I. POLICY

A majority of members are assigned to work-shifts, and the decision as to which shift a member works can sometimes be as important as a career path. In recognition that the needs and preferences of our members are important, varied, and complicated, it shall be the policy of the Department to, as much as practical, allow members to select the hours they work according to seniority.

For purposes of this policy, members who leave City service and return within two (2) years of separation will receive seniority for prior service time. If a member leaves City service and returns after more than two (2) years of separation prior service time will not be credited for purposes of calculating seniority.

II. PROCEDURE

A. Patrol Shift Selection

1. For each 6 month shift rotation, the Patrol Commander, or their designee, will send affected members an email notification with deadline to submit their first, second, and third shift request by return email. If the member is on leave or unable to respond to the email, the Patrol Commander will make reasonable attempts to contact the member to get their shift choices. Shift requests will be honored, subject to seniority and availability. The Patrol Commander will maintain the alternate shift choices in case later shift changes are needed.

2. Seniority will be determined by time in the rank of Police Officer, time in the rank of Police Corporal, or time in the rank of Police Sergeant at Davis PD.

3. Notwithstanding the general rule that seniority will determine shift selection, the following positions require special consideration for scheduling and will require they be selectively limited to certain shifts, still subject to the general rule that seniority will be determined by time in grade, not by seniority within the collateral or special assignment.

   a. FTO
   b. SWAT
   c. HNT
   d. EOD
   e. K9

4. Notwithstanding any other provision, the Department retains the right to assign any member to any shift, subject to Department need or because of discipline or performance issues. This
includes the right to assign members with less than three years of experience to rotate between day and night shift at least every third shift rotation.

B. Communications Shift Selection

1. Shift rotations occur every 6 months: January thru June; July thru December. A shift sign up form will be provided by the Dispatch Supervisors. Each member will be assigned a specific day/time to sign up for shift rotations for the upcoming year. If the member does not sign up by 1900 hours on their shift selection day, they forfeit their seniority, placing the member at the bottom of the shift selection list. In the event multiple dispatchers forfeit seniority, they will retain their seniority after all other dispatchers have selected a shift.

2. Shift changes will be scheduled near the first pay-period in January and July in a manner that will avoid the use of overtime.

3. Shifts are picked by “time in grade” seniority at Davis PD. For purposes of this policy, “time in grade” seniority means the combination of any time served as a Public Safety Dispatcher I and II at Davis PD.

4. Probationary members who have completed the training program will be assigned to a shift, or shifts, for such time periods as deemed necessary by the Department.

5. Notwithstanding any other provision, the Department retains the right to assign any member to any shift, subject to Department need.

C. Police Services Specialist- Parking

1. Shift selections occur every four months for the beginning of a new rotation: January thru April, May thru August, and September thru December.

2. Shifts are picked by “time in grade” seniority at Davis PD, at least 2 months before the start of a new rotation. For purposes of this policy, “time in grade” seniority means the combination of any time served as a Police Services Specialist combined with any time served as a Parking Enforcement Officer or Evidence Technician (classified now as PSS). Once a member has signed up for a shift, they must notify the next in seniority that it is their turn to select a shift. Employees have 7 days to pick their shift and notify the PSS Supervisor of their selection.

3. Notwithstanding any other provision, the Department retains the right to assign any member to any shift, subject to Department need or because of discipline or performance issues.

E. Shift Changes

1. Members may mutually agree to change their shifts with approval of their respective Division Commander.

2. The Department has the final authority to make any shift changes deemed necessary.

3. The Patrol Commander is generally responsible for notifying all members who will be affected by any shift change made outside of the regular shift rotation. The Patrol Commander will also send out a department-wide email notifying members of the change and in most cases will provide a brief explanation regarding why the change was made, especially if it relates to making changes to meet patrol staffing needs.
Darren Pytel
Police Chief

Created:
6/95

Revised:
10/99
1/06: language added to include Records and Communications
11/09 seniority system clarified
07/10 add Cpl. and seniority exceptions
12/11: PSS and parking shift selections (C and D) added. Old C moved to E
08/13: Communications shift selection modified
02/18: II, E., 3. Added
03/18: seniority clarified
05/19: PSS – general eliminated
03/2020: patrol changed to email instead of phone call

Reviewed:
1/02, 1/03, 1/04, 1/06, 12/07, 03/10, 12/11, 03/16, 12/17