

## Staffing Levels

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

### 206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least two regular supervisors on duty whenever possible. Watch Commanders will ensure that at least one field supervisor is deployed during each watch, in addition to the Watch Commander.

#### 206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, a sworn officer may be used as a field supervisor in place of a field sergeant.

With prior authorization from the Operations Division Commander, a sworn officer may act as the Watch Commander for a limited period.

### 206.3 VACATION

Assignment of an employee to vacation shall be made so as to maintain adequate deployment at all levels of the Department. Annual vacation periods shall be assigned before December 31 for the ensuing year.

Employees within each unit or watch, will sign up for annual vacation on a departmental seniority basis. When it is an employee's turn to sign up, they may only sign up for two consecutive weeks, or one week at a time.

After all employees of the watch or unit have had the opportunity to sign up, the list will go around again in order of seniority. The employee may only sign up for two consecutive weeks or one week at a time; this rule will apply every time the list goes around.

This process will continue until each employee has either reached their maximum annual accrual or they no longer desire to sign up for additional vacation time off.

Annual vacation exempts employees from work functions, including court. However, if an employee is properly served and accepts a subpoena, they must abide by the court document. In the event of a catastrophic disaster in the City, employees are required to abide by Policy Manual § 202.

#### 206.3.1 TIME USAGE

Because of the Department's responsibility to the community and the need to fairly allocate vacation periods to all employees generally, an employee will be allowed to utilize a maximum of one year's vacation accrual for their annual vacation. One year's vacation accrual means the actual number of vacation days earned by the employee during a twelve-month period based

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upon their length of service with the City. It does not include floating holidays, compensatory time or sick leave conversion.

If an employee will require more than one year's accrual for their annual vacation, in addition to a vacation request, the employee shall prepare a brief memo explaining why the additional vacation time is necessary and forward it through the chain-of-command to their respective Division Commander. It is the Division Commander's responsibility to approve the additional vacation time.

#### 206.3.2 PERSONNEL DEPLOYMENT

Each Division Commander must maintain a personnel deployment that will ensure effective operation of their division. However, the maximum personnel authorized for vacation leave may be modified with proper justification and approval of the Division Commander and the Chief of Police.

#### 206.3.3 GROUPING IN ASSIGNMENTS

Certain positions within the Department may be grouped together to ensure that no more than a minimum number of key employees are on vacation at a given time. These groups shall be designated as follows:

- (a) Group One: Chief of Police — Administrative Services Division Commander / Deputy Chief
  - 1. The Deputy Chief and the Chief of Police shall not be on extended (three days or more) vacation at the same time, unless approved by the Chief of Police
- (b) Group Two: Division Commanders
  - 1. Only one Division Commander shall be on extended (three days or more) vacation at one time, unless approved by the Chief of Police or Deputy Chief
- (c) Group Three: Section Supervisors
  - 1. Only one section supervisor from each division shall be on extended (three days or more) vacation at one time
- (d) Group Four: Watch Commanders (Lieutenants)
  - 1. Only one Watch Commander (lieutenant) shall be on extended (four days or more) vacation at one time
- (e) Group Five: Sergeants
  - 1. Field Sergeants
    - (a) Only three shall be allowed vacations at the same time, with no more than one from each watch
  - 2. Watch Commanders & Field Sergeants

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- (a) The Watch Commander and the Field Sergeant from the same watch shall not be on vacation at the same time
- 3. Division Commanders & Other Sergeants
  - (a) Sergeants assigned to divisions other than Operations shall not be on vacation while their respective Division Commander is on vacation
- (f) Group Six: Sworn Personnel Other Than Supervisors
  - 1. No more than 10 percent of the sworn personnel assigned to any one division, with the exception of the Groups One to Five above, shall be on vacation at one time
- (g) Group Seven: Civilian Personnel
  - 1. No more than 10 percent of the civilian employees assigned to any one division shall be on vacation at one time

This protocol may be modified with proper justification and approval of the Division Commander, Chief of Police or Deputy Chief.

#### 206.3.4 TRANSFERRED OR REASSIGNED EMPLOYEES

After scheduling their vacation period, an employee who is transferred or reassigned to a different duty assignment, watch or division (etc.) shall be subject to the following regulations: If the transfer or reassignment was initiated by the Department, the employee shall retain their scheduled vacation period

- (a) If the transfer or reassignment was initiated by the Department, the employee shall retain their scheduled vacation period
- (b) If the transfer or reassignment was initiated by the employee, the scheduled vacation period may be rescinded if adequate deployment cannot be maintained

#### 206.3.5 CHANGING DATES

Changes in vacation will be allowed in accordance with the rules governing the original selection of vacation. An employee requesting a change of vacation date shall complete a new request and submit it to their supervisor for approval. Prior to reassignment or promotion, the effective and applicable group shall be considered.

#### 206.3.6 REQUESTS FOR LEAVE OF ABSENCE REQUIRED

When an employee intends to be off work for vacation, military leave, personal leave, bereavement leave, or any other planned absence, they shall complete a Request for Leave of Absence Form (available through the City's Human Resource Department) and submit it to their supervisor for approval. This requirement is applicable to vacation leave that was selected as specified in § 206.3. If an employee's plans change after the Request for Leave of Absence Form has been submitted, they shall complete and forward a new form to their respective supervisor

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#### 206.3.7 REQUESTS FOR UNSCHEDULED VACATION

Employees who encounter unforeseen and/or exigent circumstances which cause them to request unscheduled vacation leave shall make the request as soon as possible, but in no event later than one hour before they are scheduled to begin work for the day. Whenever possible, it shall be directed to the employee's supervisor or other supervisor in the employee's section. If the employee's supervisor or other section supervisor is unavailable, the request shall be made to the Watch Commander.

Before granting or denying the request, the supervisor or Watch Commander shall consider the totality of the circumstances including whether adequate deployment can be maintained. If the employee is assigned to the patrol section, the supervisor shall consult the watch deployment sheet to assist in making the determination. If the supervisor approving an unscheduled vacation leave is other than the employee's supervisor, they shall assume responsibility for notifying the employee's supervisor. An employee who is granted unscheduled vacation leave may be required to present appropriate documentation of the unforeseen and/ or exigent event.