

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Assignment to Patrol Shifts		CHAPTER/SECTION NO.: 28.3, 28.4, 28.5	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 41.1.2			

28.3 Policy

28.3.1 Shift assignments

- A. Shift assignments for patrol personnel are determined by the needs of the Office. At each shift change, the Patrol Operations Bureau Commander or designee, is responsible for the overall method of selection for the shift assignments, including but not limited to: shift schedule, area/precinct assignment, type and frequency of rotation, seniority, member preference, supervisor assignment, days off etc.
 1. Employees may request special consideration based upon exigent personal circumstances, such as educational requirements, family needs, etc.
 2. The Patrol Operations Bureau Commander will consider all requests and base his/her decision upon the needs of the Sheriff's Office.
 3. Such requests should be limited to demonstrated need and, if granted, will not be considered an employee "right".
 4. The granting of one request will not require the granting of a second request by the same member or another member if the needs of the Office will not be met.

5. In all cases the Sheriff's Office needs take precedence and the Patrol Operations Bureau Commander's decision is final.
- B. The Patrol Operations Bureau Commander will be responsible to assign a predetermined number of patrol deputies to each of the shifts.
- C. The assignment will be based on the overall needs of the Patrol Section.
- D. Each deputy will be allowed to submit a written request listing his/her preferences for shift and area assignments.
- E. These preferences and each deputy's seniority are factors that the Section Lieutenant may consider when making assignments.
- F. To ensure a well-rounded level of patrol experience, deputies will not work the same shift more than two (2) consecutive rotations, unless approved by the Bureau Commander at his/her discretion.

28.4 Procedure

- 28.4.1 Prior to the start of a new shift schedule each deputy will have an opportunity to detail his/her three preferences for shift assignments and in order of their preferences. If there are hardship issues relating to an deputy's preferences then these issues should be explained in writing.
- 28.4.2 When possible seniority can be a consideration when assigning shifts. This, however will not be a limiting factor. The special needs of individual deputies, crews or the Section are also substantial considerations.
- 28.4.3 Deputies are not allowed to trade monthly rotation shifts without the express permission of the Patrol Operations Bureau Commander.

- 28.4.4 It is a violation of policy to conspire with other deputies to manipulate or affect shift assignments by *inside shift bidding*, that is to coordinate one's shift bid preferences with one or more other deputies so as to unfairly influence assignments.
- 28.4.5 The Patrol Operations Bureau Commander has the final authority on shift assignments and will make such assignments whenever needed so as to serve the best interests of the Patrol Section and this office.
- 28.4.6 The overriding considerations when making assignments will be:
 - A. The appropriateness of each assignment,
 - B. The morale and well-being of the patrol deputies, and
 - C. The efficiency of operations

28.5 Policy

- 28.5.1 Patrol Shift Rotation
 - A. Although the shift rotation is usually every three (3) months, modern police operations require a contingency approach when viewing long-term scheduling. The ultimate goal in the scheduling of Sheriff's deputies is to:
 - B. Provide the highest level of service, while
 - C. Realizing maximum utilization of existing resources.
 - D. Assure familiarity with areas/precincts through approximately one year area/precinct assignments.
- 28.5.2 The Sheriff, Chief Deputy and Operations Bureau Commander may vary from this policy/procedure when deemed necessary.