

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject SHIFT ASSIGNMENTS, DUTY HOURS, AND ROTATIONS	Policy Number GC-6
		Effective Date 03-28-24
Related Information GB-2, <i>Command Responsibility</i> GC-3, <i>Seniority, Prior Service, and Serial Numbers</i> GC-8, <i>Compensation and Teleworking Procedures</i> GD-9, <i>Litigation Initiation, Document Preservation, and Document Production Notices</i>	Supersedes GC-6 (04-10-20)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for shift assignments, development of duty hours, and scheduling of shift rotations of Office employees and volunteers.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to consider the need for continuous law enforcement coverage and jail facility operations for the good of the community and the good of the Office when determining shift assignments, duty hours, and rotations.

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, contract, temporary, or probationary status.

Overtime: Hours worked over the 40-hour maximum permitted by the Fair Labor Standards Act (FLSA) in a non-exempt employee's established workweek, excluding holidays that are not worked and hours of paid and unpaid leave. Overtime pay shall be calculated at a rate of one and one half the employee's regular rate of pay. Employees who are designated as exempt are not eligible for overtime pay.

Seniority: The comparative time in continuous employment with the Office within a job classification series.

Supervisor: An employee to whom subordinates report.

- A. Commander: An employee with the rank of lieutenant or above, or its civilian equivalent.
- B. First-Line Supervisor: An employee with the rank of sergeant, or its civilian equivalent.

PROCEDURES

1. **Shift Assignments and Schedules:** Division commanders or designees are responsible for the assignment of personnel to shifts to ensure coverage of their designated areas of responsibility.

- A. Shift assignments shall be made with the good of the Office and the community as primary considerations.
 - B. Employees will normally be scheduled to work 40 hours per week, as specified in Office Policy GC-8, *Compensation and Teleworking Procedures*. Shift scheduling is the responsibility of the immediate supervisor who shall consider manpower requirements, minimum personnel, community needs, calls for service, and when possible, seniority and personal requests. Shift supervisors should hold overtime to a minimum.
 - C. Employees may request a specific shift by submitting a memorandum, indicating the reasons for their request, through the chain of command their division commander or designee.
 - D. Division commanders or designees may accommodate special shift assignment requests on a case-by-case basis provided the new assignment will not adversely impact operations.
 - E. When all considerations are equal, and two or more employees request the same shift, seniority shall not be the primary consideration but may be considered a factor, as specified in Office Policy GC-3, *Seniority, Prior Service, and Serial Numbers*.
2. **Documentation of Work Assignments:** Supervisors shall ensure daily work assignments are documented using the appropriate electronic or hard copy format of shift rosters, daily work assignment sheets, or logbooks for their assigned area of responsibility, where appropriate.
- A. Where required, employees shall manually or electronically sign the daily work assignment document.
 - B. Daily work assignment shall be maintained as follows:
 - 1. Enforcement Bureau divisions using electronic or hard copy format daily work assignment sheets, rosters, or logbooks to document employee assignments shall retain these records within their division for at least 12 months.
 - 2. Custody Bureau divisions using electronic or hard copy format daily work assignment sheets, rosters, or logbooks to document employee assignments shall retain these records within their division for at least 36 months.
 - 3. Unless work assignment documentation in electronic or hard copy format are to be preserved, as specified in Office Policy GD-9, *Litigation Initiation, Document Preservation, and Document Production Notices*, they should be destroyed or disposed of after the end of the retention period.
 - C. Any Office division may send hard copy assignment documentation to the Records Retention Warehouse managed by the Property Management Division for long-term storage, as space permits and as Office retention needs require.
3. **Duty Hours for Coverage:** The Office provides 24 hours a day, seven days a week law enforcement coverage to the designated jurisdictional service areas. The Office also provides employees for jail facility operations, Maricopa County court facilities, and other designated areas of the Office to provide necessary services.
- A. Shift hours may be varied by division commanders or designees to ensure adequate coverage and the performance of necessary functions.

- B. Each patrol district shall maintain at least two beats with shifts overlapping of at least one hour to provide the community with continuous patrol coverage. Division commanders or designee, shall maintain an adequate span of control when scheduling work hours, as specified in Office Policy GB-2, *Command Responsibility*.
- 4. **Shift Rotations and Regular Days Off (RDO) Balance:** As the needs of the Office permit, shift supervisors may consider the needs of employees who are actively pursuing their education when planning shift rotations. Supervisor considerations for RDO balancing should be based on the needs of the shift and when possible, the needs of the employees.