PURPOSE: Set forth guidelines for duty assignments and issues related to staffing needs.

I. General Provisions

A. Facility staffing requirements may result in the need for detention staff to work overtime.

B. Several types of duty assignments exist within the detention bureau, including eleven duty watches, administrative positions, short term special assignments, and teams.

C. Failure to work mandatory overtime may result in disciplinary action.

II. Overtime

A. Positions which remain unfilled after all regular shift staff has been assigned will be available for deputies to work on overtime.

1. Deputies wishing to preschedule voluntary overtime on a particular shift and day of the week must submit an email to that shift’s scheduling
supervisor. In the email the deputy will list what day of the week they want to work overtime. If requesting multiple days of the week, a separate email will be sent for each day. The scheduling supervisor will then place the email in a queue, based on the overtime, day requested. When scheduling voluntary overtime, the scheduling supervisor will go in order of which deputy has waited the longest to work overtime on the particular day of the week. The deputy will be emailed, with at least a one week notice, stating they are scheduled to work on the day they requested. If the deputy is unable to work, it is their responsibility to notify the scheduling supervisor in a reasonable amount of time. Once the deputy is scheduled for a voluntary overtime shift, their email will be rotated to the bottom of this queue for voluntary overtime on that day of the week. If the deputy decides they no longer want to work voluntary overtime on a certain day of the week, it is their responsibility to notify the scheduling supervisor to remove their email from the scheduling queue.

2. Overtime may also become needed at the last minute. These positions are filled on a first-come, first-serve basis with the priority given to the volunteer.

3. Deputies may not work more than 17 consecutive hours, absent exigent circumstances.

4. Deputies must have at least one full day (24 consecutive hours) of time off from work per week.

B. Mandatory overtime (MOT) is defined as overtime required, generally with short notice, to maintain minimum staffing.

1. If positions remain unfilled after all volunteers have been assigned on overtime, deputies may be required to stay past their regular shift on MOT. In these instances, deputies will be required to work four hours of overtime, or until a volunteer can be found to replace the deputy. In exigent circumstances, a watch commander can require a deputy to stay on MOT for a full shift.

2. Deputies who refuse to work MOT are required to submit a report stating their reason for the refusal.

3. Three, non-excused, mandatory overtime refusals in a continuous ninety
day period will result in disciplinary action.

4. Progressive discipline will be used to address refusals to work MOT.
   a. The third disciplinary action for MOT refusals may subject the employee to transfer to another shift.

5. Reference standard operating procedure, mandatory overtime, for MOT procedures.

C. Essential overtime (EOT) is defined as overtime-Required overtime, scheduled in advance, to maintain proper staffing.

1. During periods of low staffing, deputies may be required to work EOT. The staffing needs, as determined by detention command staff, will dictate how frequently deputies are required to work EOT.
   a. Staff must sign up for the predetermined amount of shifts when directed.

2. Failure to work or be available to work EOT may result in disciplinary action.
   a. Deputies will be allowed to reschedule one EOT shift every three months.
   b. Any additional rescheduling of EOT will be at the discretion of a division commander.

3. Progressive discipline will be used to address non-compliance with EOT.
   a. The third disciplinary action for non-compliance with EOT may subject the employee to transfer to another shift.

4. Reference standard operating procedure, scheduled mandatory overtime, for EOT procedures

III. Duty Assignments
A. Shift assignments and transfers are based upon the needs of the facility and seniority. Seniority is based upon time in rank, then date of hire, then time in assignment and, if a final factor is needed, upon ID number.

1. Temporary transfer requests will be evaluated on an individual basis. Deputies temporarily transferring will be assigned RDOs based upon the needs of the receiving shift.

2. Assignments and transfers of sergeants, lieutenants, and captains may be made regardless of seniority to meet the needs of the facility.

B. Special duty assignments

1. Deputies will be asked to submit a report to their shift scheduling lieutenant several times a year if they are interested in being assigned to a special duty team assignment.

   a. If not enough reports are received, the scheduling lieutenant will select deputies and assign them to the special duty team.

2. The shift scheduling lieutenant will select a primary team and a secondary team for the assignment. The secondary team will be used to cover RDOs, vacations, and sick calls by the primary team.

3. Every 90 days the primary team will rotate off the special assignment. The secondary team will then become the primary team and a new secondary team will be selected.

4. Deputies on the Doctor Run team are issued Tasers while on this assignment. Doctor Run deputies report to the booking sergeant and are to make themselves available to the booking sergeant when not escorting inmates to outside appointments.

C. Long term duty assignments, commonly referred to as “4th watch”, include such assignments as: inmate coordinator, classification sergeant, population control, classification, trustee coordinator, academy training sergeant, and administrative lieutenants.
1. Selection for these assignments will be made using a matrix system which awards point values for various tangible categories. Employees who are on promotional probation are not eligible to compete for these positions.

2. Employees in long term duty assignments may be rotated out of these positions at the discretion of the bureau commander. Employees may be removed from long term assignments at any time for performance or disciplinary reasons.
Detention Support Division Commander

Prospects & Services
1 Lieutenant
- Inmate Coordinator
  2 Corporals
- Recruit
  1 Corporal
  1 Admin Assistant
- Kitchen Vendor
- Medical Vendor
- Chaplain Section
  1 Admin Specialist
  1 Admin Assistant
  3 Office Specialists

Property/Intel/Clasy/Supply
1 Lieutenant
- Commissary Vendor
- Phone and Visitations Vendor
- Classification
  1 Sergeant
  - Intelligence
    2 Corporals
  - Inmate Work Supervisors
    2 Corporals
  - Flex Team
    1 Corporal
    4 Deputies
  - Quartermaster
    1 Corporal

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