

PALM BEACH GARDENS POLICE DEPARTMENT

PATROL SCHEDULE AND ASSIGNMENTS

POLICY AND PROCEDURE 4.2.1.28

Effective Date :

10/05/11

Accreditation Standards:

CALEA 41.1.1

CFA 17.01M

Review Date:

10/01/2014

CONTENTS

1. Assignment to Shifts and Days Off

2. Transfer

3. Rotation

4. Beat Assignment

PURPOSE: To establish guidelines for assignment to patrol shifts, transfers between shifts, frequency of rotation, assignment to beats, and determination of days off.

SCOPE: This policy and procedure applies to all patrol officers.

REVIEW RESPONSIBILITY: Field Operations Division Assistant Chief

POLICY: The Patrol Operations Bureau is responsible for providing police patrol services and response to calls for service. This is accomplished through a patrol shift system that provides around the clock patrol coverage within the City. The Department will follow consistent procedures in assigning officers to the various shifts and beats in order to ensure fairness in the assignment process. While seniority may be a factor in assignment, the provision of effective police service is the overriding obligation of the Department, and the Chief of Police retains the final authority to assign officers where needed.

PROCEDURES

1. ASSIGNMENT TO SHIFTS AND DAYS OFF

- a. The Patrol Operations Bureau utilizes a platoon and squad system to assign work shifts. Each patrol officer is assigned to a platoon, designating day or night assignment. Each platoon is comprised of squads scheduled to work the early or late shift of their assigned platoon.
- b. The work schedule for patrol officers consists of eleven hour shifts in a four day on, four day off rotation. Approximately every four weeks, a training day is inserted for one of the days off.
- c. Each Platoon has two squads whose start times are staggered to facilitate coverage during shift changes and to maintain 24 hour response to emergencies.
- d. Patrol Sergeants are assigned to each platoon and supervise a squad. Officers are assigned to squads within the platoons. Those assignments determine the shift and days off.
- e. The method of initially assigning officers to a platoon, and to squads within the platoon, is the "shift bid" process, where the officers list their preferred platoons and/or shift hours in order of preference. The Patrol Operations Bureau Major shall give consideration to these requests while assigning officers to the platoons and squads, but there is no way to ensure all officers will get their first choice.
- f. Seniority is a consideration in priority for selecting platoon and squad assignment, and thus shift assignment, but is not the only consideration. Other factors that may be considered include, but are not limited to:
 - i. Individual performance and ability.

- ii. The need to balance experience among the platoons and squads.
- iii. The need to balance specializations among the platoons and squads.
- iv. The obligation of the Department to ensure that proper, effective and efficient police services are provided.
- g. Between bid periods, Sergeants and officers may be assigned to platoons and squads as determined by the Patrol Operations Bureau Major on a workload-needs basis along with the factors stated in section 1.f. above.
- h. Officers in their initial probationary period may be moved among different platoons and squads, as needed, to facilitate their training. Upon completion of probation, they shall be assigned to a permanent platoon and squad.
- i. Field Training Officers (FTO) are assigned to platoons in accordance with the Field Training Program policy and procedure, 4.3.4.3, in order to ensure FTO coverage on all shifts.

2. TRANSFER

- a. Except for recurring rotations as described in the following section, the transfer of officers from one shift or platoon to another is at the discretion of the Patrol Operations Bureau Major or his designee.
- b. Transfers may be voluntary or involuntary and may be made for any of the reasons specified in section 1.f. above; however, seniority shall not be used simply to “bump” another person off a platoon once the platoons are assigned and in place.
- c. Officers may request transfer from one platoon to another, provided there is an opening in the receiving platoon or a member of the receiving platoon who is willing to swap with the requestor. Approval of such a request is subject to the considerations of section 1.f. above. The request shall be made in writing via memorandum to the Patrol Operations Bureau Major. The Major may seek the input of the involved platoon Sergeants prior to making a decision.
- d. Instances of nepotism or where nepotism is a source of conflict are to be addressed in a manner consistent with City Policy and Procedure 2.10.
- e. An officer transferring from a specialized unit back to the Patrol Operations Bureau will be allowed to “bid” on a platoon. The Patrol Operations Bureau Major may take that bid into consideration, along with the considerations of section 1.f. above, when making the assignment. The officer transferring to the Patrol Operations Bureau may not “bump” another officer from a shift.

3. ROTATION

- a. Platoon assignments are considered “fixed” while in place. They shall be in effect for a fixed period of time to be established by the Patrol Operations Bureau Major, but, after January 2007, shall not exceed one year in duration.
- b. Annually, or at a lesser time if previously established by the Patrol Operations Bureau Major, the platoon assignments will be re-bid. The bid and assignment process shall be in accordance with sections 1.e. and 1.f. above.
- c. If there are significant changes in staffing, number of beats, activity levels, department organization, etc., the Patrol Operations Bureau Major may move officers as needed among the platoons, may arrange for a re-bidding of the platoons at that time, or may redesign the shift system if required by organizational changes.

4. BEAT ASSIGNMENT

- a. Assignments of officers to patrol beats will be at the discretion of the Sergeants.
- b. The Sergeants shall consider work load, call volume, and other similar factors in making such assignments. Emphasis shall be given to heavier staffing of busier beats.
- c. Sergeants may consider the factors in section 1.f. in deciding which officers to assign to which beat.

- d. Assignment to beats should be considered quasi-permanent to allow the officer to become familiar with his/her beat. However, there is flexibility in moving officers among beats when needed for training, coverage, special events, etc.
-

INDEX AS:

- **BEAT ASSIGNMENT**
- **PATROL ASSIGNMENT**
- **SHIFT ASSIGNMENT**
- **PATROL SCHEDULE**

RESPONSIBILITY INDEX:

- **PATROL OPERATIONS BUREAU MAJOR**
- **PATROL SERGEANTS**
- **PATROL OFFICERS**

DRAFTED: SDD / 08-24-11 FILED: 4.2.1.28.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

10/05/11
Date