4.0 PURPOSE
The purpose of this order is to define the duty requirements of Department personnel and established protocol for duties schedules and leaves.

4.1 OBJECTIVES
To assure the timely and accurate reporting of all absences from duty as is necessary for the benefit of all personnel and the efficient operation of the Department.

4.2 REPORTING FOR DUTY
Employees of this Department shall be punctual in reporting for duty at the time and place designated by the posted watch list or by their supervisor.

As soon as practical the on coming employee will check the in house computer for any electronic mail messages. Employees will be held responsible for all messages that have been sent to them.

Any inability to report for duty in a timely manner shall be reported to a supervisor at least two (2) hours prior to the set time for reporting for duty. Employees shall submit a written report of this absence upon returning for work.

4.3 OFF DUTY SERVICE REQUIREMENTS
Officers shall have regular hours assigned to them for active or "on duty" status and when not so employed shall be considered off duty. They shall, however, be subject to active duty as needed. When off duty, they shall perform necessary police service on any matter coming to their
attention in this city at any time, except with respect to the enforcement of traffic infractions. When so engaged, they shall have the same status as during active duty.

4.4 **SPECIAL OR EMERGENCY DUTY REPORTING REQUIREMENTS**

When officers are off duty they shall report for duty immediately under any of the following conditions:

A. Upon receipt of an official notice to report for duty.

B. In the event of a major disaster or emergency, whether or not specifically notified, employees shall report for duty. In the event an officer is unable to report for duty, he shall notify the Department as soon as possible and shall submit a written report to the Police Chief explaining reasons for the failure to report for duty.

4.5 **UNIFORM DIVISION DUTY SCHEDULE**

Personnel assigned to uniform duty will work in accordance with posted duty schedules. Such schedules will comply with the most current MOU between the City of Palos Verdes Estates and the Employees of the Department.

4.6 **INVESTIGATIONS DIVISIONS DUTY SCHEDULE**

Personnel assigned to the Investigations Division will perform four (4) days of consecutive duty followed by three (3) days off, as scheduled by Division Scheduling Officer. This basic schedule is subject to change and variation as investigative requirements demand, but will approximate the basic duty time.

4.7 **VACATION TIME OFF**

Personnel accrue vacation time in the manner prescribed in the current memorandum of understanding between the employees of the Palos Verdes Estates Police Department and the City of Palos Verdes Estates.

A. **REQUESTING TIME OFF**

Employees requesting vacation time off must sign up for vacation on a form provided by the Scheduling Officer. A vacation schedule will be circulated beginning no later than October 1st of each year. Sign-ups will be by seniority. Each employee will schedule two week vacation as his first round selection. These weeks need not be consecutive. Employees may select three weeks on the first round if they are consecutive.

Once this first round of selection has been completed, a second
round will be circulated. At this time the employees will select the remainder of earned vacation for the year, or more. This round will also be in weekly increments, but need not be consecutive. This round will also be by seniority.

B. RULES FOR SCHEDULING
When scheduling vacation time, the following rules apply to assure adequate staffing:

1. Patrol (No two supervisors [sergeant/corporal] of the same rank may schedule vacation off at any given time)
   One supervisor and one officer or two officers may schedule for vacation time off at any given time.

2. Service
   One supervisor or one service officer may schedule for vacation time off at any given time.

3. Investigation
   One supervisor or one officer may schedule for vacation time off at any time.

Exceptions to these rules must be approved by the Chief of Police or his designate.

C. RULES FOR VACATION SIGN-UP
Any employee who refuses to select his vacation will be passed over and lose his seniority from that round and move to the end of the seniority list.

When vacation sign-up is completed, no further vacation will be approved unless scheduled at least two months in advance and approved by the Chief of Police or his designee. This rule may be superseded in the case of an emergency.

This policy shall not preclude the taking of less than one week vacation if approved by the appropriate Division Commander and will be permitted only after completion of both rounds of vacation sign-up.

All selections for vacation sign-up will be completed no later than December 15th of each year.

4.8 REPORTING OR REQUESTING VARIANCES FROM SCHEDULED DUTY
Members of the Department shall make requests in writing for any of the following:

A. Requests for accrued compensatory time off.
B. Report of overtime worked and the reasons for same (i.e. report writing, case number, court, relieve ill officer, etc.).

C. Requests for permission to trade a shift or shifts with another officer with approval of both officers attached. Requests of this nature must be submitted at least seven (7) days prior to change. These reports will be submitted to the employee’s immediate supervisor for approval and will be forwarded to the Division Commander. The impact of a shift trade upon computing hours worked for FLSA and non-FLSA overtime, shall be governed by section 4.9(C).

4.9 COMPENSATORY TIME: ACCRUAL AND USE
The purpose of this order is to provide clear and concise guidelines for the accrual and use of Compensatory Time. This order is designed to benefit both the employee and the Department by insuring an efficient work schedule free of undue disruption to the operation of the Department and employees.

A. COMPENSATORY TIME IN LIEU OF OVERTIME
An employee, who is eligible to receive overtime pay, may opt instead to receive compensatory time. This is at the discretion of the employee. Compensatory time shall be accrued in accordance with the most current memorandum of understanding with the City and may be used in accordance with the provisions of this order.

Any employee who desires to receive compensatory time in lieu of overtime pay shall complete the “Request for extra duty pay or compensatory time” form. It is the employee’s responsibility to ensure the form is filled out properly, signed by his/her immediate supervisor, and submitted with his/her time card.

B. AVAILABILITY OF COMPENSATORY TIME OFF
Quarterly, in advance, (i.e., in January for the period of April through June) the Chief of Police shall designate “Black Out dates” where he believes it might cause an undue burden upon the Department for any employee to use compensatory time off. Typically, Black Out dates shall be in holiday weeks or weeks in which employees are on leave at the same time. The Black Out dates will be posted as a reference for all personnel. No Compensatory Leave will be granted for any Black Out date, except as provided herein, in order to ensure that there is no undue
disruption to the smooth operation of the Police Department. Upon providing 30 calendar days advance notice, the Chief of Police may change Black Out dates, as the needs of the Department change, provided that if an employee has previously received approval to use Compensatory Leave on a date which subsequently becomes a Black Out date, such employee may nonetheless utilize Compensatory Leave on such date.

C. REQUESTING COMPENSATORY TIME OFF
An employee may request to use compensatory time off during any of the non Black Out dates. The maximum number of employees who may take compensatory time off on any non Black Out date shall be determined by the scheduling personnel based upon the need to assure that there is no undue disruption to the smooth operation of the Police Department. Employees will be granted the right to take compensatory time off on a first come-first served basis following posting of the schedule of Black Out dates. A request for compensatory time off that is made two (2) or more weeks in advance of an available date shall be granted if the date is available. If the requested time off will result in the Department being below minimum staffing levels, the department shall make arrangements to have the requested time off covered by another employee.

A request for compensatory time off that is made less than two (2) weeks in advance of an available date shall be granted only if the employee requesting the time off individually secures a volunteer replacement to work in lieu of the employee requesting the time off. The hours worked by the employee volunteering to substitute for the employee taking the compensatory time off, shall be excluded by the City in the calculation of hours worked for which the volunteer substitute employee would otherwise be entitled to count in computing overtime compensation under the FLSA. Where one employee voluntarily substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift. (29 C.F.R. Section 553.31 (a) ).

D. EXCEPTIONS
If an employee is scheduled to work a payback shift in which he is an extra person, then one employee, on a first-come basis may be allowed to use compensatory leave, even if the shift is a designated black out day. Employees assigned to a non-uniformed assignment may also be exempt of this policy.
E. LIMITATION OF BLACK OUT DESIGNATION
   In order to assure employees may enjoy the privilege of using compensatory leave, the department will limit black out time to no greater than 25% of the annual shifts.

4.10 BEREAVEMENT LEAVE
   A total of one (1) week per year will be allowed for bereavement leave, in the event of a death of an immediate family member of an employee. Immediately family shall be defined as the spouse, parent, grandparent, sibling, child or grandchild of the employee.

4.12 VIOLATION OF THIS ORDER
   The Chief of Police may impose such discipline as he deems reasonable upon failure to comply with the requirements contained herein.