

## OFFICE OF OPERATIONS

ORDER NO. 17

DECEMBER 2, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: EXPANDED DETECTIVE WORK HOURS

EFFECTIVE: IMMEDIATELY

PURPOSE

This Order replaces Office of Operations Order No. 10, 1995, and provides guidelines for permanent implementation of expanded detective work hours. The provisions of this program are delineated in Article 4.2 of the current Memorandum of Understanding (MOU) No. 24, Police Officers, Lieutenant and Below Representation Unit, operative July 1, 1996 (Attachment 1); and the "Letter of Agreement for Clarification of Detective Work Hours as Specified in MOU No. 24," by and between the Department and the Protective League, dated October 1996 (Attachment 2).

INFORMATION

The operational concept for expanded detective work hours is that detective personnel will provide sixteen (16) to twenty (20) hours a day coverage seven days a week. Coverage will be provided by two primary watches: Day and PM. All mid-watches within a watch are included within the primary watch for the purpose of change of watch policy. The purpose of PM watch detective coverage is to provide additional hours of detective support to the community, patrol operations, and to Day watch detectives.

Area commanding officers (CO's) may elect to not deploy Day watch detective coverage on Saturday and/or Sunday, subject to the concurrence of the bureau CO and the Director, Office of Operations, and upon completion of the "meet and confer" process with the Protective League. Personnel assigned to Day watch will

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work eight and one-half (8 1/2) hour shifts; personnel assigned to PM watch will work ten and one-half (10 1/2) hour shifts.

Effective July 1, 1996, each geographic detective division was assigned additional detective authorities specifically designated as PM watch positions. Those positions shall be considered permanent, fixed-post assignments. Additional PM watch positions may be deployed based on Area needs. Additional PM watch positions shall be filled on a voluntary basis. If insufficient detectives volunteer for the additional positions, sufficient detectives will be reassigned to PM watch assignments based on assignment preference of senior ranking officers, as determined by sworn time on the Department.

**Note:** This Order does not apply to Areas on a compressed work schedule.

WORKING HOURS FOR DETECTIVES

**Day Watch:** The length of the work schedule shall be eight-hour (8) days plus a one-half hour meal period (unpaid Code Seven) each day, totaling 160 hours in a twenty-eight (28) day deployment period (DP).

**PM Watch:** The length of the work schedule shall be ten-hour (10) days plus a one-half hour meal period (unpaid Code Seven) each day, totaling 160 hours in a twenty-eight (28) day DP (4/10 Plan).

Holidays are earned in eight (8) hour increments for both Day watch and PM watch. Therefore, deployment on the 4/10 Plan for PM watch will cause a shortage of two work hours owed to the City for each holiday used. Detective personnel assigned to PM watch shall use accumulated overtime or vacation hours for the hours not worked; or, at the discretion of the concerned CO, personnel may work an additional hour (or hours) on a regularly scheduled work day (or days) sufficient to compensate for hours not worked. Personnel wishing to work extended hours to compensate for hours not worked on a holiday shall schedule such additional time in whole hour increments, prior to the beginning of the DP. In any case where such extended time has not been previously scheduled, the approval of the employee's CO shall be obtained prior to working additional hours to be applied to a holiday. Such additional time "owed" to the City shall not be considered overtime.

**STAFFING**

Minimum staffing for PM watch and weekend Day watch assignments shall be based upon work load, the specific needs of the Area, officer safety considerations, and the types of duties to which detectives are assigned.

**Note:** Area CO's may exclude from the PM watch all or a portion of those detectives assigned to a homicide unit in a geographic detective division, with the concurrence of the bureau CO and the Director, Office of Operations.

Normally, police officers who are detective trainees and probationary Detectives I assigned to PM watch **shall not** give booking approvals and review related crime and arrest reports without adequate supervision. Detectives I meeting the following specifications shall be authorized to approve appropriate felony and juvenile bookings, and related crime and arrest reports:

- \* Off probation, or,
- \* A minimum of one year of experience as a "case carrying" Police Officer III Detective Trainee at an Area detective division.

**Note:** Detectives assigned to specialized divisions who have specialized experience but not "table experience," should only approve bookings and related reports in the field of their expertise.

Staffing for all watches shall include provisions for adequate supervision and investigative expertise.

**OVERTIME FOR PM WATCH**

All hours or portions thereof in excess of ten (10) hours and thirty (30) minutes for PM watch detectives, meal time included, shall be overtime, including hours worked by an employee when on a regular day off, a day off in lieu of a holiday or vacation day.

**Note:** The provision for overtime pay for a vacation day as outlined in MOU No. 24, Article 6.1.E, shall apply. "Overtime while on a vacation day shall be limited to Court overtime as defined in Article 6.3, duty-related medical examinations as provided for in Article 6.9, a Department mobilization, or other such circumstances as designated by the Chief of Police."

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Overtime shall not include, and no compensation shall be granted for, the additional 30 minute meal period for detectives, unless such period is missed because an employee responds to a police emergency. A PM watch employee who works on a day off in lieu of a holiday, shall be entitled to overtime pay for all hours worked beyond the two hours which the employee "owes" the City, excluding the 30 minute meal time.

DAYS OFF, HOLIDAYS AND HOLIDAY PREMIUMS

Geographic detective divisions and any specialized detective division which regularly deploys personnel on two watches pursuant to the provisions of Article 4.2 of MOU No. 24, will be granted the following holidays, during which no personnel on the designated watch(es) will be required to work:

* New Year's Day	Both watches
* Easter	Both watches
* Thanksgiving	Both watches
* Christmas Eve or Day	PM watch may have one or the other
* Christmas Day	Day watch

Detectives will be expected to provide at least minimal coverage for both Day and PM watches on:

- \* New Year's Eve
- \* Memorial Day
- \* Independence Day
- \* Labor Day

**Note:** The CO of a specialized division subject to this provision may waive the above coverage when doing so will not negatively impact service to the community. Any such waiver shall be done with the concurrence of the bureau CO.

Detectives who work on one of the established premium pay holidays per the current MOU No. 24 (Article 7.3.B) in the prescribed watches, shall be entitled to receive time and one-half premium pay in lieu of their regular salary or equivalent time off, at the employee's option. Time-and-one-half premium pay shall be submitted as straight time, equal to one half of the hours worked, for a maximum of 4.0 hours straight time for Day watch and a maximum of 5.0 hours straight time for PM watch personnel. Premium pay shall not apply to overtime hours worked in excess of the normal tour of duty.

Employees called out or scheduled to work on an overtime basis during a shift specified for premium pay, are entitled to premium pay up to the maximums established in the above paragraph, in addition to overtime compensation.

#### BEREAVEMENT LEAVE

Whenever a detective assigned to the PM watch requires an additional working day or part of a working day for Bereavement Leave (beyond the allotted 24 hours), the detective may use compensatory time off, vacation or sick leave pursuant to Article 7.8 of MOU No. 24. At the discretion of the CO, if the detective has no compensatory time off, vacation or sick leave available, the detective may be scheduled to work an additional day or hours (in whole-hour increments) to make up for the additional time off, provided it can be scheduled within the same DP. Such additional hours worked for this purpose shall not be considered overtime.

#### AREA COMMANDING OFFICER'S RESPONSIBILITIES

The detective staffing needs of the individual Areas shall be determined by the Area CO. Such decisions are to be made with the concurrence of the bureau CO and the Director, Office of Operations.

Area CO's shall ensure that adequate communication takes place between patrol and detective personnel to facilitate mutual understanding and assist in the performance evaluation process, as appropriate. Particular attention should be paid to ensuring that PM watch detectives maintain regular communications with Area patrol personnel.

Area CO's may elect to not deploy Day watch detective coverage on Saturday and/or Sunday, subject to the concurrence of the bureau CO and the Director, Office of Operations, and upon completion of the "meet and confer" process with the Protective League.

#### DETECTIVE COMMANDING OFFICER'S RESPONSIBILITIES

Concerned detective CO's shall ensure that whenever possible, their daily staffing of PM watch includes a detective supervisor. If deployment of a detective supervisor is not practical, PM watch detective staffing shall include a Detective I who meets the criteria for booking and report approval. Detective CO's shall also recommend the minimum detective staffing for Day watch, PM watch and weekend Day watch assignments to the Area CO.

Adequate numbers of detective personnel shall be assigned for PM watch and Day watch weekend assignments, to provide additional support to patrol operations and improve detective services to the public.

GEOGRAPHIC DETECTIVE'S RESPONSIBILITIES

Geographic detectives assigned to PM watch shall, as a minimum, perform the following duties:

- \* Respond to the following major crime scenes and assist as needed:
  - Homicides
  - Death Investigations
  - ADW with great bodily injury
  - Special incidents as determined by the detective CO.
- \* Provide felony booking approval and review related crime and arrest reports in accordance with Department Manual Section 4/216.10 and Office of Operations Order No. 16, 1996.
- \* Determine and approve 17(b)(4) PC referrals as circumstances dictate.

**Note:** The concerned detective who gives booking approval may not be the same employee who authorizes any charge reduction under Section 17(b)(4) of the Penal Code. Detectives are encouraged to approve booking for the appropriate felony or misdemeanor charge.

- \* Handle a limited caseload, as directed.
- \* Conduct felony 5.10 interviews.
- \* Interview juvenile cite-backs.
- \* Perform miscellaneous duties:
  - Interview witnesses and victims as needed;
  - Release vehicles to citizens when requested;

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- Assist Major Assault Crimes (MAC) Unit detectives with registration of sex offenders, as appropriate (See Office of Operations Order No. 27, 1995).
- Attend photo line-ups during off-watch hours as needed;
- Serve subpoenas as needed;
- Provide detective roll call training for patrol;
- Make notifications as needed;
- Assist with search warrants as needed;
- Perform other duties as determined by the detective CO.



HAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

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Attachments