

14-01 SHIFT AND RDO SCHEDULING

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: March 6,
2014

FILE
NO.

FROM: EDDIE RIVERO, CAPTAIN TO: ALL PERSONNEL
CARSON STATION CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 14-01
SHIFT AND RDO SCHEDULING**

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for station personnel regarding shift transfers and RDO requests.

Scope of Directive:

This directive applies to all personnel assigned to Carson Station and becomes effective immediately.

Directive:

In order to ensure fairness and consistency regarding shift transfers and RDO preferences, the following procedures shall be adhered to:

- **SHIFT TRANSFERS** - Shift transfers shall be determined by unit seniority and preferred

shift availability, followed by time in grade and Department seniority.

- **RDO PREFERENCE-** RDO preference shall be determined by shift seniority followed by unit seniority, time in grade, and Department seniority.
- **SHIFT ASSIGNMENT FOLLOWING DUTY ON SPECIAL TEAM OR OTHER SPECIAL DUTY-** Upon completion of duty on a special team or other special assignment, the needs of the station will determine what shift the concerned personnel are assigned to. If the concerned personnel do not return to the shift they were on prior to serving in a special assignment, they will have priority to return to their previous shift when an opening becomes available. RDO's will be determined by the RDO preference procedures.

MANAGEMENT DIRECTIVE 14-01

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SHIFT AND RDO SCHEDULING

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Additional administrative procedures concerning shift transfers and RDO preferences are as follows:

- **NOTIFICATIONS-** When it is anticipated that a shift and/or certain RDO's will become available, scheduling and training will send an e-mail to all concerned personnel. A deadline to respond will be included in the e-mail. Absent exigent circumstances, non-responses or responses after the deadline will not be given consideration. Any exceptions must be approved by the unit commander.
- **FAILURE TO ADHERE TO ESTABLISHED PROCEDURES-** It is the responsibility of all Carson Station personnel to adhere to the procedures established in this directive. There will be no adjustments to shifts or schedules as a result of an individual's failure to adhere to these procedures.

ER:JCA:jca
