



Peoria Police Department Policy and Procedure Manual

Policy 3.11 Working Out Of Class (WOOC) Program



I. POLICY

It is the policy of the Peoria Police Department to provide direct supervision for employees. In the absence of a full-time sworn or civilian supervisor, an employee may be applied to a relief supervisor position. Employees filling relief supervisory positions shall be called Working Out of Class (WOOC) supervisors. WOOC supervisors cannot exceed ninety (90) consecutive days without written permission from the Human Resources (HR) Manager.

II. PROCEDURES

- A. Purpose: The purpose of the WOOC Program within the Peoria Police Department is to provide supervisory coverage at times when the regular full-time supervisor is absent or on leave. The WOOC Program is designated as an assignment and is not to be considered a promotion. (12.1.2.d)
- B. Selection of WOOC Supervisors
 1. Interest Memorandums. Request for interest memorandums from employees for participation in WOOC assignments will be on an as needed basis.
 - a. Employees who are currently, or have previously, acted in a WOOC assignment and meet the requirements of this policy need only to submit a memorandum acknowledging that fact.
 - b. Employees wishing to act as a WOOC supervisor will need to provide sufficient documentation showing that they meet the minimal requirements for the position in which they are expected to act as a supervisor, unless otherwise approved by the Chief of Police.
 2. After review by the Chief of Police or staff, it will be the responsibility of the Bureau Manager to personally advise those employees if they were accepted or declined. If an employee is declined the assignment, specific reasons shall be provided.
- C. Implementation of WOOC Supervisors
 1. The recommendation and selection of new WOOC supervisors in each unit will be submitted through the Peoria Police Department chain of command for approval, as indicated above.
 - a. All levels of command must indicate their recommendations prior to being submitted to the training manager.
 - b. WOOC supervisors will have the same authority and responsibility as the full-time supervisor they are relieving. Consequently, it is imperative that the regular supervisor review work decisions made by the WOOC supervisor. The purpose of this review is to provide input on improvement, as well as indicating jobs well done.
 - c. Appropriate Individual Performance Report (IPR) entries will be made on WOOC supervisors indicating the amount of time the individuals have worked in a WOOC supervisory assignment.
 2. It is the responsibility of the individual work unit supervisor to determine who will be the WOOC supervisor.
 - a. In the event a particular work unit does not have a WOOC supervisor, a volunteer will be solicited from appropriate WOOC supervisors to be reassigned to that unit.

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- b. In the event no volunteer is located, the unit supervisor will coordinate their relief by use of other WOOC supervisory personnel within the Peoria Police Department.
- c. When possible, the WOOC supervisor should come from the same bureau or division.

D. The annotation of WOOC hours

- 1. It is the responsibility of the department supervisor to enter the WOOC hours for the employee in TeleStaff prior to the anticipated WOOC assignment.
- 2. The employee is required to complete a WOOC form to document the first 80 hours of WOOC. Appropriate signatures are required prior to submitting the form to the timekeeper for submission to Human Resources to create additional pay lines. This paper documentation is only required for the first 80 hour of WOOC also known as WOOC in Training.

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