



Police Department

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DEPARTMENT GENERAL ORDER 23-05

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 20-18

DATE: February 22, 2023

SHIFT HOURS

I. PURPOSE

To establish guidelines outlining sworn and non-sworn duty hours that vary in accordance with position and rank.

II. ASSIGNED SHIFT HOURS

The hours each department employee may be scheduled to work will vary by shift, bureau or division assignment, position assignments, and exigent circumstances.

A. Field Operations Bureau

1. Field Operations is comprised of two platoons. Each platoon consists of two squads. Each of the four (4) squads will have one (1) sergeant and seven (7) patrol officers when fully staffed. One (1) lieutenant will be assigned as a commander to each platoon. One (1) Captain will be assigned as the Bureau Commander of Field Operations.
2. Patrol squads will be scheduled to work twelve (12) hour shifts. The two (2) day-shift squads will work 6:30 am until 6:30 pm. The two night-shift squads will work 6:30 pm until 6:30 am.
3. One officer will be scheduled to work overlay shifts of 6:00 a.m. until 6:00 p.m. and 6 p.m. until 6 a.m. At the start of the shift, the overlay officer will contact the on-duty supervisor to receive pertinent work information and then begin visible, mobile patrol.

The purpose of the overlay shift is to provide Clayton with visible officer presence and a rapid response time while shift relief and roll call are occurring. The overlay officers will typically focus their patrolling on the neighborhoods east of Hanley Rd. during shift relief and roll call. This area of Clayton will be prioritized to ensure a rapid response time to the neighborhoods furthest in distance from the police station. The overlay shift is a required assignment unless canceled by a supervisor for special circumstances.

4. The patrol squads will rotate from day to night shift, and vice versa, every twenty-eight (28) days.
5. The Platoon and Bureau Commanders will generally work eight (8) hour shifts, Monday through Friday. Duty hours of the commanders may vary due to specific job responsibilities and/or other circumstances.

B. Criminal Investigations Division

1. Detectives will work eight (8) hours shifts, Monday through Friday. The detectives' hours will vary, depending on assignments, investigations, and special details.
2. School Resource Officers and detached positions will work eight (8) hour shifts. Their shift times will be scheduled to accommodate the needs of their assignment or as directed by a supervisor or commander.
3. The Detective Sergeant will work eight (8) hour shifts, Monday through Friday.
4. The Commander of the Criminal Investigations Division will generally work eight (8) hour shifts, Monday through Friday. Duty hours of the commander may vary due to specific job responsibilities and/or other circumstances.

C. Strategic Planning and Support Division

1. Personnel assigned to the Support Division will work eight (8) hour shifts, Monday through Friday. At least one employee will be assigned to the front office during the City's normal business hours, Monday through Friday, when the building is open to the public.
2. The Administrative Supervisor will work eight (8) hour shifts, Monday through Friday.
3. The Commander of this Division will work will generally work eight (8) hour shifts, Monday through Friday. Duty hours of the commander may vary due to specific job responsibilities and/or other circumstances.

D. Office of the Chief of Police

1. The Chief will generally work during normal business hours, Monday through Friday. The Chief's schedule will be adjusted to attend meetings and other community events.
2. The Community Service Officer/Public Information Officer will work eight (8) hour shifts, Monday through Friday. The CSO/PIO schedule will be adjusted for community events and incidents which may require the release of public information.
3. The Chief's Secretary will work eight (8) hour shifts, during normal business hours, Monday through Friday.

III. EXEMPTIONS

Regardless of position, duty hours shall be subject to immediate change in response to a specific incident, event, or circumstance. However, in the interest of employee safety, department personnel shall not work a combination of straight time, overtime, or part time that exceeds sixteen straight hours within a twenty-four hour period without the express approval of the Chief of Police or a designee.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "Mark J. Smith", written in a cursive style.

Mark J. Smith
Chief of Police

MJS:sak