



Effective: 10/02/2000
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 5-1**

DEPLOYMENT OF PERSONNEL

SUBJECT: Procedures for deployment of personnel and assignment to patrol shifts.

PURPOSE: The purpose of this order is to establish procedures for continuous patrol coverage and assignment of personnel to patrol shifts.

POLICY: It shall be the policy of this Department to provide continuous patrol coverage 24 hours per day for the main campus and to assign officers to patrol shifts and organizational components based on workload assessments. [CALEA 41.1.1a]

PROCEDURE:

I. Patrol Coverage on the Main Campus

- A. Officers assigned to the patrol division at the main campus will work a 3 day/12 hour schedule with shift change occurring at 0600/0700 hours and 1800/1900 hours.
- B. Minimum staffing on each shift on the main campus will be two officers and one dispatcher with one officer designated as the shift supervisor. [CALEA 41.1.1a]
 1. Deployment should consist of one Sergeant, one Corporal or officer in charge (OIC) and one to two officers being assigned on each shift.
 2. Should the Sergeant be on leave, or otherwise unavailable, the Corporal or OIC will act as the shift supervisor.
 3. If a Corporal is not available an approved OIC will act as the shift supervisor. Based on Sergeant recommendation, and participation in the selection process, the Chief of Police will designate an officer to act as OIC.
 4. It is the shift Sergeant's responsibility to ensure that his/her shift meets the minimum staffing requirements. The shift Sergeant shall ensure that the minimum staffing requirements have been met prior to granting approval for any request for leave.

- C. At least one officer must be available to respond to calls for service at all times. At shift change when officers are in briefing, one officer will be designated to respond should a call for service be received. Because of the size of this Department's jurisdiction, responding from the station will not unreasonably delay response to emergency situations. [CALEA 41.1.1a]
 - D. Officers will not be assigned to specific beats or areas on the campus unless the Sergeant temporarily assigns an officer for the purpose of concentrated enforcement, surveillance or the need for a visible presence. [CALEA 41.1.1d]
 - E. At least two marked police vehicles will be utilized on patrol at all times.
 - 1. If three patrol personnel are working, the Sergeant may assign an officer to perform bicycle patrol.
 - 2. It is not recommended that supervisors ride bicycles as it limits their ability to respond to officers' locations when the presence of a supervisor is needed.
- II. Coverage at the Irvine Center
- A. Community Service Specialists will be assigned to the Irvine Center during hours that classes are in session. [CALEA 41.1.1d]
 - B. Patrol shifts at the Irvine Center will be varied to allow for a minimum of one CSS assigned at all times. [CALEA 41.1.1e]
- III. Shift Assignment
- A. Patrol personnel will rotate their shift assignments every six months, in January and July. [CALEA 41.1.1c]
 - B. Generally, personnel assigned to nights will rotate to days and personnel assigned to days will rotate to nights. [CALEA 41.1.1c]
 - C. The appropriate Command Staff will make assignments to shifts based on the needs of the Department, taking into consideration requests from individual officers. [CALEA 41.1.1b]
 - 1. When making shift assignments, the appropriate Command Staff will generally assign personnel to work with individuals different from those with whom they worked on the previous shift.
 - 2. Assignments will also be made taking into consideration the need to have an approved officer available to act as OIC via the selection process.

- D. At the time the shift assignments are made, the appropriate Command Staff will also assign days off. [CALEA 41.1.1f]
1. Generally, all patrol personnel assigned to a specific shift will have the same days off to ensure continuity of supervision.
 2. Patrol personnel will generally be assigned to work either a Sunday through Tuesday schedule or a Thursday through Saturday schedule and will work an eight-hour day every other Wednesday. Each shift Sergeant will assign eight-hours days throughout the four-day work weeks, based on shift seniority.
 3. If staffing levels do not allow for full staffing of all shifts, one officer will be assigned to work a Monday through Wednesday schedule to cover for shortages on Wednesdays.
- E. The Unit 8 (SUPA) contract requires that all work schedules be prepared in written form and posted not less than twenty-one (21) days prior to a shift change and that employees must receive twenty-one (21) days notice of any change in his/her regular scheduled shift or days off, except in emergency situations.
1. The appropriate Command Staff will note on every schedule the date it was posted.
 2. If a change is made to a schedule after it is posted, the revision and new posting date will be noted on the schedule.
 3. The appropriate Command Staff, Watch Commander (with approval from the Command Staff), will note requests for a single day off on the schedule, i.e. CTO, HTO or VAC.

IV. Workload Assessments

- A. The Police Department will allocate and distribute personnel within all components in accordance with documented workload assessments.
- B. These workload assessments will be completed by the Chief of Police and will be completed at a minimum of every three years.
- C. Items that will be evaluated in the patrol workload assessment will be calls for service, arrests, and overtime assignments by day of week and time of day.
- D. Workload assessments in other components will include data based on a comparison of tasks performed to personnel assigned.

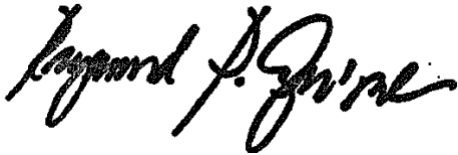
V. Civilian Employees

- A. Positions in the Department not requiring sworn status are specified as civilian positions and staffed accordingly.
- B. Schedules for civilian personnel are set at least three weeks in advance by the civilian's respective supervisor. Dispatcher's schedules are included in sworn deployment schedule and are posted in Department's share drive.

REVIEWED:

J.Miller

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive, flowing style.

Raymund Aguirre
Chief of Police