

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO0006
SUBJECT: Shift Bidding		
ISSUE DATE: August 25, 2000	REVISED: 5/15/13, 3/29/19	AMENDS/RESCINDS: No Previous
REVISIONS CONTINUED:		DISTRIBUTION: A

I. POLICY:

It is the policy of the St. Joseph Police Department to establish a consistent procedure for the bidding of shift work. This procedure will benefit the entire Department and ensure impartiality in the process. However, Department management will retain the final authority to assign members to shifts and district areas in order to provide effective coverage, ensure accountability, and achieve organizational goals and objectives. This Special Order is not intended to regulate any other agency occupying the Law Enforcement Center. It shall pertain to both sworn and civilian members, when applicable.

II. DEFINITIONS:

- A. **Shift:** An established period of time during which a member works. Shifts may be determined in accordance with workload demands and/or "working agreements" with the City.
- B. **Bidding:** The process of acquiring a particular shift through seniority consideration.
- C. **Seniority:** A privileged status attained by length of continuous service. Seniority shall be determined by the date of hire for an employee or change of classification or an adjusted date of hire if the break in service is less than a year. Continuous service shall only be broken by a break in service of more than one year. If more than one individual is hired on the same date, seniority shall be determined by the ranking on the hiring list. Seniority for the department will be from date of hire or adjusted date and seniority in rank shall be by date of promotion. If more than one individual is promoted on the same date their seniority shall be based on ranking of the promotion list. Years of service at any Department other than the St. Joseph Police Department do not apply.

III. PROCEDURE:

- A. **Bidding Procedure:**

1. Shift bidding shall take place far enough in advance to allow it to become effective the first new pay period in the month of January.
2. Any Department Division that is subject to shift work shall bid shifts in accordance with this policy.
3. Division Commanders shall ensure that the bidding process is carried out according to the provisions stated in this Special Order.
4. The Department shall bid shifts by seniority. Supervisors shall bid shifts by seniority determined by time in grade (effective date of current promotion).

B. Shifts and Days Off to be Changed by the Department:

1. The Department may change a member's shift and/or days off under, but not limited to, the following situations:
 - a. When Department needs necessitate the change, such as:
 - 1) Personnel Shortages;
 - 2) Special Events;
 - 3) Natural Disasters; and
 - 4) Catastrophic Occurrences.
 - b. When a member is not performing the duties associated with the shift he/she has bid.
 - c. When a shift change is made because of a pressing need within the Department in an attempt to recruit a volunteer(s) for the change. If no volunteer is recruited, the change shall be made according to seniority. If there are more volunteers than positions available, the most senior volunteer shall be chosen.
 - d. When a change is made for reasons in Section "III B.1.a." above, the affected member(s) shall be returned to his/her bid shift as soon as the situation that necessitated the change has been rectified.

C. Members on Specialized Assignment:

1. Specialized Assignment Positions are not subject to the yearly bidding process (See Department General Order governing Appointed/Specialized and Temporary Assignments).
2. Members who are temporarily assigned to another law enforcement agency will abide by that agency's policies with regard to shifts, days off, special assignments within that agency, and/or assignments to particular service areas.

D. District Assignments:

District/Service Area assignments are not part of the bidding process. The Department's Division/Watch Commanders shall regulate how districts and/or service areas are assigned on their individual shift(s). They shall have the final authority over such assignments.

Chris Connally, Chief of Police

Date