



# OPERATIONS ORDER

SUBJECT: **PAYROLL PROCEDURES - NIGHT SHIFT DIFFERENTIAL CHART DESIGNATION CODES FOR POLICE OFFICER THROUGH DEPUTY CHIEF**

DATE ISSUED:

NUMBER:

**08-08-05**

**11-11, c.s.**

1. This Operations Order specifies the night shift differential chart designation codes and pre-approved variances for police officers through deputy chief. The codes are indicated according to an assigned duty schedule.

2. Uniformed members of the service in the rank of police officer through deputy chief may be eligible for the automatic bi-weekly payment of night shift differential if they perform any of the exact tours listed in Appendix "A-E" of the Operations Order.

3. When uniformed members of the service perform tours that differ even slightly from those described in Appendix "A-E", a monthly submittal of a **NIGHT SHIFT DIFFERENTIAL REQUEST (PD138-067)** is required unless written permission, in the form of a variance, is requested by the commanding officer and obtained from the Commanding Officer, Office of Labor Relations. All requests for variances must include the following information:

- a. Uniformed member's rank.
- b. Uniformed member's command.
- c. Assignment (patrol, investigator, administrative, etc.).
- d. Indicate the exact tours being performed and indicate if the tour is "steady", "equal", or in percentages.
- e. Name and phone number of the command's time record personnel member.

4. Any question(s) concerning a written request for a variance should be referred to the Office of Labor Relations which can be reached at telephone number: (646) 610-5060.

5. Command payroll clerks are required to submit a **WORKING CHART CHANGE (PD138-023)** to the Payroll Section in the following instances:

- a. Uniformed member of the service transfers into a command.
- b. Uniformed member of the service changes a work schedule within a command.

6. Commanding officers will ensure that all timekeepers are informed about the contents of this order.

7. Operations Order 2-17, series 2002 is **REVOKED**.

**BY DIRECTION OF THE POLICE COMMISSIONER**

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8/8/05

**APPENDIX A**  
**POLICE OFFICERS**

| <u>RECURRING NIGHT SHIFT DIFFERENTIAL CODES</u>            | <u>LENGTH</u> | <u>TOURS / CHART</u>                 |
|--|---------------|--------------------------------------|
| P1 <i>Nine Squad Patrol Duty Schedule, 243 Appearances</i> | 8:35          | (Misc.2135) <i>Old 9 Squad Chart</i> |
| P2 STEADY TOURS  | 8:35<br>8:23  | 0600 x 1435 or<br>0607 x 1430        |
| P3 STEADY TOURS  | 8:35<br>8:23  | 0930 x 1805 or<br>0937 x 1800        |
| P4 STEADY TOURS  | 8:35<br>8:23  | 0530 x 1405 or<br>0537 x 1400        |
| P5 STEADY TOURS  | 8:35<br>8:23  | 1030 x 1905 or<br>1037 x 1900        |
| P6 2 PLATOONS (67% DAY & 33% NIGHT) <i>Warrants</i>        | 8:27          | 0630 x 1457 and 1433 x 2300          |
| P7 STEADY TOURS  | 8:35<br>8:23  | 1130 x 2005 or<br>1137 x 2000        |
| P8a 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:35          | 0700 x 1535 and 1500 x 2335          |
| P8b 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:35          | 0630 x 1505 and 1430 x 2305          |
| P8c 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:35          | 0730 x 1605 and 1530 x 0005          |
| P8d 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:23          | 0637 x 1500 and 1437 x 2300          |
| P8e 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:23          | 0737 x 1600 and 1537 x 2400          |
| P8f 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:23          | 0707 x 1530 and 1507 x 2330          |
| P8g 2 PLATOONS (50% DAY & 50% NIGHT) <i>Warrants</i>       | 8:27          | 0630 x 1457 and 1433 x 2300          |
| P9a 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:23          | 0637 x 1500 and 1522 x 2345          |
| P9b 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:35          | 0630 x 1505 and 1445 x 2320          |
| P9c 2 PLATOONS (50% DAY & 50% NIGHT) <i>Court Section</i>  | 8:27          | 0648 x 1515 and 1507 x 2334          |
| P9d 2 PLATOONS (50% DAY & 50% NIGHT) <i>Court Section</i>  | 8:27          | 0733 x 1600 and 1533 x 2400          |
| P10 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:35          | 0700 x 1535 and 1530 x 0005          |
| P11a 2 PLATOONS (50% DAY & 50% NIGHT)                      | 8:35          | 0630 x 1505 and 1510 x 2345          |
| P11b 2 PLATOONS (50% DAY & 50% NIGHT)                      | 8:23          | 0707 x 1530 and 1537 x 2400          |
| P12 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:23          | 0707 x 1530 and 1737 x 0200          |
| P13 2 PLATOONS (28% DAY & 72% NIGHT)                       | 8:35          | 0935 x 1810 and 1330 x 2205          |
| P14 2 PLATOONS (50% DAY & 50% NIGHT)                       | 8:35          | 0930 x 1805 and 1730 x 0205          |
| P15 <i>Detective Duty Schedule (4&amp;2 Chart)</i>         | 8&9           | (Misc. 2135-4a)                      |
| P16 <i>Scuba / M.I.S.D. Operations Duty Schedule</i>       | 12:00         | (Misc. 2135-15)                      |
| P17a <i>Intentionally left blank</i>                       |               |                                      |

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|      |  |      |                                 |
|------|--|------|---------------------------------|
| P17b | <i>Intentionally left blank</i>        |      |                                 |
| P18  | STEADY TOURS                           | 8:35 | 1430 x 2305                     |
| P19  | <i>Street Crime Unit Duty Schedule</i> | 8:35 | (Misc. 2135-8)                  |
| P20  | STEADY TOURS                           | 8:23 | 1437 x 2300                     |
| P21  | <i>Intentionally left blank</i>        |      |                                 |
| P22a | STEADY TOURS                           | 8:27 | 1533 x 2400                     |
| P22b | STEADY TOURS                           | 8:35 | 1530 x 0005                     |
| P23a | 2 PLATOONS (50% DAY & 50% NIGHT)       | 8:35 | 2330 x 0805 and 1530 x 0005     |
| P23b | STEADY TOURS                           | 8:23 | 1537 x 2400                     |
| P24  | STEADY TOURS                           | 8:35 | 1730 x 0205                     |
| P25a | STEADY TOURS                           | 8:35 | 2330 x 0805 or                  |
|      |  | 8:35 | *2315 x 0750 (Rotating RDO Sqd) |
| P25b | 2 PLATOONS (50% DAY & 50% NIGHT)       | 8:23 | 2337 x 0800 and 1537 x 2400     |
| P26a | STEADY TOURS                           | 8:23 | 1737 x 0200                     |
| P26b | STEADY TOURS                           | 8:23 | 2337 x 0800                     |
| P26c | STEADY TOURS                           | 8:27 | 2333 x 0800                     |
| P27  | STEADY TOURS                           | 8:35 | 1515 x 2350 or                  |
|      |  | 8:35 | *1500 x 2335 (Rotating RDO Sqd) |
| P28  | STEADY TOURS                           | 8:35 | 2315 x 0750 (Steady RDO's)      |
| P29  | STEADY TOURS                           | 8:35 | 1500 x 2335 (Steady RDO's)      |
| P30  | STEADY TOURS                           | 8:35 | 1415 x 2250                     |
| P31  | STEADY TOURS <i>effective 4/1/00</i>   | 8:35 | 1400 x 2235 or                  |
|      |  | 8:23 | 1400 x 2223                     |

\*NOTE: As negotiated between the City and the Patrolmen's Benevolent Association, selected police officers will adhere to the following rule: ONLY Police Officers in uniform on patrol, (not assigned to details or steady regular days off) working the Steady Platoon Duty Schedule (Misc. 2135-20a), who perform steady tours of 1500 x 2335 will be assigned a P27 night shift differential code. ONLY Police Officers in uniform on patrol (not assigned to details or steady regular days off) performing steady tours of 2315 x 0750 will be assigned a P25 night shift differential code.

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**APPENDIX A1**

**POLICE OFFICERS - APPROVED VARIANCES**

Below, the Office of Labor Relations has included a list of common variances previously approved for this rank. An approved variance may be used only when all the conditions set forth in the columns below are met. Any variation requires written approval by the Office of Labor Relations.

| <u>RANK</u> | <u>TOUR(S)</u>   | <u>LENGTH</u> | <u>ASSIGNMENT / DUTY</u>  | <u>APPROVED VARIANCE</u> |
|-------------|--|---------------|---------------------------|--------------------------|
| PO          | 0500 x 1323  | 8:23          | Administrative            | P5                       |
| PO          | 1500 x 2323  | 8:23          | Administrative            | P29                      |
| PO          | NIGHT TOUR (NT)  | 8:23          | Administrative            | P26                      |
| PO          | 1000 x 1823  | 8:23          | Administrative            | P4                       |
| PO          | NIGHT TOUR (NT)  | 8:27          | Details approved for 8:27 | P26                      |
| PO          | NIGHT TOUR (NT)  | 8:35          | Patrol                    | P24                      |
| PO          | 0530 x 1405  | 8:35          | Patrol                    | P4                       |
| PO          | 0500 x 1335  | 8:35          | Patrol                    | P5                       |
| PO          | (60%) 1730 x 0205,<br>(20%) 0705 x 1540 and<br>(20%) 1500 x 2335 | 8:35          | Patrol -Field Training    | P30                      |
| PO          | (50%) 0705 x 1540 and<br>(50%) 1500 x 2335                       | 8:35          | Patrol                    | P8                       |
| PO          | (50%) 0930 x 1805 and<br>(50%) 1730 x 0205                       | 8:35          | Patrol                    | P14                      |
| PO          | (50%) 1200 x 2035 and<br>(50%) 1930 x 0405                       | 8:35          | Patrol                    | P31                      |
| PO          | 1200 x 2035  | 8:35          | Patrol                    | P11                      |

**NIGHT TOUR (NT):** Tours that have all their time inside the night shift differential period, from 1600 to 0800 hours, may use the appropriate variance code without requesting a variance. If the approved variance involves percentages, the percentage of tours must remain the same.

Administrative Assignment/Duty tour of 8:23 also applies to members who are designated Limited Duty, Modified Assignment or Restricted Duty, for a period greater than 30 days.