
Shift Procedures

401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that procedures relative to shift operations are properly articulated and that appropriate 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 to meet the operational needs of the department.

401.2 REPORTING FOR DUTY

Sworn and civilian personnel are expected to report to briefing or their designated work station on time. Personnel who are late may be subject to disciplinary action.

- (a) An employee is considered late for work if he/she is not in the briefing room or at their work station, ready to respond to a call or otherwise perform their duties, by their shift starting time.
- (b) If an employee is going to be late, it is his/her responsibility to notify a supervisor as soon as possible and to give an approximate time he or she will arrive.
- (c) Any time an employee is more than 15 minutes late for work, he/she will be given the option to decide what type of leave they wish to take to compensate for the time missed (Vacation, Compensatory Time Off (CTO), or Personal Leave).

401.3 END OF WATCH

Field personnel shall not return to the police facility sooner than thirty (30) minutes prior to end of their watch without clearance from a field supervisor.

401.4 HOURS WORKED

No member of this department will work more than 16 consecutive hours in any assignment, or combination of assignments. Whenever a member of this department has worked 16 consecutive hours, he or she must be off duty a minimum of 5 consecutive hours before he or she is permitted to return to work. A supervisor, with consideration for the needs of the department and officer safety, may waive the maximum consecutive hours and/or the minimum off-duty hours requirements.

401.5 OVERTIME APPROVAL

All overtime to be paid must be approved by a supervisor. Personnel requesting overtime compensation shall submit an Overtime Authorization Request form to the appropriate supervisor. The form must be complete and include the Department Record (DR) number and/or the nature of the activity that required the employee to work overtime.

Shift supervisors shall pre-approve overtime used for report writing beyond the officer's normal shift. Supervisors shall closely monitor end-of-watch overtime used for this purpose.

Irvine Police Department

Policies

Shift Procedures

401.6 FLSA SHIFT TRADES

The Fair Labor Standards Act (FLSA) extends a provision for government employees to trade shifts with other employees, under certain conditions. It is the intent of this policy to establish a mechanism for personnel in Patrol and Communications to trade shifts pursuant to FLSA. The policy will facilitate personnel taking time off without charging their leave banks and assist in preventing back fills with personnel who are paid overtime.

Sworn personnel assigned to Patrol Operations or personnel assigned to Communications may trade shifts with their colleagues within the same classification subject to the following conditions:

- (a) Both employees agree to the shift trade voluntarily. Employees will complete a voluntary shift trade request form. Employees shall not exchange money or any other item of value in connection with a shift trade.
- (b) A supervisor must pre-approve the shift trade. At the time the shift trade is approved, both dates must be identified and recorded in ISE by a supervisor.
 1. In ISE, SWAP is the code to be used to denote a shift trade. In the comments for the day the shift trade occurred, the supervisor will note (for example): "Shift Trade – Smith worked for Brown." The supervisor will also note the number of hours worked by the employee who is working the trade.
 2. In Schedule Express, employees can go under Request, Create Trade Request. Select the date and hours requesting to trade. Choose to send a request to All Users, Select From List, or No One and select Submit.
- (c) Employee "A" whose shift is worked receives credit for the shift. The number of hours to be credited will be the number of hours employee "A" is scheduled to work, regardless of the number of hours employee "B" who is working the trade actually works.
 1. In VTI, SWAP-WORK is the unpaid hour code to be used by an employee to report they were at work on a non-scheduled day, working for another employee. These hours do not count towards FLSA work hours. In the comments section, the supervisor will note (for example): "Shift Trade- Smith worked for Brown."
 2. In VTI, SWAP-OFF is the paid hour code to be used by an employee to report they were not at work on a scheduled day, but are receiving compensation for that day. These hours count towards FLSA work hours. In the comments section, the supervisor will note (for example): "Shift Trade - Smith worked for Brown."
- (d) If a patrol trade occurs between employees assigned to the 4/10 shifts, the trades must comply with Section 401.4 (Hours Worked)
- (e) For trades that occur between employees assigned to the 4/10 shifts with employees assigned to the 3/12 shifts the following provisions apply:
 1. When a 3/12 employee works for a 4/10 employee, the 3/12 employee shall work 12.5 hours. The start time of a 3/12 employee working for a 4/10 employee will be based on the shift being worked:
 - (a) B 4/10:3/12 employee working trade starts at the regular Shift 1 start time.
 - (b) D 4/10:3/12 employee working trade starts at the regular Shift 3 start time.

Irvine Police Department

Policies

Shift Procedures

- (c) A 4/10: 3/12 employee working trade starts at 1830.
- 2. When a 4/10 employee works for a 3/12 employee, the 4/10 employee shall work 10 hours. The start time for a 4/10 employee working for a 3/12 employee will be based on the shift being worked:
 - (a) B 3/12:4/10 employee working trade starts at regular Shift 5 start time.
 - (b) D 3/12:4/10 employee working trade starts at regular Shift 6 start time.
 - (c) A 3/12:4/10 employee working trade starts at 2100.
- (f) Payback of the traded shift shall fall in the same trimester for Patrol and the same pay period for Communications.
- (g) If an employee agrees to trade shifts with another employee and then calls in sick or otherwise does not work the shift the following provisions apply:
 - 1. If an unexpected absence occurs during the first part of the trade, the trade is considered canceled. The employee regularly scheduled to work will use vacation, compensatory, or personal leave. If the absence qualifies for sick leave usage, the employee may report sick leave.
 - 2. If an unexpected absence occurs during the second half of the trade, the employee scheduled off in the second part of the swap will complete the trade taking the day off and reporting SWAP-off as planned. The employee who did not complete the shift trade will reflect vacation, compensatory, or personal leave on the original day taken off during the first part of the trade. Sick leave may only be used if the original absence taken during the first part of the trade qualifies for sick leave usage. PPA will be completed redacting the SWAP-off hour code and replacing the time with applicable leave.
- (h) A trade request of more than four consecutive days must be approved by an Operations Lieutenant.
- (i) Trades involving more than two employees are not permitted.
- (j) Shift trades shall not be approved if they are in conflict with section 401.4 (Hours Worked).
- (k) Trades involving a Holiday will not be permitted.
- (l) Trades of partial shifts will not be permitted.
- (m) Trading Buyback days is not permitted for Patrol Operations.
- (n) Trading Buyback days is permitted for Communications personnel.
 - 1. If buybacks are traded, 3/12 shifts must be traded for other 3/12 shifts, and 8 hour buybacks must be traded for other 8 hour buybacks.

401.7 SWAPPING SHIFTS

In each case when officers or sergeants desire to change or "swap" shifts, the following applies:

- (a) A time-off request card will be submitted to the scheduling supervisors of both employees initiating the request. All swaps must occur within the same trimester. Once

Irvine Police Department

Policies

Shift Procedures

considered and approved by both shift supervisors, the hard copy will be placed in the scheduling book for the duration of the shift change period.

- (b) The request shall be submitted as far in advance as possible, allowing for a disposition no less than twenty-four hours prior to the affected change. Emergencies will warrant special consideration.
- (c) The request shall not be considered approved until signed by all concerned supervisors.
- (d) Task numbers may be assigned by finance for purposes of tracking shift changes. Officers shall include this information on their time sheets.

401.8 STAFFING

The Operations Commanders is responsible for establishing staffing levels in order to optimize officer safety, to address the service needs of the public, and to meet response time obligations. Staffing levels will be studied at least annually by staff and adjusted as necessary to ensure they meet the goals outlined above.

- (a) Overtime vacancies for sergeants and officers should not be filled beyond the above shift minimums. However, should drafts be required to meet these minimums, any supervisor may default to time of day minimums. The on-duty Shift Lieutenant or Command Duty Officer may deviate from the minimum staffing level based upon special needs or circumstances. Generally minimum staffing shall only apply to Patrol personnel, with the following exceptions, listed below:
 - 1. Area Traffic Officers, DET Officers and the DET sergeant shall be reassigned to Patrol, as needed, whenever doing so will prevent a draft from occurring. In these instances, they will be assigned a beat and function as a patrol officer.
 - 2. The DUI officer will be counted as part of minimum staffing whenever doing so will prevent a draft from occurring. In these instances, the DUI officer shall maintain his or her primary duties related to DUI enforcement, but shall be assigned to respond to priority calls for service when nearby.
 - 3. Canine Officers will be counted in calculating minimum staffing.
 - 4. At the discretion of any Shift Lieutenant, any sergeant assigned to Special Events, Traffic, Great Park, or Youth Services may be assigned to work Patrol when doing so will prevent a draft OR a fill on the B 4/10 shift.
- (b) Time off requests must be submitted to the employee's supervisor for all anticipated absences, including vacation, CTO, personal leave, court cases, training needs, and department related meetings.
- (c) With the exception of CTO time, all time off requests are to be submitted to the respective scheduling sergeant at least two weeks before the date of the requested absence.
- (d) Employee requests to use accrued CTO shall be granted provided the employee submits the request to the affected shift supervisor at least seven (7) calendar days in advance, and has arranged for a fill; unless the employee's absence impacts vital

Irvine Police Department

Policies

Shift Procedures

departmental operations as determined by the shift lieutenant or Command Duty Officer.

- (e) These requirements (b through d) may be waived for employee emergencies by any supervisor.
- (f) An employee seeking to use vacation time or personal leave time of less than one work week in duration must ensure a fill for his/her position, if a fill is required. A supervisor may rescind the approval if a required fill has not been secured. Department personnel with approved vacation or personal leave in duration of one work week or longer are exempt from this requirement.
- (g) The department retains the right to cancel any or all leaves, including CTO during an emergency, major incident or other department need. Department needs may include major holidays or task force operations.
- (h) A field supervisor (sergeant) seeking time off shall submit a written request for approval to his/her shift lieutenant. There must always be one assigned shift sergeant on duty unless approved by the shift lieutenant or the Command Duty Officer.
- (i) Field Training Officers (FTO) may be used as shift supervisors in unanticipated emergency situations, or other preplanned large scale events or meetings; however they shall function as an acting supervisor and will not be assigned as a line officer for that shift. Acting Field Supervisors will use a call-sign of S40-S49.
- (j) For the purposes of the Department's Memorandum of Understanding (MOU), patrol drafts are not situations wherein an officer is asked to work and he/she volunteers. When an officer is directed to fill all or part of a shift, the officer is considered "drafted" and entitled to CTO.
 - 1. The scheduling sergeant for each shift shall establish and maintain a draft list, ranked from lowest to highest seniority, to be utilized when a draft is required. Generally, when drafts are required, they should extend an officer's or sergeant's shift. On the rare occasions a draft will require officers or sergeants to begin their shift early, the personnel affected should be given as much advance notice as possible. The person to fill a draft that starts in advance of their shift shall be identified from the established draft list for that shift. Scheduling sergeants should use the scheduling software to anticipate drafts and make sure the next officers or sergeants on the draft list are aware of the possibility they may be drafted to start their shift early.
- (k) Canine Officers will be assigned to regular beat duties and service calls. Canine Officers will not share more than one day off during a shift week.

401.9 SHIFT BRIEFINGS

- (a) Generally, a briefing session thirty minutes in duration will precede each shift's field deployment.
- (b) Sergeants will periodically inspect shift personnel, including the officers' uniform, equipment, patrol car, necessary equipment, etc. Any deficiencies will be corrected in a timely manner. One sergeant will be assigned the task of reviewing briefing bulletins,

Irvine Police Department

Policies

Shift Procedures

field activity summary sheets and daily assigned training prior to each briefing session, selecting relevant information to disseminate to field personnel. This sergeant will begin and end his/her shift between thirty minutes and one hour before the regularly scheduled start and end times for the shift and will be designated the "early sergeant." If the assigned early sergeant is to be absent, he/she will be responsible for ensuring another shift member will handle the briefing assignment.

- (c) All uniformed personnel, including field sergeants, will report to briefing prepared for immediate field deployment. This includes duty belt, soft body armor and a weapon.

401.10 BEAT INTEGRITY/RESPONSE TIMES

For purposes of this policy, beat integrity is defined as the responsibility of a sworn employee assigned to an area and beat to maintain a presence in, and be accountable to the community within that beat for issues related to public safety.

- (a) Every effort shall be made to maintain beat integrity. The shift supervisor may temporarily reassign shift personnel to other beats or assignments to ensure service continuity to the community. Traffic officers may be deployed temporarily to handle service calls when patrol officers are unavailable. Traffic officers shall be assigned to handle Priority 0 and Priority 1 calls when Patrol officers are unavailable.
- (b) Patrol officers may be cross-dispatched at the discretion of any field supervisor when doing so will enhance the level of service to the community.
- (c) Patrol officers shall be cross-dispatched when necessary for response to Priority 0 and Priority 1 calls for service.
- (d) Sworn field personnel will regard situations requiring an emergency response to be of the highest priority.

401.11 FIELD OPERATIONS

- (a) All Point-to-Point Computer Aided Dispatch (CAD) or Mobile Data Computer (MDC) system messages shall be professional and reflect the spirit of the department's core values. Messages shall be work-related.
- (b) All radio traffic will be professional and reflect the spirit of the department's core values.
- (c) Each employee assigned onto the department's CAD system will ensure that the system accurately reflects his or her status.

401.12 SHIFT MEAL BREAK GUIDELINES

- (a) Pending service calls are generally given priority over meal breaks.
- (b) Sworn personnel are permitted to take a meal break during their shift. Officers will request clearance for a meal break from Communications. The dispatcher will clear each officer for his/her meal break in the order in which the request is received. In the event the officer next up on the list, or his or her meal break partner is busy on a service call, the next officer (or officers) will be cleared for a meal break. Communications will not take reservations for meal breaks.

Irvine Police Department

Policies

Shift Procedures

- (c) Shift employees should make an effort to eat within or close to their area and beat and make every attempt to minimize driving time to meal break locations. When an officer is cleared for a meal break, the break shall be 45 minutes in duration, including travel time.
- (d) Generally, no more than two marked vehicles may gather at the same location at the same break or meal time. A patrol car, police motorcycle, and traffic investigation vehicle are each examples of a marked vehicle. Two patrol cars may include up to four officers.
- (e) Officers should attempt to eat early in their shift, unless service calls mandate eating later in the shift. Communications will attempt to clear the next officer (or officers) on the list 10 minutes before the end of the forty-five minute break period in progress.
- (f) Officers are encouraged to participate in the fair practice of offering to handle service calls for officers who are next up on the meal break list.
- (g) No more than two officers from the same area may take a meal break at the same time, unless approved by a field supervisor. Generally, no one will be approved for a meal break, when less than one-third of sworn shift personnel are available for emergency calls.

401.14 SHIFT SCHEDULING FOR PATROL SERGEANTS AND OFFICERS

- (a) Shift selection will occur within the first five weeks of the trimester for the following trimester, based on seniority. Officers and sergeants may choose any geographic area each trimester.
 - 1. A Field Services Eligibility List will be established. This eligibility list will consist of those employees required to register for the next annual cycle, in order of their seniority within their respective rank. This list will show the employee's prior two shift selections.
 - 2. An employee may work two of the same shifts consecutively. He or she must then move to another shift. The table, below, shows three examples of the mandatory shift rotation.

Irvine Police Department

Policies

Shift Procedures

Trimester	Trimester	Trimester	Trimester	Trimester
A	A	B	B	A
A	B	B	A	A
D	D	A	B	B

3. Employees may not consider rotation from a 4/10 shift to a 3/12 shift (or visa versa) as a legitimate shift change. An employee, for example, who has worked two B 4/10 shifts consecutively, is ineligible to register for a vacancy on either the B 4/10 shift or the B 3/12 shift.
4. Occasionally, employees may be assigned to a shift already in progress. In this event, the shift will count as one full shift for the purpose of shift sign-up consideration if the employee works a minimum of half the shift.
5. Shift sign-ups will be managed via "Google Docs" or other shift scheduling software as identified by management. Management is responsible for projecting the number of working patrol officers for the upcoming trimester, and determining how these positions will be divided among each shift.
6. Before the sign-up process commences, management and supervision will identify officers who are assigned to Patrol, but who are not expected to work Patrol for a majority of the deployment (long term IOD, maternity leave, military leave, etc.) These officers will sign-up for a patrol shift in the event they do return to Patrol; however, another position will immediately be added to the same area and shift before the next officer signs-up. The initial number of spots listed on the sign-up roster will be equal to the number of full-duty officers expected to be working the majority of the shift. This process will ensure sufficient staffing for each shift and area.
7. If employees know they will be unavailable during the sign-up process, they should submit their shift request (in ranked order) to the scheduling Sergeant in writing prior to the beginning of shift sign-ups.
8. Employees will be expected to monitor the shift sign-up process and will have until the end of the day they are notified to sign-up.
 - (a) The shift by seniority process may be waived or modified by management as follows:
 - (a) Sergeants and officers on probation may at the discretion of management be assigned a particular shift.
 - (b) Officers or sergeants who demonstrate a need for additional individualized training or exposure unique to a particular shift may be assigned to a shift.
 - (c) Shift assignments may be modified to facilitate department needs. A department need may include an emergency circumstance, field training requirement, an adjustment in department strength, or an unanticipated special personnel assignment.
 - (b) Once the roster is complete, an employee may not swap a shift with another employee without the approval of the Operations Commander and the Assistant Chief. Both employees shall submit a written request to the Operations

Irvine Police Department

Policies

Shift Procedures

Commander and Assistant Chief via the chain of command. The decision to swap shifts will be based, in part, on the needs of the department.

Irvine Police Department

Policies

Shift Procedures

401.15.4 DISPATCH

All full-time Communications Bureau employees are assigned to a 12-hour shift. In the event an Emergency Deployment is in effect, all employees assigned to day shift will assume a 0600-1800 work schedule. All employees assigned to night/swing shift will assume an 1800-0600 work schedule. If off duty, employees should report to work at the beginning of the next deployment period for the shift they are assigned to work.

401.15.5 OTHER NON-SWORN PERSONNEL

Professional staff who are assigned to the field shall follow directions from their immediate supervisor. In the absence of specific directions, they should report to the Irvine Police Department as soon as possible and await further deployment instructions.

Professional staff who are not assigned field duties shall maintain their normal schedule unless advised otherwise by their supervisor.