

## RECORDS 1-000

### 1-000.0 TITLE: RECORDS ANNUAL SHIFT SIGN-UP AND STAFFING

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### 1-000.1 SYNOPSIS

Describes shift sign-up procedures and minimum staffing levels.

### 1-000.2 POLICY/OVERVIEW

The Records Bureau shall be staffed at all times with sufficient personnel to ensure that reports are processed in a timely manner. Records shift sign-ups occur annually, employees are provided a brief period of time to select their choice during sign-up. Employees are expected to be ready to participate when their turn arrives. The purpose of this procedure is to establish annual shift sign-up for Records Bureau personnel and establish recommended staffing levels.

### 1-000.4 DEFINITIONS

1. Records Manager: Employee assigned to manage and oversee all the functions within the Records Bureau.
2. Supervisor: Employee assigned to supervise a designated amount of subordinates on a specified shift.
3. Senior Police Records Specialist: Employee assigned to perform certain duties, such as training, and may be delegated supervisory duties in the absence of a Supervisor.
4. Police Records Specialist: Employee assigned to a specific shift under the supervision of a Police Records Shift Supervisor.
5. Shift and Staffing: A shift is a ten hour work period, staffed with a Records Shift Supervisor, and/or one Senior Records Specialist and a designated number of Police Records Specialists. A shift shall consist of not less than two Records Specialist and one (1) Senior/Supervisor for a total of three (3) employees. This is the recommended staffing level per shift. However, when staffing levels drop below the three recommended employees, (i.e., sick callout, training), each situation will be evaluated by the Supervisor/Senior to determine if the Records Bureau can operate with a minimum staffing level of two employees at that time.
6. Hours of work:

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Day Shift 0530-1600  
Swing Shift 1130-2200  
Grave Shift 2030-0700

NOTE: A thirty-minute lunch period is included in the ten hour work period for employees hired before June 7, 2006. Records personnel hired after June 7, 2006 shall work 10.5 hours per day and receive a thirty minute unpaid lunch.

7. Seniority – Determined in any rank or classification, in descending order:
  - a. by date of promotion, or if equal,
  - b. by date of hire, or if equal
  - c. by date of application, or if equal
  - d. alphabetically by last name

NOTE: In accordance with the provisions of Section III.D.914.1 of the City of Pomona Personnel Rules and Regulations, an employee in good standing who has resigned and then returned to City service within one (1) year of that resignation, may have prior regular employment time restored for purposes of determining City seniority and vacation earning rate entitlement. The anniversary date shall be adjusted to reflect the period of absence from City employment.

8. Shift Trades: An employee's request to trade a shift with another employee. Shift trades are subject to review by the Records Manager.
9. Vacancies and Reassignment: Vacancies that arise during the calendar year of the current sign-up shall be filled at the discretion of the Records Manager. Personnel wishing to fill such vacancies may request a shift reassignment in writing to the Records Manager.

### 1-000.5 PROCEDURES

1. Annual Shift Sign-Up
  - a. In preparation for Records sign-up, the Records Manager or his/her designee shall circulate the seniority list for Records personnel on the first Monday in October.
  - b. The Records Manager or his/her designee will direct all Records personnel to review the lists. Any disputes must be forwarded to the Division Commander by the third Friday in October.

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- c. Records sign-up shall begin the first Monday in November and conclude seven (7) days later, on the following Monday.
  - d. The sign-up shall be conducted and monitored by the Records Manager or his/her designee.
  - e. The sign-up shall progress from the employee with the most seniority in rank to least seniority.
  - f. All personnel shall be available for contact by the Records Manager or his/her designee during the sign-up period.
  - g. Contact with bidding personnel shall occur at a time reasonable to the employee's current schedule.
  - h. Records personnel shall be expected to respond to the Records Manager or his/her designee within three (3) hours of contact.
  - i. Employee who will not be available during the bidding period are responsible to notify the Records Manager in writing, listing any choice (alternative choices are recommended). Notification is to be made prior to the employee's bidding turn. Employees are responsible to monitor the bidding process.
  - j. Employees who cannot be contacted at their bidding turn in person, by listed phone number or who have not provided notification to the Records Manager as described above, shall be assigned a shift at the discretion of the Records Manager.
  - k. Any employee who elects to "pass" their bidding turn shall be assigned a shift at the discretion of the Records Manager.
2. Bidding Exclusions
- a. Prior to the beginning of sign-up, the Records Manager shall identify any employee who is to be excluded from the bidding process.
  - b. Exclusions shall be made on an individual case basis, but generally will be based on long-term absence, generally in excess of two (2) months.
  - c. Acceptable causes of absence include, but are not limited to:
    - 1) Illness or injury
    - 2) Military leave

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### 3) Leave of absence

- d. The Records Manager will assign personnel who return to Records after exclusion from the bidding process. However, if possible, consideration will be given to the employee's preference and seniority when making the assignment.
- e. Other personnel who were not excluded from bidding, and did not bid shall be assigned to a shift at the discretion of the Records Manager.
- f. Probationary personnel shall be assigned to a shift at the discretion of the Records Manager.
- g. Vacancies that arise during the year shall be filled at the discretion of the Records Manager. Personnel wishing to fill such vacancies may request transfer via memo through their Chain of Command. Seniority may be a consideration, but the final decision shall be at the discretion of management.
- h. Requests for reassignment or exchange during the year shall be directed to the Records Manager.

### 3. Effective Date

The annual rotation of personnel shall generally occur on the first pay period to fall completely within the month of January, unless otherwise directed by the Chief of Police.

### 4. Supervision

Each shift shall be supervised by a Senior or Supervisor responsible for the operation of the Records Bureau and all included duties as described in the Records Procedures.

### 5. Vacation

Vacation sign up will occur each year on December 1 for the following calendar year. No shift can expect to have less than recommended staffing levels for the purpose of allowing vacations and no two people may request the same vacation time per shift. All Records staff request vacation by seniority.

### 6. Time off

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An employee can request additional time off once all priority vacations have been submitted. Time off will be granted on a first come first serve basis. If two (2) people from the same shift submit a time off slip requesting the same day, at the same time, the person with the most seniority will be granted the day off.

### 7. Holidays

For Records supervisors, seniors and specialists, if the holiday falls on your normal work day, you will be required to work your normal work hours, unless you have approved scheduled vacation.

### 8. Mandatory Overtime

1. Overtime vacancies not voluntarily filled shall be filled by mandatory assignment when the vacancies are due to:
  - a. Authorized training;
  - b. Pre-approved vacation;
  - c. Extended sick leave;
  - d. Any other foreseeable extended vacancy either authorized or not preventable;

Assignment for mandatory overtime shall be based on total overtime hours worked shall be ordered to fill the pending vacancy. Those eligible employees with the least amount of overtime hours worked shall be ordered to fill the pending vacancy.

### 9. Unscheduled Vacancies

1. Due to sick time or urgent circumstances, vacancies may arise without notice requiring overtime overage.
2. The on-duty supervisor to whom the vacancy is reported is responsible to obtain employees to cover when the vacancy effects minimum staffing.
3. Whenever possible, unscheduled vacancies shall be filled by ordering one employee (lowest overtime hours worked) from each of the two bordering shifts to work half the vacant slot. This is to minimize the inconvenience to any one employee.
4. Any employee volunteering to cover the entire shift shall have priority over an employee wishing to cover a partial shift.