

**MARIN COUNTY SHERIFF'S OFFICE  
PATROL SERVICES POLICY AND PROCEDURE MANUAL**

**OPERATIONS ORDER  
PAT 10-03  
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**Date  
November 1, 1995**

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**PATROL DIVISION SENIORITY SHIFT ASSIGNMENTS**

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**PURPOSE**

The purpose of this order is to establish a system and procedure for Patrol Division personnel to select shift and days off based on their seniority.

**ORDER**

It is the order of the Sheriff of Marin County to meet with the Marin County Deputy Sheriffs' Association and establish a memorandum of understanding (MOU) regarding the scheduling of personnel based on the seniority of rank. Seniority of rank shall be determined by the effective date of a member's current rank in the department.

**PROCEDURE**

**A. Determination of List**

The division commander, assigned to complete the division shift schedule, will be responsible for maintaining a current list of personnel by seniority of rank. In forming a seniority list, the effective date of promotion of each member will be utilized to determine their ranking on the list. When members have the same date of promotion, seniority will be determined by the member's seniority in their previous rank.

**B. Shift Rotation**

The first shift rotation shall last from November 1, 1995 to June 30, 1996 (eight months) and starting July 1, 1996, all rotations will last for a period of six months.

The division commander will delegate the patrol sergeants to offer a list of available division shifts to personnel according to rank of seniority. This list will also include those shifts that are designated as specialty assignments and shifts assigned to a Field Training Program.

**C. Sign-up.**

Each deputy assigned to a division will be given an opportunity to sign up for any available shift and days off according to seniority. Exempted from this list will be those shifts designated as specialty or FTO. The specialty assignments are pre-designated. The FTO assignments will be available to those personnel assigned to the Field Training Program.

After each deputy assigned to the division has been given an opportunity to select a shift and days off, the shift list will be returned to the division commander responsible for completing the bi-monthly schedule. The division commanders will be responsible for scheduling the personnel to a specific area assignment based on the completed shift list. The completed schedule will be disseminated to the division per the Deputy Sheriffs' Association's contract.

Once a deputy selects a shift and days off, he/she shall work that shift for the entire rotation period of six months. During this period, deputies will not be allowed to change their shift or days off.

Station assignments will be determined by patrol staff. Any change in a station assignment will be at the discretion of the division commander.

Patrol personnel may be assigned to a shift or days off other than their preference if the Sheriff believes it would be in the best interest of the division and department.

#### D. Length of Assignments

Personnel will be allowed to select the same shift and days off for two six month rotations. It shall be mandatory that all personnel, except those employees with twenty (20) years as a Deputy II and fifteen (15) years as a sergeant change their shift and days off after two consecutive rotations of the same selection.

#### E. Relief Shifts

Deputies assigned to the relief shifts will be assigned to cover absences due to long term illness or injury, vacations and department training. These shifts and days off will vary due to staffing requirements. Personnel completing the Field Training Program will be assigned to the relief shifts. This assignment will allow these personnel to work a variety of different shifts and areas before assuming a role on a permanent shift and area.

#### F. Transfers

Personnel transferring to the division in the middle of a six month assignment period will be assigned to an available shift regardless of their seniority. On the next scheduled rotation, these personnel will be placed on the seniority list and will be eligible to select their shift by seniority.

#### G. Minimum Shift Coverage

Personnel may be assigned to specific shifts for training or other needs as required. Due to minimum shift requirements, personnel may be reassigned to another shift due to injury or illness by division personnel. This may also occur due to temporary personnel shortages. Any change due to these reasons, will be temporary and will be completed by seniority, with the lowest seniority personnel being changed first.

#### H. Low Seniority

Personnel prevented from signing up for a different shift because of low seniority may request a change only after twelve (12) continuous months on one shift. Any change would be at the discretion of the division commander.

#### I. Absence due to Illness or Injury

Those personnel who are on a long term absence due to illness or injury will be kept on their chosen shift and RDO selection for the remainder of the current published two month schedule.

If a member has not returned to active duty at the end of the current schedule, he/she will be placed on a medical inactive list. If the member has not returned to active duty at the end of a six month

rotation, he/she will continue to be placed on the medical inactive list and will be ineligible to select a shift and RDO.

A member returning from an extended leave for illness or injury before the end of the current two month schedule will assume his/her selected shift and RDO.

Those members returning to active duty after missing a rotation shift selection will assume an available shift and RDO. On the next six month rotation, these personnel will select a shift and RDO based on their current seniority status.

**By order of:**

CHARLES T. PRANDI  
SHERIFF

**PATROL DIVISION PERSONNEL SENIORITY ROSTER**

- |                                    |     |                                 |
|------------------------------------|-----|---------------------------------|
| 1. L. Mannetter, 1060              | 28  | G. Perlow, 1424 (FTO)           |
| 2. J. Chaile, 1071                 | 29. | M. Broyles, 1400                |
| 3. R. Conklin, 1078                | 30. | T. Seyler, 1375 (FTO)           |
| 4. R. Todt, 1123                   | 31. | D. Tuscher, 1427                |
| 5. R. Shelden, 1139                | 32. | L. Taylor, 1420                 |
| 6. S. Wilson, 1135                 | 33. | D. Barry, 1413                  |
| 7. T. Lepinski, 1166 (FTO)         | 34. | W. Hernandez, 1434 (Speciality) |
| 8. E. Gulbransen, 1206 (Specialty) | 35. | C. Hunter, 1418                 |
| 9. R. Peifer, 1131                 | 36. | M. Hunter, 1408                 |
| 10. C. Henderson, 1254             | 37. | K. Wofford, 1438                |

11. K. Canziani, 1238
12. R. Watson, 1263 (FTO)
13. S. Fracoli, 1230 (Specialty)
14. M. Galindo, 1211
15. G. Hinchee, 1299
16. D. Wick, 1322
17. M. Smith, 1333 (Speciality)
18. J. Sobaszekiewicz, 1354
19. R. Johnson, 1339
20. T. Odetto, 13675.
21. G. Jones, 1356 (FTO)
22. R. MacKay, 1373 (FTO)
23. M. Torres, 1361
24. R. Anderson, 1352
25. H. Baker, 1388
26. A. Hunter, 1390
27. M. Ross, 1393

38. S. De LaO, 1415 (FTO)
39. A. Salas, 1436
40. D. Utecht, 1433 (FTO)
41. R. Tuscher, 1428
42. R. Yamanoha, 1443 (Specialty)
43. R. Lopez, 1450
44. C. Taylor, 1432
45. D. Gallegioni, 1409 (Specialty)
46. B. Baker, 1406
47. S. Hunt, 1363
48. A. Nevarez, 1444
49. M. Cram, 1458
50. W. Mazar, 1453
51. R. Crowley, 1461
52. H. Horwitz, 1468
53. M. Yoder, 1455
54. F. Marziano, 1476

### **Sergeants**

1. M. North, 1251
2. D. Gallagher, 1205 (FTO)
3. R. Martin, 1311
4. E. Jacobson, 1168
5. R. Russell, 1297 (FTO)
6. T. Little, 1265 (Specialty)
7. M. Ridgway, 1325 FTO)
8. M. Odetto, 1262
9. B. Heying, 1316
10. S. Richardson, 1148