

Medina Police Department

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| Subject: Scheduling of Work Hours | | Policy Number: 4020 | Scheduling 4020 |
| Reference: Labor Agreement – Personnel Policy | | Pages: 2 | |
| Personnel: Sworn and Non-Sworn Personnel | | | |
| Issue Date: 06-01-1992 | Revised Date: 11-17-2020 | Review Date: As Needed | |

4020.1 – PURPOSE

Effective use of police personnel requires that certain work hours be established and followed. It is necessary to make these work hours clearly defined and known to all, in order to ensure compliance.

4020.2 – POLICY

Management recognizes that work hours must be flexible in order to provide service when it is most needed.

4020.3 – PROCEDURE

Officers assigned to the patrol unit shall be scheduled by the Chief of Police or designee.

Officers assigned to special details or investigation shall work a shift prescribed by the Chief of Police or designee.

Office personnel shall work a shift prescribed by the Chief of Police or designee.

All officers working 12-hour shifts are entitled to 3/4 hour dinner break and three 15-minute rest breaks, during their scheduled shift. Lunch breaks and rest breaks do not take precedence over calls for service. Breaks should not be taken consecutively or within one hour from the beginning or end of the officer's assigned shift.

All officers working 8-hour shifts are entitled to 1/2 hour dinner break and two 15 minute rest breaks, during their scheduled shift. Lunch breaks and rest breaks do not take precedence over calls for service. Breaks should not be taken consecutively or within one hour from the beginning or end of the officer's assigned shift.

All personnel shall report at the police department at the beginning of their assigned shift.

All personnel shall be punctual in reporting for duty. Employees who are unable to report for duty at the assigned time, because of illness or other bonified reason, must report this to the Chief of Police or designee at least two hours prior to the time that the officer was due to report for duty. Once having reported sick, employees shall keep the department advised as to his/her status and expected return to duty.

The Chief of Police or designee must first approve any changes of assigned work hours. Overtime will only be worked when necessary or assigned

Exceptions include:

- A. Bonified court appearances;
- B. Emergency Calls (non-emergency calls shall be passed on to the next shift.)