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Cobb County Police Department

Policy 2.11

UNIFORM PATROL STAFFING

Effective Date: January 12, 2013	
Rescinds: Policy 2.11 ”Field Operations Staffing” (November 11, 2011)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The main function of the Department is to provide twenty-four (24) hour police patrol and related duties to the citizens of Cobb County. To help accomplish this task Cobb County is divided into precincts. This policy establishes the shift schedules and personnel assignment of the precincts.

I. STAFFING

A. Patrol Watches

In order to provide the maximum effective police service on a 24-hour basis, there will be three patrol watches: Day, Evening, and Morning, which will be 8 hours in length. Work times for watches are as follows:

Day Watch:	0630 to 1430 hours
Evening Watch:	1430 to 2230 hours
Morning Watch:	2230 to 0630 hours

Each watch will have designated officers to handle late occurring calls during the shift transition. The officers designated as "late cars" should be clearly indicated on the work schedule.

B. Watch Assignment

The assignment of personnel to precincts rests with the Bureau Commander. The assignment of personnel to watches rests with the Precinct Commanders. Determination of manpower allocation to each precinct and watch will be based upon the overall workload for each precinct/watch.

Personnel will be assigned to a patrol watch where there is a vacancy. Two areas are considered when making assignments; (1) the Department's needs and (2) the employee's choice. The final determination will always be to assign personnel to a watch that provides the most effective patrol coverage.

C. Beat Assignments

Assignment of officers to particular beats will be made by the watch commander. Officers should be kept in the same beat as long as possible in order to enhance officer/citizen relationships. A shift supervisor may rotate personnel to different beats during his respective watch as necessary.

D. Off Days

The watch commander will schedule the off days of personnel to ensure adequate coverage and fit the needs of the shift. Generally, personnel should work on a five (5) day per week schedule, with two (2) consecutive days off.

E. Special Staffing Needs

Nothing contained in this policy shall prohibit a precinct commander or the Bureau Commander from adjusting the schedules of personnel as appropriate.

II. WATCH PROCEDURES / GUIDELINES

A. Roll call will be held daily on each watch. It should include, but not be limited to:

1. Personnel assignments.
2. Inspections of personnel and equipment.
3. Dissemination of BOLO's and current or unusual activities.
4. Roll call training, including policy/procedure changes, safety instruction, etc.

A supervisor may forego roll call and immediately deploy his shift if workload levels demand.

B. At the completion of roll call, officers will immediately proceed to their patrol vehicles to inspect them and be ready to accept calls for service.

C. All beat officers will be considered to be in service and subject to dispatch until properly relieved by a supervisor.

D. A Daily Work Roster will be completed for each shift, containing the names and beat assignments of on-duty personnel, as well as the status of off-duty personnel.

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Cobb County Police Department

Policy 2.12

TRANSFERS AND SPECIALIZED ASSIGNMENT REQUESTS

Effective Date: May 1, 2016	
Rescinds: Policy 2.12 (November 11, 2011)	
Related Orders: Policy 1.03 "Organization of the Department"	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish policies and procedures pertaining to transfer and specialized assignment requests within the Department.

I. PRECINCT TRANSFERS

A. Shift to Shift

Individuals requesting transfer from one shift to another within a precinct should submit a request in writing to their respective precinct/unit commander through the chain of command.

B. Precinct to Precinct

Individuals requesting transfer from one precinct to another should submit a request in writing to their respective Deputy Chief through the chain of command.

II. SPECIALIZED ASSIGNMENT TRANSFERS/REQUESTS

Specialized assignments are characterized by increased levels of responsibility and specialized training (e.g. - STEP, SWAT, etc.). As with all other assignments, specialized assignments are considered temporary assignments. Personnel assigned to any field will serve in that capacity at the pleasure of the Chief of Police; there are no set rotational periods. For a complete listing of specialized assignments see Policy 1.03 "Organization of the Department."

Individuals interested in applying for a specialized assignment should submit a request, in writing, to the Chief of Police, or his designee, through the chain of command.

A. Advertising Openings

As appropriate, the Chief of Police, or his designee, will issue an announcement to all personnel advertising openings for specialized assignments. However, for

security reasons, the agency may not announce openings for undercover or similar assignments.

B. Selection Criteria

1. Normally, an officer must possess a minimum of three (3) years police experience with the Cobb County Police Department before qualifying for a specialized duty assignment. The Chief of Police may exempt certain personnel from the time requirement under certain circumstances (e.g. – specialized skills, knowledge, education, and/or experience possessed by individuals).

2. The Chief of Police, or his designee, may select assessment techniques he feels most appropriate to judge the candidates. These may include interviews, practical exercises, written tests, etc.

3. The following criteria should be considered for selection to the Bomb Squad, SWAT Team, Crisis Negotiations Team, K9 Unit, and Underwater Search and Recovery Team:

   - Ability to handle stressful situations
   - Physical fitness
   - Firearms proficiency
   - Verbal communication and problem solving skills
   - Availability for call outs at all hours of the day and night

4. In addition, the following criteria may be considered:

   - Length of service with the Department;
   - Interest and attitude toward their current assignment;
   - A review of comments from the employee's supervisors; and
   - Level of performance as determined by the review of performance evaluations, discipline records, employees daily activity records and other material deemed appropriate.

Note: The Chief of Police reserves the right to nullify the above qualifications and appoint any member of this agency into any specialized or investigative position he sees fit.

III. EXPIRATION OF ASSIGNMENT REQUESTS

Each unfulfilled request will expire on December 31st annually.

IV. PERSONNEL DOCUMENTATION

Upon receipt of a transfer order, an employee's new supervisor should make contact with the employee's current supervisor and discuss the employee's past performance, and any

issues that may be of future concern. The conference may be done by phone or in person. It shall be the responsibility of the employee's current supervisor to ensure that the employee's local personnel file is delivered to the new supervisor as soon as possible.