



## **APCO Resource Center**

Division of Government  
and Public Affairs

### **DISPATCHER SCHEDULES**

APCO has complied the following schedules for on duty dispatchers.

Resource Center  
Reference Number - 23

LEON GANT JR.  
CHAIRMAN

MERL T. ROTH

RICHARD M. PATTERSON  
COUNTY COMMISSIONERS

COMMUNICATIONS COUNCIL (F1)

ROBERT L. WATSON

CHAIRMAN

CLINTON GREENAWALT  
DIRECTOR



## COMMUNICATIONS CENTER OF BUTLER COUNTY

703 MORTON AVE., BUTLER, PA. 16001

# County of Butler

EMERGENCY 911 • TELEPHONE 412/287-7769



ROBERT W. CYPHERT  
CHIEF CLERK  
RUTH E. MILLER  
ASST. CHIEF CLERK  
C. TIMOTHY SHAFFER  
SOLICITOR

December 1, 1976

Capt. Elbert E. Friend  
Communications Officer  
Sarasota Fire Dept.  
1145 Fourth Street  
Sarasota, Fla 33577

Dear Captain:

I see in the Letters to the Editor in APCC issue requesting a schedule.

I am enclosing a schedule in use here at the Butler County Communications Center which has been very Satisfactory.

I hope this will be of some help to you.

Yours

*Clinton Greenawalt*  
Clinton Greenawalt  
Director.

**Work Schedule #1**

| <b>WEEK #1</b> | <b>SUN.</b> | <b>MON.</b> | <b>TUE.</b> | <b>WED.</b> | <b>THU.</b> | <b>FRI.</b> | <b>SAT.</b> |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>A</b>       | 4-12        | 4-12        | -----       | -----       | 8-4         | 8-4         | 8-4         |
| <b>B</b>       | 3-11        | 3-11        | -----       | -----       | 7-3         | 7-3         | 7-3         |
| <b>C</b>       | 12-8        | 12-8        | 12-8        | 12-8        | 12-8        | -----       | -----       |
| <b>D</b>       | 11-7        | 11-7        | 11-7        | 11-7        | 11-7        | -----       | -----       |
| <b>E</b>       | 7-3         | 7-3         | 7-3         | -----       | -----       | 11-7        | 11-7        |
| <b>F</b>       | 8-4         | 8-4         | 8-4         | -----       | -----       | 12-8        | 12-8        |
| <b>G</b>       | -----       | -----       | 4-12        | 4-12        | 4-12        | 4-12        | 4-12        |
| <b>H</b>       | -----       | -----       | 3-11        | 3-11        | 3-11        | 3-11        | 3-11        |

| <b>WEEK #2</b> | <b>SUN.</b> | <b>MON.</b> | <b>TUE.</b> | <b>WED.</b> | <b>THU.</b> | <b>FRI.</b> | <b>SAT.</b> |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>A</b>       | 8-4         | 8-4         | 8-4         | -----       | -----       | 12-8        | 12-8        |
| <b>B</b>       | 7-3         | 7-3         | 7-3         | -----       | -----       | 11-7        | 11-7        |
| <b>C</b>       | -----       | -----       | 4-12        | 4-12        | 4-12        | 4-12        | 4-12        |
| <b>D</b>       | -----       | -----       | 3-11        | 3-11        | 3-11        | 3-11        | 3-11        |
| <b>E</b>       | 11-7        | 11-7        | 11-7        | 11-7        | 11-7        | -----       | -----       |
| <b>F</b>       | 12-8        | 12-8        | 12-8        | 12-8        | 12-8        | -----       | -----       |
| <b>G</b>       | 4-12        | 4-12        | -----       | -----       | 8-4         | 8-4         | 8-4         |
| <b>H</b>       | 3-11        | 3-11        | -----       | -----       | 7-3         | 7-3         | 7-3         |

| <b>WEEK #3</b> | <b>SUN.</b> | <b>MON.</b> | <b>TUE.</b> | <b>WED.</b> | <b>THU.</b> | <b>FRI.</b> | <b>SAT.</b> |
|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>A</b>       | 12-8        | 12-8        | 12-8        | 12-8        | 12-8        | -----       | -----       |
| <b>B</b>       | 11-7        | 11-7        | 11-7        | 11-7        | 11-7        | -----       | -----       |
| <b>C</b>       | 4-12        | 4-12        | -----       | -----       | 8-4         | 8-4         | 8-4         |
| <b>D</b>       | 3-11        | 3-11        | -----       | -----       | 7-3         | 7-3         | 7-3         |
| <b>E</b>       | -----       | -----       | 3-11        | 3-11        | 3-11        | 3-11        | 3-11        |
| <b>F</b>       | -----       | -----       | 4-12        | 4-12        | 4-12        | 4-12        | 4-12        |
| <b>G</b>       | 8-4         | 8-4         | 8-4         | -----       | -----       | 12-8        | 12-8        |
| <b>H</b>       | 7-3         | 7-3         | 7-3         | -----       | -----       | 11-7        | 11-7        |

On Wednesdays, 8-4, I use two (2) part-time operators for fill-in.

Work Schedule #2

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DIVISION OPERATIONS

| DAY       | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DATE      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DISP. - - | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| DISP. - - | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 |
| DISP. - - | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 |
| DISP. - - | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ DIVISION OPERATIONS

| DAY       | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DATE      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DISP. - - | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 |
| DISP. - - | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 |
| DISP. - - | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 |
| DISP. - - | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
|           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|           |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

1 = FIRST SHIFT = 8:00 A.M. - 4:00 P.M.  
 2 = SECOND SHIFT = 4:00 P.M. - 12:00 MIDNIGHT  
 3 = THIRD SHIFT = 12:00 MIDNIGHT - 8:00 A.M.  
 0 = DAY OFF

# CITY OF CLEVELAND

DEPARTMENT OF PUBLIC SAFETY

## FIRE ALARM SIGNAL SYSTEM

310 CARNEGIE AVE. S.E.  
CLEVELAND, OHIO 44115

WILLIAM E. BARRY  
CHIEF OF DIVISION OF FIRE  
JOSEPH UTLAK  
SUPERINTENDENT

RADIO STATION

KQA 216

September 13, 1976

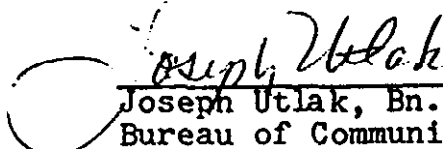
Mr. Elbert E. Friend  
Communications Officer  
Sarasota Fire Dept.

Dear Sir;

As you requested at the 1976 I.M.S.A. Convention at Bal Harbour Florida, I am enclosing the work schedule for Cleveland's EMS Dispatch Center. This is a 40 hr. week with rotating days off.

I sincerely hope that this information will be of value to you and your department.

Very truly yours,

  
Joseph Utlak, Bn. Chief  
Bureau of Communications

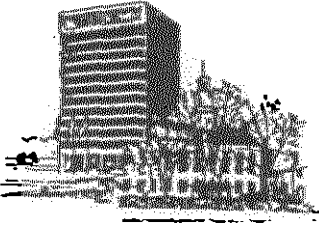
Work Schedule #3

| SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|------|------|------|------|------|------|------|
| W    | O    | O    | W    | W    | W    | W    |
| W    | W    | O    | O    | W    | W    | W    |
| W    | W    | W    | O    | O    | W    | W    |
| W    | W    | W    | W    | O    | O    | W    |
| W    | W    | W    | W    | W    | O    | O    |
| O    | W    | W    | W    | W    | W    | O    |
| O    | O    | W    | W    | W    | W    | W    |
| W    | O    | O    | W    | W    | W    | W    |

3 Shifts: 8:00 A.M. - 4:00 P.M.  
4:00 P.M. - 12:00 MIDNIGHT  
12:00 MIDNIGHT - 8:00 A.M.

3 Men on Midnight Shift  
4 Men on Day Shift  
5 Men on Evening Shift  
Part-Timer to Fill In

40 Hours Per Week



COMMONWEALTH OF VIRGINIA  
COUNTY OF FAIRFAX

4100 CHAIN BRIDGE ROAD  
FAIRFAX, VIRGINIA 22030



Fairfax County Police  
Emergency Operations Center  
4100 Chain Bridge Road, B Level  
Fairfax, Virginia, 22030  
November 20, 1976

Captain Elbert E. Friend  
Communications Officer  
Sarasota Fire Department  
1445 Fourth Street  
Sarasota, Florida, 33577

Dear Captain Friend:

In answer to your request for a rotating shift schedule, attached is the one used by the Fairfax County Police and Fire Departments.

Our normal complement of personnel is 15 civilians, five police officers and two firemen per shift. In the week where they work 4-12 for six straight days, the civilians are either paid time-and-a-half for the sixth day or have the option of taking one of these days off without being charged Annual or Sick Leave. There is an alternative under consideration which would give them compensatory time for the sixth day; i.e. they can take a day off when it better suits their desires.

The great advantage of this schedule is that the personnel have one three-day (80-hour) weekend per month. The change over between 12-8 and 4-12 is 80 hours, and the one between day work and the 12-8 shift is 56 hours. We have found civilian communications clerks reliable and efficient; and they have adopted quite readily to working seven days in a row.

If you would like any further clarification of this schedule, please do not hesitate to write.

Sincerely yours,

Wilbur F. Hudson, Captain  
Commander Emergency  
Operations Center

**Work Schedule #4**

| <b>SUN.</b>                       | <b>MON.</b>                       | <b>TUE.</b>                       | <b>WED.</b>                       | <b>THU.</b>                       | <b>FRI.</b>                       | <b>SAT.</b>                       |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>NOV.</b>                       | <b>1</b>                          | <b>2</b>                          | <b>3</b>                          | <b>4</b>                          | <b>5</b>                          | <b>6</b>                          |
|                                   | A 8-4<br>B DO<br>C 4-12<br>D 12-8 | A 8-4<br>B DO<br>C 4-12<br>D 12-8 | A 8-4<br>B 12-8<br>C 4-12<br>D DO | A 8-4<br>B 12-8<br>C 4-12<br>D DO | A 8-4<br>B 12-8<br>C DO<br>D 4-12 | A 8-4<br>B 12-8<br>C DO<br>D 4-12 |
| <b>7</b>                          | <b>8</b>                          | <b>9</b>                          | <b>10</b>                         | <b>11</b>                         | <b>12</b>                         | <b>13</b>                         |
| A 8-4<br>B 12-8<br>C DO<br>D 4-12 | A DO<br>B 12-8<br>C 8-4<br>D 4-12 | A DO<br>B 12-8<br>C 8-4<br>D 4-12 | A 12-8<br>B DO<br>C 8-4<br>D 4-12 | A 12-8<br>B DO<br>C 8-4<br>D 4-12 | A 12-8<br>B 4-12<br>C 8-4<br>D DO | A 12-8<br>B 4-12<br>C 8-4<br>D DO |
| <b>14</b>                         | <b>15</b>                         | <b>16</b>                         | <b>17</b>                         | <b>18</b>                         | <b>19</b>                         | <b>20</b>                         |
| A 12-8<br>B 4-12<br>C 8-4<br>D DO | A 12-8<br>B 4-12<br>C DO<br>D 8-4 | A 12-8<br>B 4-12<br>C DO<br>D 8-4 | A DO<br>B 4-12<br>C 12-8<br>D 8-4 | A DO<br>B 4-12<br>C 12-8<br>D 8-4 | A 4-12<br>B DO<br>C 12-8<br>D 8-4 | A 4-12<br>B DO<br>C 12-8<br>D 8-4 |
| <b>21</b>                         | <b>22</b>                         | <b>23</b>                         | <b>24</b>                         | <b>25</b>                         | <b>26</b>                         | <b>27</b>                         |
| A 4-12<br>B DO<br>C 12-8<br>D 8-4 | A 4-12<br>B 8-4<br>C 12-8<br>D DO | A 4-12<br>B 8-4<br>C 12-8<br>D DO | A 4-12<br>B 8-4<br>C DO<br>D 12-8 | A 4-12<br>B 8-4<br>C DO<br>D 12-8 | A DO<br>B 8-4<br>C 4-12<br>D 12-8 | A DO<br>B 8-4<br>C 4-12<br>D 12-8 |
| <b>28</b>                         | <b>29</b>                         | <b>30</b>                         |                                   |                                   |                                   |                                   |
| A DO<br>B 8-4<br>C 4-12<br>D 12-8 | A 8-4<br>B DO<br>C 4-12<br>D 12-8 | A 8-4<br>B DO<br>C 4-12<br>D 12-8 |                                   |                                   |                                   |                                   |



**Work Schedule #4**

| SUN.                              | MON.                              | TUE.                              | WED.                              | THU.                              | FRI.                              | SAT.                              |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
|                                   |                                   | <b>DEC.</b>                       | <b>1</b>                          | <b>2</b>                          | <b>3</b>                          | <b>4</b>                          |
|                                   |                                   |                                   | A 8-4<br>B 12-8<br>C 4-12<br>D DO | A 8-4<br>B 12-8<br>C 4-12<br>D DO | A 8-4<br>B 12-8<br>C DO<br>D 4-12 | A 8-4<br>B 12-8<br>C DO<br>D 4-12 |
| <b>5</b>                          | <b>6</b>                          | <b>7</b>                          | <b>8</b>                          | <b>9</b>                          | <b>10</b>                         | <b>11</b>                         |
| A 8-4<br>B 12-8<br>C DO<br>D 4-12 | A DO<br>B 12-8<br>C 8-4<br>D 4-12 | A DO<br>B 12-8<br>C 8-4<br>D 4-12 | A 12-8<br>B DO<br>C 8-4<br>D 4-12 | A 12-8<br>B DO<br>C 8-4<br>D 4-12 | A 12-8<br>B 4-12<br>C 8-4<br>D DO | A 12-8<br>B 4-12<br>C 8-4<br>D DO |
| <b>12</b>                         | <b>13</b>                         | <b>14</b>                         | <b>15</b>                         | <b>16</b>                         | <b>17</b>                         | <b>18</b>                         |
| A 12-8<br>B 4-12<br>C 8-4<br>D DO | A 12-8<br>B 4-12<br>C DO<br>D 8-4 | A 12-8<br>B 4-12<br>C DO<br>D 8-4 | A DO<br>B 4-12<br>C 12-8<br>D 8-4 | A DO<br>B 4-12<br>C 12-8<br>D 8-4 | A 4-12<br>B DO<br>C 12-8<br>D 8-4 | A 4-12<br>B DO<br>C 12-8<br>D 8-4 |
| <b>19</b>                         | <b>20</b>                         | <b>21</b>                         | <b>22</b>                         | <b>23</b>                         | <b>24</b>                         | <b>25</b>                         |
| A 4-12<br>B DO<br>C 12-8<br>D 8-4 | A 4-12<br>B 8-4<br>C 12-8<br>D DO | A 4-12<br>B 8-4<br>C 12-8<br>D DO | A 4-12<br>B 8-4<br>C DO<br>D 12-8 | A 4-12<br>B 8-4<br>C DO<br>D 12-8 | A DO<br>B 8-4<br>C 4-12<br>D 12-8 | A DO<br>B 8-4<br>C 4-12<br>D 12-8 |
| <b>26</b>                         | <b>27</b>                         | <b>28</b>                         | <b>29</b>                         | <b>30</b>                         | <b>31</b>                         |                                   |
| A DO<br>B 8-4<br>C 4-12<br>D 12-8 | A 8-4<br>B DO<br>C 4-12<br>D 12-8 | A 8-4<br>B DO<br>C 4-12<br>D 12-8 | A 8-4<br>B 12-8<br>C 4-12<br>D DO | A 8-4<br>B 12-8<br>C 4-12<br>D DO | A 8-4<br>B 12-8<br>C DO<br>D 4-12 |                                   |

CITY OF FLINT

F4

M I C H I G A N

(COPY)

Department of Public Safety

November 17, 1976

Division of Police  
210 E. Fifth Street  
48502  
Communications Bureau  
Keel

Captain Elbert E. Friend  
Sarasota Fire Department  
1445 Fourth Street  
Sarasota, FL 33577

Dear Cap'n:

I saw your request in the October BULLETIN and hope that the copy of our watch list might be of some use to you.

We have six Licensed Radio Operators that used to serve as dispatchers but now are entirely responsible for the technical operation and maintenance of our equipment.

They are still working three shifts. This requires four men, one for each of the three shifts and one relief. We work a forty hour week.

The men rotate shifts every four weeks. the first shift goes to second, second to third, third goes to the 7:00 to 3:30 day shift which is maintenance. After two of the maintenance shifts, he goes to the first (7:00 to 3:00) shift.

At one time, we dogged the shifts backwards, third to second to first, but the new union contract requires overtime differential, time and a half, for any hours in excess of 8 in any twenty four hour period.

By mutual agreement, the men have deviated from the contract, i.e. the five consecutive days in the regular work week, so that we can schedule the four day weekend off once each shift that is worked.

Most union negotiators work five days with weekends off, so that the twenty four hour continuous operation is seldom considered.

By mutual agreement, one of the men works relief continually. This could be rotated with the rest of the shifts, if necessary.

Now, since I have you thoroughly confused, I'll close and leave you hanging.  
Ha.

Lots of luck.

Sincerely,

William P. Keel  
Senior Radio Engineer

# Work Schedule #5

|              |             | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T |
|--------------|-------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|              | 8:00- 5:00  | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |
|              | 7:00- 3:30  | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |
| Operator (1) | 7:00- 3:00  |   | O | O |   |   |   |   |   |   | O | O |   |   |   |   |   |   |   |   | O | O | O | O |   |   |   |   |   |   | O | O |
| Operator     | 7:00- 3:30  | O | 1 |   |   |   |   | O | O |   |   | 1 |   |   | O | O |   |   |   |   | 1 | O | O | 1 |   |   |   |   | O |   |   |   |
| Operator     | 7:00- 3:30  | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O |   |   |   |
| PBX Operator | 7:00- 3:00  |   | O | O |   |   |   |   |   |   | O | O |   |   |   |   |   |   |   |   | O | O | O | O |   |   |   |   |   |   |   |   |
|              |             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Operator (2) | 3:00-11:00  |   |   |   | O | O |   |   |   |   |   |   |   | O | O | O | O |   |   |   |   |   |   | O | O |   |   |   |   |   |   |   |
| PBX Operator | 3:00-11:00  |   |   |   | O | O |   |   |   |   |   |   |   | O | O | O | O |   |   |   |   |   |   | O | O |   |   |   |   |   |   |   |
| PBX Operator | 4:00-12:00  | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O | O |   |   |   |   |   | O |   |   |   |
| Operator     | 11:00- 7:00 |   |   |   |   |   | O | O | O | O |   |   |   |   |   |   |   | O | O |   |   |   |   |   |   | O | O |   |   |   |   |   |
| PBX Operator | 11:00- 7:00 |   |   |   |   |   | O | O | O | O |   |   |   |   |   |   |   | O | O |   |   |   |   |   |   | O | O |   |   |   |   |   |
|              |             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Operator     | Relief      | O | O | 1 | 2 | 2 | 3 | 3 | 3 | 3 | O | O | 1 | 2 | 2 | 2 | 2 | 3 | 3 | O | O | 1 | 1 | 2 | 2 | 3 | 3 | O | O |   |   |   |
| PBX Operator | Relief      | O | O | 1 | 2 | 2 | 3 | 3 | 3 | 3 | O | O | 1 | 2 | 2 | 2 | 2 | 3 | 3 | O | O | 1 | 1 | 2 | 2 | 3 | 3 | O | O |   |   |   |

O = Day Off

# Work Schedule #6

MONTH: JANUARY

YEAR: 1977

| DATE     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| DAY      | S | S | M | T | W | T | F | S | S | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| GROUP A  |   |   |   | N | N | N | N | N | N | N  |    | E  | E  | E  | E  | E  | E  |    |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    |   |
| GROUP B  | E | E | E | E |   |   | D | D | D | D  | D  | D  |    |    |    |    |    | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  |   |
| GROUP C  | N | N | N |   | E | E | E | E | E | E  | E  |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    | N  | N  | N  | N  | N  | N  | N  |   |
| GROUP D  | D | D | D | D | D | D |   |   |   |    | N  | N  | N  | N  | N  | N  | N  |    |    | E  | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| SLIDE #1 | D |   |   | D | D | D | D | D | D |    |    |    |    | D  | D  | D  | D  | D  | D  |    |    |    | D  | D  | D  | D  | D  |    |    | D  | D  |   |
| SLIDE #2 |   | D | D | D | D | D | D |   |   | D  | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    | D  | D  | D  | D  |   |
| SLIDE #3 | E | E | E | E | E |   |   | E | E | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| HOLIDAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| SICK     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| VACAT.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |

GROUP TELECOMMUNICATOR: NAME AND I.D. NUMBER

D = 1st Shift  
E = 2nd Shift  
N = 3rd Shift

A \_\_\_\_\_  
B \_\_\_\_\_  
C \_\_\_\_\_  
D \_\_\_\_\_  
SLIDE \_\_\_\_\_

MONTH: FEBRUARY

YEAR: 1977

| DATE     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  |  |  |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| DAY      | T | W | T | F | S | S | M | T | W | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  |  |  |  |
| GROUP A  | N | N | N | N | N | N | N |   | E | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    |    |  |  |  |
| GROUP B  | E |   |   | D | D | D | D | D | D |    |    |    |    | N  | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  |  |  |  |
| GROUP C  |   | E | E | E | E | E | E | E |   |    | D  | D  | D  | D  | D  | D  |    |    |    |    | N  | N  | N  | N  | N  | N  | N  |    |  |  |  |
| GROUP D  | D | D | D |   |   |   | N | N | N | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  |    |  |  |  |
| SLIDE #1 | E | E | E | E |   |   | E | E | E | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    |    |    | E  | E  | E  | E  |  |  |  |
| SLIDE #2 | D | D |   |   | D | D | D | D | D | D  |    |    | D  | D  | D  | D  | D  |    |    |    | D  | D  | D  | D  | D  | D  |    |    |  |  |  |
| SLIDE #3 | D | D | D | D | D | D |   |   |   |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    |    | D  | D  |    |  |  |  |
| HOLIDAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| SICK     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| VACAT.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |

GROUP TELECOMMUNICATOR: NAME AND I.D. NUMBER

D = 1st Shift  
E = 2nd Shift  
N = 3rd Shift

A \_\_\_\_\_  
B \_\_\_\_\_  
C \_\_\_\_\_  
D \_\_\_\_\_  
SLIDE \_\_\_\_\_

# Work Schedule #6

MONTH: JANUARY

YEAR: 1977

| DATE     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| DAY      | S | S | M | T | W | T | F | S | S | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  |
| GROUP A  |   |   |   | N | N | N | N | N | N | N  |    | E  | E  | E  | E  | E  | E  |    |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    |
| GROUP B  | E | E | E | E |   |   | D | D | D | D  | D  | D  |    |    |    |    | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  |
| GROUP C  | N | N | N |   | E | E | E | E | E | E  |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    | N  | N  | N  | N  | N  | N  | N  | N  |
| GROUP D  | D | D | D | D | D | D |   |   |   |    | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  |
| SLIDE #1 | D |   |   | D | D | D | D | D | D |    |    |    | D  | D  | D  | D  | D  |    |    |    | D  | D  | D  | D  | D  |    |    |    |    | D  | D  |
| SLIDE #2 |   | D | D | D | D | D | D |   |   | D  | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    |    |    |    | D  | D  | D  | D  |
| SLIDE #3 | E | E | E | E | E |   |   | E | E | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| HOLIDAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| SICK     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| VACAT.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

GROUP

TELECOMMUNICATOR: NAME AND I.D. NUMBER

D = 1st Shift

A

E = 2nd Shift

B

N = 3rd Shift

C

D

SLIDE

MONTH: FEBRUARY

YEAR: 1977

| DATE     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  |  |  |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| DAY      | T | W | T | F | S | S | M | T | W | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  |  |  |  |
| GROUP A  | N | N | N | N | N | N | N |   | E | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  | D  | D  |    |    |    |    |    |  |  |  |
| GROUP B  | E |   |   | D | D | D | D | D | D |    |    |    |    | N  | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  |  |  |  |
| GROUP C  |   | E | E | E | E | E | E | E |   |    | D  | D  | D  | D  | D  | D  |    |    |    |    | N  | N  | N  | N  | N  | N  | N  |    |  |  |  |
| GROUP D  | D | D | D |   |   |   | N | N | N | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  |    |  |  |  |
| SLIDE #1 | E | E | E | E |   |   | E | E | E | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    |    | E  | E  | E  | E  |    |  |  |  |
| SLIDE #2 | D | D |   |   | D | D | D | D | D | D  |    |    | D  | D  | D  | D  | D  |    |    |    | D  | D  | D  | D  | D  | D  |    |    |  |  |  |
| SLIDE #3 | D | D | D | D | D | D |   |   |   |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    |    |    | D  | D  |  |  |  |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| HOLIDAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| SICK     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| VACAT.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |

GROUP

TELECOMMUNICATOR: NAME AND I.D. NUMBER

D = 1st Shift

A

E = 2nd Shift

B

N = 3rd Shift

C

D

SLIDE

# Work Schedule #6

MONTH: MARCH

YEAR: 1977

| DATE     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| DAY      | T | W | T | F | S | S | M | T | W | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| GROUP A  | N | N | N | N | N | N | N |   | E | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  | D  | D  |    |    |    |    |    | N  | N  | N |
| GROUP B  | E |   |   | D | D | D | D | D | D | D  |    |    |    |    | N  | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  |    |   |
| GROUP C  |   | E | E | E | E | E | E | E |   |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    | N  | N  | N  | N  | N  | N  | N  |    | E  | E  |   |
| GROUP D  | D | D | D |   |   |   |   | N | N | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  | D  |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| SLIDE #1 | D | D |   |   | D | D | D | D | D | D  |    |    | D  | D  | D  | D  | D  |    |    |    | D  | D  | D  | D  | D  |    |    |    | D  | D  | D  |   |
| SLIDE #2 | E | E | E | E | E | E |   |   |   |    | E  | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  |   |
| SLIDE #3 | D | D | D | D |   |   | D | D | D | D  | D  | D  |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    | D  | D  | D  | D  | D  | D  |    |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
|          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| HOLIDAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| SICK     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| VACAT.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |

GROUP TELECOMMUNICATOR: NAME AND I.D. NUMBER

D = 1st Shift  
E = 2nd Shift  
N = 3rd Shift

A \_\_\_\_\_  
B \_\_\_\_\_  
C \_\_\_\_\_  
D \_\_\_\_\_  
SLIDE \_\_\_\_\_

MONTH: APRIL

YEAR: 1977

| DATE     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| DAY      | F | S | S | M | T | W | T | F | S | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |
| GROUP A  | N | N | N | N |   | E | E | E | E | E  | E  |    |    | D  | D  | D  | D  | D  | D  |    |    |    |    |    | N  | N  | N  | N  | N  |    |
| GROUP B  | D | D | D | D | D | D |   |   |   | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  | E  | E  | E  | E  |    |    | D  | D  |    |
| GROUP C  | E | E | E | E | E |   |   | D | D | D  | D  | D  | D  |    |    |    | N  | N  | N  | N  | N  | N  | N  | N  |    | E  | E  | E  | E  |    |
| GROUP D  |   |   |   |   | N | N | N | N | N | N  | N  |    | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  | D  | D  |    |    |    |
| SLIDE #1 | D | D | D |   |   |   | D | D | D | D  | D  |    |    | D  | D  | D  | D  | D  |    |    |    |    | D  | D  | D  | D  | D  | D  |    |    |
| SLIDE #2 | D |   |   | D | D | D | D | D | D |    |    | D  | D  | D  | D  | D  |    |    |    |    | D  | D  | D  | D  | D  |    |    | D  |    |    |
| SLIDE #3 |   | E | E | E | E | E | E |   |   | E  | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  |
| HOLIDAY  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| SICK     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| VACAT.   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

GROUP TELECOMMUNICATOR: NAME AND I.D. NUMBER

D = 1st Shift  
E = 2nd Shift  
N = 3rd Shift

A \_\_\_\_\_  
B \_\_\_\_\_  
C \_\_\_\_\_  
D \_\_\_\_\_  
SLIDE \_\_\_\_\_

OFFICES OF:  
COMMUNICATIONS  
CIVIL PREPAREDNESS  
EMERGENCY MEDICAL SERVICES



JOHN E. RUPERT  
Director

DEPARTMENT OF EMERGENCY SERVICES

48 West Third Street, Williamsport, Pennsylvania 17701 (717) 323-9811 Ext. 351

December 9, 1976

Captain Elbert E. Friend  
Communications Officer  
Sarasota Fire Department  
1445 Fourth Street  
Sarasota, FL 33577

Dear Captain Friend:

This weekly duty roster might be late, but I just happened to catch your article in the October issue of APCO. I guess you could say better late than never.

This schedule is called a "4 and 2" with rotating days off. I have ten dispatchers; I utilize nine of them in the "4 and 2" and use the tenth dispatcher as a floater. The floater works mainly with team C and has flexible hours. We rotate shifts every six weeks. This schedule seems to work out the best for us as I have experimented with several. We dispatch 32 fire departments including one paid department which has 60 paid firemen; 15 ambulance services and are just starting to implement township police department dispatching. We are really in the infant stage as we went on the air February 29, 1976. We cover a population of 113,000 persons.

I hope this can give you an idea of at least one type of schedule and if you require more information, I also have a "6 and 3." The "6 and 3" simply means they work six days, off three days and the days off rotate weekly.

Sincerely,

Jon S. Dangle  
Communications Supervisor

JSD:bjd  
Enclosure

# Work Schedule #7

STATION:

WEEK OF:

| ROTATION | NAME & TEAM | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|----------|-------------|------|------|------|------|------|------|------|
| I        | A           | X    |      |      | X    | X    | X    | X    |
| II       | A           | X    | X    | X    |      |      | X    | X    |
| III      | A           |      | X    | X    | X    | X    |      |      |
| IV       | B           | X    |      |      | X    | X    | X    | X    |
| V        | B           | X    | X    | X    |      |      | X    | X    |
| VI       | B           |      | X    | X    | X    | X    |      |      |
| VII      | C           | X    |      |      | X    | X    | X    | X    |
| VIII     | C           | X    | X    | X    |      |      | X    | X    |
| IX       | C           |      | X    | X    | X    | X    |      |      |
| X        | D           |      |      |      |      |      |      |      |

WEEK OF:

| ROTATION | NAME & TEAM | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|----------|-------------|------|------|------|------|------|------|------|
| I        | A           |      |      | X    | X    | X    | X    |      |
| II       | A           | X    | X    |      |      | X    | X    | X    |
| III      | A           | X    | X    | X    | X    |      |      | X    |
| IV       | B           |      |      | X    | X    | X    | X    |      |
| V        | B           | X    | X    |      |      | X    | X    | X    |
| VI       | B           | X    | X    | X    | X    |      |      | X    |
| VII      | C           |      |      | X    | X    | X    | X    |      |
| VIII     | C           | X    | X    |      |      | X    | X    | X    |
| IX       | C           | X    | X    | X    | X    |      |      | X    |
| X        | D           |      |      |      |      |      |      |      |

TEAMS: A = MIDS 0001-0800 D = FLOATERS  
 B = DAYS 0800-1600  
 C = AFTS 1600-2400



# Work Schedule #8

Department of Fire/Rescue Services

Communications Section

Month:

|                  | F | S | S | M | T | W | T | F | S | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  |
|------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Lt.              | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 2  |
| SHIFT I          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sgt.             | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 0  |
| Pvt.             | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 0  | 0  | S  | S  | S  | 3  | S  | 2  | S  | 0  | 0  | 0  | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 0  |
| Pvt. (Act. Sgt.) | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 3  |
| Pvt.             | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | S  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 3  | S  | 3  | 3  | 3  | 3  | 3  |
| SHIFT II         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sgt.             | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  |
| Pvt.             | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  |
| Pvt. (Act. Sgt.) | 2 | 2 | 2 | 2 | 0 | 0 | S | S | S | 3  | S  | 2  | S  | 0  | 0  | 0  | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  |
| Pvt.             | 2 | 2 | S | 2 | 0 | 0 | 1 | 1 | 1 | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  | 3  | S  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | S  |
| SHIFT III        |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sgt.             | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 1  | 1  | 1  | 1  |
| Pvt.             | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | S  | S  | S  | 3  |
| Pvt. (Act. Sgt.) | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0  | 3  | 3  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 1  | 1  | 1  | 1  |
| Pvt.             | S | S | 3 | S | 2 | S | 0 | 0 | 0 | 0  | 3  | S  | 3  | 3  | 3  | 3  | 3  | 0  | 0  | 2  | 2  | 2  | 2  | S  | 2  | 0  | 0  | 1  | 1  | 1  | 1  |
| SHIFT IV         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sgt.             | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  |
| Pvt.             | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | S  | S  | S  | 3  | S  | 2  | S  | 0  | 0  | 0  | 0  |
| Pvt. (Act. Sgt.) | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 0  | 0  | 2  | 2  | 2  | 2  | 2  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  |
| Pvt.             | 0 | 0 | 0 | 3 | S | 3 | 3 | 3 | 3 | 3  | 0  | 0  | 2  | 2  | 2  | 2  | S  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 0  |

0 = Regular Day Off

## CITY OF LUMBERTON

## Communication Department

MUNICIPAL BUILDING  
501 EAST 5TH STREET  
P. O. BOX 1388  
LUMBERTON, N. C. 28358  
(919) 739-6031

August 20, 1977

J. R. McMillan, Executive Editor  
P. O. Box 669  
New Smyrna Beach, Florida 39069

Dear Mr. McMillan:

Enclosed you will find a personal check for \$2 covering the Dispatcher Training and Examination received from the APCO Library.

Enclosed you will also find a copy of a seven-week schedule used by the City of Lumberton's Communications Center Department for seven communication operators that work fulltime on a 40 hour week. The schedule, as you can examine, eliminates groups of midnights or being stuck on one particular shift for more than several days at one time. It also provides equal time off for all operators with giving each operator two full weekends off during the seven week period. One weekend beginning at 8:00 a.m. on Friday morning and returning to work at 4:00 p.m. on Mondays; the other weekend the operator gets off at 4:00 p.m. Friday and returns at 4:00 p.m. on Mondays. The schedule also provides for two operators on during the day on every shift with the exception on Mondays and Thursdays. To make the 40 hour week workout we begin with Wednesday until Tuesdays time period here in Lumberton. We only have one operator on during the daytime on Mondays and a backup operator on Thursday working from 12:00 p.m. until 8:00 p.m.

Hopefully this schedule will be helpful and can be added to the APCO Library.

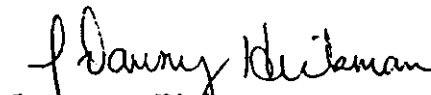
It is also requested that you show in the upcoming APCO Bulletin the meeting scheduled for the North Carolina Chapter on November 1, 2, and 3, 1977 to be held at the Holiday Inn North, in Lumberton, North Carolina.

I remain

JDH:gc

enclosures

Sincerely yours,



J. Danny Hickman  
Communications Director

Work Schedule #9

1 =      2 =      3 =      4 =      5 =      6 =      7 =

| SUN.                         | MON.                       | TUE.                | WED.                | THU.                | FRI.                | SAT.                |
|------------------------------|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                              | <b>NOV.</b>                | <b>1</b>            | <b>2</b>            | <b>3</b>            | <b>4</b>            | <b>5</b>            |
| 12A- 8A<br>8A- 4P<br>4P- 12A | On Off<br>On Off<br>On Off |                     | 7 2-4<br>3-5<br>1-6 | 5 7<br>1-6<br>2-3 4 | 1 5-6<br>2-3<br>4-7 | 2 3-1<br>4-7<br>5-6 |
| <b>6</b>                     | <b>7</b>                   | <b>8</b>            | <b>9</b>            | <b>10</b>           | <b>11</b>           | <b>12</b>           |
| 4 1-3<br>5-6<br>2-7          | 6 2-4-5<br>7<br>1-3        | 2 6-7<br>1-3<br>4-5 | 1 2-6<br>5-7<br>3-4 | 7 1<br>3-4<br>5-6 2 | 4 3-7<br>5-6<br>1-2 | 6 4-5<br>1-2<br>3-7 |
| <b>13</b>                    | <b>14</b>                  | <b>15</b>           | <b>16</b>           | <b>17</b>           | <b>18</b>           | <b>19</b>           |
| 2 4-5<br>3-7<br>1-6          | 3 2-6-7<br>1<br>4-5        | 6 1-3<br>4-5<br>2-7 | 4 3-6<br>1-7<br>2-5 | 1 4<br>2-5<br>3-7 6 | 2 1-5<br>3-7<br>4-6 | 3 7<br>4-6<br>1-5   |
| <b>20</b>                    | <b>21</b>                  | <b>22</b>           | <b>23</b>           | <b>24</b>           | <b>25</b>           | <b>26</b>           |
| 6 2-7<br>1-5<br>3-4          | 5 1-3-6<br>4<br>2-7        | 3 4-5<br>2-7<br>1-6 | 2 3-5<br>1-4<br>6-7 | 4 2<br>6-7<br>1-5 3 | 6 4-7<br>1-5<br>2-3 | 5 1<br>2-3<br>4-7   |
| <b>27</b>                    | <b>28</b>                  | <b>29</b>           | <b>30</b>           |                     |                     |                     |
| 3 1-6<br>4-7<br>2-5          | 7 3-4-5<br>2<br>1-6        | 5 2-7<br>1-6<br>3-4 | 6 5-7<br>2-4<br>1-3 |                     |                     |                     |

Work Schedule #9

1 =      2 =      3 =      4 =      5 =      6 =      7 =

| SUN.                             | MON.                             | TUE.                             | WED.                             | THU.                            | FRI.                             | SAT.                             |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------------------------|----------------------------------|----------------------------------|
| 12A- 8A<br>8A- 4P<br>4P- 12A     | On Off<br>On Off<br>On Off       |                                  | <b>DEC.</b>                      | <b>1</b><br>2 6<br>1-3<br>4-7 5 | <b>2</b><br>3 1-2<br>4-7<br>5-6  | <b>3</b><br>7 3-4<br>5-6<br>1-2  |
| <b>4</b><br>5 3-4<br>1-2<br>6-7  | <b>5</b><br>1 2-5-7<br>6<br>3-4  | <b>6</b><br>7 1-6<br>3-4<br>2-5  | <b>7</b><br>3 1-7<br>2-6<br>4-5  | <b>8</b><br>6 3<br>4-5<br>1-2   | <b>9</b><br>5 4-6<br>1-2<br>3-7  | <b>10</b><br>1 2-5<br>3-7<br>4-6 |
| <b>11</b><br>7 2-5<br>4-6<br>1-3 | <b>12</b><br>4 1-6-7<br>3<br>2-5 | <b>13</b><br>1 3-4<br>2-5<br>6-7 | <b>14</b><br>5 1-4<br>3-6<br>2-7 | <b>15</b><br>3 5<br>2-7<br>4-6  | <b>16</b><br>7 2-3<br>4-6<br>1-5 | <b>17</b><br>4 6-7<br>1-5<br>2-3 |
| <b>18</b><br>1 6-7<br>2-3<br>4-5 | <b>19</b><br>2 1-3-4<br>5<br>6-7 | <b>20</b><br>4 2-5<br>6-7<br>1-3 | <b>21</b>                        | <b>22</b>                       | <b>23</b>                        | <b>24</b>                        |
| <b>25</b>                        | <b>25</b>                        | <b>26</b>                        | <b>28</b>                        | <b>29</b>                       | <b>30</b>                        | <b>31</b>                        |

# Spartanburg City-County

## Department of Communications

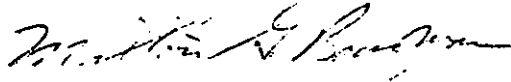
November 18, 1976

Captain Elbert E. Friend  
Communications Officer  
Sarasota Fire Department  
1445 Fourth Street  
Sarasota, Florida 33577

Dear Captain Friend:

Pursuant to our telephone conversation of November 18, I am enclosing a copy of our Dispatcher work schedule. Taking into consideration a 30 minute meal break, this schedule works out to approximately a 40 hour work week calculated over a 28 day period.

Yours very truly,



Milton G. Boazman  
Director of Communications

MGB/pb



Work Schedule #10

| FROM: _____      |   | TO: _____ |   | DIVISION: _____ |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|------------------|---|-----------|---|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DAY              | M | T         | W | T               | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| DATE             |   |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DISP. 4-12-23-24 | 1 | 1         | 1 | 1               | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 2 | 2 | 0 | 0 |
| DISP. 1-22-11-18 | 2 | 2         | 2 | 2               | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 0 | 2 |
| DISP. 2- 7-14-13 | 3 | 3         | 0 | 0               | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 3 | 3 |
| DISP. 3- 5-21- 9 | 0 | 0         | 3 | 3               | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 1 | 1 |
|                  |   |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                  |   |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                  |   |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                  |   |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

| FROM: _____      |  | TO: _____ |   | DIVISION: _____ |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|------------------|--|-----------|---|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DAY              |  | M         | T | W               | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| DATE             |  |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DISP. 4-12-23-24 |  | 1         | 1 | 1               | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 0 |
| DISP. 1-22-11-18 |  | 2         | 2 | 2               | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 3 | 3 | 3 | 0 | 2 |
| DISP. 2- 7-14-13 |  | 3         | 3 | 0               | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 3 | 3 |
| DISP. 3- 5-21- 9 |  | 0         | 0 | 3               | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 |
|                  |  |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                  |  |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                  |  |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                  |  |           |   |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

1 = FIRST SHIFT = 8:00 A.M. - 4:00 P.M.  
 2 = SECOND SHIFT = 4:00 P.M. - 12:00 MIDNIGHT  
 3 = THIRD SHIFT = 12:00 MIDNIGHT - 8:00 A.M.  
 0 = DAY OFF

# Texas Chapter Associated Public-Safety Communications Officers

*President*  
JOE D. TROWBRIDGE  
Texas DPS Bryan  
Box 3861  
Bryan, Texas 77801

*President-Elect*  
DOW HESTAND  
City of Odessa  
Box 3466  
Odessa, Texas 79760

*Vice-President*  
JIM LINTHACUM  
City of Corpus Christi  
1802 Daly  
Corpus Christi, Texas 78412

*Secretary-Treasurer*  
BEN MONTAGUE  
Texas DPS Austin  
Box 4087  
Austin, Texas 78773

*It's a privilege to belong to APCO*

*Official Chapter*

December 1, 1976

Captain Elbert E. Friend  
Communications Officer  
Sarasota Fire Department  
1445 Fourth Street  
Sarasota, Florida 33577

Dear Captain;

In response to your request through the APCO BULLETIN we are forwarding the duty schedules we use.

Page one is a four operator schedule. A relief operator must cover one shift weekly under normal conditions. Page two is a five man schedule and allows for some flexibility. We have five operators and use it.

You will notice that each schedule has no double-backs and all shift changes are made on a days off basis. These are continually rotating shifts and each operator receives a four day break (long weekend) when coming off the midnight to eight shift. On the five man schedule our relief operator has split days off to allow an extra Sunday off.

My personnel love this schedule. Although they will actually work up to seven shifts before having a day off, you will notice that they work no more than 40 hours in any given week (Sunday thru Saturday). They like the long weekend because it gives them a semi-vacation every four or five weeks, depending on the schedule. They also like to work their midnight to eight shifts with no break. It allows them to adjust easier.

If we can be of further assistance please call on us.

Yours in APCO,



PROTECTING  
YOUR FREEDOMS

Work Schedule #11

|              | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|--------------|------|------|------|------|------|------|------|
| <b>M - 8</b> | 4    | 4    | 4    | 4    | 4    | 1    | 1    |
| <b>8 - 4</b> | 2    | 5    | 3    | 3    | 3    | 3    | 3    |
| <b>4 - M</b> | 1    | 1    | 1    | 2    | 2    | 2    | 2    |

|              |   |   |   |   |   |   |   |
|--------------|---|---|---|---|---|---|---|
| <b>M - 8</b> | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| <b>8 - 4</b> | 3 | 5 | 4 | 4 | 4 | 4 | 4 |
| <b>4 - M</b> | 2 | 2 | 2 | 3 | 3 | 3 | 3 |

|              |   |   |   |   |   |   |   |
|--------------|---|---|---|---|---|---|---|
| <b>M - 8</b> | 2 | 2 | 2 | 2 | 2 | 3 | 3 |
| <b>8 - 4</b> | 4 | 5 | 1 | 1 | 1 | 1 | 1 |
| <b>4 - M</b> | 3 | 3 | 3 | 4 | 4 | 4 | 4 |

|              |   |   |   |   |   |   |   |
|--------------|---|---|---|---|---|---|---|
| <b>M - 8</b> | 3 | 3 | 3 | 3 | 3 | 4 | 4 |
| <b>8 - 4</b> | 1 | 5 | 2 | 2 | 2 | 2 | 2 |
| <b>4 - M</b> | 4 | 4 | 4 | 1 | 1 | 1 | 1 |

1 = \_\_\_\_\_

2 = \_\_\_\_\_

3 = \_\_\_\_\_

4 = \_\_\_\_\_

5 = \_\_\_\_\_



# Work Schedule #12

1 = \_\_\_\_\_  
2 = \_\_\_\_\_

3 = \_\_\_\_\_  
4 = \_\_\_\_\_

5 = \_\_\_\_\_

Operators on Shift "X" are flexible and will work such shifts as assigned by the Supervisor.

|       | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 0 - 8 | 5    | 5    | 5    | 5    | 5    | 1    | 1    |
| 8 - 4 | 3    | 3    | 4    | 4    | 4    | 4    | 4    |
| 4 - M | 2    | 1    | 1    | 2    | 3    | 3    | 3    |
| X     |      |      |      | 1    | 2    | 2    | 2    |
| OFF   | 1-4  | 2-4  | 2-3  | 3    | 1    | 5    | 5    |

|       | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 0 - 8 | 1    | 1    | 1    | 1    | 1    | 2    | 2    |
| 8 - 4 | 4    | 4    | 5    | 5    | 5    | 5    | 5    |
| 4 - M | 3    | 2    | 2    | 3    | 4    | 4    | 4    |
| X     |      |      |      | 2    | 3    | 3    | 3    |
| OFF   | 2-5  | 3-5  | 3-4  | 4    | 2    | 1    | 1    |

|       | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 0 - 8 | 2    | 2    | 2    | 2    | 2    | 3    | 3    |
| 8 - 4 | 5    | 5    | 1    | 1    | 1    | 1    | 1    |
| 4 - M | 4    | 3    | 3    | 4    | 5    | 5    | 5    |
| X     |      |      |      | 3    | 4    | 4    | 4    |
| OFF   | 1-3  | 1-4  | 4-5  | 5    | 3    | 2    | 2    |

|       | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 0 - 8 | 3    | 3    | 3    | 3    | 3    | 4    | 4    |
| 8 - 4 | 1    | 1    | 2    | 2    | 2    | 2    | 2    |
| 4 - M | 5    | 4    | 4    | 5    | 1    | 1    | 1    |
| X     |      |      |      | 4    | 5    | 5    | 5    |
| OFF   | 2-4  | 2-5  | 1-5  | 1    | 4    | 3    | 3    |

|       | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 0 - 8 | 4    | 4    | 4    | 4    | 4    | 5    | 5    |
| 8 - 4 | 2    | 2    | 3    | 3    | 3    | 3    | 3    |
| 4 - M | 1    | 5    | 5    | 1    | 2    | 2    | 2    |
| X     |      |      |      | 5    | 1    | 1    | 1    |
| OFF   | 3-5  | 1-3  | 1-2  | 2    | 5    | 4    | 4    |

## Work Schedule #13

### Continuous-Operation Schedule

In view of the renewed emphasis upon continuous-operation schedules, the following charts, which were issued by the Wage-Hour Division several years ago (R-1719), are reproduced here for the assistance of employers who may wish to plan work shifts so that their plants may operate a 168-hour week on a 40-hour shift basis.

The Division explained that the schedules are designed both to rotate four crews among three 8-hour periods of the day and to give each man a Sunday off at regular intervals. A 3-week cycle can be laid out when 8 hours a week are used for machine

reconditioning. Without this break in operation, it is not possible to give each man a Sunday off during a cycle. This, however, can be done in a cycle of 4 weeks, as illustrated in Schedule II.

The schedules, which were submitted to the Division by continuous-operation industries, will not fit all operations, but they suggest methods of planning continuous work shifts. A basic factor to guard against in laying out such schedules, the Division stated, is having an employee "meet himself coming to work at the end of a shift," especially at the end of a cycle.

| 1st Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| A        | 0 | 0 | 1 | 1 | 1 | 1 | 1 |
| B        | 2 | 2 | 2 | 2 | 0 | 0 | 3 |
| C        | 3 | 3 | 3 | 3 | 3 | 3 | 0 |
| D        | 1 | 1 | 0 | 0 | 2 | 2 | 2 |

| 2nd Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| 1        | 0 | 0 | 2 | 2 | 2 | 2 | 2 |
| 3        | 3 | 3 | 3 | 3 | 3 | 0 | 0 |
| 0        | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2        | 2 | 2 | 2 | 0 | 0 | 3 | 3 |

| 3rd Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| 2        | 2 | 0 | 0 | 3 | 3 | 3 | 3 |
| 1        | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| 0        | 0 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3        | 3 | 3 | 3 | 3 | 0 | 0 | 1 |

| 4th Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| A        | 3 | 3 | 3 | 0 | 0 | 1 | 1 |
| B        | 0 | 2 | 2 | 2 | 2 | 2 | 2 |
| C        | 2 | 0 | 0 | 3 | 3 | 3 | 3 |
| D        | 1 | 1 | 1 | 1 | 1 | 0 | 0 |

| 5th Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| 1        | 1 | 1 | 1 | 1 | 0 | 0 | 2 |
| 0        | 0 | 0 | 3 | 3 | 3 | 3 | 3 |
| 3        | 3 | 3 | 0 | 0 | 1 | 1 | 1 |
| 2        | 2 | 2 | 2 | 2 | 2 | 2 | 0 |

| 6th Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| 2        | 2 | 2 | 2 | 2 | 2 | 0 | 0 |
| 3        | 0 | 0 | 1 | 1 | 1 | 1 | 1 |
| 1        | 1 | 1 | 1 | 0 | 0 | 2 | 2 |
| 0        | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

| 7th Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| A        | 3 | 3 | 3 | 3 | 3 | 3 | 0 |
| B        | 1 | 1 | 0 | 0 | 2 | 2 | 2 |
| C        | 2 | 2 | 2 | 2 | 0 | 0 | 3 |
| D        | 0 | 0 | 1 | 1 | 1 | 1 | 1 |

| 8th Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| 0        | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2        | 2 | 2 | 2 | 0 | 0 | 3 | 3 |
| 3        | 3 | 3 | 3 | 3 | 3 | 0 | 0 |
| 1        | 0 | 0 | 2 | 2 | 2 | 2 | 2 |

| 9th Week |   |   |   |   |   |   |   |
|----------|---|---|---|---|---|---|---|
|          | S | M | T | W | T | F | S |
| 0        | 0 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3        | 3 | 3 | 3 | 3 | 0 | 0 | 1 |
| 1        | 1 | 1 | 1 | 1 | 1 | 1 | 0 |
| 2        | 2 | 2 | 0 | 0 | 3 | 3 | 3 |

Numerals 1, 2, and 3 indicate which shift man works 7-3, 3-11, or 11-7. Letters A, B, C, and D indicate the four men required to cover each shift job. The pay period begins and ends at 7 A.M. or 8 A.M. on Sunday.

All men on each shift work on the same schedule and change shifts together. On the 9th week, the men get the same days off as in the 1st week, but they are on different shifts. The cycle repeats itself beginning with the 25th week.

# Work Schedule #13

## COMPUTING OVERTIME PAY SCHEDULE A Sub-Schedule A

Continuous Jobs - 1  
Cycle - 3 Weeks  
X = Reconditioning Period

Full-Time Men - 4  
Part-Time Men - None

| SHIFT | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 12-8  | X    | D    | A    | A    | A    | A    | A    |
| 8-4   | B    | B    | D    | D    | B    | B    | B    |
| 4-12  | C    | C    | C    | C    | D    | C    | D    |
| 12-8  | A    | D    | D    | A    | A    | A    | A    |
| 8-4   | B    | B    | B    | D    | B    | B    | D    |
| 4-12  | X    | C    | C    | C    | D    | C    | C    |
| 12-8  | A    | D    | A    | A    | A    | A    | D    |
| 8-4   | X    | B    | D    | B    | B    | B    | B    |
| 4-12  | C    | C    | C    | D    | D    | C    | C    |

At the end of a cycle, shifts rotate. Operator A takes the 4-12 shift; Operator B takes the swing shift; Operator C takes the 8-4 shift; Operator D takes the 12-8 shift. At the start of the 13th week, the operators are working the same hours as in the first week.

Each operator, except the swing shift operator, has one Saturday and one Sunday off during a cycle. The swing shift operator is compensated in that he does not work on Sunday at all. Each Sunday, one 8-hour period is used for reconditioning the machines, as designated by "X."

## Sub-Schedule B

Continuous Jobs - 1  
Cycle - 4 Weeks  
X = Reconditioning Period

Full-Time Men - 4  
Part-Time Men - None

Each man gets one Saturday and one Sunday off in a cycle.

| SHIFT | SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-------|------|------|------|------|------|------|------|
| 12-8  | D    | A    | A    | A    | A    | A    | D    |
| 8-4   | B    | B    | D    | X-B  | B    | B    | B    |
| 4-12  | C    | C    | C    | D    | D    | C    | C    |
| 12-8  | A    | A    | D    | D    | A    | A    | A    |
| 8-4   | D    | B    | B    | B    | B    | B    | D    |
| 4-12  | C    | C    | C    | X-C  | D    | C    | C    |
| 12-8  | A    | D    | A    | X-A  | A    | A    | A    |
| 8-4   | B    | B    | B    | B    | D    | D    | B    |
| 4-12  | C    | C    | D    | C    | C    | C    | D    |
| 12-8  | A    | A    | A    | X-D  | D    | A    | A    |
| 8-4   | B    | B    | D    | B    | B    | D    | B    |
| 4-12  | D    | D    | C    | C    | C    | C    | C    |

40-hour week: Each shift works 40 hours a week. The remaining 8 hours are used for reconditioning machines, as designated by "X."

designated by the alternate-shift letter in place of "X." In a cycle, each shift has averaged 42 hours.

42-hour week: Three shifts work 40 hours a week; a fourth shift works 48 hours, as

Shifts rotate every fourth week. Pattern repeats at the start of the 17th week.

**Work Schedule #13**

**COMPUTING OVERTIME PAY  
SCHEDULE IV\***

Continuous Jobs - 5  
Cycle - 21 Weeks

Work Week - 40 Hours  
Full-Time Men - 21  
Part-Time Men - None

| SHIFT & WEEK | DAY       | JOB |   |   |   |   | SHIFT & WEEK | DAY       | JOB |   |   |   |   |
|--------------|-----------|-----|---|---|---|---|--------------|-----------|-----|---|---|---|---|
|              |           | 1   | 2 | 3 | 4 | 5 |              |           | 1   | 2 | 3 | 4 | 5 |
| Midnight 1   | Sunday    | X   | B | C | Y | E | Midnight 1   | Sunday    | A   | X | C | D | E |
|              | Monday    | X   | B | C | D | Y |              | Monday    | A   | B | X | D | E |
|              | Tuesday   | A   | X | C | D | Y |              | Tuesday   | A   | B | Y | D | E |
|              | Wednesday | A   | X | C | D | E |              | Wednesday | A   | B | C | Y | E |
|              | Thursday  | A   | B | X | D | E |              | Thursday  | X   | B | C | Y | E |
|              | Friday    | A   | B | X | D | E |              | Friday    | X   | B | C | D | Y |
|              | Saturday  | A   | B | C | Y | E |              | Saturday  | A   | X | C | D | Y |
| Evening 2    | Sunday    | A   | B | C | Y | E | Evening 2    | Sunday    | A   | X | C | D | Y |
|              | Monday    | X   | B | C | Y | E |              | Monday    | A   | X | C | D | E |
|              | Tuesday   | X   | B | C | D | Y |              | Tuesday   | A   | B | X | D | E |
|              | Wednesday | A   | X | C | D | Y |              | Wednesday | A   | B | Y | D | E |
|              | Thursday  | A   | X | C | D | E |              | Thursday  | A   | B | C | Y | E |
|              | Friday    | A   | B | X | D | E |              | Friday    | X   | B | C | D | E |
|              | Saturday  | A   | B | Y | D | E |              | Saturday  | X   | B | C | D | Y |
| Day 3        | Sunday    | A   | B | Y | D | E | Day 3        | Sunday    | X   | B | C | D | Y |
|              | Monday    | A   | B | C | Y | E |              | Monday    | A   | X | C | D | Y |
|              | Tuesday   | X   | B | C | Y | E |              | Tuesday   | A   | X | C | D | E |
|              | Wednesday | X   | B | C | D | Y |              | Wednesday | A   | B | X | D | E |
|              | Thursday  | A   | X | C | D | Y |              | Thursday  | A   | B | Y | D | E |
|              | Friday    | A   | X | C | D | E |              | Friday    | A   | B | C | Y | E |
|              | Saturday  | A   | B | X | D | E |              | Saturday  | X   | B | C | Y | E |
| Midnight 4   | Sunday    | A   | B | X | D | E | Midnight 4   | Sunday    | X   | B | C | Y | E |
|              | Monday    | A   | B | Y | D | E |              | Monday    | X   | B | C | D | Y |
|              | Tuesday   | A   | B | C | Y | E |              | Tuesday   | A   | X | C | D | Y |
|              | Wednesday | X   | B | C | Y | E |              | Wednesday | A   | X | C | D | E |
|              | Thursday  | X   | B | C | D | Y |              | Thursday  | A   | B | X | D | E |
|              | Friday    | A   | X | C | D | Y |              | Friday    | A   | B | Y | D | E |
|              | Saturday  | A   | X | C | D | E |              | Saturday  | A   | B | C | Y | E |

\*Each letter represents three men, one for each shift: 12:00-8:00 A.M.; 8:00 A.M.-4:00 P.M.;  
4:00 P.M.-12:00 A.M.

# Work Schedule #13

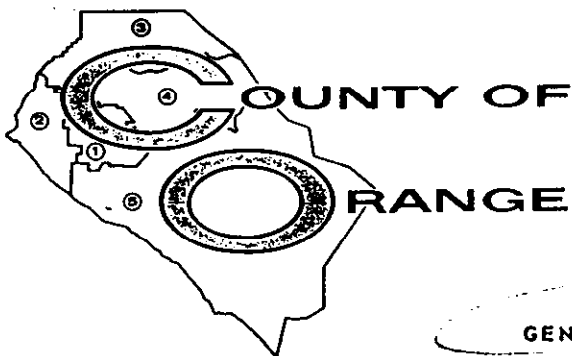
## CONTINUOUS-OPERATION SCHEDULES SCHEDULE IV\*

Continuous Jobs - 5  
Cycle - 4 Weeks

Work Week - 40 Hours  
Full-Time Men - 21  
Part-Time Men - None

|   | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |               |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---------------|
| Operator B  | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | Job #1        |
| Operator C  | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 |               |
| Operator D  | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 3 | 3 | 3 | 3 |   |               |
| Operator A  | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 |   |               |
| Relief Man  |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   |               |
| Operator B  | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 0 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | Job #2        |
| Operator C  | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 0 | 3 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 |               |
| Operator D  | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 0 | 3 | 3 | 3 |   |               |
| Operator A  | 0 | 3 | 0 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 |   |               |
| Relief Man  |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |               |
| Operator B  | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 0 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | Job #3        |
| Operator C  | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 0 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 |               |
| Operator D  | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 0 | 3 | 3 |   |               |
| Operator A  | 0 | 3 | 3 | 0 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 |   |               |
| Relief Man  |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |               |
| Operator B  | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 0 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | Job #4        |
| Operator C  | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 3 | 0 | 3 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 |               |
| Operator D  | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 3 | 0 | 3 |   |               |
| Operator A  | 0 | 3 | 3 | 3 | 0 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 |   |               |
| Relief Man  |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   | 3 |   |   |   |   |   |   |   | 3 |   |   |               |
| Operator B  | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 0 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | Job #5        |
| Operator C  | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 0 | 3 | 3 | 3 | 0 | 0 | 2 | 2 | 2 |               |
| Operator D  | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 0 |   |               |
| Operator A  | 0 | 3 | 3 | 3 | 3 | 0 | 3 | 3 | 0 | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 |   |               |
| Relief Man  |   |   |   |   | 3 |   |   |   |   |   |   | 3 |   |   |   |   |   | 3 |   |   |   |   |   |   |   | 3 |   |   |               |
| Working<br>Schedule<br>for Extra<br>Day Off<br>Relief Man<br>on Jobs<br>1 to 5* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | Relief<br>Man |
|   | 0 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 0 | 0 | 3 | 3 | 3 | 3 | 3 | 0 |               |

\*In this case, Shift #1 is the 12:00-8:00 A.M. shift, Shift #2 is the 8:00 A.M.-4:00 P.M. shift, Shift #3 is the 4:00 P.M.-12:00 A.M. shift, and Day Off is "0."



R. I. MORRIS  
DIRECTOR

445 CIVIC CENTER DRIVE WEST  
SANTA ANA, CALIFORNIA 92701

TELEPHONE: 834-2100  
AREA CODE 714

GENERAL SERVICES AGENCY

Communications Division

Captain Elbert E. Friend  
Communications Officer  
Sarasota Fire Department  
1445 Fourth Street  
Sarasota, Florida 33577

Dear Capt. Friend:

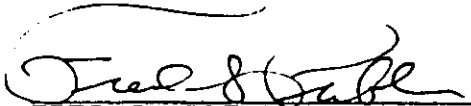
Enclosed, find several schedules as requested in your letter to the editor of the APCO BULLETIN.

Our operations, as focal point for a Coordinated Communications System with twenty-six cities and the County, has rotating shifts involving thirty-three people rotating every four weeks. As you see, we have three separate schedules in effect at the same time.

If we can be of further assistance, please do not hesitate to call (714) 834-2495.

Sincerely,

DON W. POORMAN  
Chief of Communications

  
FRED S. PREBLE  
Training Officer

FSP/jg

Enclosures

Work Schedule #14

|  |   |
|--|---|
|  | A |
|  | B |
|  | C |

DISPATCHERS' WORK SCHEDULE

MONTH OF: \_\_\_\_\_

| SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |      |
|------|------|------|------|------|------|------|------|
| 3rd  |      |      |      |      | 1 A  | 2 A  |      |
| 2nd  |      |      |      |      | C    | B    |      |
| Off  |      |      |      |      | B    | C    |      |
| 3 A  | 4 A  | 5 C  | 6 C  | 7 C  | 8 C  | 9 C  |      |
| B    | B    | B    | B    | A    | A    | A    |      |
| C    | C    | A    | A    | B    | B    | B    |      |
| 10 B | 11 B | 12 B | 13 B | 14 B | 15 A | 16 A |      |
| A    | A    | C    | C    | C    | C    | C    |      |
| C    | C    | A    | A    | A    | B    | B    |      |
| 17 A | 18 A | 19 A | 20 C | 21 C | 22 C | 23 C |      |
| B    | B    | B    | B    | B    | A    | A    |      |
| C    | C    | C    | A    | A    | B    | B    | SUN. |
| 24 C | 25 B | 26 B | 27 B | 28 B | 29 B | 30 A | 31 A |
| A    | A    | A    | C    | C    | C    | C    | C    |
| B    | C    | C    | A    | A    | A    | B    | B    |

2nd & 3rd Shift Rotation: Each party works 5 days on 2nd and 5 days on 3rd.

# Work Schedule #14

## MASTER CONTROL WATCH SCHEDULE

DATE: \_\_\_\_\_

|              | MIDS | DAYS | EVES | DATE      | SCHEDULED OFF |
|--------------|------|------|------|-----------|---------------|
| RELIEF _____ | B    | D    | A    | FRIDAY    | C             |
|              | B    | E    | A    | SATURDAY  | C / D         |
|              | B    | A    | C    | SUNDAY    | D / E         |
| MIDS _____   | B    | D    | C    | MONDAY    | A / E         |
|              | B    | D    | C    | TUESDAY   | A             |
|              | A    | D    | C    | WEDNESDAY | B             |
| EVES _____   | A    | D    | C    | THURSDAY  | B             |
| DAYS _____   | B    | D    | A    | FRIDAY    | C             |
|              | B    | E    | A    | SATURDAY  | C / D         |
|              | B    | A    | C    | SUNDAY    | D / E         |
|              | B    | D    | C    | MONDAY    | A / E         |
| VAC _____    | B    | D    | C    | TUESDAY   | A             |
|              | A    | D    | C    | WEDNESDAY | B             |
|              | A    | D    | C    | THURSDAY  | B             |
|              | B    | D    | A    | FRIDAY    | C             |
|              | B    | E    | A    | SATURDAY  | C / D         |
|              | B    | A    | C    | SUNDAY    | D / E         |
|              | B    | D    | C    | MONDAY    | A / E         |
|              | B    | D    | C    | TUESDAY   | A             |
|              | A    | D    | C    | WEDNESDAY | B             |
|              | A    | D    | C    | THURSDAY  | B             |
|              | B    | D    | A    | FRIDAY    | C             |
|              | B    | E    | A    | SATURDAY  | C / D         |
|              | B    | A    | C    | SUNDAY    | D / E         |
|              | B    | D    | C    | MONDAY    | A / E         |
|              | B    | D    | C    | TUESDAY   | A             |
|              | A    | D    | C    | WEDNESDAY | B             |
|              | A    | D    | C    | THURSDAY  | B             |

- |                   |                        |
|-------------------|------------------------|
| 1 = VACATION      | 5 = SWAP REQUESTED     |
| 2 = SICK LEAVE    | 6 = POSITION OPENING   |
| 3 = COMP TIME OFF | 7 = UNMANNED           |
| 4 = RESCHEDULED   | 8 = PERSONAL EMERGENCY |



# Work Schedule #14

## TELETYPE WATCH SCHEDULE

DATE: \_\_\_\_\_

|              | MIDS  | DAYS  | EVES  | DATE      | SCHED OFF |
|--------------|---|---|---|-----------|-----------|
| MIDS _____   | E <input type="checkbox"/> <input type="checkbox"/> A <input type="checkbox"/> <input type="checkbox"/> | G <input type="checkbox"/> <input type="checkbox"/> H <input type="checkbox"/> <input type="checkbox"/> I <input type="checkbox"/> <input type="checkbox"/> | F <input type="checkbox"/> <input type="checkbox"/> C <input type="checkbox"/> <input type="checkbox"/> | FRIDAY    | B / D     |
| DAYS _____   | D <input type="checkbox"/> <input type="checkbox"/> A <input type="checkbox"/> <input type="checkbox"/> | E <input type="checkbox"/> <input type="checkbox"/> I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | F <input type="checkbox"/> <input type="checkbox"/> H <input type="checkbox"/> <input type="checkbox"/> | SATURDAY  | B / C / G |
| EVES _____   | D <input type="checkbox"/> <input type="checkbox"/> A <input type="checkbox"/> <input type="checkbox"/> | B <input type="checkbox"/> <input type="checkbox"/> I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | E <input type="checkbox"/> <input type="checkbox"/> H <input type="checkbox"/> <input type="checkbox"/> | SUNDAY    | C / F / G |
| MIDS _____   | D <input type="checkbox"/> <input type="checkbox"/> A <input type="checkbox"/> <input type="checkbox"/> | G <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> <input type="checkbox"/> I <input type="checkbox"/> <input type="checkbox"/> | E <input type="checkbox"/> <input type="checkbox"/> C <input type="checkbox"/> <input type="checkbox"/> | MONDAY    | F / H     |
| RELIEF _____ | D <input type="checkbox"/> <input type="checkbox"/> H <input type="checkbox"/> <input type="checkbox"/> | G <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | F <input type="checkbox"/> <input type="checkbox"/> C <input type="checkbox"/> <input type="checkbox"/> | TUESDAY   | E / H     |
| EVES _____   | E <input type="checkbox"/> <input type="checkbox"/> H <input type="checkbox"/> <input type="checkbox"/> | G <input type="checkbox"/> <input type="checkbox"/> B <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   | F <input type="checkbox"/> <input type="checkbox"/> C <input type="checkbox"/> <input type="checkbox"/> | WEDNESDAY | A / E / I |
| DAYS _____   |   |   |   | THURSDAY  | A / D / I |
| RELIEF _____ |   |   |   |           |           |
| VAC _____    |   |   |   |           |           |

- |                   |                        |
|-------------------|------------------------|
| 1 = VACATION      | 5 = SWAP REQUESTED     |
| 2 = SICK LEAVE    | 6 = POSITION OPENING   |
| 3 = COMP TIME OFF | 7 = UNMANNED           |
| 4 = RESCHEDULED   | 8 = PERSONAL EMERGENCY |



## LAUREL POLICE DEPARTMENT

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350 Municipal Square • Laurel, Maryland 20707

Washington (301) 498-0092 • Baltimore (410) 792-0137 • Fax (410) 880-0817

**Roy P. Gilmore**  
Chief of Police

7/22/96

A.P.C.O. Institute  
2040 S. Ridgewood Avenue  
South Daytona, FL 32119-8437

Dear Sir,

Enclosed are several work schedules that may be of assistance to other agencies looking for a change. Most work with the ten hour shift, one is using a twelve hour shift and several are the eight hour shifts. This will give a variety of choices for any department that needs a work schedule change. Thank you for all your departments assistance in the past with every call or problem that I've had. Keep up the good work!

Thank you,

*CTO Michelle Wade*

CTO Michelle Wade  
Laurel City Police  
350 Municipal Square  
Laurel, MD 20707

# Work Schedule #15

## COMMUNICATIONS SCHEDULE

\_\_\_\_\_, 19\_\_\_\_

|   | 1  | 2  | 3  | 4  | 5 | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|----|----|----|----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | W  | T  | F  | S  | S | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  |
| 1 | D  | D  | D  |    |   | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |
| 2 |    |    |    |    |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3 | D  | D  | D  |    |   | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |
| 4 |    |    |    | M  | M | M3 | M  |    |    |    | M  | M  | M3 | M  |    |    |    | M  | M  | M3 | M  |    |    |    | D1 | D1 | E1 | E1 |    |    |    |
| 5 | M  | M  | M  | M1 |   |    |    | M  | M  | M  | M1 |    |    |    | M  | M  | M  | M1 |    |    |    | E1 | E1 | E1 | E  | E  |    |    | E  | E  | E  |
| 6 | D2 | D2 | D2 | D3 |   |    | D2 | D2 | D2 | D2 | D3 |    |    | D2 | D2 | D2 | D2 | D3 |    |    | D2 | D2 | D2 | D2 | D3 |    |    | D2 | D2 | D2 | D2 |
| 7 | P2 | P2 | P2 |    |   | P1 | P3 | P2 | P2 | P2 |    |    | P1 | P3 | P2 | P2 | P2 |    |    | P1 | P3 | P3 | P3 | P3 |    |    | P1 | P3 | P2 | P2 | P2 |
| 8 |    |    |    |    |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

### SCHEDULE CODE HOURS:

**D1 =** 0700-1700      **M1 =** 1900-0500  
**D2 =** 0800-1600      **M2 =** 2300-0700  
**D3 =** 0900-1700      **M3 =** 2100-0700  
**E =** 1500-2300      **P1 =** 1100-1900  
**E1 =** 1500-0100      **P2 =** 1700-0100  
                             **P3 =** 1600-2400

**1 =** \_\_\_\_\_  
**2 =** \_\_\_\_\_  
**3 =** \_\_\_\_\_  
**4 =** \_\_\_\_\_  
**5 =** \_\_\_\_\_  
**6 =** \_\_\_\_\_  
**7 =** \_\_\_\_\_  
**8 =** STAND-BY P.C.S.

**COMMENTS:** FILL IN SHIFT #8 IN \*\*\*PENCIL\*\*\*

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Work Schedule #15

COMMUNICATIONS SCHEDULE

\_\_\_\_\_, 19\_\_\_\_

|   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |    |    |
| 1 | M  | M  | M3 | M  |    |    |    | M  | M  | M3 | M  |    |    |    | M  | M  | M3 | M  |    |    |    | D1 | D1 | E1 | E1 |    |    |    | D1 |    |    |
| 2 | M1 |    |    |    | M  | M3 | M  | M1 |    |    |    | M  | M3 | M  | M1 |    |    |    | E1 | E1 | E1 | E1 | E1 |    |    | E  | E1 | E1 | E  |    |    |
| 3 |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    | D  | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    |    |
| 4 | D1 | D1 | E1 | E1 |    |    |    | D1 | D1 | E1 | E1 |    |    |    | D1 | D1 | E1 | E1 |    |    |    | M  | M  | M3 | M  |    |    |    | M  |    |    |
| 5 | E  | E  |    |    | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  |    |    | M2 | M2 | M2 | M1 |    |    |    | M  | M  | M  | M1 |    |    |
| 6 | D3 |    |    | D2 | D2 | D2 | D2 | D3 |    |    | D2 | D2 | D2 | D2 | D3 |    |    | D2 | D2 | D2 | D2 | D2 |    |    | D2 | D2 | D2 | D2 | D3 |    |    |
| 7 |    |    | P1 | P3 | P2 | P2 | P2 |    |    | P1 | P3 | P2 | P2 | P2 |    |    | P1 | P3 | P3 | P3 | P3 |    |    | P1 | P3 | P2 | P2 | P2 |    |    |    |
| 8 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

SCHEDULE CODE HOURS:

**D1 =** 0700-1700      **M1 =** 1900-0500  
**D2 =** 0800-1600      **M2 =** 2300-0700  
**D3 =** 0900-1700      **M3 =** 2100-0700  
**E =** 1500-2300      **P1 =** 1100-1900  
**E1 =** 1500-0100      **P2 =** 1700-0100  
                              **P3 =** 1600-2400

1 = \_\_\_\_\_  
 2 = \_\_\_\_\_  
 3 = \_\_\_\_\_  
 4 = \_\_\_\_\_  
 5 = \_\_\_\_\_  
 6 = \_\_\_\_\_  
 7 = \_\_\_\_\_  
 8 = STAND-BY P.C.S.

COMMENTS: FILL IN SHIFT #8 IN \*\*\*PENCIL\*\*\*

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### Work Schedule #15

JANUARY

| JANUARY | S | M | T | W | T | F | S | S | M | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  |   |
|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
|         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   |
| #1 -    |   |   | D | D | D | D | D |   |   | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  |   |
| #2 -    |   | P | P | P | P | P |   |   | P | P  | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  |   |
| #3 -    | M | M |   |   | E | E | E | E | E |    |    | D  | D  | D  | D  | D  |    | M  | M  | M  | M  | M  |    |    | E  | E  | E  | E  | E  |    |    |   |
| #4 -    |   |   | M | M | M | M | M |   |   | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  |    | M  | M  | M  | M  | M  |    |    | E  | E  |   |
| #5 -    |   | D | D | D | D | D |   | M | M | M  | M  | M  |    |    | E  | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  |    | M  | M  | M  | M |
| #6 -    | E | E | E | E |   |   | D | D | D | D  | D  |    | M  | M  | M  | M  | M  |    |    | E  | E  | E  | E  | E  |    |    | D  | D  | D  | D  | D  |   |
|         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |

JANUARY

[illegible]

Work Schedule #15

OCTOBER

|                 | T | W | T | F | S | S | M | T | W | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  |
|-----------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| SHIFT 1         | E | E | E | E | E |   |   | M | M | M  | M  | M  |    | D  | D  | D  | D  | D  |    |    | E  | E  | E  | E  | E  |    |    | M  | M  | M  | M  |
| SHIFT 2         | D | D | D |   |   | E | E | E | E | E  |    |    | M  | M  | M  | M  | M  |    | D  | D  | D  | D  | D  |    |    | E  | E  | E  | E  | E  |    |
| SHIFT 3         |   |   | M | M | M | M | M |   | D | D  | D  | D  | D  |    |    | E  | E  | E  | E  | E  |    |    | M  | M  | M  | M  | M  |    | D  | D  | D  |
| SHIFT 4         | M | M |   | D | D | D | D | D |   |    | E  | E  | E  | E  | E  |    |    | M  | M  | M  | M  | M  |    | D  | D  | D  | D  | D  |    |    | E  |
| POWER 0900-1700 | 1 | 1 | 1 | 1 |   |   | 1 | 1 | 1 | 1  | 1  |    |    | 2  | 2  | 2  | 2  | 2  |    |    | 2  | 2  | 2  | 2  | 2  |    |    | 1  | 1  | 1  | 1  |
| POWER 1700-0100 | 2 | 2 | 2 | 2 | 2 |   |   | 2 | 2 | 2  | 2  | 2  |    |    | 1  | 1  | 1  | 1  | 1  |    |    | 1  | 1  | 1  | 1  | 1  |    |    | 2  | 2  | 2  |
| CPCS            | D | D | D | D | D |   |   | D | D | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  |
|                 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

NOVEMBER

| NOVEMBER        | F | S | S | M | T | W | T | F | S | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |  |
|-----------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
|                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |
| SHIFT 1         | M |   | D | D | D | D | D |   |   | E  | E  | E  | E  | E  |    |    | M  | M  | M  | M  | M  |    | D  | D  | D  | D  | D  |    |    | E  |  |
| SHIFT 2         |   | M | M | M | M | M |   | D | D | D  | D  | D  |    |    | E  | E  | E  | E  | E  |    |    | M  | M  | M  | M  | M  |    | D  | D  | D  |  |
| SHIFT 3         | D | D |   |   | E | E | E | E | E |    |    | M  | M  | M  | M  | M  |    | D  | D  | D  | D  | D  |    |    | E  | E  | E  | E  | E  |    |  |
| SHIFT 4         | E | E | E | E |   |   | M | M | M | M  | M  |    | D  | D  | D  | D  | D  |    |    | E  | E  | E  | E  | E  |    |    | M  | M  | M  | M  |  |
| POWER 0900-1700 | 1 |   |   | 1 | 1 | 1 | 1 | 1 |   |    | 2  | 2  | 2  | 2  | 2  |    |    | 2  | 2  | 2  | 2  | 2  |    |    | 1  | 1  | 1  | 1  | 1  |    |  |
| POWER 1700-0900 | 2 | 2 |   |   | 2 | 2 | 2 | 2 | 2 |    |    | 1  | 1  | 1  | 1  | 1  |    |    | 1  | 1  | 1  | 1  | 1  |    |    | 2  | 2  | 2  | 2  | 2  |  |
| CPCS            | D | D |   |   | D | D | D | D | D |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |  |

# Work Schedule #15

## COMMUNICATIONS SCHEDULE

\_\_\_\_\_, 19\_\_\_\_

|   | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  |
| 1 | M4 |    |    |    | M5 | M3 | M2 | M4 |    |    |    | M5 | M3 | M2 | M4 |    |    |    | M5 | M3 | M2 | M4 |    |    |    | M5 | M3 | M2 | M4 |    |    |
| 2 | E1 |    |    |    | D5 | D2 | E1 | E1 |    |    |    | D5 | D2 | E1 | E1 |    |    |    | D5 | D2 | E1 | E1 |    |    |    | D5 | D2 | E1 | E1 |    |    |
| 3 | D1 | D3 | D3 | D3 |    |    | D  | D1 | D3 | D3 | D3 |    |    | D  | D1 | D3 | D3 | D3 |    |    | D  | D1 | D3 | D3 | D3 |    |    | D  | D1 | D3 | D3 |
| 4 |    | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  |    |    | E  | E  | E  | E  | E  |    |    | E  | E  |
| 5 | E2 | E4 | E4 | E4 |    |    | D4 | E2 | E4 | E4 | E4 |    |    | D4 | E2 | E4 | E4 | E4 |    |    | D4 | E2 | E4 | E4 | E4 | M1 |    |    |    | M5 | M5 |
| 6 |    | M5 | M5 | M5 | M1 |    |    |    | M5 | M5 | M5 | M1 |    |    |    | M5 | M5 | M5 | M1 |    |    |    | M5 | M5 | M5 |    |    | D4 | E2 | E4 | E4 |
| 7 | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  | D  | D  |    |    | D  | D  | D  |
| 8 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

### SCHEDULE CODE HOURS:

D = 0700-1500      E2 = 1600-2200  
 D1 = 0800-1600      E3 = 1600-2400  
 D2 = 0800-1800      E4 = 1700-0100  
 D3 = 0900-1700      M = 2000-0400  
 D6 = 1300-2300      M3 = 2100-0700  
 E = 1500-2300      M4 = 2200-0700  
 E1 = 1500-0100      M5 = 2200-0800

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 7 \_\_\_\_\_  
 8 \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMUNICATIONS SCHEDULE

\_\_\_\_\_, 19 \_\_\_\_

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   |   |   | S | M | T | W | T | F | S | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  |
| 1 |   |   | D | D | D |   |   |   | D | D  |    |    | D  | D  | D  |    |    |    | D  | D  |    |    | D  | D  |    |    | D  | D  | D  |    |    |
| 2 |   |   | E | E | E |   |   |   | E | E  |    |    | E  | E  | E  |    |    |    | E  | E  |    |    | E  | E  |    |    | E  | E  | E  |    |    |
| 3 |   |   |   |   |   | D | D | D |   |    | D  | D  |    |    |    | D  | D  | D  |    |    | D  | D  |    |    | D  | D  |    |    |    | E  | E  |
| 4 |   |   |   |   |   | E | E | E |   |    | E  | E  |    |    |    | E  | E  | E  |    |    | E  | E  |    |    | E  | E  |    |    |    | D  | D  |
| 5 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 7 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

SCHEDULE CODE HOURS:

D = 0700-1900  
E = 1900-0700

- 1
- 2
- 3
- 4
- 7
- 8

COMMENTS:



## COMMUNICATIONS

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

19

|             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   |
|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
|             | S | S | S | M | T | W | T | F | S | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M |
| 0700 - 1500 | 1 | 1 | 4 | 4 | 4 | 4 | 4 | 2 | 2 | 2  | 2  | 2  | 3  | 3  | 3  | 3  | 3  | 1  | 1  | 1  | 1  | 4  | 4  | 4  | 4  | 4  | 4  | 2  | 2  | 2  | 2  |   |
| 1500 - 2300 | 3 | 3 | 3 | 3 | 1 | 1 | 1 | 1 | 1 | 4  | 4  | 4  | 4  | 4  | 2  | 2  | 2  | 2  | 2  | 3  | 3  | 3  | 3  | 3  | 1  | 1  | 1  | 1  | 1  | 4  | 4  |   |
| 2300 - 0700 | 4 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3  | 3  | 1  | 1  | 1  | 1  | 1  | 4  | 4  | 4  | 4  | 4  | 2  | 2  | 2  | 2  | 2  | 3  | 3  | 3  | 3  | 3  |   |
| OFF         | 2 | 4 | 1 | 1 | 3 | 3 | 2 | 4 | 4 | 1  | 1  | 3  | 2  | 2  | 4  | 4  | 1  | 3  | 3  | 2  | 2  | 4  | 1  | 1  | 3  | 3  | 2  | 4  | 4  | 1  | 1  |   |
|             |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |

## COMMUNICATIONS

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

19

|             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|             | T | W | T | F | S | S | M | T | W | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  |    |
| 0700 - 1500 | 2 | 3 | 3 | 3 | 3 | 3 | 1 | 1 | 1 | 1  | 4  | 4  | 4  | 4  | 4  | 4  | 2  | 2  | 2  | 2  | 3  | 3  | 3  | 3  | 3  | 3  | 1  | 1  | 1  | 1  |    |
| 1500 - 2300 | 4 | 4 | 4 | 2 | 2 | 2 | 2 | 2 | 3 | 3  | 3  | 3  | 1  | 1  | 1  | 1  | 1  | 1  | 4  | 4  | 4  | 4  | 4  | 2  | 2  | 2  | 2  | 2  | 3  | 3  |    |
| 2300 - 0700 | 1 | 1 | 1 | 1 | 1 | 4 | 4 | 4 | 4 | 4  | 2  | 2  | 2  | 2  | 2  | 3  | 3  | 3  | 3  | 3  | 1  | 1  | 1  | 1  | 1  | 4  | 4  | 4  | 4  |    |    |
| OFF         | 3 | 2 | 2 | 4 | 4 | 1 | 3 | 3 | 2 | 2  | 4  | 1  | 1  | 3  | 3  | 2  | 4  | 4  | 1  | 1  | 3  | 2  | 2  | 4  | 4  | 1  | 3  | 3  | 2  | 2  |    |



|     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| JAN | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  |
| FEB | 1  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 2  |
| MAR | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| MAR | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| APR | 28 | 29 | 30 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| MAY | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |

1978

[illegible]

|     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| JUN | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| JUL | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| AUG | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| SEP | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| OCT | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| NOV | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| DEC | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  |

RADIO

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TYPE

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Work Schedule #16

All Work 40-Hour Weeks

SHIFT MONTH , 19

| SUPERVISORS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
|-------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| 1           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 2           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| DISPATCHERS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |
| 1           | X | X | X |   |   |   |   |   |   |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |    |    |    |    |    |  |
| 2           | X | X | X |   |   |   |   |   |   |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |    |    |    |    |    |  |
| 3           | X | X | X |   |   |   |   |   |   |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |    |    |    |    |    |  |
| 4           | X | X | X |   |   |   |   |   |   |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |    |    |    |    |    |  |
| 5           | X | X | X |   |   |   |   |   |   |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |    |    |    |    |    |  |
| 6           | X | X | X |   |   |   |   |   |   |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |    |    |    |    |    |  |
| 7           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 8           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 9           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 10          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 1           |   |   |   | X | X |   |   |   |   |    |    |    | X  | X  | X  | X  | X  | X  |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |  |
| 2           |   |   |   | X | X |   |   |   |   |    |    |    | X  | X  | X  | X  | X  | X  |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |  |
| 3           |   |   |   | X | X |   |   |   |   |    |    |    | X  | X  | X  | X  | X  | X  |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |  |
| 4           |   |   |   | X | X |   |   |   |   |    |    |    | X  | X  | X  | X  | X  | X  |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |  |
| 5           |   |   |   | X | X |   |   |   |   |    |    |    | X  | X  | X  | X  | X  | X  |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |  |
| 6           |   |   |   | X | X |   |   |   |   |    |    |    | X  | X  | X  | X  | X  | X  |    |    |    |    |    |    | X  | X  | X  | X  |    |    |    |  |
| 7           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 8           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 9           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 10          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 1           |   |   |   |   |   |   | X | X | X | X  |    |    |    |    |    |    |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |  |
| 2           |   |   |   |   |   |   | X | X | X | X  |    |    |    |    |    |    |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |  |
| 3           |   |   |   |   |   |   | X | X | X | X  |    |    |    |    |    |    |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |  |
| 4           |   |   |   |   |   |   | X | X | X | X  |    |    |    |    |    |    |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |  |
| 5           |   |   |   |   |   |   | X | X | X | X  |    |    |    |    |    |    |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |  |
| 6           |   |   |   |   |   |   | X | X | X | X  |    |    |    |    |    |    |    | X  | X  |    |    |    |    |    |    |    | X  | X  | X  | X  |    |  |
| 7           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 8           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 9           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 10          |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| EOC         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| EOC         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| EOC         |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |

X = OFF  
L = LWOP

V = VACATION  
E = EMERGENCY LEAVE

S = SICK  
I = ILLNESS IN FAMILY

A = SPECIAL ASSIGNMENT  
C = COMP TIME

H = HOLIDAY

The City of Oklahoma City  
Police Dept. Support Svcs.

Emergency Management  
Tony Harrison, Shift Supvr.