



Edina Police Operations Manual

Policy Number
400.00

Subject:

PATROL DIVISION WORK SCHEDULE

Effective Date
06/01/1993

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03/04/2020

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PURPOSE:

The chief of police shall establish a work schedule for the patrol division. It may become necessary to modify this schedule on a temporary basis to accommodate the needs of the department. It is the responsibility of the patrol lieutenant or designee to coordinate the patrol work schedules.

400.01 **REPORTING FOR DUTY**

At beginning of the shift, officers assigned to the patrol division shall report, ready for duty to the roll call room for briefing. Officers who are in court, on another duty assignment, or who have been called in early to relieve an officer on the preceding shift are exempt from this requirement.

400.02 **GOING OFF DUTY**

- Subd. 1** Officers preparing to go off-duty will not return to the city hall parking lot earlier than five minutes before the end of their shift.
- Subd. 2** Officers are to remain in close proximity to their patrol vehicle available for call, until the hour or until properly relieved.

400.03 **SWITCHING WORK SHIFTS**

When officers switch shifts, the switch must be approved by each officer's supervisor. Once approved, the changes must be noted on the patrol division work schedule. Once noted on the work schedule, the changes shall be treated as each officer's scheduled workday.