



POLICY/PROCEDURE NUMBER: 08-P.A.-015

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SUBJECT: SCHEDULING, OVERTIME, AND TIME-OFF PROCEDURES FOR SWORN OFFICERS

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: Standard Operating Procedure 100-18: Leave Accountability and Authorization Forms; and Procedural Directive 2004-008: Patrol Division Minimum Staffing Requirements, August 19, 2004; 2005-006: Exchange of Work Assignments/Form, June 10, 2005; February 15, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARD: 3.2.1, 3.2.2, 9.1.1

CSU POLICE SYSTEMWIDE POLICY: NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this policy is to set requirements for patrol scheduling, overtime posting, overtime assignments and time off requests.

II. POLICY

It is the policy of this Department to provide continuous patrol coverage 24 hours per day for the campus and to assign officers to shifts based on workload assessments, taking a business system approach in patrol scheduling, overtime posting, assignment of overtime, and time off requests.

III. DEFINITIONS

- A. Accumulated Overtime Hours: A listing of accumulated overtime hours for the current fiscal year. Hours are listed by officer name and accumulated total overtime hours worked, in descending order, posted weekly by the time keeper. Time periods calculate overtime worked between Monday through Sunday of a given week.
- B. Calendar of Scheduled Training: An annual calendar listing of scheduled training for Department personnel.
- C. Master Schedule: The monthly patrol operations and investigations schedule which includes the work schedules of police officers, corporals, sergeants, and investigators.
- D. Patrol Overtime Book: The binder containing available overtime information located in the Shift Supervisors Office.

- E. Schedule Variance Request Form: The form utilized by department employees to document overtime performed and request time off (i.e. vacation, CTO, Personal Holiday, etc.) from one's regular shift schedule. This form is located on department server "P:/Data/Forms".
- F. Schedule/Special Event/Detail Coordinator: A corporal, sergeant, or command staff position who is assigned the coordination and accountability for the patrol schedule, overtime posting, and approval of time off requests. This assignment is also responsible for coordinating all special event requests for Department of Police Services sworn and dispatch personnel, working with the Parking & Transportation Services special event coordinator for parking/transportation services needs, creation of special event operation plans/deployment orders, and the posting of police officer details required of the Department of Police Services.
- G. Shift Supervisor: A sworn officer holding the rank of corporal or sergeant in charge of the Patrol Division watch during a specified period of time. In the absence of the scheduling/special event/detail coordinator, recommends approval/denial of time off requests to the respective Watch Commander in their absence.
- H. Time Keeper: The administrative assistant responsible for time keeping.
- I. Training Coordinator: The person responsible for coordinating all training and posting of training schedules for the Department.

IV. PROCEDURES

A. Master Schedule

1. Each month, the assigned schedule/special event/detail coordinator will prepare a patrol master schedule based on a 24/7 continuous patrol coverage plan which will be posted by the 1st of the month prior to the effective date (example: the July schedule will be posted by June 1st). Service area assignments established in accordance with the department's beat plan are made by the designated shift supervisor during shift briefings as stated within department policy 07-S.O.-011 – Police Services Communications.

A copy of the schedules will be maintained on the police scheduling board and in dispatch. Copies will also be provided to all command staff, the training coordinator, and time keepers via e-mail. Extra copies will be made available electronically when requested.

2. No sworn employee (MPP personnel not included) shall have their regularly scheduled watch or days off changed without receiving a minimum of twenty-one (21) days prior written notification of such change, except in emergency situations or by mutual agreement per Unit 8 Bargaining Agreement, Article 13.5.
3. In emergency situations, days off and shift assignments may be canceled or changed as needed to address the emergency. The decision for each cancellation shall be made by the Chief of Police per Unit 8 Bargaining Agreement, Article 13.9.
4. The schedule/special event/detail coordinator will refer to the Calendar of Scheduled Training and work with the Police Operations Commanders for R.A.D. assignments when preparing the patrol master schedule. The training coordinator will post copies of the Calendar of Scheduled Training on the police server "P:/Data/Forms".

5. Patrol shifts are assigned on a six-month rotational basis, usually January 1 through June 30 and July 1 through December 31. In accordance with the Unit 8 – SUPA Collective Bargaining Agreement (CBA), work shift assignments are made as follows:
 - a. Needs of Probationary Employees
 - b. Special Assignments
 - c. Maximum of 1 year on the same shift requirement (SUPA CBA)
 - d. Seniority

Note: work shifts shall consist of one Sergeant and two Officers whenever possible.

“Special assignment units” are assigned to work shifts as determined by the Patrol Operation Commanders and Special Services Captain with the Chief’s approval based on operational needs. Every effort will be made to keep the same days off in a shift rotation unless operational needs necessitate an alteration.

6. At the end of each month, the designated Patrol Operations Lieutenant will send the most current version of the patrol and dispatch master schedules to the time keeper for accurate payroll and attendance reporting.

B. Reporting for duty:

1. All personnel shall be punctual in reporting for duty at the time and place designated by their supervisor or by Special Order. Personnel are required to be in uniform and ready for duty in the briefing room, at the assigned start of watch time depending on assignment. Failure to report for duty on time shall result in an officer being considered late for duty.
2. Any officer who expects to be late for duty is responsible and accountable for notifying the shift supervisor (via dispatch) as soon as it is known to the officer that he/she will be late.
3. Officers who arrive late must make up their time at the end of their shift or use CTO or vacation (docking may also be appropriate). It is the responsibility of the officer to report personally to the shift supervisor and to submit a Schedule Variance Request to cover the absence. Supervisors shall require a memorandum from the employee which states the nature or circumstance for being late. This memorandum will be forwarded to the appropriate Patrol Operations Commander by the supervisor along with any recommendations for discipline, if appropriate.
4. All emergency requests for leave shall be made through dispatch by requesting to speak to the shift supervisor for approval. If the shift supervisor is not available, the employee should leave a call-back phone number with dispatch. Upon return to work, a Schedule Variance Request form shall be submitted by the employee to his/her supervisor (or manager in the supervisor’s absence) accounting for his/her time off. Dispatchers are not authorized to grant leave requests.

C. Requests for time off

1. Requests for time off for the calendar year will be posted annually and granted by seniority as well as on a first-come, first-served basis (see number 2 in this section). Based upon the operational needs of the campus, vacations shall be scheduled and taken as authorized by the Chief of Police in accordance with Unit 8 Bargaining Agreements, Article 18.5 (vacation) and 13.18 (CTO).

2. After the January selection process, time off will be granted on a first-come, first-served basis as based on the operational needs of the department. All time-off should be requested utilizing the Schedule Variance Request form.
3. Time off requests shall be submitted to the schedule/special event/detail supervisor through each employee's supervisor. All approved time off will be updated as required and posted monthly. The original Schedule Variance Request will be sent to the time keeper for accurate time reporting.
4. Approval of requests for time off will be the primary responsibility of an employee's Commander or Manager, or a designee in their absence. However, the Chief of Police or other authorized member of the command staff may countermand a request for reasons based on operational need or other administrative reasons, if necessary. In the event a scheduling conflict exists involving requests for time off, the appropriate Patrol Operations Commander or another member of the command staff will make the final decision for approval or denial based on the following criteria (in order): operational needs of the department, seniority, first come/first serve.
5. The schedule/special event/detail supervisor will send a notification to the officer and to his/her supervisor, via e-mail, of the approval or denial of the request for time off.
6. If the request for time off does not require patrol shift coverage and the schedule/special event/detail supervisor is not available for approval, the shift supervisor may approve it.
7. Requests for doctor's appointments (sick leave) must be submitted a minimum of seventy-two hours in advance of the requested leave time or earlier if possible, unless due to urgency this is not possible.

D. Sick Leave:

1. All personnel unable to work due to illness shall notify the on duty shift supervisor (via dispatch) when they are unable to report for duty. Notification should be made a minimum of two hours prior to the assigned scheduled start of watch in order to allow sufficient time for leave replacement if necessary.
2. Officers are required to call in each day of an illness unless otherwise excused by their respective Patrol Operations or Special Services Commander.
3. Upon any sick or other time off notification, the dispatcher will complete a Time off Memo and notify the shift supervisor in a timely fashion.
4. Per Unit 8 contractual agreement, the Chief of Police may require an employee to submit substantiating evidence that an absence (sick leave) is for an authorized reason.
5. Family sick leave – Officers should refer to their respective bargaining unit agreement for a complete explanation of absences chargeable to sick leave. For example, Unit 8 is permitted five family sick leave days per year. If the family sick days are consecutive and exceed those five days, then section IV, D, 4 (Physician's Note) applies.
6. In individual cases where a pattern of sick leave usage is apparent, an officer may be required to adhere to more stringent guidelines.

E. Jury Duty:

An officer who receives initial notification that he/she is subject to jury duty shall notify their respective manager (i.e., Patrol Operations Commander or the Special Services Captain); providing the manager and time keeper with a copy of the summons (see Section 22.10-12 of Unit 8 Collective Bargaining Agreement).

F. Overtime:

1. Overtime must be approved by the shift supervisor, Patrol Operations Commander, or in their absence, another member of the command staff.
2. For patrol details and other department funded overtime activities, officers shall complete a Schedule Variance Request form prior to end-of-watch and turn it in to the shift supervisor for approval. The shift supervisor is responsible for ensuring that the form is properly completed. The form will then be placed in the appropriate Patrol Operation or Special Services Commander mail box who will forward it to the designated time keeper upon approval.

For special event overtime, officers and shift supervisors shall not only follow the directives for patrol details and other department funded overtime activities cited above but will also abide by and complete the "Available Overtime Worksheet and Instructions" (see attachment G) and directives cited below. These forms must be turned into the shift supervisor for review and approval and then placed into the appropriate Patrol Operations or Special Services Commander mailbox prior to the end of the officer's watch.

3. Schedule Variance Request form for training overtime shall be completed and placed in the training coordinator's mail box for approval. Once approved by the training coordinator, the variance slip will be forwarded to the appropriate Command Staff member for final approval. Variance forms must be submitted in a timely manner, and are expected no later than seven days after the scheduled training's end date.
4. Assignment of overtime that is posted within the police overtime book will be the responsibility of the day shift supervisors, as overseen by the scheduling/special event/detail supervisor. Other supervisors may assign overtime, however the responsibility of ensuring that planned assignments are made in a timely manner remains with the day shift supervisors. All overtime assignments made (patrol or special/planned events) shall be done so in accordance with Unit 8 Bargaining Agreement, Article 13.13.
5. For CSU Northridge officers, when there is more than one volunteer for an overtime slot, the assignment will be made from the Accumulated Overtime list. The officer on the list with the lowest number of overtime hours worked will be assigned. In case of a tie, rank and seniority will be used to make the assignment. Approved time off and training will be taken into account when assigning overtime.
6. Occasionally the command staff may require an officer with special skills or a supervisor to work an event. In these cases, the assignment will be made regardless of the position on the accumulated overtime list.
7. In the event of an insufficient number of volunteers for any posted overtime assignment, mandatory assignment(s) will be made starting at the bottom of the list

ensuring compliance with all Unit 8 Bargaining Agreement, Article 13.13 conditions.

8. For officer safety reasons, assignments will not be made that would require an extended period of duty or would not allow for adequate rest time. No officer is permitted to work more than sixteen hours straight unless exigent circumstances exist and it is approved by a command staff member or the Chief of Police.
9. The shift supervisor will initial and date the original Available Overtime form, make copies for the officers and place them in their respective mail boxes.
 - a. An officer assigned to overtime may trade with another officer after requesting such trade via a memo and **only** after gaining the approval of a shift supervisor. Upon approval, the shift supervisor will write-in the newly assigned officer's name on the Available Overtime form, initial the form and date it.
 - b. If, for an unforeseen Department-related reason, an officer cannot work his/her assigned overtime, the shift supervisor can reassign the overtime.
10. After the overtime has been worked, the original Available Overtime sheet will be placed in the financial analyst's mail box. This is required even if the assignment was not staffed.

G. Posting of Overtime

1. All overtime requests shall be posted utilizing the Available Overtime form.
 - a. The schedule/special event/detail coordinator will coordinate all special event requests for police services in accordance with the directives set forth in Policy/Procedure #08-S.O.-016 – Event Management and Crowd Control Procedures. He/she will coordinate the number of police officers, dispatchers, and parking personnel needed for the event and will post the request for overtime in the Patrol and Dispatch Overtime Books in accordance with Unit 8 Bargaining Agreement, Article 13.3. Parking services overtime needs shall be coordinated with the Parking/Transportation Services unit special event coordinator.
 - b. The schedule/special event/detail coordinator will be responsible for posting all needed patrol shift coverage, including but not limited to:
 - i. Requests for time off (vacation, CTO, holiday time, PH)
 - ii. Training
 - iii. CRU call-outs
 - iv. Reassignments
 - v. Military leave
 - vi. Jury duty
 - vii. Family leave
 - viii. Extended medical leave
 - ix. Crime prevention and community relations assignments

H. Minimum Staffing Requirements

1. Patrol

Per order of the Chief of Police, the minimum staffing requirement for a watch is two police officers and one supervisor. The supervisor may be of any rank to include corporal and above. No supervisor is authorized to lower this minimum without the authorization of the Chief of Police or her/his designee (member of the command staff).

2. Housing Policing Team

Per order of the Chief of Police, the minimum staffing requirement for a watch is two bicycle patrol officers as supervised by one patrol supervisor. (Reference Policy/Procedure Number 08-L.E.-016 (Bicycle Patrol Operations). No supervisor is authorized to lower this minimum without the authorization of the Chief of Police or her/his designee (member of the command staff).

I. Request for Exchange of Work Assignments

This process permits the exchanging of daily work assignments by police officers, under appropriate circumstances, enabling them to take one or two unscheduled days off for their personal convenience within the following guidelines:

1. All requests for the exchanging of daily work assignments will be accomplished by submitting a CSU system-wide approved request form (see appendix A) showing the dates and the shifts to be exchanged and signed by both the requesting officer and substitute officer, signature of requesting officer's supervisor, and the appropriate Division Commander or a designee in their absence.
2. All requests must be submitted to the appropriate Division Commander at least **48 hours** prior to the exchange date so that notification of approvals may be made **24 hours** prior to the exchange date.
3. The exchange of a work day assignment must be completed within seven [7] days and is limited to a maximum of two [2] days.
4. The exchange process is intended to be utilized for sporadic special events that arise and shall not evolve into a routine pattern.
5. All requests should be submitted to the appropriate Division Commander for approval. Except in an emergency situation, requests for exchange of work assignments will not be authorized outside of this procedure.

J. Self-Reporter and Time Keeper Responsibilities

1. Self-reporters are required to submit a CSUN DPS Schedule Variance Request form for approval by a supervisor and manager for all overtime and time off requests made. Self-reporters shall also enter the time submitted within the CSUN Peoplesoft timekeeping database system. Overtime entries shall be made at the conclusion of an employee's shift. Time off (e.g., CTO, Sick, etc.) shall be entered on the day in which notice is provided for the approved time off or in the case of sick leave, the entry shall be made on the date in which an employee returns to work.

2. The designated timekeeper will verify Peoplesoft entries made with the respective DPS schedule variance form as approved by the employee's respective manager.
3. If an officer desires to change the Absence Category on their Schedule Variance Request form, he/she should contact the time keeper for the changes. Once a Schedule Variance Request form has been approved by a member of the command staff, no changes may be made without the authorizing commander's approval (or his/her designee in their absence).

V. APPENDIX

A. CSU System Approved - Request for Authorization of Shift Trade



California State University Police

Request for Authorization of Shift Trade

Reason for Shift Trade _____

Requesting Party (Print Name) _____

Requesting Party's Shift (Include Date(s) and Time(s)) _____

Agreeing Party (Print Name) _____

Agreeing Party's Shift (Include Date(s) and Time(s)) _____

By signing this form, all involved parties accept full responsibility for the coordination of this shift trade. Additionally, all involved parties acknowledge that they may be held accountable for any failure on their part to report for duty on the above listed date(s) and time(s).

Requesting Party's Signature _____ **Date:**

Agreeing Party's Signature _____ **Date:**

Signature of Requesting Party's Supervisor _____ **Date:**

Chief or Designee's Approval _____ **Date:**