3.12 PURPOSE

To outline the rules and regulations relating to shifts, assignments, and call-back procedures.

3.12.2 POLICY

Staff personnel shall schedule work hours for non-exempt sworn employees to maximize available personnel resources in the delivery of police service to the community. These employees will normally work 80 hours per pay period scheduled in such a way as to provide this service to the community 24 hours per day. All shift bidding and scheduling shall comply with current union labor agreements.

There are occasions when additional personnel are necessary to accomplish the mission of the Department. These guidelines define the procedure used to call personnel back and the duties performed by those called in.

3.12.3 SHIFTS AND ASSIGNMENTS

A. Shift Bidding and Shift Assignments

1. Department management determines days off and roll call assignments.
2. Assignment of probationary status officers and detectives to various shifts is determined by training requirements. The assignments shall constitute a sufficient period of time that the officer/detective may become adept in the duties and skills needed for each of the three shifts in Field Operations or those required for investigative proficiency in CIB.
3. Personnel allocations are made according to staffing needs. Final allocations are at the discretion of the Bureau Commander.

B. Field Operation Procedures

1. Area Assignments

   The Field Commanders have discretion to assign officers to patrol territories based on personnel needs.

2. Shifts
3.12 SHIFTS, ASSIGNMENTS AND CALL-BACK PROCEDURES

a. In order to provide 24-hour continuous police service, the Field Operations Bureau consists of at least three shifts, 8 or 10 hours in duration.
b. Staff will assign personnel to shifts according to staffing needs and in accordance with the current union labor agreements.

3. Tour of Duty

a. Officers shall go “in-service” with SCECC as soon as practical after roll call, giving the unit number of the car and the last name of the officer(s) in the car and should immediately thereafter sign onto the Mobile Data Terminal (MDT).
b. The roll call supervisor shall notify SCECC and the Field Commander of changes in officer assignments and correct the line-up and time sheets to reflect those changes.
c. Officers shall not leave their vehicles at the end of shift until 15 minutes prior to the end of shift unless approved by a supervisor or completing work inside the LEC.
d. All officers are subject to calls for service until 10 minutes prior to the end of their shift.
e. All officers shall remain in the LEC until they have clocked out at the end of their assigned shift.

C. Criminal Investigations Procedures

1. Shift Assignments

a. CIB has three shifts of 8 hours in duration. At least one detective will be scheduled to work on weekends. CIB maintains at least one standby detective to deliver services when scheduled detectives are not on duty or further assistance is warranted.
b. Work hours assigned to each of the shifts shall be at the discretion of the Bureau Commander.
c. CIB management determines days off. Certain contractual requirements apply to the scheduling process.

2. Tour of Duty

a. The supervisor shall provide SCECC with a schedule of officers and detectives assigned for duty.
b. Detectives shall be available for assignment until the conclusion of their shift.

3.12.4 DEPARTMENT CALL BACK PROCEDURE
A. Legal Advisor Notification and Call Out

1. The Department’s legal advisor may be notified upon:
   a. Officer involved shootings; and
   b. Fatal car accidents involving Department personnel.

2. The legal advisor may be called out on serious incidents at the discretion of the Field Commander.

B. Response Team and/or Crisis Negotiator Team (CNT) Call-back

1. Officers must submit emergency requests to the Field Commander. The Field Commander shall consult with the Officer of the Day (OD) to authorize call-back.
2. The Field Commander will work with the Response Team or CNT OIC to determine who needs to be called back.
3. Notification to the Team OIC shall be made as soon as it is known the Team(s) is needed.
4. The Chief’s office shall be notified anytime the Response Team or CNT is used.
5. Anytime the CNT is called back the Response Team will be as well.
6. The Deputy Chief or designee shall be called to respond to any hostage or barricaded subject situation.

C. Uniformed Officer Call-back

The Field Commander or higher authority may have uniformed employees called back to maintain staffing levels or to address emergencies.

D. Detective Call-back

1. The call back detective may be requested by the Field Commander when the investigating officer feels that immediate follow up to a serious crime is necessary and an on duty detective is not available.
   a. The detective is to be called only when an immediate follow-up and/or when statements that are beyond the abilities of the investigating officer must be immediately taken.
   b. The call-back detective shall not be called solely for advice or an opinion.
   c. Call back detectives shall make themselves available during all hours that they are scheduled to be the call back detective, shall answer their phone, and shall respond when called upon.
E. CSI Call-back

The Field Commander may call back CSI officers if no on-duty CSI officer is available and a serious crime scene or a fatal/possibly fatal accident scene requires evidence collection. CSI should not be called back solely for the purposes of photographs where digital photos are all that are needed.

F. Narcotics Officer Call-back

1. When the Field Commander is notified of a need to call back Narcotics, the field supervisor will be given authorization to contact the Narcotics supervisor.
2. The field supervisor will brief the Narcotics supervisor on the issue. The Narcotics supervisor will determine the level of response based on staffing availability and the type of incident:
   a. Meth lab – generally at least two officers are called back in addition to the Narcotics supervisor, more are called back when needed.
   b. Search warrant – staffing determined by availability and case priority.
   c. Controlled delivery – handle the same as “Search Warrant” except the Response Team is used to cover the delivery and make entry into the structure.

G. Bomb Squad Unit Call-back

When an officer locates a suspicious item that requires disposal and/or police handling the Field Commander shall contact the Bomb Squad Commander to initiate a response.

H. Animal Control Officer (ACO) Call-back

1. Animal Control Officers may be called back by the Field Commander for:
   a. Sick or injured domestic animals when the owner cannot be found;
   b. A vicious animal threatening people; or
   c. Other situations as determined by a Field Commander.

2. Uniformed officers must check the scene first and stand by for safety reasons until the ACO clears the scene or indicates the officer can clear.
3. ACO shall notify dispatch when in route and give ETA.

I. Accident Reconstruction Team

Accident Reconstruction Team (ART) callback:
1. The Field Commander will request accident reconstruction for any motor vehicle accident involving more than one vehicle and/or person and has resulted in life-threatening injuries or death.
2. The Field Commander should contact the ART OIC for situations needing clarification on ART use.

J. Canine Call-back

Canines are available 24/7. When a call-back is needed, officers shall:

1. Notify their supervisor;
2. The Field Commander should contact the Canine Unit supervisor; and
3. The Canine supervisor shall call back officers based on need.