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| PORT OF OLYMPIAHarbor Patrol |  |
| duty shift assignments | Policy 4.1 |
| PURPOSE: To identify POHP expectations for Members’ responsibilities for POHP Duty Shift Assignments. | Adopted: 08/01/2018  Revised: |

#### policy

1. POHP Command develops and promulgates monthly POHP Duty Shift Assignments to facilitate successful completion of regular, expected coverage of POHP Safety Patrols; this is also to facilitate coordination and planning of Members' schedules.
2. Each monthly POHP Duty Shift Assignment's schedule is initially introduced to Members at the regularly scheduled POHP Meeting occurring approximately 10 weeks prior to that monthly schedule. POHP Members will have the opportunity to decline and/or exchange assignments with other Members at that Meeting, or at any of the next two subsequent meetings. POHP Commanders will assist and coordinate with these schedule adjustment discussions.
3. POHP Members are also encouraged to inform the POHP Commander responsible for monthly Schedules in advance of any known absences/conflicts.
4. Immediately following the regular POHP Meeting immediately preceding the month of actual Duty Shift performance, POHP Members shall be considered to have accepted the published Duty Shift Assignments. Therefore, that Member is then deemed to have primary responsibility for obtaining a replacement, should that Member not be able to complete their scheduled assignment.
5. This responsibility shall be waived in the event of a medical or family emergency.