

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	22.4 Trading Days Off or Shifts; Exchanging Days Off or Shifts; Shift Changes; and Shift Differential			
Effective Date:	12/1/1980	Revision Date:	3/11/2014	
Action:	A-46 Current K.P.P.A. Contract			Number of pages:

I. PURPOSE

The purpose of this policy is to provide guidelines for Kenosha Police Department personnel when requesting to trade shifts or tours of duty with other officers, or to exchange days off or shifts with themselves.

II. POLICY

The trading of days off, tours of duty and shifts are privileges and can be withdrawn by the Chief of Police. The policy of the Kenosha Police Department is to apply the terms of applicable contracts and federal statutes, fairly and uniformly

III. PROCEDURES

1. Officers of the department are allowed to exchange their days off with the consent of their Commanding Officer or designee.
2. Officers of the department are allowed no more than 12 self-trade days within a calendar year with the consent of their commanding officer. Self-trades requested by KPD Administration do not apply to the aforementioned 12 days.
3. Officers of the department are allowed to trade working tours with other officers with the consent of their respective Commanding Officer or designee.
4. Officers trading a tour of duty with another officer will not work a second tour of duty without an eight hour break between the duty tours.
5. Officers of the department are allowed to trade assigned permanent shifts with other officers, with the consent of the Commanding Officers of each shift and approval of the Chief of Police.
 - A. Shift trades will be made for a period of one year.
 - B. If a departmental shift change occurs during the agreed upon trade period and the trading officers elect to change their permanent shift assignment, the trade agreement can become null and void.
6. All Commanding Officers or Bureau Heads will notify the Chief of Police via memo of any changes in personnel on their staff or shift whether additions or deletions. Any change in a sworn or civilian employee's shift, other than through a scheduled shift pick, requires written approval of the Chief of Police.

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7. Past practices and contract provisions regarding trading days off, trading shifts, exchanging days off, shift changes and shift differential will be continued, unless such practices or provisions violate current contracts or result in additional overtime payments under the Fair Labor Standards Act.
8. Approval of shift change and shift differential will be sent to the City Finance Department by the Chief of Police in order for the employee payroll to be updated.