

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 3

January 28, 2020

SUBJECT: STANDARDIZED CHANGE OF WATCH PROCEDURES FOR PATROL AND TRAFFIC DIVISIONS – REVISED

PURPOSE: This Order revises Department Manual Section 3/222.02, *Standardized Change of Watch Procedures for Patrol and Traffic Divisions*, in order to accommodate the requirement to post deployment period schedules in the third week of the deployment period, to be consistent with the Chief of Staff Notice, *Modification of Posting of Deployment Period Work Schedules*, dated April 5, 2017. This revision will require officers to submit a change of watch request by the second Monday of the deployment period prior to the requested effective date. This will allow enough time to consider the request prior to deployment meetings and days off scheduling that occur in the second week of the deployment period.

PROCEDURE: This Order revises Department Manual Section 3/222.02, *Standardized Change of Watch Procedures for Patrol and Traffic Divisions*. Attached is the revised Department Manual section with the revisions indicated in italics.

AMENDMENT: This Order amends Section 3/222.02 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachment

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VOLUME III
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222.02 STANDARDIZED CHANGE OF WATCH PROCEDURES FOR PATROL AND TRAFFIC DIVISIONS. Specified patrol and traffic division employees shall be assigned to divisional watches at the beginning of each deployment period (DP). For the purpose of applying watch assignment procedures, there are three primary watches: AM, Day, and PM watches. All mid-watches are included within a primary watch for purposes of watch assignment. Once assigned to a primary watch, an employee may indicate a preference for the primary or mid-watch, but may be assigned to either watch during any deployment period based on Department needs and/or the employee's request.

Definitions.

Discretionary Watch Assignment Pools. The five discretionary watch assignment pools are comprised of, respectively, Lieutenants I/Watch Commanders, Sergeants II/Assistant Watch Commanders, probationary Sergeants I, traffic trainees, and Police Officers I.

Primary Watch Assignment Pools. The five primary watch assignment pools are comprised of, respectively, Police Officers II, Police Officers II+2, Police Officers III, Sergeants I+2, and non-probationary Sergeants I.

Exempt Positions. Community Traffic Services, subpoena control, other specialized task forces or details, traffic loanees, and light-duty personnel are exempt positions.

Senior Officers. As determined by service as sworn members of the Department, the most senior employees within each non-supervisory primary watch assignment pool, not to exceed fifteen percent of each pool, are designated "senior officer," for watch assignment purposes only. Police Officers II and III with 20 years or more of service as sworn Department employees, not to exceed four percent of the total Police Officers II and III in the division of assignment, will be awarded their choice of watch. The balance of the Police Officers II and III in the division with 20 or more years of service as sworn Department employees shall be exempt from working one watch of their choice. These officers shall not represent more than 50 percent of any given watch.

The top five Sergeants I in the division of assignment with 20 years or more of service shall be afforded watch seniority. The top two will have their choice of watch and the remaining three will be exempt from working one watch of their choice.

Eligible officers *shall* submit an Employee's Report, Form 15.07.00, to their commanding officer requesting to be awarded or exempt from a specific watch. Those employees eligible to choose or exempt a specific watch will change as seniority within the division changes.

Exception: Officers assigned to specialty assignments such as Special Problem Units (SPU), Gang Impact Teams (GIT), subpoena control officers, complaint officers, and special task forces, shall be exempt from the change of watch policy and their hours shall be set by their commanding officers.

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Eligibility for Department Schools. Officers with 20 or more years of service as a sworn Department employee shall be allowed to attend a Department school of their choice, annually, provided that the officer meets the criteria to attend the school and the school is within his or her scope of normal responsibility. Requests to attend the school shall be made on an Employee's Report, and submitted to their commanding officer for approval.

Watch Seniority. Watch Seniority is established by the number of consecutive deployment periods an employee has been assigned to the same watch, and is used to determine an employee's ability to request a change of watch *and* be bumped from a watch. Watch seniority continues to accrue during periods of absence such as sick, injured on-duty, leave of absence, and vacation. Watch seniority **does not** accrue, at any time, during activation to military duty in excess of one DP.

Bumping. Bumping is the involuntary movement of an employee from their current assigned watch. Employees who have completed a minimum of six full consecutive DPs on the same watch are eligible to be bumped from the watch. No employee shall be bumped from a watch unless an eligible employee has properly requested a transfer to that watch and no vacancy exists to accommodate the requesting employee.

Watch Assignment Criteria.

Discretionary Area Watch Assignment Pools. Employees are assigned to watches at the discretion of the Area/division commanding officer. Generally, these employees will remain on a watch for a minimum of three deployment periods before becoming eligible for a change of watch.

Primary Watch Assignment Pools. Employees shall be assigned to watches in accordance with the following criteria:

- An employee shall complete a minimum of three consecutive full DPs on the same watch before becoming eligible for an *employee-requested transfer* to another watch;
- If more than one employee requests a change of watch and there are not enough available positions on the desired watch to accommodate all requesting employees, priority will be given to the requesting employee with the most watch seniority;
- If more than one employee has the same watch seniority, seniority as a sworn member of the Department will be the deciding factor;
- When more than one employee is eligible to be bumped from a watch, the employee with the most watch seniority *shall* be bumped first;
- If there is more than one employee with the same watch seniority, the employee with the *least* seniority as a sworn member of the Department will be bumped first;
- If the bumped employee has submitted a change of watch request **prior** to being bumped, the employee's request will be considered, provided a vacancy exists on the requested watch;
- An employee desiring to remain on one watch for as long as possible may submit a request indicating a secondary watch preference should the employee be bumped;

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- At the discretion of the commanding officer, personnel may be temporarily “loaned” to another watch to meet deployment needs;
- Employees assigned to a Basic Car shall rotate within their assigned Basic Car to ensure car integrity. However, the commanding officer may assign officers from one Basic Car to another to meet the needs of the employee, the Department, and/or the community;

Note: Officers assigned to the same Basic Car for a period of two years or more shall have the option to switch to another Basic Car.

- When an employee is loaned to another watch to meet the division’s needs, the loan period shall not be counted as time on the original watch;
- In the best interest of the Department and its employees, the commanding officer may prohibit changing watches during the deployment periods containing Thanksgiving, Christmas, and New Year designated holidays; and,
- An employee who has a personal hardship and would be significantly affected by a change of watch, may, at the discretion of the commanding officer, be temporarily exempt from being bumped until such time that the hardship is resolved. The determination as to the existence of such hardship will be at the sole discretion of the commanding officer, whose decision shall be final.

Exception: Within each eligible pool, the designated senior officers will be assigned to their watch of choice, not to exceed 50 percent assigned to the same watch. **Eligible officers shall request a seniority exemption assignment to their watch of choice.** Those eligible to choose a specific watch will change as seniority within the division changes.

Exempt Position. Employees in exempt positions are assigned at the discretion of the commanding officer. Watch hours for exempt positions are at the discretion of the commanding officer.

Employee’s Responsibilities. An employee requesting a change in watch assignment shall be guided by the following criteria:

- All requests for a watch assignment *shall* be submitted to their commanding officer via an Employee’s Report, no later than **0800 hours on the *second* Monday** of the DP prior to the requested effective date;
- An employee may submit a change of watch request at any time, but the requested effective DP or date shall be **after three or more DPs** on the employee’s current watch;
- Officers requesting a seniority exemption shall submit an Employee’s Report to their commanding officer requesting to be assigned a watch of choice;
- An employee may submit a request on an Employee’s Report indicating a secondary watch preference, should the employee be eligible to be bumped, at any time. In such cases, there is no need to indicate an effective date or DP; and,
- An employee may request a watch change or exemption from being bumped, due to a personal hardship, at any time via an Employee’s Report.

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Commanding Officer's Responsibilities. The commanding officer shall update Area/divisional watch seniority information each DP and make the information available to Area/division personnel.

Note: The commanding officer may make exceptions to the change of watch procedure when it is in the best interest of the Department, the Area/division and/or the individual employee. In addition, the commanding officer may temporarily modify the change of watch policy to provide for unexpected contingencies, such as unusual occurrences, mobilizations, etc.