



# City of Citrus Heights Police Department

Ronald A. Lawrence  
Chief of Police  
Memorandum



**DATE:** December 15, 2017

**TO:** National Law Enforcement Officers Memorial Fund  
Award Nomination Reviewing Committee

**FROM:** Ronald A. Lawrence, Chief of Police

**SUBJECT:** Sabbatical Program Executive Summary

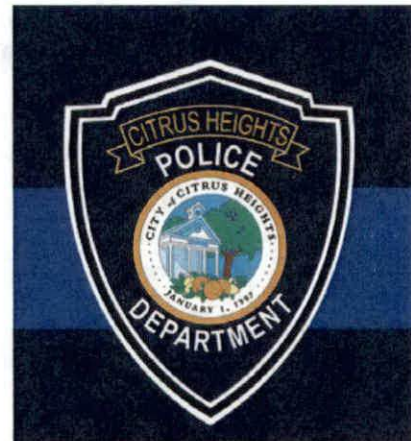
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As a police officer, it is vital to maintain a healthy work-life balance in addition to remaining in peak physical condition. The Citrus Heights Police Department (CHPD) provides its employees with mentors, peer support, safety and wellness training, annual vacation leave and a yearly sabbatical for police officers, police sergeants, police lieutenants, and non-sworn community services officers assigned to the patrol division. Of these, the sabbatical program provides employees with four, guaranteed consecutive weeks of paid time off every year.

Our program is designed to allow officers time to decompress, relax, and take a break from the high stress that comes with working in the law enforcement field. Mentally healthy employees are less likely to receive complaints, make judgment errors, and have a higher morale and sense of self overall. This program has been a success from the beginning, and we continue to see the positive results each year.

Having four consecutive weeks off allows for our employees to have a psychological distance from the job of police officer, creating a positive disruption in the constant exposure to critical incidents and terrible calls that police officers often respond to handle. Rather than pay a premium pay for holidays worked, for those police officers on patrol who work the holidays, these hours are used to allow for the four-week consecutive sabbatical program, which has proven to be highly successful at improving morale and maintaining a healthy work environment.

DECEMBER 15, 2017



# SABBATICAL PROGRAM

CONCISE PROJECT NARRATIVE

PRESENTED BY: LOFAS, SAMANTHA

CITRUS HEIGHTS POLICE DEPARTMENT

6315 FOUNTAIN SQUARE DRIVE, CITRUS HEIGHTS, CA 95621

## **CITRUS HEIGHTS POLICE DEPARTMENT**

### **Mission**

To safeguard the people we serve and enhance quality of life by impacting crime with skilled policing professionals and community partnerships.

### **Core Values**

- SERVICE - Focus on community and organizational priorities in a timely, proactive, courteous, and responsive manner
- INNOVATION - Progressive training and technologies with forward-thinking strategies to solve problems, reduce crime, and improve the quality of life
- TEAMWORK - Collaboration with a focus on flexibility, communication, and the sharing of risk, responsibility, and reward
- UNITY - Respect and equal treatment for all in our community and organization
- PROFESSIONALISM - Ethical and moral conduct through authentic and reliable performance by valuing others' opinions and perspectives

### **Vision**

As the premier police department, with a rich tradition of excellence, we will continue to transform lives through adaptive policing with progressive crime reduction methods, innovation, and partnerships with our community, employees, and their families.

### **Department Overview**

CHPD consists of the following:

- 1 Chief of Police
- 2 Sworn Commanders
- 1 Civilian Manager
- 6 Sworn Lieutenants
- 13 Sworn Sergeants
- 3 Civilian Supervisors
- 12 Detectives
- 60 Sworn Police Officer
- 3 Civilian Code Enforcement Officers
- 9 Civilian Community Services Officers
- 3 Civilian CSI/Property and Evidence Technicians
- 20 Civilian Dispatchers
- 6 Civilian Records Assistants
- 12 Civilian Support Staff

With 151 total employees, 94 of them are sworn personnel and 57 civilian personnel.

## SABBATICAL PROGRAM OVERVIEW

Since its inception in 2006, the Citrus Heights Police Department (CHPD) has strived to provide a family oriented environment, with an emphasis on officer safety and wellness. One important program that enhances officer wellness is our sabbatical program. This program provides four, guaranteed consecutive weeks of paid time off for police officers, police sergeants, police lieutenants, and non-sworn community services officers assigned to the patrol division, known as a sabbatical. This sabbatical is in lieu of holidays and is in addition to their annual vacation leave. This time off allows officers to “get away” from work and focus on their psychological well-being and their families by giving them separation from stresses of field work. The department recognizes that law enforcement is often stressful and can take an emotional toll on individuals exposed to danger, emotional trauma, and a constant state of readiness; therefore, we strive to do what we can to enhance the quality of life and emotional wellbeing for our employees.

## SABBATICAL PROGRAM GUIDELINES

- Sabbatical is a total of 160 hours
  - 4 weeks of paid time off based on regularly scheduled hours worked per week
- The 160 hours are banked to be used in annual bundle
- The 160 hours is calculated by taking 12 holidays times 8 hours times 1.5 (overtime – assuming holidays are worked) plus 16 floating holiday hours equals 160 hours
  - $((12 \times 8 \times 1.5) + 16) = 160$ .
- Sabbatical hours are not eligible for cash out.
- An employee required to appear in court on a day falling within the employee’s sabbatical shall be compensated at time and one-half.

## Sabbatical Program

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### Citrus Heights Police Department

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