
3/12 Patrol Shift Buyback Procedures

402.1 SCHEDULING PROCESS

3/12 buyback days for all sworn personnel (officers and sergeants) assigned to Patrol will be scheduled according to the following protocol:

- (a) Sergeants assigned as a Buyback Coordinator will have the responsibility to manage and oversee the buyback scheduling process for all 3/12 shifts.
- (b) Buybacks will be scheduled to mitigate overtime associated with Block Training, and/or routine patrol operations.
- (c) Personnel on the 3/12 shifts will be assigned to work their buybacks in Patrol on the day scheduled for the 4/10 Officers to attend Block Training.
- (d) Personnel from 3/12 shifts may also be assigned to attend Block Training as their assigned buyback day during the next 28-day cycle.
- (e) Buyback Coordinators will review the scheduling system and create a list of available buyback shifts based on the needs of the 4/10 shifts (including days where additional officers are needed to supplement training, scheduled days off, etc.).
- (f) When creating the available slots for personnel to sign up under, Buyback Coordinators should take into consideration the number of officers assigned to each weekend shift and try to make at least that many coordinating 4/10 buyback slots as able to allow for shift accommodation. However, officers should be aware shift accommodation is not guaranteed.
- (g) The available slots will be provided to officers electronically for sign-up during the designated sign-up period. The designated sign-up period should start at least seven days prior to the upcoming 28-day cycle. All buybacks should be scheduled within seven days after the beginning of each 28-day cycle. This allows for a two-week period for the Buyback Coordinator to assign buybacks in the scheduling system.
- (h) Once that period has closed, any changes to the buyback by officers must be coordinated and approved by the Buyback Coordinator.
- (i) Any officer that does not select a buyback shift will be assigned a shift. Notification will be done in writing, via department email.
- (j) At the discretion of the scheduling lieutenant, buyback shifts can also be utilized for the needs of the department, such as shopping center details near the holidays, in lieu of normal patrol shifts.
- (k) "Bumping" – At the closing of designated sign-up period, it will be the responsibility of the Buyback Coordinator to review shift staffing levels and determine if cancellation of previously filled overtime slots is prudent, and if so to notify the 4/10 shift sergeant.
- (l) It is the responsibility of the 4/10 shift sergeant decide what overtime should be cancelled due to a buyback. If it is determined that an overtime shift will be cancelled, the 4/10 sergeant shall notify the officer with the cancelled shift at least 48 hours in advance of the scheduled overtime fill.

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- (m) Personnel who have completed a buyback shift shall complete an overtime slip and write "buyback" at the top and highlight same.

402.2 GUIDELINES FOR BUYBACK

Sergeants/officers shall work their buyback in patrol, unless otherwise approved by their lieutenant, commander or shift supervisor. As a general rule, buyback assignments will be scheduled in 10-hour increments. Requests for time off on a buyback day will be granted or denied in accordance with policy. The designated Buyback Coordinators shall maintain a list of the personnel assigned to buyback days, and the leave time or other time used to apply to their buyback days.