
Patrol Division Scheduling

436.1 POLICY

The Patrol Division of the Police Department must function on a continuous, uninterrupted basis with personnel staffing adequate, in the judgment of the Police Chief, to effectively meet service demands.

Scheduling procedures will be authorized by the Bureau of Operations Captain, and will be administered to accomplish the primary staffing objective, with due regard for the impact on operating personnel.

436.2 PROCEDURES

A rotational Patrol schedule in the form and style approved by the Chief of Police shall be used to record the work assignments of all Patrol personnel.

There shall be at all times, a Scheduling Supervisor assigned to the task of maintaining this primary work schedule.

A secondary Scheduling Supervisor will be assigned to administer the schedule in the event that the primary scheduling supervisor is not available.

All supervisors are expected to monitor and administer the day-to-day staffing needs of the schedule as permitted within these scheduling guidelines.

436.3 LINE OF AUTHORITY

Duties of the Scheduling Supervisor:

- (a) The Scheduling Supervisor shall maintain a master work schedule of all personnel assigned to the Patrol Division. This schedule shall include the name of the Officer, the shift, date, day and time of assignment.
- (b) The Scheduling Supervisor shall record and forward to all appropriate personnel any changes, approved by competent authority, which adjust the master schedule.
- (c) The Scheduling Supervisor has the duty to maintain and record approved requests for vacation and other times off, utilizing current policies and procedures.
- (d) All work schedules will be prepared in a timely fashion. They shall be approved by the Patrol Watch Commander designated as the Schedule Manager, and posted where possible no later than 30 days in advance of change of watch.
- (e) The Scheduling Supervisor shall be responsible for resolving minor conflicts in scheduling, by using existing Department policies and guidelines. In the event a conflict exists which cannot be resolved amicably, documentation shall be forwarded to the Schedule Manager for resolution.
- (f) The Scheduling Supervisor will obtain authorization from the designated Schedule Manager for the expenditure of overtime used to cover staffing shortages, except those emergency periods such as an immediate sick call or injury void. In the event

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the Schedule Manager cannot be consulted, the Watch Commander affected by the staffing shortage and overtime expenditure shall have the authority to grant approval.

- (g) The Scheduling Supervisor will annually conduct a vacation schedule sign-up, based on seniority, for the Patrol Division. This sign-up shall begin in September and shall be completed by the first of November each year.

436.4 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 84-13.