

November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

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DAILY ASSIGNMENTS AND MONTHLY WORK SCHEDULES

200.00 PURPOSE

The purpose of this General Order is to establish the procedure for the assignment of shifts; frequency of shift rotation; assignment to service areas; frequency of service area rotation; determination of days off; and documenting the daily payroll of police department employees.

200.01 POLICY

A single method for assigning officers to shifts, service areas, and days off will be developed and followed consistently. A uniform procedure helps to ensure impartiality in the process. However, department management retains the final authority to assign officers to shifts, and service areas in order to provide effective coverage, ensure accountability, and achieve organizational goals and objectives.

200.02 ASSIGNMENT PROCEDURE

Patrol Staffing. The division commander is responsible for maintaining adequate platoon manpower to ensure that all patrol duties can be accomplished.

- A. **Guidelines.** Minimum staffing should take into account officers on days off, vacation, schools, etc. When the four patrol sectors are filled, extra officers may be used for additional assignments such as traffic enforcement, bicycle patrol, directed patrol, training or other duties at the discretion of the watch commander. These duties will be assigned in a fair and equitable manner. Minimum staffing indicates the number of personnel that are expected to report for duty on a particular day, not necessarily the number of personnel scheduled to report for duty.

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1. The following preferred minimum staffing requirements have been established for the Patrol Division to ensure adequate coverage and fulfillment of its mission and objectives.
2.
 - 1st watch - No Less than six (6) officers on duty, one (1) supervisor and five (5) patrol officers.
 - 2nd watch - No less than six (6) officers on duty, one (1) supervisor five (5) patrol officers until 3:00 AM and Four (4) patrol officers thereafter.
2. Exceptions to the previously stated requirements will be at the discretion of the watch commander, with the approval of the Bureau of Field Operations Commander, and should be limited to cases involving extenuating circumstances.
4. All lieutenants' and sergeants' vacations will be coordinated through the Commander of Field Operations. Only one lieutenant or sergeant on a platoon will be scheduled off on any given day.
5. Vacations for officers in each rank, Lieutenant, Sergeant, and Police Officer are picked based on seniority, in grade. Officers may select a maximum of eighty-four (84) hours (consecutive work days) for their first pick but must pick a minimum of twenty-four (24) hours. After the first pick process is completed, a master list of vacations will be posted and officers may pick additional vacation hours or request vacations where opening are available. Picking additional hours will also be done by seniority in grade. All vacation hours selected may not be changed without approval of the division commander.

B. Assignment to patrol areas. To provide accountability for law enforcement services in the City of Ferguson, all patrol sectors must be staffed. Officers may be assigned permanent patrol areas at the discretion of the Division Commander.

C. Rotation and schedule.

1. Patrol Division Police Officers and Sergeants will be assigned to a twelve (12) hour rotating shift based on a twenty-eight (28) or fifty-six (56) day cycle, to be determined by the Division Commander. Each platoon will work a twelve (12) hour shift, rotating between the two (2) shifts every four to eight weeks. To prevent pay periods of eighty-four (84) hours, every two weeks each officer will work one (1) abbreviated shift in lieu of one (1) twelve (12) hour shift.

D. Roll call and relief procedures.

1. On-coming officers will be present and attend roll call at the beginning of each shift unless excused by competent authority. Roll call will commence for the up coming tour of duty at 0624 hours for the day watch, and 1824 hours for the night watch.
2. Roll call is conducted by the supervisor and/or the shift commander. Roll call will accomplish at a minimum the following four (4) basic tasks:
 - a. Briefing officers with information regarding daily patrol activity with particular attention given to unusual situations and changes in the status of wanted persons and major investigations.
 - b. Notifying officers of changes in schedules and assignments
 - c. Notifying officers of new directives or changes in directives.
 - d. Evaluating each officer's readiness to assume patrol.
3. Upon completion of roll call each officer will then proceed to their assigned vehicle and inspect it for cleanliness, unreported damage, and all required equipment. Any discrepancies will immediately be reported to a supervisor.
4. In order to reduce the incidence of off-going officers being assigned late calls in the morning, one officer from the evening shift may be assigned to work a shift which begins and ends one half hour after the regular shift schedule. The eight (8) hour shift officer will generally work a shift which overlaps the evening roll call. This officer will be expected at roll call when possible. In any event, the overlay officer will contact the on duty supervisor upon reporting for duty.

- C. **Bureau of Investigations:** Detectives will work an 8-hour day, five days per week. The Division Commander will develop a schedule which will meet the investigative needs of the bureau. Generally, detectives will be assigned to work days and evenings, alternating Monday through Friday with Tuesday through Saturday.

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Schedules will be modified to address the needs of investigations and covert operations.

- D. **Administrative Staff:** Civilian personnel assigned to the administration section will work an 8.5 hour day, five days per week, Monday through Friday. Sworn administrative personnel will work variable hours dependant on duties, i.e. staff inspections, internal affairs investigations, neighborhood meetings and such.
- E. **Communications Personnel:** The Communications Supervisor will develop a schedule to maintain 24-hour radio coverage, seven days per week. The rotation and day off schedule will be established assigning dispatchers to shifts, and days off to ensure impartiality.

200.03 TRADING OF DUTY ASSIGNMENTS

The trading of duty assignments is discouraged, however, if a supervisor or officer finds it necessary to be off during an assigned shift they may request to trade with a person of equal position by submitting a request for the change to their individual watch commander.

- A. All trades must be with the consent of the supervisors of both parties. In the case of sergeants, both watch commanders must approve the trade. A copy of all approved trades must be forwarded through the chain of command to the Division Commander.

200.04 PAYROLL PROCEDURE

- A. Monthly work schedules will be submitted to the Chief's Administrative Assistant prior to that schedule period.
- B. Payroll sheets will be submitted on time in accordance with City procedures.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel