



PARADISE VALLEY

POLICE DEPARTMENT

GENERAL ORDERS

Shift Assignment and Rebidding

Order Number

16.5

Inception Date

05-15-2017

Revised Date

11-05-2025

16.5 Shift Assignment and Rebidding

The purpose of this policy is to provide a mechanism to fill sworn position vacancies, allowing for requested changes of shift assignments and days off. Several factors will be considered when determining assignments and shift rebids, 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, bilingual 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 number)
 - 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 number)
 - c. Length of time since request was first made
 - d. Personal needs of officer

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, whether placed voluntarily or involuntarily, have no inherent right to the shift assignment if it becomes permanently available.
2. Officers moved from a specialty assignment, like CIU, Motors, or into a patrol position due to



PARADISE VALLEY

POLICE DEPARTMENT

GENERAL ORDERS

Shift Assignment and Rebidding

Order Number
16.5

Inception Date
05-15-2017

Revised Date
11-05-2025

- manpower needs, will be placed into the vacant slot. Every effort will be made to place the specialty officer in a day off group as close to the one from which they were removed as possible.

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

Every year, all patrol shift assignments, scheduled days off, 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 the effective date of the 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

- Supervisors:** Reassignment of supervisors (Sergeants and Corporals) will be addressed at the beginning of the rebidding process. Assignments will be bid on first by rank and then by seniority, based on the date of promotion within each rank.
- Officers:** Reassignment of Officers will be addressed after the Supervisor bidding is completed. Assignments will be bid upon by seniority (serial number).
- 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 that bidding on short days will occur no later than seven days after the shift change takes effect. The 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's overall performance evaluation score of that year within their squad. If a Sergeant, Corporal, or Officer is assigned or promoted 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 approval from their immediate supervisor.
- 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



PARADISE VALLEY

POLICE DEPARTMENT

GENERAL ORDERS

Shift Assignments and Rebidding

Order Number

16.5

Inception Date

05-15-2017

Revised Date

11-05-2025

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 recurs.
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).
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.