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	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 11 - Patrol Operations</b>		<b>07/19/2018</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 41.1.1, 41.1.2	Uniform Division
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

## Purpose

To establish guidelines for providing continuous patrol coverage, to include procedures for the scheduling of shift assignments and shift rotation; and to establish guidelines for frequency and procedures of shift briefings for officers prior to engaging in their daily assignments.

## Policy

### Patrol Coverage and Scheduling (CALEA 41.1.1 A, B, C)

It is the policy of the Virginia Beach Police Department to provide for 24 hour daily patrol coverage.

Bureau or precinct commanders will determine shift assignments and days off. Officers assigned to precincts and Animal Control may request shift assignments twice yearly. Shift assignments will occur on the schedule change closest to April 1st and October 1st of each year. Assignments of shift and days off will usually be based on seniority; however, the needs of the Department, the Operations Division and the respective precinct/bureau will prevail in reaching such decisions. Participation in the biannual shift bid process will be extended to all members of the command who were assigned to the command at least thirty (30) days prior to the actual shift change date. Members whose date of assignment falls within that thirty day window or after the actual shift change date will be required to wait until the next shift bid period to express their desired assignment. A change in shift assignments and days off may be used to address an officer's repeated poor performance issues.

An officer's seniority within the Department will be based on the date he/she is sworn in as a police officer or his/her date of promotion to Sergeant and Lieutenant. Seniority for other Police Department positions, such as Animal Control Officer, Forensic Services Technician, Precinct Desk Officer, etc. is based on the original employment date or the date of promotion, demotion or transfer to the position, if applicable. Overall departmental employment may be considered in the event of a tie.

When there are breaks in employment, previous periods of employment with the Virginia Beach Police Department will be considered for seniority purposes if the employee is reinstated within twelve (12) months of their resignation date. In these cases, the seniority date is adjusted by the number of pay periods or half months the employee was absent. For example, an officer whose certification date is July 1, 2012 resigns August 1, 2012, but is reinstated January 1, 2013. The adjusted seniority date would be December 1, 2012, providing one month's service credit from the previous period of employment. If the employee resigns and is reemployed after an absence of more than 12 months, then no service credit is provided for seniority purposes. Similarly, service with other law enforcement agencies will not be considered as credited time for seniority purposes.

The Operations Division Commander will determine the rotation of PDO assignments based on the needs of the Department, the position's required training and operational job requirements.

Assignments will be determined by seniority unless operational necessity dictates otherwise. Equal distribution will be done using a 2-tiered seniority system: (a) 1- 48 months and, (b) over 48 months. Involvement in the Career Development program may be used to resolve seniority issues should two or more officers have equal seniority.

Sergeants and Lieutenants may bid for shifts based on seniority in rank; however, the final decision of assignment will be made by each command based on operational needs. A change in shift assignment and days off may be used to address a Sergeant's or Lieutenant's repeated poor performance issues.

Probationary police officers (recruits) completing their field training will be subject to at least two shift rotations during their first 12 months. During this period, probationary officers shall, work approximately six months on either a day shift and then either a evening or night shift. Probationary officers should not be assigned to shifts assignments other than patrol shifts (Community Policing Units etc.) during this 12-month period. Additionally, and also whenever practical, these officers should also be given exposure to different zones within their assigned command. Mandatory shift and zone rotations, coupled with exposure to the resort assignment, will provide officers a broad basis of experience during their first years with the department. Probationary officers that were certified prior to their employment with the department will be assigned on a case-by-case basis by their commanding officer.

Sergeants and Lieutenants will not be eligible for transfer into a specialty unit until they serve at least 12 months in Uniform Patrol.

#### **Beat Assignment and Days Off (CALEA 41.1.1 D, E, F)**

The first-line supervisor will determine a subordinate's beat(s) assignments, and the frequency of beat rotation, in keeping with the needs of the community. Assignments may be based on factors such as manpower, officers' competency and commitment, beat characteristics, and zone familiarity to obtain maximum patrol efficiency. Beat assignments may be altered to familiarize officers with another beat or zone within the precinct. Days off will usually be assigned based on seniority.

#### **Shift Briefings / Muster (CALEA 41.1.2)**

Prior to engaging in patrol activities on their assigned shift, officers will attend roll call (muster). Roll call will be conducted by the first line supervisor, or his designee, who will assign subordinates to their activities and issue required equipment. During roll call, officers will be briefed on any police related matters which will include, but not be limited to, training needs, identifying potential hazards, stolen vehicles, wanted persons, BOLs, or other activities regarding planned patrols being conducted within the precinct. Additionally, officers will be notified of any changes in schedules and assignments, as well as being informed of changes in policy or procedure. During this roll call, the supervisor will ensure that officers reporting for duty are prepared and ready to assume their duties.

The commanding officer of a division/precinct/bureau as well as the volume of calls for service will determine the length of roll call.