	KANSAS CITY, MO. POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	05/09/2024	05/09/2024	702-5
SUBJECT			AMENDS	
Policy Series 700: Administration of Leave 702 – Regular Days Off				
REFERENCE		RESCINDS		
SO: Work Year		PPBM: 702-4		

I. INTRODUCTION

- *A. This written directive provides guidelines related to department members regular days off (R-Day).
- B. All members will receive compensation when the member's work hours exceed the scheduled work day.

II. POLICY

- A. An R-Day is a 24-hour period in which a member is not scheduled to report for duty.
- B. R-Day schedules will be available to all affected department members prior to the beginning of each work year. Members will refer to the annual written directive entitled, "Work Year," regarding Regular Days Off scheduling.
- C. Granting of R-Days:
 - 1. Non-exempt, non-sworn members (excluding Detention Officers) assigned to:
 - a. The 8-Hour Work Plan will receive 2 R-Days during the 7-day work week.
 - b. The 10-Hour Work Plan will receive 3 R-Days during the 7-day work week.
 - 2. Detention Officers members (non-exempt, non-sworn members) assigned to the 8-Hour Work Plan will receive 8 R-Days during each 28-day work period.

3. Non-exempt, sworn members assigned to:
 - a. The 8-Hour Work Plan will receive 8 R-Days during each 28-day work period.
 - b. The 10-Hour Work Plan will receive 12 R-Days during each 28-day work period.
 - *c. The 11-Hour Work Plan will receive 13 R-Days during each 28-day work period.

*D. R-days Per Work Year

1. Members assigned to the 8-hour Work Plan will be scheduled for 104 R-Days per work year.
2. Members assigned to the 10-hour Work Plan will be scheduled for 156 R-Day per work year.
3. Members assigned to the 11-hour Work Plan will be scheduled for 169 R-Days per work year.

E. Supervisors and Commanders will ensure all members receive the appropriate number of R-Days applicable to the designated work plan within each work week, work period, and work year.

*F. Moving of R-Days

1. Non-exempt, non-sworn members with the exception of Detention Officers and members of the Crime Scene Investigations Section may not move their R-Day(s) outside the 7-day work week.
2. Non-exempt, sworn members, Detention Officers, and Crime Scene Investigations Section members may not move R-Days outside the 28-day work period.
3. Exempt members may move their R-Days anywhere within the work year upon approval of their supervisor/commander.

G. A member's days off group may be changed by the supervisor or commander, depending on staffing requirements.


H. A list of all positions considered exempt, non-exempt, and exempt managerial is on file with the Human Resources Division and posted on the department intranet.

- *I. At any time, the Chief of Police or designee may determine that R-Days should be altered to accommodate an emergency situation; e.g., disaster, riot, or other such crises.



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 23rd day of April, 2024.



Cathy J. Dean
Board President

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