

AIR SUPPORT DIVISION

ASD ORDER NO. 8

December 11, 1996

TO: Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: CHANGE OF WATCH POLICY

EFFECTIVELY: I M M E D I A T E L Y

PURPOSE

This Order establishes a standardized Change of Watch policy for specified sworn employees assigned to Air Support Division (ASD).

GENERAL PROVISIONS

Lieutenants I (watch commanders) and Sergeants II (assistant watch commanders) shall change watch according to Department needs at the discretion of the Commanding officer. Generally, they will remain on a watch for a minimum of three deployment periods at which time they may request a change of watch.

Employees loaned to Air Support Division shall be assigned to a watch at the discretion of the commanding officer.

Police Officers II+6 Police Officers II+2, Police Officers II and Sergeants I each comprise separate change of watch pools. The commanding officer may deviate from this provision to meet deployment needs.

The term "employee," as used hereafter in this Order, includes Police Officers II+6, Police Officers II+2, Police Officers II and Sergeants I.

PROCEDURE

For purposes of this policy, there are three primary watches: AM, DAY, and PM watches. All mid-watches within a watch are included with the primary watch for the purpose of applying the change of watch policy. Once assigned to a watch, an employee may indicate a preference for the primary or mid-watch but may be assigned to either watch during a deployment period based on Department needs and/or the employee's request. The starting time of each watch will remain at the discretion of the commanding officer with the concurrence of the chain of command.

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Formal Change of Watch Rotation

A formal change of watch shall take place at the beginning of each deployment period (DP).

- \* A change of watch request will be considered after the employee has completed three full DP's on one watch. The request will be granted provided that an employee on the desired watch has completed six full DPs on that watch and is eligible to be involuntarily reassigned to another watch (bumped).
- \* All requests for a change of watch shall be submitted on an Employee's Report, Form 15.7, to the commanding officer no later than 0800 hours on the third Monday of the DP prior to the DP when the change is requested to be effective.
- \* An employee may, at any time, submit a request to change from the current watch and specify the DP or date when the change is requested to be effective. The effective DP or date must be after the completion of three or more DPs on one watch. An employee wishing to remain on one watch as long as possible may submit a request indicating a watch preference should the employee be involuntarily bumped. In such case, no effective date or DP need be indicated.
- \* If more than one employee on a given watch requests a change of watch, and there are not enough available positions on a desired watch to accommodate all employees requesting a watch change, priority will be given to the employee with the most time on their present watch. If more than one employee has the same watch seniority, seniority as a sworn member of the Department will prevail. If more than one employee has the same watch seniority and seniority as a sworn member of the Department, priority will be afforded to the employee with the most tenure at ASD in their current tour of duty. Time spent at ASD during a previous tour(s) of duty shall not be used in computing time for seniority preference.
- \* At the discretion of the commanding officer, personnel may be temporarily "loaned" to another watch to fulfill deployment needs. When an employee is involuntarily loaned to another watch to meet the Division's needs, the loan period, unless elected by the employee, shall not be counted against the employee as time on the original watch.

- \* Watch seniority will continue to accrue during periods of absences such as sick, injured on duty, leave of absence and vacation unless otherwise specified herein.
- \* If an employee is activated to military duty exceeding one DP, the time of military activation shall not be counted as time on the original watch.

Exception: The Division may exclude changing watches during the DPs containing Thanksgiving, Christmas, and New Year holidays for the purpose of managing an equitable distribution of days off.

#### Involuntary Reassignment (Bumping)

An employee assigned to a watch of choice cannot be involuntarily reassigned (bumped) to another watch until the employee has completed six full DPs on that watch. After an employee has completed six full DPs on a watch, the employee is then eligible to be bumped to another watch.

During the change of watch reassignment process, the employee with the most time on the requested watch will be bumped only if that employee has completed six full DPs on that watch and another employee has properly requested a transfer to that watch by submitting the appropriate Form 15.7.

When more than one employee is eligible to be bumped, the employee with the most time on the watch will be bumped. If there is more than one eligible employee with the same amount of time on the watch, the employee with the least seniority as a sworn member of the Department will be bumped. If more than one employee has the same watch seniority and the same seniority as a sworn member of the Department, the employee with the least tenure in their current tour of duty at ASD will be bumped. Time spent at ASD during a previous tour(s) of duty shall not be used in computing time for seniority preference.

In the event an employee is bumped from a watch, the watch to which the employee is reassigned will be determined in accordance with the following:

- \* 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.
- \* If the bumped employee has not submitted a change of watch request, the employee will be reassigned in a manner that would meet the deployment needs of the Division.

Exception: 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 exempted from being bumped until such time that the hardship ceases to exist. The determination as to the existence of such hardship will be the sole discretion of the commanding officer whose decision shall be final.

#### Exemption for Employees with Seniority

The pilot (PO II+6) and tactical flight officer (PO II+2) with the most tenure as a sworn Department employee shall be exempt from working one watch of choice provided the eligible pilot and tactical flight officer submit a Form 15.7 to their commanding officer requesting to be exempt from working a specific watch.


#### Employees Transferring From Specialty Assignments

The criteria for assignment to Special Flights and Support Sections shall be determined by the commanding officer. When an employee transfers from Special Flights Section or Support Sections, the employee shall be deemed to have completed six months in the vacating assignment and therefore, eligible to bump another employee from a watch, provided the other employee is eligible to be bumped.

#### Commanding Officer's Responsibilities

The commanding officer shall maintain watch seniority information which will be made available to divisional personnel. Based on articulable reasons, the commanding officer may make exceptions to this policy when it is in the best interest of the Department, the Division and/or the individual employee.

The commanding officer may temporarily modify the change of watch policy to provide for unexpected contingencies, such as unusual occurrences, mobilizations, etc.

  
JOHN TRUNDLE, Captain  
Commanding Officer  
Air Support Division

MEET AND CONFER AGREEMENT

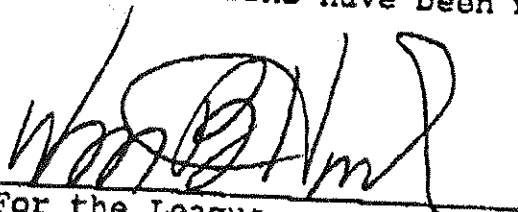
"CHANGE OF WATCH POLICY FOR  
AIR SUPPORT DIVISION PERSONNEL"

Preface

The Los Angeles Police Department and the Los Angeles Police Protective League hereby agree to the attached Order, establishing a uniformed Change of Watch Policy for sworn personnel assigned to Air Support Division. The Order is being implemented in an effort to lend uniformity and equity to the manner in which personnel are allowed to change watches. Additionally, the Order will enhance the operational effectiveness of the division in its role in accomplishing the overall mission of the Department.


It is understood and agreed that the parties entering into this agreement do so freely and voluntarily, having had the opportunity to meet and confer with regard to the terms and conditions of this agreement.

The parties agree that this written instrument constitutes the agreement in its entirety and that no other promises or representations have been made by any party.



For the League  
Bill Harkness, President

11-19-96  
Date



For the department  
Commander John E. Moran  
Employee Relations Administrator  
Office of the Chief of Police

11-19-96  
Date

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