

WORKING SCHEDULE/ATTENDANCE RECORD	Document Number	GO 416
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1. PURPOSE

The purpose of this policy is to establish the guidelines of creating and maintaining work schedules and attendance records.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that its members adhere to attendance requirements and a work schedule which is fair and reasonable to the employee and which provides for the maximum effective deployment of police services.

4. DEFINITIONS

Competent Authority - For the purpose of this general order, proper authority means a Commanding Officer or such subordinate designated to act for him.

5. RESPONSIBILITIES

5.1. Assistant Chief - Assistant Chiefs shall approve of all work schedules within their respective areas of operation.

5.2. Commanding Officers - Commanding officers shall arrange the assignments and work of officers and employees under their command so as to provide for continuous patrol coverage and to maximize effective police services at all times, according to the existing needs and requirements.

6. PROCEDURES

6.1. Hours of Work

6.1.1. While considered to be subject to call at any time for emergency duty or special operational reasons, police officers' regular tours of duty shall be divided into eight-hour watches, forty hours per week, with the number of officers and employees on each watch or tour of duty to be assigned according to the number of personnel available and the policing requirements.

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6.1.2. Officers shall complete all required reports on cases and assignments handled by them during their tours of duty before going off duty, unless otherwise authorized by competent authority for justifiable cause.

6.2. Watches and Office Hours

6.2.1. For the Patrol Division, the period from 2245 to 0730 hours shall be the First Watch; from 0645 to 1530 hours, the Second Watch; and from 1445 to 2330 hours, the Third Watch.

6.2.2. Office hours of the Administrative Bureau and Criminal Investigation Division during which they shall remain open to service the public shall be 0745 to 1630 hours, Monday to Friday, inclusive, except for holidays. Clerical personnel, except those assigned on rotating watches or shifts, shall work the same hours.

6.2.3. The Criminal Investigation Division shall have at least one detective on duty on Saturday and Sunday during regular office hours unless otherwise approved by competent authority.

6.2.4. Officers and employees shall be allowed 45 minutes for meal time, exclusive of the eight-hour work period.

6.2.5. Officers and employees shall be granted two days off in each calendar week.

6.3. Working Schedule

6.3.1. Commanding officers within the Patrol Division shall ensure that a monthly working schedule showing the assignment of personnel to watches and their days off or other authorized time off for which they may be entitled is prepared.

6.3.2. Working schedules shall be filed with the respective Assistant Chief at least seven days before the close of the preceding month.

6.3.3. In setting up working schedules, commanders shall adhere to the following guidelines:

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- a. For the Patrol Division, change of watches shall take effect every month on the first day of each month except January. Watches will not change from the month of December to January.
 - b. Except as noted, days off for personnel assigned to the Patrol Division shall be scheduled on the rotation method in accordance with all rules, laws, and agreements in effect (two days off followed by four days of work, etc.).
 - c. Days off and watch assignments for commanders shall normally be scheduled in the following manner:
 - Days off for Division and District Commanders shall be Saturdays and Sundays and holidays.
 - District and Division Commanders shall work regular office hours - 0745 to 1630 hours, daily, Monday to Friday, except holidays.
- 6.3.4. Daily Attendance Record - Each bureau shall maintain a daily attendance record of all personnel assigned to their command. Commanding officers shall assign a member of the respective division, section or unit staff to prepare and maintain the Hawai'i Police Department Attendance Report form (daily attendance log) on a current basis. Entries shall be made in ink and shall include:
- a. An alphabetical listing of personnel in the order of their rank according to watch.
 - b. Time of starting and going off duty.
 - c. Beat assignments, radio call number, ringing-in or call-in times, location, meal period, days off, vacation, etc.
 - d. Under "Remarks" any irregularity concerning the various officers, such as "failing to ring-in", "failing to confirm radio call", "Patrolmen Smith and Jones exchanging days off", etc. shall be noted. If necessary, the back of the time sheet may be used for additional remarks or notations.

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6.3.5. General Information

- a. Commanding officers shall check all entries in the attendance report at the end of their respective tours of duty, and the Commanding Officer or supervisor shall sign in the space provided when the time sheet is completed after which it shall be retained within the respective Division.
- b. Whenever possible, more than one working day shall be entered on a single time sheet, but a new sheet shall always be used for a new month.

6.3.6. Member's Attendance Record

- a. The days a member is working and on duty, his days off, vacation leave days, sick leave, holidays and other leave, etc. shall be noted as required. The number of hours worked by reserve officers shall also be shown.
- b. Information logged in the Hawai'i Police Department Attendance Report will be transferred to the Time And Attendance Report and forwarded to the Accountant IV at the end of each two-week period. The information shown thereon for each member shall be transposed to the member's permanent attendance record card by the assigned time clerk.