



**BUREAU OF PATROL SQUAD SCHEDULE - PILOT PROGRAM**



<b>ISSUE DATE:</b>	27 November 2013	<b>EFFECTIVE DATE:</b>	27 November 2013
<b>RESCINDS:</b>			
<b>INDEX CATEGORY:</b>	Department Notice		

Rescinded on 06 November 2016 by B.O.P. 16-0237; 06 November 2016

**I. PURPOSE**

This directive introduces the Bureau of Patrol Squad Schedule Pilot Program.

**II. SCOPE**

The Bureau of Patrol Squad Schedule Pilot Program will be effective:

- A. beginning the **1st police period of 2014 (5 January 2014) in the 012th District** and will continue until further notice.
- B. beginning the **2nd police period of 2014 (2 February 2014) in the 003rd and 024th Districts** and will continue until further notice.
- C. for select watch personnel assigned to the piloted districts.

**NOTE:** Watch personnel assigned to fixed day-off groups 8 through 14 (e.g., School Patrol, CAPS, Foot Patrol) or district personnel assigned to the Tactical Teams or District Administration will not participate in this pilot program.

**III. GENERAL INFORMATION**

- A. The Bureau of Patrol Squad Schedule Pilot Program is based on a team concept. Select watch sergeants and police officers will be assigned to a squad which will be managed by a sergeant. Each squad will:
  - 1. consist of a sergeant and number of police officers assigned to the same day-off group.
  - 2. be assigned to either a particular sector or as sector relief. When on-duty, the squad will be assigned to work the same sector. However, individual beat assignments will be made by the appropriate district station supervisor, consistent with the approved period work sheets.
  - 3. as a team, work together under the direction of the squad sergeant to address crime and disorder conditions within their respective assignments.
- B. Affected watch sergeants and police officers will be assigned, at the discretion of the district commander, to a squad which will be associated with a day-off-group and a specific assignment (sector or relief) according to the below matrix:

Squad	DOG	PRIMARY ASSIGNMENT
A	61	10 Sector
B	63	20 Sector
C	65	30 Sector
D	63	Relief
E	61	40 - Rapid Response
F	65	Relief

**IV. DAY-OFF GROUP ASSIGNMENTS**

- A. All affected watch lieutenants will be assigned to one of three day-off groups (**62, 64, 66**), as designated by the Chief, Bureau of Patrol.
- B. All affected watch sergeants will be assigned to one of three day-off groups (**61, 63, 65**), at the discretion of the district commander, consistent with the pilot program and the operational needs of the district.

**NOTE:** On **25 November 2013**, the affected district commanders will post the watch selection results and the 2014 day-off group assignments for watch sergeants affected by the pilot program.

- C. Affected watch police officers will be assigned to one of three day-off groups (**61, 63, 65**), following the procedures outlined in B.O.P. #13-0278.02 issued on 08 November 2013.
- D. The newly assigned day-off groups will be in effect as of the respective start date for each district in the pilot program as outlined in Item II of this directive.
  - 1. Affected members will submit their 2014 furlough selection requests utilizing the newly assigned 2014 day-off groups.
  - 2. Members **will not** be permitted to revert to their 2013 day-off groups when taking their 2014 furlough.

**V. ASSIGNMENT PROCEDURES**

- A. District commanders in the affected districts will:
  - 1. designate the squad assignments (sector or sector relief) associated with the pilot program for the affected watch sergeants and police officers at their discretion and consistent with the operational needs of the district and the members' 2014 assigned day-off groups.
  - 2. post the 2014 squad assignments for each watch prior to the implementation date of the pilot program for their respective district.

**NOTE:** The period work sheets will reflect the watch personnel squad assignments.

- 3. periodically evaluate the watch squad assignments and make any required changes consistent with the pilot program and the respective collective bargaining agreement.

**NOTE:** Department members newly assigned to a district participating in the pilot program will be designated a day-off group and squad assignment at the discretion of the district commander.

- B. The district station supervisors will prepare and post the daily schedule assignment line-ups consistent with the designated period work sheets and squad assignments.
- C. Matrix of Sector Assignments

	Dates that indicate day-off groups					
	61-62	62-63	63-64	64-65	65-66	66-61
10 Sector	F	A	A	A	A	F
20 Sector	B	F	F	B	B	B
30 Sector	C	C	C	D	D	C
40 Rapid	D	E	E	E	E	D
RDO	A	B	B	C	C	A
RDO	E	D	D	F	F	E

**VI. TOUR OF DUTY PROCEDURES**

- A. The affected members' tour of duty will remain the 9.0 hour (4/2) work day duty schedule: 8.5 hours plus a 30 minute uncompensated lunch period. Each tour of duty will consist of:
  - 1. 45 minutes of roll call which will include:
    - a. attendance, inspection, notifications, and announcements.
    - b. squad-sergeant-led training activities as designated by the district commander.
      - (1) Squad sergeants will ensure each squad member under their command is assigned a required training activity daily, including the viewing of streaming videos, and will ensure attendance and compliance with the assigned training.
      - (2) Members will be required to complete required district-level Department training (e.g., ethics training, streaming videos, LEADS certification, eLearning curricula) during this time.
  - 2. 8 hours of directed patrol under the direction of the squad sergeant (including the 30 minute uncompensated lunch period).
    - a. Members **will not** be placed out of service during time designated for directed patrol to complete required district-level Department training (e.g., ethics training, streaming videos, LEADS certification, eLearning curricula).
    - b. Members may be placed out of service to attend training or activities outside their district of assignment (e.g., firearms qualification, Police Legitimacy and Procedural Justice training).
  - 3. 15 minutes of check-off roll call which includes face-to-face relief with the on-coming watch personnel, equipment exchange, vehicle inspection, and daily debriefing with the squad sergeant.

**NOTE:** Each beat will be assigned a primary vehicle which will be exchanged between watches during the face-to-face relief.
- B. The district station supervisor and personnel assigned to the desk and/or lock-up will follow the same tour of duty schedule outlined in Item VI-A which includes roll call, training, directed duties, and check-off roll call with face-to-face relief.
- C. The tour of duty procedures of Department members assigned to the piloted districts and who are not affected by the pilot program will remain as outlined in existing directives.
- D. First Watch

	Roll Call	Check-Off
Early Assignments: 10 and 30 Sectors	2200 hours	0700 hours
Late Assignments: 20 and 40 Sectors	2300 hours	0800 hours
Desk and Lock-up Assignments, including District Station Supervisor	2130 hours	0630 hours

E. Second Watch

	Roll Call	Check-Off
Early Assignments: 10 and 30 Sectors	0600 hours	1500 hours
Late Assignments: 20 and 40 Sectors	0700 hours	1600 hours
Desk and Lock-up Assignments, including District Station Supervisor	0530 hours	1430 hours

F. Third Watch

	Roll Call	Check-Off
Early Assignments: 10 and 30 Sectors	1400 hours	2300 hours
Late Assignments: 20 and 40 Sectors	1500 hours	0000 hours
Desk and Lock-up Assignments, including District Station Supervisor	1330 hours	2230 hours

**VII. PILOT PROGRAM EVALUATION**

- A. A pilot program evaluation committee will be established by the Department relative to this program. The committee will meet as needed and make recommendations to continue, expand, modify, or terminate this pilot program under the direction of the Chief, Bureau of Patrol.
- B. The Commander, Inspections Division, will audit the effectiveness of the pilot program on a regular basis and report the results to the evaluation committee. This audit will evaluate personnel and operational matters, including, but not limited to:
1. personnel assignments, overtime earned, and medical roll use.
  2. supervisory oversight and accountability.
  3. changes to reported crime conditions, dispatched calls for service, and radio assignments pending (RAPs) situations.

**VIII. CONFLICT RESOLUTION**

If this directive conflicts with any other Department directive, this directive will take precedence.

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