
	MESQUITE POLICE DEPARTMENT
	113.00 VACATION SCHEDULING
	Effective Date: October, 2017
	Approved: _____  Chief of Police

- I. Vacation Policy
 - A. Regular full-time General Government employees accrue vacation per year according to City of Mesquite General Government Policies and Procedures.
 - B. Employees covered by Local Government Code will accrue vacation leave in accordance with that statute and city policy.
 - C. Each Bureau Commander shall ensure that there is an adequate number of personnel on duty at all times.
- II. Definitions

For the purposes of this order, the following definitions are applicable:

 - A. Division - A major organizational unit of the Police Department, typically consisting of two or more Bureaus and directed by an Assistant Chief of Police.
 - B. Bureau - An organizational unit of the police department, commanded by a Police Captain. Example: Operations Bureau.
 - C. Section - A sub-unit of a Bureau. Example: Traffic Section.
 - D. Shift - An assignment period common or substantially common to a work group. Example: Second, or Day Shift.
 - E. Platoon - A small work group with a common schedule. Example: Sergeant Doe's platoon.
 - F. Work Day - The combination of all shifts for any calendar day. For example, the first, second, third and fourth shift designated on the manpower schedule to work on January 1 would constitute the "work day" assignments for that day, regardless if the actual work hours for any shift extend to another calendar day.
- III. The maximum number of employees who can be scheduled for vacation at the same time. Unless specifically stated, each maximum pertains to a "work day" and not a shift. For example, "One (1) Communications Shift Supervisor" means that no more than one Communications Shift Supervisor may take vacation on the same "work day", whereas "One (1) Sergeant per Shift" pertains only to that shift.
 - A. Operations Bureau
 1. Patrol Section
 - a) Lieutenant - two (2) Lieutenants.
 - b) Sergeant - one (1) Sergeant per shift.
 - c) Police Officer - no more than two (2) police officers per platoon. Current minimum complement must be maintained.
 - d) Canine Officer - One (1) Canine Officer.
 - e) Public Service Professionals - one (1) PSP per shift.
 2. Traffic Section
Two (2) Police Officers.
 3. One (1) Administrative Law Enforcement Coordinator or one (1) Payroll Technician.
 - B. Criminal Investigations Bureau
 1. Supervisors
 - a) Two (2) Command level officers.
 - b) Three (3) Investigative Sergeants.
 2. Investigative Sections

- a) One (1) investigator for any section with less than four (4) investigators assigned. A section with four (4) or more assigned personnel may have two (2) investigators.
 - b) One (1) Crime Scene Investigator.
 - c) One (1) Computer Lab Investigator.
 - 3. Administrative Law Enforcement Coordinator and Administrative Secretaries
 - a) One (1) Administrative Law Enforcement Coordinator and one (1) Administrative Secretary or
 - b) Two (2) Administrative Secretaries.
 - C. Technical Services Bureau
 - 1. One (1) Captain or one (1) Detention Lieutenant.
 - 2. Two (2) Station Sergeants.
 - 3. One (1) Property Room Technician.
 - 4. One (1) Communications Shift Supervisor.
 - 5. A maximum of three (3) Public Safety Dispatchers at a time but no more than one (1) per shift grouping.
 - 6. One (1) Detention Officer per shift.
 - 7. A total of four (4) Records Clerks, to include the Records Supervisor.
 - 8. One (1) Administrative Law Enforcement Coordinator or one (1) Alarm/Impound Officer.
 - D. Staff Support Bureau
 - 1. One (1) Captain or one (1) Lieutenant.
 - 2. One (1) SRO Sergeant.
 - 3. One (1) Background Investigator.
 - E. Administrative Staff Positions
 - 1. One (1) Assistant Chief.
 - 2. Two (2) Captains.
 - 3. One (1) Admin Lieutenant or One (1) Canine Sergeant.
 - 4. One (1) Crime Analyst.
 - IV. Vacation Overlaps

Any request to deviate from the guidelines established in this order must be submitted in writing to the Bureau Commander for approval prior to the vacation time being placed on the schedule.
 - V. Annual Vacation Schedule

Vacations of less than three (3) days will not be scheduled for personnel working eight hour days, nor less than two (2) days for personnel working ten hour days. A command level officer may schedule one (1) or two (2) vacation days on a monthly schedule if there is no conflict.
- EFFECTIVE: April, 1986; REVISED: September, 1990; FORMERLY: B/86-57; REVISED: January, 1992; REVISED: January, 1996; REVISED: November, 1999; REVISED: March, 2001; REVISED: August, 2003; REVISED: June, 2005; REVISED: August, 2011; REVISED: October, 2017