
	Florida State University Police Department	
PATROL SHIFT ASSIGNMENT AND ROLL CALL PROCEDURES		
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Policy.

It is the policy of the Department that a formalized system of shift assignment and briefing be established within the Patrol Division to provide continuous patrol coverage at all times. This system shall ensure the efficient and effective use of available personnel and provide employees with an assignment process that is impartial and consistent with the needs of the Department.

Procedure.

A. Method and Frequency of Shift Change [CFA 14.01]

1. The Patrol Division operates on a four-shift assignments configuration which provides police coverage twenty-four hours a day. Officers’ work twelve (12) hour shifts. Shift hours of operation are as follows:
 - a. Shift A - 0630 to 1830;
 - b. Shift B - 0630 to 1830 when shift A is on days off;
 - c. Shift C - 1830 to 0630;
 - d. Shift D - 1830 to 0630 when shift C is on days off.

2. In addition to the twelve hour shifts the department has created a “Power Shift”. The schedule for the “Power Shift” is Tuesday through Saturday with the work hours of 19:30 to 03:30. Up to three (3) officers may be assigned to the “Power Shift”.

B. Method and Frequency of Shift Rotations.

1. Shift rotations occur every four months on or about the last Thursday of the fourth month.

2. In assigning personnel to a patrol shift, the purpose is to provide the maximum services possible through the most efficient use of available personnel. To this end, the following criteria will be considered:
 - a. The needs of the Department. The Department will consider specialized training, experience, talents, skills, and knowledge, as well as special circumstances, when assigning personnel.

- b. Seniority.
 - c. Employee preference for shift assignment.
3. For employees' subject to the collective bargaining agreement of the Florida Police Benevolent Association, changes in shift assignment shall comply with the terms of the contract.

C. Patrol Assignments.

1. In order to delineate specific areas of responsibility for shift personnel, the campus is divided into major geographical regions called "zones". These zones are:
- a. East Zone is everything located on campus east of Woodward Avenue
 - b. West Zone is everything located on campus west of Woodward Avenue.
 - c. South Zone includes all properties located south of the main campus.
 - d. An addition assignment consists of Heritage Grove where one (1) officer is assigned on Thursday through Sunday between the hours of 6:30 p.m. till 3:00 a.m.
2. Shift personnel are assigned to their respective geographical areas by the shift supervisor during roll call briefing. Shift supervisors shall ensure that daily assignments are rotated in an impartial manner equitable to all personnel. Shift management retains the final authority to assign personnel in any manner necessary to provide effective coverage and accountability.

Plain clothes assignments shall be performed only by those persons so authorized. These assignments shall not be considered part of the normal assignment rotation.

D. Frequency and Procedure for Roll Call.

1. Roll call briefings begin at the reporting time for each of the four shifts and last approximately fifteen minutes. The briefing is conducted by the shift supervisor.
2. Roll call briefing consists of several basic tasks. These tasks include, but are not limited to:
- a. Providing shift personnel with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen property, and significant events and investigations.
 - b. Notifying shift personnel of changes in schedules and assignments.
 - c. Providing training and instruction on new general orders or changes in procedures;
 - d. Evaluating the readiness of shift personnel to assume their duties.
3. Personnel unable to attend scheduled roll call briefing shall be briefed by the shift supervisor upon reporting for duty.

Glossary. None.

Indexing. This general order shall be indexed as:

Roll Call Briefing
Shift Assignment
Shift Change
Shift Hours of Operation
Shift Rotation
Patrol Zones

Attachments. None.

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Approved: 
David L. Perry, Chief

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