

BERKELEY POLICE DEPARTMENT

DATE ISSUED: October 28, 2005

GENERAL ORDER D-16

SUBJECT: WORKING HOURS, BASIC PATROL TEAM SHIFTS AND DEPARTMENTAL TIME RECORDS

PURPOSE

- 1 - The purpose of this General Order is to explain the basic work hours, shifts and time records for Berkeley Police Department personnel.

POLICY

- 2 - Members of the Berkeley Police Department are expected to comply with the provisions set forth in this Order.

BASIC SHIFT PROVISIONS

- 3 - Police Department personnel are assigned to work a variety of types of shifts. Although the basic work shift is an **ten** hour day (**four** work days/ forty hour work week), Division Commanders may allow alternative work schedules if such arrangements do not impact issues such as adequate personnel coverage and /or delivery of service to the community.
- 4 - No more than **16** hours will be worked in any **24**-hour period, unless directly ordered by a commanding officer. Basic shifts may be altered by commanding or supervising employees when required by operating conditions. Basic shifts do not relieve any employee from fulfilling the duties or responsibilities of his/her position or assignment.

PATROL TEAM SHIFTS

- 5 - The Patrol Division Team days off and reporting times are:

| TEAM | SUN | MON | TUES | WED | THURS | FRI | SAT |
|------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1 | OFF | 0630 TO 1630 | 0630 TO 1630 | 0630 TO 1630 | 0630 TO 1630 | OFF | OFF |
| 2 | 0630 TO 1630 | 1100 TO 2100 | OFF | OFF | OFF | 0630 TO 1630 | 0630 TO 1630 |
| 3 | 1100 TO 2100 | OFF | OFF | OFF | 1100 TO 2100 | 1100 TO 2100 | 1100 TO 2100 |
| 4 | 1600 TO 0200 | 1600 TO 0200 | 1600 TO 0200 | 1600 TO 0200 | OFF | OFF | OFF |
| 5 | 2045 TO 0645 | 2045 TO 0645 | 2045 TO 0645 | 2045 TO 0645 | OFF | OFF | OFF |
| 6 | OFF | OFF | OFF | 1100 TO 2100 | 1600 TO 0200 | 1600 TO 0200 | 1600 TO 0200 |
| 7 | OFF | OFF | 1100 TO 2100 | OFF | 2045 TO 0645 | 2045 TO 0645 | 2045 TO 0645 |

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MEALTIME (CODE 7) PERIODS

- 6 - The basic **ten-hour** shift is computed **inclusive** of a **compensated** mealtime **as part of the workday**.
- (a) Sworn employees who work a **five-day** per week schedule and who are actively participating in the Police Department's Physical Fitness Program may, upon clearance by the on-duty supervisor, extend their lunch period by **15** minutes in order to work out. This extension is to be used only when the employee is actually working out in the Department approved fitness program. As in the case with any lunch period, the needs of the City and Department take precedence. The **15** -minute extensions for the lunch period are limited to **3** times per week per employee.
- (b) Sworn employees who work a **four-day a week schedule** and who are actively participating in the Police Department's Physical Fitness Program may, upon clearance by the on-duty supervisor, extend their lunch period by **15** minutes in order to work out. This extension is to be used only when the employee is actually working out in the Department approved fitness program.
- (1) Employees availing themselves of this opportunity agree to limit their workout to the **Tsukamoto Public Safety Building** weight room during the entire period and remain immediately available in the event of a specific need. As in the case with any lunch period, the needs of the City and Department take precedence. The **15**-minute extension for the lunch period is limited to **2** times per week per employee.
- (c) Any abuse of this privilege may result in revocation of the allowed extension for the offending employee(s).
- 7 - **The Division Commander may extend meal periods by 15 minutes on Thanksgiving and Christmas.**

TIME RECORDS

- 8 - Time records shall be maintained in accordance with a schedule and by procedures approved by the Chief of Police and posted in the master time book by Public Safety Accounting personnel.
- (a) An entry shall be made on the appropriate time record for every employee in the Department for each day.
- 9 - Responsibility for maintaining time records shall lie with the Division Commander or his/her designees.

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- (a) The Administrative Division Captain has responsibility for maintaining the time records for the Office of the Chief of Police.

REPORTING TIME AND PLACE

- 11 - At reporting time each employee shall report to his/her designated place of assembly ready for duty, completely clothed and equipped as authorized and required for his/her respective assignment.
- 12 - If an officer is not present at reporting time but is present within 15 minutes he/she shall be marked "tardy" and required to make a verbal explanation to his/her superior officer. If the tardiness exceeds 15 minutes, he/she shall be marked "late" and required to file an explanatory report, which shall be forwarded via his/her superior officer to the respective Division Commander.

References: General Orders C-46, C-62, D-15, P-17, P-20
Memorandum Agreement between City of Berkeley and The Berkeley
Police Association