within their squad. Supervisors will ensure the bidding on short days will occur no later than seven days after shift change takes effect. The

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Patrol Commander has the discretion to decide whether short days will be bid upon by employee rank and then seniority within their squad or by employee overall performance evaluation score of that year within their squad. If a Sergeant, Corporal, or Officer gets assigned or promotes to a new squad after the short-day bidding process occurs, that employee may choose their short days only from the short days available on that squad, pending their immediate supervisor's approval

4. **Patrol Leave Requests:** Upon shift change, Patrol leave requests for the upcoming squad year will be bid upon first by rank and then by officer seniority per squad. Patrol supervisors should ensure all members of the squad are present or their ranked leave requests are accounted for. Patrol personnel may choose one leave request at a time. Leave requests will be capped at 80 consecutive hours of leave time. Leave requests exceeding 80 consecutive hours of leave time will require Commander review/approval. Once all personnel have selected their first leave request, the bidding process will start again with personnel bidding on their second leave request based on the same rank and officer seniority criteria. This bidding process will continue until all desired leave requests have been made.

After this initial bidding process is completed, leave requests will be available ad hoc, on a first-come-first-serve basis as approved by a supervisor.

5. **Special Assignments (Detectives, Motor Officers, CROs, etc.):** *Officers* leaving a regular (non-temporary) assignment to return to uniformed patrol *may* take the assignment and short days of the *officer* who they replace, or another vacancy that exists on the squad at that time. They *will* be eligible for rebidding *shifts* and short days when the cycle reoccurs.
6. **Temporary Assignments:** *Officers* who accept a temporary assignment, *will* return to their previous assignment and short days at the end of the temporary assignment. *Officers* who fill the schedule of an *officer* who is on temporary assignment or an *officer* who is filling the schedule of an *officer* who has taken the schedule of the *officer*, who is on temporary assignment, do so with the understanding that they *will* revert to their original schedule. (This means that when the temporary assignment is over, all *officers* who have changed schedules as a result of the temporary assignment *will* go back to their original schedules).



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7. **Involuntary reassignments:** To accommodate the needs of the *Department*, patrol sergeants *may* make temporary reassignments within the squad.
8. **Trades:** Mutually agreed upon trades between two employees, with their sergeants' approval, *will* be considered at any time outside of the bidding period.

