



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

12-14-10

EFFECTIVE DATE

12-14-10

NO.

702-3

SUBJECT

Policy Series 700: Administration of Leave
702 – Regular Days Off

AMENDS

REFERENCE

PI: Automated Timekeeping System Procedures
SO: Ten Hour Work Plan
SO: Work Year

RESCINDS

PPBM: 702-2

I. INTRODUCTION

- A. Full-time department members shall be granted Regular Days Off during each twenty-eight (28) day work period.
- B. A Regular Day Off is a twenty-four (24) hour period in which a member is not scheduled to report for duty.

II. POLICY

- A. All full-time department members assigned to the 8-Hour Work Plan will normally be granted 104 Regular Days Off per work year.
- B. All full-time department members assigned to the 10-Hour Work Plan will normally be granted 156 Regular Days Off per work year.
- C. Regular Days Off Schedules will be distributed to all affected department members prior to the beginning of each new work year.
- D. A member's days off group may be changed by the supervisor or commander, depending on staffing requirements.
- E. All non-exempt, non-sworn members assigned to the 8-Hour Work Plan, with the exception of Detention Facility Officers, will receive two (2) Regular Days Off during the seven (7) day work week except in extreme emergency situations as determined by the Chief of Police or his designee. Non-exempt, non-sworn members may not move Regular Days Off outside the seven (7) day work week.
- F. All non-exempt, non-sworn members assigned to the 10-Hour Work Plan, with the exception of Detention Facility Officers, will receive three (3) Regular Days off during the seven (7) day work week except in extreme emergency situations as determined by the Chief of Police or his designee. Non-exempt, non-sworn members may not move Regular Days Off outside the seven (7) day work week.
- G. All non-exempt, sworn members and Detention Facility Officers assigned to the 8-Hour Work Plan will receive eight (8) Regular Days Off during each twenty-eight (28) day work period except in extreme emergency situations as determined by the Chief of Police or his designee. Non-exempt, sworn members and Detention Facility Officers may not move Regular Days Off outside the twenty-eight (28) day work period.

- H. All non-exempt, sworn members and Detention Facility Officers assigned to the 10-Hour Work Plan will receive twelve (12) Regular Days Off during each twenty-eight (28) day work period except in extreme emergency situations as determined by the Chief of Police or his designee. Non-exempt, sworn members and Detention Facility Officers may not move Regular Days Off outside the twenty-eight (28) day work period.
- I. Exempt sworn and non-sworn members assigned to the 8-Hour Work Plan will receive 104 Regular Days Off during the work year.
- J. Exempt sworn and non-sworn members assigned to the 10-Hour Work Plan will receive 156 Regular Days Off during the year.

III. PROCEDURES

- A. Members will refer to the written directive entitled, "Work Year" regarding Regular Days Off scheduling.
- B. Supervisors and Commanders will:
 - 1. Ensure all non-sworn members assigned to the 8-Hour Work Plan, with the exception of Detention Facility Officers, receive two (2) Regular Days Off during the seven (7) day work week.
 - 2. Ensure all non-sworn members assigned to the 10-Hour Work Plan, with the exception of Detention Facility Officers, receive three (3) Regular Days Off during the seven day work week.
 - 3. Ensure all sworn members and Detention Facility Officers assigned to the 8-Hour Work Plan receive eight (8) Regular Days Off during the twenty-eight (28) day work period.
 - 4. Ensure all sworn members and Detention Facility Officers assigned to the 10-Hour Work Plan receive twelve (12) Regular Days Off during the twenty-eight (28) day work period.
 - 5. Change days off groups in accordance with staffing requirements.
- C. The Chief of Police will make a determination if an emergency situation, e.g., disaster, riot, etc., is such that the normal granting of Regular Days Off should be altered.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2010.

Patrick McInerney
Board President

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