

Services Division Scheduling

808.1 PURPOSE AND SCOPE

It is the policy of the Redding Police Department to schedule and assign Police Records Technicians and Police Services Supervisors in a fair and equitable manner in compliance with the MOU between the City of Redding and the employees' organized union.

808.2 SHIFT AND VACATION SIGN-UP

- (a) Police Records Technicians and Police Services Supervisors will select shifts and vacation based on seniority.
 - 1. Seniority is defined as time with the City of Redding within respective classifications.
 - 2. Police Records Technicians and Police Services Supervisors may not work more than two consecutive shift rotations on the same shift; notwithstanding paragraphs two and four below.
 - 3. During the time period the Department allows Shift 1 to operate with one Police Records technician, a probationary Technician may not work more than one half their shift alone unless pre-approved by a supervisor. A Technician who has been released from training may work an overtime shift when approved by a supervisor.
- (b) Management may assign Police Records Technicians and Police Services Supervisors to shifts based on Department needs and/or administrative adjustment. Any administrative adjustment made after completion of a shift sign-up shall not give the employee the right to bump for another shift or vacation.
- (c) Vacations will be scheduled based on seniority.

808.3 SPECIAL ASSIGNMENT POSITIONS

- (a) Police Records Technicians and will have the opportunity to transfer to various special assignment positions.
- (b) Extensions beyond two years will be reviewed by the Chief of Police or his designee and will be accommodated when a Department need exists.
- (c) When a two-year special assignment has been completed a one-year rotation in one of the regular positions (shift work) in the Records Division will be required before applying for another special assignment.
- (d) If there are no volunteers for a two-year rotational position, selection will be made by assignment.
- (e) Selection for special assignment positions may be made by oral board results, administrative input, or at the discretion of the Chief of Police. All Police Records Technicians except those currently on probation, are eligible to apply.

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RPD Policy Manual

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