



PATROL STAFFING

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I. PATROL SHIFT ASSIGNMENTS

The department's work schedule for employees assigned to the Patrol Division is described in Index Code 716. That directive contains the following additional information:

- A. Department procedures for maintaining 24-hour continuous patrol coverage during shift changes.
- B. Procedures for assigning officers to shifts.
- C. Frequency of shift rotation.
- D. Procedures for determining days off for patrol officers and first-line patrol supervisors.

II. AUTHORIZED PATROL STAFFING/REQUIRED PATROL POST STAFFING LEVELS

Required Patrol Post Staffing Levels is the number of posts that must be filled per district, per shift. Supervisors will authorize overtime to maintain Required Patrol Staffing Levels.

When Compensatory Leave and/or unexpected Sick Leave has taken the number of platoon personnel below required staffing levels, supervisors shall initiate "Drafting" procedures (see below). Supervisors will either broadcast a radio transmission, or request through the Communication's supervisor console, for a volunteer officer to work the required hours. If a volunteer is not identified within a reasonable and timely manner, the officer who is next on the preceding or succeeding platoon's Draft Log (see below) will be required to work.

"Drafting" means requiring an employee to work overtime to maintain Required Patrol Post Staffing Levels. This will be done through the use of a platoon Draft Log. This Draft Log will maintain a list of platoon personnel from junior to senior. The log's purpose is to indicate which officer may be selected to work during times when another of the district's platoon staffing drops below required staffing levels.

A. *Authorized Patrol Services Bureau Platoon Staffing*

<u>District Platoons 1, 2, 3</u>	<u>Platoon 4/Squad Staffing</u>	<u>Overlap Squad</u>
<i>Northern</i> 16	23 (8-7-8)	6
<i>Eastern</i> 18	27 (9-9-9)	7
<i>Southern</i> 15	21 (7-7-7)	None
<i>Western</i> 18	24 (8-8-8)	7

B. Required Patrol Post Staffing Levels

Northern	11 Posts Day and Evening Shift 10 Posts Midnight Shift
Eastern	13 Posts Day and Evening Shift 13 Posts Midnight Shift
Southern	10 Posts Day and Evening Shifts 9 Posts Midnight Shift
Western	13 Posts Day and Evening Shifts 11 Posts Midnight Shift

III. PATROL BEAT ASSIGNMENTS

A. Platoon commanders are responsible for the assignment of personnel to the patrol beats. Commanders are given flexibility in order to achieve the best utilization of personnel resources in providing coverage. Platoon commanders will consider the following criteria when making beat assignments:

1. Seniority
2. Experience
3. Special skills/training needs
4. Performance
5. Officer preference

B. It is the department's desire to assign officers to beats for a sufficient period of time to enable the officers to learn the area and become familiar with local offenders, hazards, and geography. The department assigns patrol officers to beats for at least one year. However, the department reserves the right to modify or change beat assignments at any time and for any reason, in order to meet the changing needs of the moment.

C. Transfers of officers for disciplinary reasons will be made in full respect of the Law Enforcement Officers' Bill of Rights.

IV. SPAN OF CONTROL FOR SUPERVISORS

First-line supervisors are limited to full-time supervision of a maximum 12 employees or 8 patrol beats. The exact span of control may be adjusted temporarily by a bureau chief for operational purposes.

V. PROPONENT UNIT: *Patrol Services Bureau.*

VI. CANCELLATION: This directive cancels Index Code 1615, dated 10-28-05, *and Memoranda 05-041 & 05-044.*