



# Edina Police Operations Manual

Policy Number  
470.00

Subject:

## PATROL STAFFING

Effective Date  
06/01/1993

Revised Date  
03/04/2020

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### PURPOSE:

To establish guidelines for maintaining an appropriate level of staffing.

#### 470.01

### MINIMUM STAFFING LEVELS

- Subd. 1** The deputy chief shall establish a minimum staffing level for each shift.
- Subd. 2** Should the number of available officers fall below this level due to illness, injury or special assignment, the duty supervisor shall obtain additional staffing to bring the available strength up to the minimum established for that shift.
- Subd. 3** When time allows, a posting will be made for upcoming available patrol shifts. These shifts will be subject to cancellation at any given time due to changes in staffing levels.
- Subd. 4** In the event of an immediate shift opening, the on-duty supervisor will take the necessary steps to expedite the process to meet minimum staffing levels.
- Subd. 5** Members who have been consuming alcohol or are otherwise unfit for duty shall immediately notify the on-duty supervisor if contacted to report for duty.
- Subd. 6** Patrol staffing levels are:
  - 0600-1000 hours: 4 officers + 1 supervisor
  - 1000-2200 hours: 5 officers + 1 supervisor
  - 2200-0200 hours: 4 officers + 1 supervisor
  - 0200-0500 hours: 3 officers + 1 supervisor
  - 0500-0600 hours: 2 officers + 1 supervisor (3 + 1 only when K9 is off)

#### 470.02

### CALL BACK

- Subd. 1** Call back is any unforeseen event which requires additional staffing needs.
- Subd. 2** When called back to duty, officers shall respond as directed.
- Subd. 3** All sworn department members shall have a uniform available at the station.
- Subd. 4** All officers, upon arrival at the station, shall report their arrival to the on-duty supervisor or, if none is present, to the 911 police/fire dispatcher.