Chapter 2 - Personnel

• 3-02/000.00 - Personnel Rules and Regulations

All County employees are governed by the rules of the *Los Angeles County Code,* Title 5 (includes Civil Service Rules), and Title 6 (Salaries), and the employee's Memoranda of Understanding (MOU), from the Bureau of Labor Relations and Compliance, in respect to the terms and conditions of their employment.

In addition to rules and regulations which apply to all County employees, this Department has specific policies and regulations which apply to Sheriff's Department employees.

Policy affecting Department employees is outlined in Volume 3, Chapter 1 of this MPP entitled, "Policy and Ethics."

Procedures, which involve money (other than time and payroll procedures), are covered in the "Fiscal" chapter of this MPP and the *Los Angeles County Fiscal Manual*. Procedures that concern procurement, purchasing, and service contracts are covered in the "Equipment, Supply and Maintenance" chapter of this MPP and the *Los Angeles County Purchasing Policy Manual*.

General personnel and timekeeping related procedures are covered in this chapter; detailed timekeeping procedures are covered in a separate *Time and Attendance Manual*, the *Los Angeles County Code*, and various Memoranda of Understanding (MOU).

• 3-02/010.00 - Work Assignments

Rules and regulations governing work assignments are outlined in the subsections which follow.

• 3-02/010.05 - Relatives Assigned to the Same Unit

Rescinded.

See 3-02/010.06 - Nepotism and Personal Relationships.

• 3-02/010.06 - Nepotism and Personal Relationships

Personal relationships between Department members will inevitably develop within the workplace. The Department respects the rights of its members to associate freely and pursue relationships with colleagues they meet in the workplace. However, members shall use sound judgment to ensure these relationships do not create an adverse impact on their job performance, interfere with the performance of their duties, or compromise the integrity of a professional work environment.

The County of Los Angeles' Policy, Procedures, and Guidelines #818, Nepotism and Personal Relationships (PPG 818) seeks to ensure that employment decisions are merit-based and free from any real or apparent conflict of interest, favoritism, or preferential treatment. Consistent with PPG 818, this policy seeks to ensure that Department members do not have direct supervision, hiring power, or are in a position of interrelated trust with a relative or individual with whom they have a personal relationship as defined in this policy. Furthermore, this policy establishes Department-specific roles and responsibilities for reporting a relative or personal relationship between Department members.

Definitions

Cohabitation is defined as a living arrangement where individuals regularly reside in the same household.

A **Conflict of Interest** refers to situations where professional judgment, decisions, or actions may be compromised due to a conflict between personal interests and official responsibilities.

Interrelated trust refers to positions with oversight, approval, or auditing relationships that help to ensure the integrity of the County's internal controls and personnel, fiscal, or programmatic operations.

Nepotism is the practice of individuals with power or influence providing unfair advantage (personal, economic, or employment) to a relative or someone with whom the individual in power has a personal relationship.

Personal Relationship is defined as a current relationship between persons as a result of cohabitation, romantic partnership or dating, financial partnership unrelated to official job duties, or any such other relationship as defined by the "Relative" section below.

Note: Also referred to as a "Qualified Personal Relationship" (QPR).

A Relative is defined as any known relationship formed by blood, marriage, or adoption, such as an individual's:

- Spouse, ex-spouse, domestic partner, ex-domestic partner;
- Child (including stepchild, adopted child, child of domestic partner, foster child);
- Parent, stepparent, adoptive parent, legal guardian, foster parent;
- Sibling (including stepsibling, adoptive sibling, half-sibling);
- Grandparent, grandchild, step or adoptive grandparent, step or adopted grandchild;
- Father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and similar relationships from a previous marriage or domestic partnership; and
- Aunt, uncle, spouse of aunt or uncle, cousin, niece, nephew.

POLICY

Department members shall not participate in or influence any workplace decisions involving a relative and/or someone with whom they have a QPR, as defined in this policy. Areas involving workplace decisions include, but are not limited to, examinations, hiring, performance evaluations, transfers, reinstatements, promotions demotions, scheduling, compensation, reclassification studies, investigations, and discipline. Personal relationships not impacted by this policy are not reportable as a potential conflict of interest under this policy.

Department members who are relatives and/or have a QPR shall not be assigned to positions of interrelated trust or authority that could impair the County's or Department's system of checks and balances. The Department will not transfer, promote, or otherwise assign Department members who are relatives or have a QPR to the same bureau, facility, or patrol station, except as noted under Exceptions.

A Department member should not be assigned to a position under the direct or indirect supervision or control of a relative or a person with whom they have a QPR who may directly affect the member's assignment, progress, performance, or advancement. Direct or indirect supervision is inclusive of the entire chain of command within a bureau, facility, or patrol station.

This includes, but is not limited to, positions in certain work units that deal with approval and disbursement of funds or negotiable instruments, development and awarding of contracts, and maintenance and control of financial systems.

Department members shall not directly supervise nor serve as intradepartmental or interdepartmental project leads to any relative or to someone with whom they have a QPR.

In cases where indirect supervision occurs, or may occur, between relatives and/or Department Members involved in a QPR, the Department will assess whether the indirect supervision would result in potential nepotism or a conflict of interest based on the standards outlined in this policy, County **PPG 818**, Civil Service Rules, Memorandums of Understanding, and Departmental practices.

This policy applies to all Department members (both civilian and sworn positions), consultants, contracted employees, and any person authorized to work within the Department.

Acknowledgement and Disclosure Requirements

All current and potential Department members are mandated to fully disclose any and all known relative(s) and any QPR within the Department as part of the hiring, promotion, and transfer process as indicated below:

- Upon hire, each Department member shall be provided with a copy of this Nepotism Policy during the onboarding process, and must complete and sign the Acknowledgment and Disclosure form (**SH-AD-758**) indicating that they received and reviewed the policy;

- Each year thereafter, Department members shall complete the Nepotism Policy Acknowledgment and Disclosure form (**SH-AD-758**) during the annual performance evaluation process; and

- It is the responsibility of each Department member to notify their unit commander, in writing, once they become aware of a current or pending assignment or reporting relationship in which a relative is involved and/or where a QPR exists, or when the personal or professional relationship with another employee changes and is now covered in this policy;

- The Department member may also notify the Department of the end of a QPR.

- Written notification shall be made via **SH-AD-758**.

Management Responsibilities

Upon learning of any relative relationship or QPR within the bureau, facility, or patrol station, the following procedures shall be followed:

- The unit commander must reassign the Department member(s) as necessary to ensure that the Department members do not work in a supervisory chain of command with each other;

- The reassignment will not result in any loss of wages without the agreement of the Department member. The reassignment will not result in a change in the Department members schedule or RDO's without input from the Department member.

- The reassignment shall be based on the needs of the bureau, facility, or patrol station and with the input of the involved employees;

- A memorandum documenting the basis for reassignment, along with a copy of the Department member's written notification shall be forwarded to the division chief and the Captain of Personnel Administration Bureau; and

- Any approvals or exceptions to this policy shall be retained in the Department member's personnel file.

Personal information obtained through a Department member's disclosure under this policy is considered confidential and is only to be shared with individuals who have a legitimate need to know such information.

Exceptions

All requests for exception to this policy will be evaluated on a case-by-case basis, weighing the overall objective of this policy and County PPG 818.

Any exception to this policy must be approved by the Undersheriff with a written explanation of why the working relationship is not a conflict of interest, impairs the member's ability to exercise fairness in the course of their duties, or negatively impacts Department operations. The Undersheriff may determine whether the exception outweighs any actual or potential conflicts presented by the movement due to the transfer, or assignment of Department members.

A request for exception must be submitted via a memorandum from the division chief to the Undersheriff. The memorandum must establish the justification for the request and include a statement outlining the actions to be taken, including a written mitigation plan to ensure oversight, objectivity, and fairness in Departmental decisions should the exception be approved.

The mitigation plan shall include, at minimum:

- A description of the reporting structure, and any modification(s) needed to ensure that relatives or

individuals with personal relationships as defined by this policy are removed from employment decisions or positions of oversight with one another;

- How the Department will prevent actual and perceived conflicts of interest in the working relationship; and

- Establishment or confirmation of the existence of appropriate oversight and approval processes for expenditures, reimbursement claims, overtime approval, or other financial decisions by the involved parties to reduce any appearance of favoritism or impropriety.

Department members assigned to the same bureau, facility, or patrol station prior to the implementation of this policy will be considered for an exception based on the hardship an immediate transfer may pose, until such time the Department can accommodate the individuals involved and ensure compliance with this policy.

Change in Relative Relationship or QPR

Department members who have previously provided notice of a relative relationship or QPR and who are no longer involved in a relative relationship or QPR may file a supplemental **SH-AD-758** and have the previous notification removed from their file upon request of the Department member, as permissible by the policy.

Noncompliance

Failure to adhere to this policy may be cause for administrative action, which may include discipline up to and including discharge.

• 3-02/010.10 - Working Hours

Civilian Personnel

Most employees work an eight-hour day, exclusive of lunch time, except when the employee is not relieved of all responsibility during the lunch period.

Actual starting and ending hours shall be specified by unit commanders and shall be in conformance with applicable Memoranda of Understanding and the *Los Angeles County Code*.

Deputy Personnel and Custody Assistants

The basic eight-hour workday, which provides for a one-half hour meal period exclusive of the eight-hour workday, shall apply to deputy personnel who are on a 5/40 schedule (refer to MPP, section 3-02/010.15, Work Schedules).

Such non-paid meal period shall also apply to the 9/80, 4/40 or 12/80 schedules so that the workday shall be 9, 10 or 12 hours, exclusive of the half-hour meal period.

Interrupted mealtimes should be restored during the shift. If the employee was afforded at least 20 minutes, but less than 30 minutes, the meal period shall be deemed to have been taken. If such interruption takes

place prior to the completion of at least 20 minutes, an additional half-hour period must be provided or the employee will accrue overtime for the half-hour that was interrupted. The meal period must begin no later than two hours prior to the end of the scheduled shift.

Supervisory personnel are responsible for ensuring that their subordinates receive a meal break or authorizing any necessary overtime.

The eight and one-half hour day shall include any necessary briefing time and/or training time, as well as a one-half hour meal period. The workday can be scheduled to begin on the half-hour or quarters, as determined by the unit commander.

The employee shall be relieved of his/her work duties during the meal period, but it is not necessary that he/she be permitted to leave an assigned facility if he/she is otherwise completely free of his/her duties.

Any custody assistant assigned to work an eight and one-half hour day shall be permitted to leave the facility during the assigned meal period.

If the custody assistant is required to work for 10 to 20 minutes during the non-compensated meal period, he/she shall be credited with 15 minutes of overtime. If he/she is required to work 21 to 30 minutes, he/she shall be credited with 30 minutes of overtime. Such work requiring less than 10 minutes shall not be credited.

Any custody assistant, whose continued presence is essential to the operation, shall remain at the facility during his/her tour of duty and be scheduled on an eight-hour workday, including the meal period.

All inquiries regarding work schedules for Department personnel shall be directed to the Bureau of Labor Relations and Compliance.

• 3-02/010.15 - Work Schedules

In compliance with the Fair Labor Standards Act (FLSA), various Memoranda of Understanding (MOU), and the eHR Human Resources Management Application, the following policy was established:

- An eight-hour work day shall constitute a work day.
- A 40-hour work week shall constitute a work week.
- A work week is defined as a seven-day period beginning Sunday and ending Saturday during which an employee is scheduled to work a total of 40 hours.
- Employees, if authorized and directed, may work 40 hours a week in less than or more than five days (4/40, 9/80, 12/80).
- The exceptions to the work week definition are alternate work schedules, such as the 9/80 and 12/80 schedules. The work week for these two schedules begins and ends at the mid-shift of the alternate day worked/alternate day off. “Mid-Shift” is defined as four hours after the start of the alternate day on shift.
- No employee shall work more than 96 hours of overtime per calendar month (excluding on-call court time).
- No employee shall work more than 12 consecutive days without a day off, except when necessary to appear in court.

- No employee shall work more than 19 hours consecutively.
- No employee shall work back-to-back doubles except when necessary to appear in court. A back-to-back double is defined as working 16 hours or more (consecutively or non-consecutively), irrespective of start time, followed or preceded by another work period in excess of 12 hours (consecutively or non-consecutively) in any 48-hour period.

  NOTE: The 48-hour period begins at the start of any shift worked.

- Watch commanders are authorized to waive the above excess hours/days worked limitations, due to critical staffing needs, based on their individual evaluation of each circumstance. When authorization is given to exceed hours/days worked limitations, a unit commander's memorandum shall be generated to the concerned division chief or division director with justification for the authorization.
- When an employee is expected to be on an extended absence (e.g., industrial injury, military leave, illness), the employee shall be placed on the 5/40 schedule with Saturday and Sunday off.
- A "flex" schedule is an alternate schedule that has non-repetitive days off and an irregular starting or ending time. Employees assigned to a "flex" schedule shall meet the 40-hour threshold in the work week (Sunday through Saturday), before submitting for overtime. However, an employee is permitted to work overtime not related to their normal work assignment or duties prior to meeting the forty (40) hour threshold. Payment is subject to the terms provided in the employee's MOU. The Sheriff's Department's approved work schedules include the 5/40, 4/40, and 9/80 schedules. Any exception to these approved alternative work schedules requires the following:
  - The unit commander shall submit a memorandum (SH-AD-32A) to the director of Personnel Administration Bureau, with special attention to the Pay, Leaves, and Records Units' (PLR) Manager, requesting approval. This memorandum shall include the written justification for this change, and should also identify if the requested work schedule is inclusive or exclusive of lunch periods.
  - Exceptions to the established work schedules are at the discretion of the unit commander and shall only be sought for good business reasons (e.g., to eliminate or reduce overtime, or to complete a priority assignment). These work schedule changes require additional time accountant man-hours to monitor, validate, and perform data entry functions. Therefore, these requests shall be kept to a minimum.
- Management shall provide an employee with sufficient notice of the work schedule change, in accordance with the *Los Angeles County Code*, section 6.10.030, Reassignment Notice, or applicable MOU. Upon approval, the exemption request shall be forwarded to PLR's Quality Assurance Unit for distribution to the following:
  - Unit commander
  - Time accounting unit supervisors
  - Appropriate time accountant
- Employees covered by FLSA shall have prior approval from their supervisor before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this manual, failure to obtain prior approval violates County policy and may result in employee discipline.
- Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the

FLSA.

- Supervisors shall only approve changes of an employee's regular-day-off (RDO) with sufficient, requisite, prior notice to the unit time accountant (as dictated by the *Los Angeles County Code* or MOU, which typically ranges from five to 10 days depending on the employee's job classification, based on the business needs of their unit. Supervisors shall not approve RDO changes when the sole purpose is to allow the employee to accrue deferred Holiday (F) Time.

  NOTE: For specific information regarding work schedules and work patterns, refer to the Time and Attendance Manual, section TK-01/003.00, Work Schedules.

• 3-02/010.16 - Filling Vacancies with Overtime

Voluntary and involuntary overtime hiring procedures are outlined below. Any deviation from these procedures shall be authorized by the affected division chief or division director in response to, and for the period of, extraordinary conditions.

Voluntary Hiring

In the event that employee position vacancies occur, the following procedures shall be utilized to fill such vacancies:

- Units, to the greatest extent possible, shall post (or make available to all affected employees at the unit) overtime vacancy lists at least four days prior to the selection of personnel for pre-identified overtime positions;
- All employees assigned to the affected unit shall have an equal opportunity to volunteer for desired overtime positions. Monthly shift postings shall be rotated to days, PM's, and EM's for all 24-hour operational units. Positions with special requirements or qualifications (e.g., motorcycle enforcement) shall be noted on the overtime list. Only those employees meeting special requirements or qualifications shall sign the overtime list and be selected for that position;
- If more than one employee signs the stand-by overtime list for the same position, the selection shall be based on the following, in order:
  1. Employee with the least total number of previously volunteered overtime hours worked at the unit for the current month (e.g., once an employee is assigned a volunteered overtime position for the month, employees who have not been assigned a volunteered overtime position shall be given preference);
  2. Employee with Department seniority;
  3. Employee with unit seniority;
  4. Employee with county seniority.
- In the event that a sufficient number of employees assigned to the affected unit do not volunteer to work such position vacancies, employees from other units of assignment may have the opportunity to volunteer (see section 3-02/010.19, Overtime Worked at Other Assignments).
- Employees covered by F.L.S.A. shall have prior approval from their supervisor before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

- Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the F.L.S.A.

An employee's ability to volunteer for overtime shifts is a privilege, which unit commanders may restrict when an employee fails to responsibly manage their work schedule. The following are examples of situations that may lead to a restriction of overtime privileges includes, but are not limited to, the following:

- Failing to report for overtime shifts;
- Timekeeping violations associated with overtime;
- Employees exceeding the 96-hour monthly overtime threshold;
- Employees failing to fulfill the duties required of the overtime position;
- Regularly assigned duties being neglected in order to work overtime;
- Documented employee unsatisfactory work performance at their unit of assignment;
- Violation(s) of MPP section 3-02/010.15, Work Schedules.

Prior to restricting overtime privileges, a supervisor shall make the employee aware of the issue(s) and advise that further violations may result in a restriction of their ability to work overtime. This advisement shall be documented on a performance log entry. The length of the overtime restriction shall be determined by the unit commander based upon the circumstances at hand, as well as any similar past issues. Egregious violations will not require prior notification before privileges are restricted. Overtime restrictions shall not preclude an employee from involuntary hiring.

Employees who have had their overtime restricted under the provisions of this policy shall have the right to grieve the decision through the procedures outlined in their respective collective bargaining agreements.

Involuntary Hiring

Involuntary hiring involves situations whereby units shall fill position vacancies based on critical staffing needs (e.g., unfilled posted overtime vacancies, sick callâ€'ins). In the event a position vacancy cannot be filled through voluntary hiring, employees from the unit of assignment may be involuntarily hired (drafted) to fill the position vacancy. To the maximum extent possible, every reasonable effort shall be made to secure volunteers before employees are involuntarily hired. The following procedures shall be followed for involuntary hiring:

- Units may involuntarily hire an employee to work unfilled, posted overtime vacancies to minimize last-minute hiring and to provide advance notice to the employee. Only employees assigned to the unit of assignment are subject to involuntary hiring of unfilled, posted overtime vacancies;
- Involuntary hiring of personnel on their regular-days-off (RDO's) shall be limited to circumstances where a critical operational staffing need exists and all other efforts to voluntarily fill the vacancies were adequately exhausted;
- Only employees from the unit of assignment who are currently on duty shall be eligible for immediate, involuntary hiring (e.g., sick call-ins, last-minute unfilled vacancy positions);
- Last-minute involuntary hiring shall be accomplished through means of a "draft" conducted by the watch commander. In determining the employee to be "drafted," the watch commander shall utilize the following criteria, in order to determine the employee to be involuntarily hired:

- The employee with the least amount of worked overtime shift hours (both voluntary and involuntary) for the current and previous calendar month combined who is otherwise available to work the assignment shall be drafted;
- If a tie exists, the employee having been drafted the fewest times in the current calendar month shall be drafted (pre-assigned, involuntary hiring overtime shifts, as described later in this section do not count as being “drafted,” for the purpose of this process);
- If a tie should still exist, the employee having been drafted the fewest times in the current and previous calendar month will be next to be drafted;
- If the above steps fail to identify the individual to be drafted, the employee chosen shall be determined by inverse Department seniority.

NOTE: When determining overtime hours worked, only overtime hours worked filling line vacancies at the employee’s home unit of assignment shall be considered. Outside overtime, court overtime, hold-over overtime, special contract/special event overtime, etc., shall be excluded unless those additional overtime hours would cause the employee to exceed the monthly maximum of 96 hours for the calendar month

  - Those additional overtime hours would cause the employee to exceed the monthly maximum of 96 hours for the calendar month.
  - Those additional overtime hours would cause the employee to work more than 12 consecutive days without a day off.
  - Those additional overtime hours would cause the employee to work more than 19 hours consecutively.
  - Those additional overtime hours would cause the employee to work back-to-back doubles.

- Units shall maintain a current seniority list and draft log. Volunteering for an overtime position shall not be credited as having been drafted.
- Employees shall be exempted from involuntary hiring when the assignment would place the employee in violation of the hours/days worked limitations contained in MPP section 3 02/010.15, Work Schedules;
- Employees working overtime on an RDO shall be exempt from involuntary hiring;
- C.A.R.P. (Cadre of Administrative Reserve Personnel) employees shall be exempt from involuntary hiring while filling line positions;
- Employees having pre-approved variance time off or a swap off for the shift with the position vacancy shall be exempt from involuntary hiring 16 hours prior to the vacancy shift and 16 hours following the vacancy shift;
- Employees performing military reserve duty shall be exempt from involuntary hiring during the period 16 hours preceding the military duty and 16 hours following the duty;
- The watch commander may exempt an employee from involuntary hiring due to personal hardship or exigent circumstances (proof satisfactory of the hardship or exigency may be requested);
- The overtime needs of the employee’s unit of assignment shall take precedence over overtime scheduled at outside units. If an employee is scheduled to work overtime at an outside unit and the employee is subject to involuntary hiring at their unit of assignment, the involuntary hiring shall take precedence over the overtime at the outside unit. The employee shall be responsible for notifying the outside unit of any conflict as soon as possible;
- The watch commander may exempt an employee on training status from involuntary hiring, taking into consideration the vacancy position and the impact such hiring may have on the training of the employee;
- Deputies (generalist, bonus I, and bonus II) shall not be involuntarily hired to fill any sergeant

assignments or positions, nor shall any deputy (generalist, bonus I, and bonus II) be involuntarily hired to fill a vacancy created by the reassignment of a deputy to an acting sergeant position; and/or

- Deputies (generalist, bonus I, and bonus II) shall not be involuntarily hired to fill a vacancy created by the absence of a non-sworn member unless the vacancy is a critical position, and the affected unit exhausted all reasonable means of locating a non-sworn replacement for the concerned vacancy, and the vacancy's duties can be performed by both sworn and non-sworn personnel;
- Non-sworn personnel (e.g., custody assistants, law enforcement technicians, security officers, security assistants) shall not be involuntarily hired to fill a vacancy created by the absence of a sworn member unless the vacancy is a critical position, and the affected unit exhausted all reasonable means of locating a non-sworn replacement for the concerned vacancy, and the vacancy's duties can be performed by both sworn and non-sworn personnel.
- For special event contracted overtime requiring Department-wide staffing (e.g., Rose Parade), involuntary hiring per donating unit shall be accomplished through inverse Department seniority.
- Any intentional manipulation of timekeeping records, scheduling software, or records in an effort to influence any aspect of the overtime hiring process, shall be viewed as a violation of MPP section 3-01/100.35, False Information in Records, and investigated accordingly.

Pre-Assigned Involuntary Hiring

Division chiefs, their designees, and/or unit commanders may authorize pre-assigned involuntary hiring on a temporary basis when it is determined a unit or division is unable to fill its minimum staffing vacancy requirements for an upcoming scheduling cycle through means of voluntary overtime and it is anticipated that significant last-minute, involuntary hiring (drafting) will result. Once implemented, pre-assigned involuntary hiring shall be reassessed monthly and the number of overtime shifts required is adjusted accordingly. The following guidelines shall be followed for instituting a pre-assigned involuntary hiring process:

- Employees shall be notified of how many pre-assigned overtime positions each employee shall be required to work, and which employee classifications (e.g., deputy, custody assistant, etc.) are being tasked, no later than a week prior to the monthly cycle in which the pre-assigned involuntary hiring is to occur;
- All employees of the indicated work classification assigned to the unit or division instituting a temporary pre-assigned involuntary hiring process are required to participate equally;
- Divisions/units shall be responsible for creating a priority sign-up process to distribute and fill the minimum required pre-assigned involuntary overtime positions equally amongst all employees required to participate;
- Divisions may direct specialized units and non-line personnel within their division to participate in a specific unit's required pre-assigned involuntary hiring process based on division-wide needs;
- Personnel shall be notified and briefed on the established pre-assigned involuntary hiring process no later than one week prior to implementation;
- No personnel shall have advanced access to, or be given special preference in, signing up for pre-assigned involuntary overtime without unit commander approval;
- No personnel shall be exempt from the set minimum pre-assigned involuntary hiring sign-up requirements without unit commander approval;
- Unit commanders may exempt an employee on training status from pre-assigned involuntary hiring, taking into consideration the available vacancy positions, the trainee's current level of training, and the

impact such hiring may have on the employee's training;

- In the event an employee fails to sign up for the minimum number of pre-assigned involuntary overtime shifts, their shifts shall be assigned by the unit in order to meet the minimum required number of shifts;
- Pre-assigned involuntary hiring of employees for their regular-days-off (RDO) shall be limited to only those circumstances where a critical operational staffing need exists, or in those circumstances where the employee elects to work their RDO in lieu of another pre-assigned involuntary hired shift;
- Overtime relating to the individual's home unit of assignment is the highest priority and shall take precedence over an employee's ability to work overtime at other units (see MPP section 3-02/010.19, Overtime Worked at Other Assignments).

• 3-02/010.17 - Swapping of RDO/Shifts

Swapping of RDO/shifts should be limited to those situations wherein an employee must have a particular day/shift off but is unable due to scheduling needs.

- Swap requests shall be submitted on the Form SH-R-442 (RDO/Shift Swap Request) at least five days prior to the first portion of the swap;
- No employee shall work more than twelve (12) consecutive days without a day off as a result of a swap except when necessary to appear in court or under other special circumstances approved by a division chief or division director;
- Swaps shall be made between two employees (self-swapping constitutes a change of work schedule) with the same compatible work schedule (e.g., 5/40, 4/40, 9/80, etc.);
- Swaps shall be initiated between same classifications (e.g., deputy sheriff with deputy sheriff; custody assistant with custody assistant, etc.);
- All swaps shall be completed within the same calendar month;
- When an employee swaps an RDO/shift, the employee cannot work overtime during his or her regularly assigned shift (e.g., employee swaps PM shift so he can have that time off, employee may work overtime on Day or EM shift, but not on PM shift);
- More than three (3) swaps per calendar month shall be approved by the scheduling sergeant or watch commander;
- No employee shall work back-to-back doubles as a result of a swap, except when necessary to appear in court or under other special circumstances approved by a division chief or division director. A back-to-back double is defined as working a shift of 16 hours or more followed or preceded by another shift in excess of 12 hours in any two (2) consecutive 24-hour periods.

The time accountant shall be immediately notified of the exchange of RDO/shifts and the names of the employees involved. The time accountant shall change the RDO/shifts on the payroll worksheet, plus (+) or minus (-) the days involved, and make a notation of the swap on each time card. Paper daily/weekly time sheets shall always reflect the name of the employee actually on duty.

No overtime shall be involved in a completed swap; it is merely an exchange of RDO/shifts. The party working the first portion of the swap shall receive voluntary overtime only if the swap cannot be completed (busted swap).

When a swap has been initiated and the other party is unable to complete it due to unforeseen circumstances

(e.g., working partial hours), the following shall apply:

- If the party who worked the extra day cannot be granted the exchange day off due to manpower requirements, the extra time shall be changed to voluntary overtime and the day concerned changed back to a day off;
- If the party who is working the extra shift has a bona fide emergency and must leave work early, the employee may, if the unit does not need to fill behind this employee with overtime, submit an absence request for remaining hours not worked. This is not considered a "busted swap." However, if the unit needs to fill behind the employee's absence (i.e., position cannot go vacant), it is considered a "busted swap" and the swap rules apply.
- If the party who owes the county time cannot work the time owed, accrued benefits of the employee's choice shall be applied in place of the exchanged RDO/shift or the employee shall be charged "AA" time (authorized absence without pay) if no accrued benefits are available;
- Swapping of RDO/shifts may be prohibited by the unit commander if he/she deems such practice to be detrimental to the operation of his/her unit.

• 3-02/010.19 - Overtime Worked At Other Assignments

Prior to an employee working overtime at any unit other than their permanent unit of assignment, employees shall receive prior written consent from their unit commander to work overtime at other unit(s) of assignment. The unit commander giving consent shall document the consent with a memorandum to the unit commander where the overtime is to be worked. The memorandum shall be accompanied with the employee's Performance Recording and Monitoring System printout. Both unit commanders shall closely review the documents, especially the "Special Conditions" section of the employee's Performance Recording and Monitoring System printout, prior to giving the employee consent to work outside overtime. Consent may be withheld with good cause. The employee shall be provided with written documentation from the unit commander or designee within 5 business days of the request to work describing the reasons the consent was withheld.

Whenever an employee works overtime at a unit other than their permanent unit of assignment, it is the responsibility of the unit where the overtime was earned to immediately notify the employee's permanent assignment. This is to assist in precluding individuals from violating the provisions of MPP, section 3-02/010.15 and section 3-02/010.17 (no employee shall work more than 12 consecutive days without a day off...; no employee shall work more than 19 hours consecutively; no employee may work back-to-back doubles...).

Employees covered by F.L.S.A. shall have prior approval from their supervisor before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates County policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the F.L.S.A.

Overtime relating to the individual's home unit of assignment is the highest priority and shall take precedence

over overtime at other units. Outside overtime assignments may be limited or curtailed by the unit commander if the unit's scheduling commitments cannot be regularly met. Exceptions are Department-wide special events (e.g., Rose Parade and elections). Any employee violating an order to limit or cease working outside overtime may be subject to discipline.

• 3-02/010.20 - Transfer - Deputy Personnel

The routine transfers of personnel shall be made effective at the beginning of the workweek--0001 hours on Sunday. Transfer lists will be broadcast in advance of the effective date to allow employees sufficient time (not less than five days) and an opportunity to obtain their schedule at the new unit. This will also allow for any rescheduling which may be needed to meet their Creditable Service Hours (CSH) requirements.

Consideration shall be given to the employee's current work status when other than routine transfers occur so that shortages or overages required for CSH will not occur.

The staffing needs of the Department are the first priority in the assignment of any personnel. The following policies will serve as guidelines which are to be followed to the extent manpower requirements permit.

Exceptions to the provisions of this policy may be granted by the assistant sheriff(s), based on Department needs.

For the purpose of this policy, a "patrol division" assignment is any unit of assignment with field patrol responsibilities and the Department's patrol training program.

Transfer Policy

- The Transfer Preference List shall be based upon sworn Departmental seniority;
- Upon the completion of probation, deputies who graduated from the academy on or after May 6, 1983, (Class #214) who prefer a patrol assignment are required to submit and maintain a Transfer Request form, by selecting a maximum of three (3) patrol division stations in order of preference; and
- Deputies can select the "No Choice" option on the Transfer Request form, if they prefer to remain in custody division under the dual track career option.

  NOTE 1: Deputies assigned to Court Services Division who are not patrol certified are required to transfer to a patrol division and, consequently, may not select the "No Choice" option on the Transfer Request form. They must maintain a Transfer Preference Request on file listing up to a maximum of three patrol station selections. If a deputy opts to change his or her career path from patrol, they must submit their updated Transfer Preference Request prior to the deputy break-up. In compliance with the deputy's request, the deputy shall be re-assigned to custody division.

  NOTE 2: Deputies who joined the Sheriff's Department as a result of the Department's assumption of services from the former Los Angeles County Office of Public Safety may choose a career path in custody division by selecting the "No Choice" option on the Transfer Request Form. Should they wish to transfer to patrol at a later time, they must submit a Transfer Preference Request listing up to a maximum of three patrol station selections.

NOTE 3: Deputies who joined the Sheriff's Department as a result of the Department's merger with the Los Angeles County Marshal's Department in 1994 are exempt from patrol.

NOTE 4: Lateral hired deputies will adhere to the same transfer guidelines as sworn personnel.

In the event of a staffing shortage of sworn personnel in any of the patrol divisions, the Department has the flexibility to enact mandatory transfer to patrol, in reverse sworn Department seniority order, thereby transferring deputies who graduated from the academy on or after May 6, 1983, (Class #214) to a patrol division station.

- Deputies transferring to patrol for the first time must successfully complete patrol training;
- Deputies who fail patrol training after their first opportunity, and who are eligible, may be assigned to custody division. The deputy may choose to remain in custody division for the remainder of his/her career or choose to return to patrol for a second opportunity. The deputy requesting to return to patrol for a second time must maintain on file a Transfer Preference Request listing up to a maximum of three (3) patrol stations, in order of preference, and must successfully complete the Department's patrol training program. Performance shall be evaluated per Civil Service Rules;
- Deputies who fail patrol training for the second time may be released from County Service as a Deputy Sheriff. However, prior to release, deputies will be subject to an Executive Review to assess their suitability as a Deputy Sheriff. The assistant sheriffs from patrol and custody divisions will review each request on a case-by-case basis. If the deputy is deemed suitable for continued employment, an appropriate job classification may be offered. The assistant sheriffs may consult with the Advocacy Unit;
- Deputies who graduated from the academy prior to May 6, 1983, (Pre-Class #214) are not required to transfer to patrol;
- When pre-214 deputies transfer to patrol and fail patrol training, they, if eligible, will be returned to their previous division of assignment;
- If pre-214 deputies elect to return to patrol a second time, they must successfully complete the patrol training program. Their performance shall be evaluated per Civil Service Rules; and
- Deputies who fail patrol training for the second time may be released from County service as a Deputy Sheriff. However, prior to their release, deputies will be subject to an Executive Review. The assistant sheriffs from patrol and custody divisions will review each request on a case-by-case basis. If the deputy is deemed suitable for continued employment, an appropriate job classification may be offered. The assistant sheriffs may consult with the Advocacy Unit.

NOTE 1: Eligibility for transfer is outlined in the Field Training Officer's Manual (Section 8, Trainees with Performance and/or Learning Difficulties).

NOTE 2: Sworn Department personnel who joined the Department through the Marshal Merger of 1994 fall under the pre-214 transfer policy and are exempt from mandatory patrol assignments.

The Transfer Preference List, composed of personnel who have submitted approved transfer requests, is promulgated twice a year in January and July. Transfers may be submitted at any time; however, the Transfer Preference List will only be updated twice a year.

When an academy class graduation is pending, transfer deletions will not be accepted if made later than four weeks prior to graduation. In circumstances where a deputy requests a deletion within the four-week period because of undue hardship, it shall be granted or denied at the discretion of the concerned deputy's division

chief on a case-by-case basis. Satisfactory documentation shall be provided to substantiate any such hardship claim.

Unless unusual or extenuating circumstances can be demonstrated, a minimum of one year will be served at the new assignment before the next transfer request will be accepted.

Administrative transfers do not void an employee's transfer request that has placed the employee on a seniority transfer list.

Deputy personnel who have not completed a patrol assignment, who have been out of a patrol assignment five years or more, and all lateral entry personnel will attend Patrol School prior to their transfer to a patrol assignment.

Court Services Division Transfer

Deputies desiring transfers into Court Services Division may request a transfer to East, West, Central or Transportation Bureaus. Deputies may not request transfers to a specific court within a bureau. It is the policy of Court Services Division to fill vacancies at courts through intra-division transfers of existing division personnel, if at all possible. If vacancies cannot be filled through intra-division transfers, then they will be filled with deputies transferring into the division. It is also the policy of Court Services Division that deputies approved for transfer into East or West Bureaus may first be considered for filling of vacancies in Central Bureau courts (Clara Shortridge Foltz Criminal Justice Center, Stanley Mosk Court, Metropolitan Courthouse, etc.). Deputies requesting a transfer into East or West Bureaus are advised that there is a substantial likelihood of an assignment to Central Bureau instead. After vacancies at Central Bureau courts are filled, transferring deputies will be assigned to vacant positions in the bureau according to their transfer request.

Transferring deputies who are assigned to a bureau other than their transfer request choice may seek an intra-division transfer to a more desirable assignment. Intra- division transfers to the various courts within the division is based upon division seniority, and deputies may request a transfer to any specific court at any time after their assignment to Court Services Division.

Intra-division transfers into Transportation Bureau are available.

• 3-02/010.22 - Assignments/Seniority - Deputy Personnel

- Academy Graduates

  Upon graduation from the academy, deputies are usually assigned to a custody division facility as their first assignment. Assignments to the Court Services Division (CSD) may occur whenever CSD cannot meet its staffing needs with patrol-certified deputies and/or non-patrol certified custody deputies;

- Reserve Deputies

  Reserve deputies who become full-time deputies do not receive Department service credit for their prior reserve experience;

- Reinstated/Restored/Rehired Personnel

  Deputy personnel who are reinstated/restored/rehired after voluntarily resigning will be assigned to a custody division facility. All personnel who graduated from the academy on or after May 6, 1983 (Class #214), will be governed by the above transfer policy (refer to section 3-02/010.20);

  For transfer purposes only, the hire/appointed date of reinstated/restored/rehired deputies will be adjusted to reflect their prior experience. POST-certified experience will be computed by Personnel Administration Bureau; and

- Lateral Hires

  Deputies who are laterally hired will adhere to the same transfer guidelines as sworn personnel.

• 3-02/010.25 - Filing Assignment Preference Requests - Deputy Personnel

Sworn members who graduated from the academy prior to May 6, 1983, and wish to transfer to a new assignment, must submit an original Personnel Transfer Request form to their unit commander.

Requests for transfer shall be limited to three units, regardless of the number of divisions involved. The order of preference shall be indicated.

Deputies who graduated from the academy on or after May 6, 1983, shall be required to submit a transfer request listing three patrol stations/units in order of preference. The deputy shall complete the Personnel Transfer Request form. Personnel Administration Bureau, Sworn Staffing Unit shall review the request and update the Transfer Preference List.

The special provisions regarding transfer request procedures of personnel who graduated from the academy on or after May 6, 1983, only applies until the affected deputy becomes patrol trained and certified.

Employees may update preferences by following the procedures established.

When a unit commander receives a Personnel Transfer Request form, they shall add comments and recommendations, sign the form in the space provided, and forward the original to their division chief or division director.

The division chief or division director shall approve or disapprove the request, then date and sign the forms. Division headquarters shall retain one copy, forward one copy to the requested division(s), and forward the original to Personnel Administration Bureau, Sworn Staffing Unit.

Causes for a denial of transfer request may include:

- The deputy is currently a subject of an administrative or criminal investigation;

- Physical limitations prevent the deputy from working an assignment;

- The deputy is currently on an "Improvement Needed" evaluation program;
- Significant and recent disciplinary action has been administered; and/or
- The deputy has less than one year in current assignment.

Employees who wish to withdraw a request shall submit a Deletion of Transfer Request(s) form (SH-AD-32A). It is imperative that an employee delete requested units if they do not want to run the risk of an automatic assignment to a unit they no longer desire. Deletions require the same distribution as the Personnel Transfer Request form.

• 3-02/010.27 - Hardship Transfer - Deputy Personnel

Sworn members shall outline the specifics of their hardship situation requiring a transfer in a memorandum addressed to the unit commander. After review, the unit commander shall make every attempt to resolve the situation at their level. If unable to do so, a memorandum with recommendations to the concerned commander shall be forwarded for review and solution. A suitable assignment shall be sought within the division. If still unresolved, the division chief or division director shall review the situation and make an attempt to assist the employee to resolve the hardship, consistent with the needs of the Department, within division. Those resolved within the division will be forwarded to Personnel Administration Bureau, when transfers are involved.

Hardship cases requiring movement from the deputy's current division shall meet with the concurrence of the concerned division chief or division director prior to the approval of an assistant sheriff and the undersheriff. Personnel Administration Bureau shall be notified of all transfers.

• 3-02/010.29 - Transfer - Coveted Positions

A Transfer Preference List composed of incumbent personnel currently assigned and/or appointed to the following coveted positions and who have submitted an approved transfer request shall be promulgated twice a year by Personnel Administration-Sworn Staffing in January and July:

425 - Investigator Deputy
525 - Boat Operator Deputy
529 - Master Field Training Officer
531 - Field Training Officer
533 - Station Watch Deputy
536 - Station Traffic Investigator Deputy
543 - Station Court Deputy
544 - Team Leader Deputy

Transfer requests may be submitted to Personnel Administration-Sworn Staffing at any time; however, the Transfer Preference List will only be updated twice a year in January and July. The Transfer Preference List

shall be canvassed each time before a deputy break-up occurs, and/or before an appointment from the above listed coveted positions occurs. The following policy and procedures shall apply to the Transfer Preference List:

The order of deputies on the Transfer Preference List shall be based upon Department verified superior time in grade in a coveted position, i.e., continuous service time in the same and currently held coveted position.

Upon appointment to any of these coveted positions, a transfer request with up to three assignment preferences may be submitted.

When appointed to a coveted position and for any subsequent voluntary coveted position transfers, a minimum of one year shall be served at the new assignment before the next coveted position appointment and/or transfer request will be considered, with the exception of a Department offered appointment to a Bonus II coveted position or promotion to a higher rank, i.e., sergeant.

Coveted position vacancies not filled by an incumbent transfer shall be filled through the new appointment of a candidate from the Department's existing centralized rank- ordered coveted position lists.

Exceptions to the provisions of this policy may be granted by the Sheriff or Undersheriff based on Department needs.

NOTE: This policy does not apply to coveted position, PSN 425, assigned to the Emergency Operations Bureau or Internal Criminal Investigations Bureau.

• 3-02/010.30 - Transfer - Custody Assistant Personnel

Routine transfers of personnel shall be made effective at the beginning of the workweek--0001 hours on Sunday. Transfer lists will be broadcast sufficiently in advance of the effective date, to allow employees the opportunity to obtain their schedule at the new unit. This will also allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

When other than routine transfers occur, immediate attention should be given to the employee's current work status so that shortages or overages in required CSH will not occur.

The staffing needs of this Department are the first priority in the assignment of personnel. The following policies will serve as guidelines which will be followed to the extent staffing requirements permit.

Exceptions to the provisions of this policy may be granted by the assistant sheriffs, based on Department needs.

<u>Transfer Policy</u>

- The Transfer Preference List shall be based on custody assistants item seniority (includes corrections officer item seniority);
- Transfer requests may be submitted throughout the year, however, will only be updated twice a year (prior to January and July);

- Custody assistants in the Station Jailer Program shall not be considered or transferred to a preferred facility if the transfer is to be filled before their station jailer time commitment is met (all station jailer assignments have a one-year commitment); unless unusual or extenuating circumstances can be demonstrated, a minimum of one year will be served at the new assignment before the next transfer request will be processed;
- When an academy class graduation is pending, transfer deletions will not be accepted if made later than four weeks prior to graduation;
- Administrative transfers do not void an employee's transfer request that has placed the employee on a seniority transfer list;
- Transfer requests will be used to fill available vacancies in custody division and patrol stations/units. New transfer requests will be processed and supersede current requests on file.

• 3-02/010.31 - Assignments/Seniority - Custody Assistant Personnel

- Academy Graduates

  Upon graduating from the academy, custody assistants shall be assigned to a custody division as their first assignment. Assignment to a patrol division shall only occur after the custody assistant has successfully completed a minimum of one year in a custody assignment and has received a competent probationary evaluation before transferring.

• 3-02/010.32 - Filing Assignment Preference Requests - Custody Assistant Personnel

Transfer requests shall be submitted on the Personnel Transfer Request - Custody Assistant forms and submitted to the employee's unit for approval. Once approved, the form shall be forwarded to Personnel Administration Bureau, Sworn Staffing Unit.

Requests for transfer shall be limited to three units, regardless of the number of divisions involved. The order of preference shall be indicated on the form.

The custody assistant will complete a Preliminary Transfer Request form prior to graduating from the academy, delineating their preference(s) within custody division. Personnel Administration Bureau, Sworn Staffing Unit, and Custody Services Administration Headquarters Unit will review the request to determine the first unit of assignment, while considering Department needs.

Once submitted, requests may be deleted or updated upon the employee following the established procedure.

When a unit commander receives a Personnel Transfer Request - Custody Assistant form, they shall add comments and recommendations, sign the form in the space provided, and forward the original to their division chief or division director.

The division chief or division director shall approve or disapprove the request, then date and sign the forms. Division headquarters shall retain one copy, forward one copy to the requested division(s), and forward the

original to Personnel Administration Bureau, Sworn Staffing Unit.

Causes for a denial of transfer requests may include:

- The custody assistant is currently a subject of an administrative or criminal investigation;
- Physical limitations prevent the custody assistant from working an assignment;
- The custody assistant is currently on an "Improvement Needed" evaluation program;
- Significant and recent disciplinary action has been administered;
- The custody assistant has less than one year in current assignment; and/or
- The custody assistant has a demonstrated poor attendance record.

Employees who wish to withdraw a request shall submit a Deletion of Transfer Request(s)-Custody Assistant form (SH-AD-32A). It is imperative that an employee delete requested units if they do not want to run the risk of an automatic assignment to a unit they no longer desire. Deletions require the same distribution as the Personnel Transfer Request form.

In the event no qualified employees request assignment to a vacant position, the Sheriff, or his designee, may assign a qualified employee with the lowest item seniority.

When an item seniority date tie(s) exists when determining an assignment decision, preference shall be given to the employee living closest to the new work location.

The Sheriff, or his designee, may refuse to assign any employee to a vacant position when they determine that such assignment will not be in the best interests of the Sheriff's Department.

All assignment decisions may be appealed to a board of two appropriate Department commanders in charge of personnel, one of which shall be a custody division commander. The board's decision shall be final and binding.

• 3-02/010.33 - Hardship Transfers - Custody Assistant Personnel

Custody assistants shall outline the specifics of their hardship situation requiring a transfer in a memorandum addressed to the unit commander. After review, the unit commander may resolve the situation or forward the memorandum with recommendations to the division chief or division director for review and solution. The division chief or division director shall review each situation and make every effort to assist the employee to resolve the hardship, consistent with the needs of the Department. Those resolved within the division will be forwarded to Personnel Administration Bureau when transfers are involved.

Hardship cases requiring movement from the custody assistant's division require the approval of an assistant sheriffs and the undersheriff. Personnel Administration Bureau shall be notified of all transfers.

• 3-02/010.35 - Transfers - Security Officer or Security Assistant Personnel

Routine transfers of personnel shall be effected at 0001 hours Sunday of the designated week. Transfer lists will be broadcast as far in advance as possible to allow employees an opportunity to obtain their schedule at their new unit of assignment. This will also allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

> **NOTE:** When other than routine transfers occur, immediate attention should be given to the employee's current work status so that shortages or overages in required CSH will not occur.

The staffing needs of the Department shall be the highest priority in the assignment of personnel. The following policies will serve as guidelines which will be followed to the extent staffing requirements permit.

Exceptions to the provisions of this policy may be granted by the assistant sheriffs based on Department needs.

Transfer Policy

- The transfer preference list shall be based on security officer or security assistant item seniority;
- Transfer requests may be submitted throughout the year; however, transfer lists will be updated twice per year (prior to January and July);
- Unless extraordinary or extenuating circumstances can be demonstrated, a minimum of six months will be served at the new assignment before the next transfer request will be processed;
- When an academy class graduation is pending, transfer deletions will not be accepted if made later than four weeks prior to the scheduled graduation;
- Administrative transfers shall not void an employee's transfer request that has placed the employee on a seniority transfer list;
- Transfer requests will be used to fill available vacancies in the Department. New transfer requests will be processed and supersede current requests on file.

• 3-02/010.36 - Filing Assignment Preference Requests Security Assistant or Security Officer Personnel

- Transfer requests should be submitted on the Security Assistant or Security Officer Transfer Request form and submitted to their unit for approval, then forwarded to Personnel Administration Bureau;
- Requests for transfer shall be limited to three units, regardless of the number of divisions involved. Order of preference shall be indicated;
- The security officer or security assistant will complete a Preliminary Transfer Request form prior to graduating from the academy. Personnel Administration Bureau will review the request to determine the first unit of assignment, given Department needs;
- Transfer requests will be void once an employee transfers to a requested unit;
- Requests once submitted, may be deleted or updated upon the employee following the procedures established; and
- When a unit commander receives a Security Assistant or Security Officer Transfer Request form, they

shall add comments and recommendations, sign the form in the space provided, and forward the original and five copies to the division chief or division director.

The division chief or division director shall approve or disapprove the request, then date and sign the forms. Division headquarters shall retain one copy and forward the original and remaining four copies directly to the chief or division director of the division to which the employee desires to transfer.

The chief or division director of the requested division shall approve or disapprove the request, then date and sign the forms. Division headquarters shall then distribute them in accordance with the instructions on the most recent revision of the Security Assistant or Security Officer Transfer Request form.

Causes for disapproval of transfer may include:

- The security officer or security assistant is currently a subject of an administrative or criminal investigation;
- Physical limitations prevent the security officer or security assistant from working an assignment;
- The security officer or security assistant is currently on an "Improvement Needed" evaluation program;
- Significant and recent disciplinary action has been administered;
- The security officer or security assistant has less than six months in current assignment; and/or
- The security officer or security assistant has a demonstrated poor attendance record.

Employees who wish to withdraw a request shall submit a cancellation request on a Transfer Deletion form. It is imperative that an employee cancel requested units if he does not want to run the risk of an automatic assignment to a unit they no longer desire. Cancellations require the same number of copies and routing procedure as original reports.

In the event no qualified employee requests assignment to a vacant position, the Sheriff or his designee may assign a qualified employee with the lowest item seniority.

When ties exist with the item seniority date in determining an assignment decision, preference shall be given to the employee with the most Department time.

When ties exist between item seniority and Department time, transfer will revert to alpha order.

The Sheriff or his designee may refuse to assign any employee to a vacant position when they determine that such assignment will not be in the best interests of the Sheriff's Department.

All assignment decisions may be appealed to a board of two appropriate Department commanders in charge of personnel. The board's decision shall be final and binding.

• 3-02/010.37 - Hardship Transfer Requests - Security Assistant/Security Officer

After exhausting all other reasonable alternatives, a security officer or security assistant who believes their circumstances are so unique that they represent a hardship, and a transfer is the only viable resolution, shall forward a memorandum to their unit commander. The memorandum shall contain the specific circumstances

posing the hardship and the step(s) the employee has taken to date to resolve the matter.

The unit commander shall review the hardship transfer request memorandum and either (1) resolve the situation, or (2) forward the memorandum with a recommendation to the concerned division chief or division director. The division chief or division director shall personally review each situation individually and make every effort to assist the employee consistent with the needs of the Department.

Intraâ€‘division hardship transfer requests may be approved by the concerned division chief or division director.

Interâ€‘division hardship transfer requests shall be approved by the concerned assistant sheriffs and undersheriff.

In either case, Personnel Administration Bureau shall be notified of all transfers. Copies of all memoranda shall be forwarded to Personnel Administration Bureau for review and disposition.

• 3-02/010.39 - Transfer - Supervisors

The staffing needs of the Department are the highest priority in the assignment of supervisory personnel. The following will establish guidelines to be followed to the extent manpower requirements permit. Exceptions to the provisions in this policy shall be granted by an assistant sheriffs.

Routine transfers of personnel shall become effective Sunday at 0001 hours. Transfer lists will be broadcast sufficiently in advance of the effective date to allow employees the opportunity to obtain their schedule at their new unit of assignment. This also will allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

When other than routine transfers occur, consideration shall be given to the employee's current work status so that shortages or overages in required CSH will not occur.

Transfer Policy

The Supervisor Transfer Preference List shall apply to line positions and be based upon the following:

Sergeants and lieutenants assigned to a custody division who are patrol trained, have completed their time commitment, and desire a transfer to a patrol or a court services assignment shall be required to submit a transfer request designating, in numerical order, their patrol station or court services preferences. Transfers will be based solely on seniority in their current rank.

Lateral transfers of existing non-custody sergeants and lieutenants will also be based on seniority and take place in conjunction with the above transfers.

Once all transfers are identified, any remaining vacancies in a custody division, patrol divisions, and countywide services, including Court Services Division, will be filled from the respective Intent-to-Promote lists. Exceptions to this process will require the approval of the assistant sheriffs.

Absent extenuating circumstances, a minimum of one year shall be served at the new unit of assignment before a subsequent transfer request will be accepted. Administrative transfers do not void a supervisor's transfer request that has placed the employee on the Supervisor Transfer Preference List.

• 3-02/010.40 - Administrative Reassignment of Personnel Positions

When any personnel position (filled or vacant) is to be reassigned permanently or for an extended period of time, the reassignment of the position must have the approval of the Sheriff or concerned assistant sheriffs, and the assistant sheriff of Administrative and Professional Standards.

The division's notification on an SH-AD-32A shall contain the following information:

- Name of bureau, facility, or unit to which the position is presently assigned;
- Title of position affected;
- Duties to be performed at new assignment;
- Current duties;
- Unit to which position is reassigned;
- Whether the reassignment is permanent or temporary and estimated duration (if temporary);
- Necessity for the change; and
- Name and employee number of employee (if position is filled) and a statement as to whether or not that employee is to be reassigned with the position.

• 3-02/010.45 - Civilian Staffing Policy

In order to ensure that all Department managers are being consistent in following the Sheriff's staffing directives, certain procedural policies must be adhered to and supported by all those involved in personnel decisions. As a result, the following staffing guidelines must be followed when filling a vacant position.

Section I- SUPERSEDING TRANSACTIONS

The following four conditions should be considered over other staffing alternatives in sections II and III when filling a vacant position.

Re-employment Lists

When an employee is reduced or released from county service due to layoff, he/she is placed on a reemployment list for appointment or reappointment to a position from that list.

Re-employment lists supersede any other form of appointment, including those to lower levels. Lists from different departments or completed at different times for the same class of position shall be combined into a single list.

Such lists shall be used by every appointing power when a vacancy arises in the same or lower class of

position before certification is made from an eligible list. Re-employment lists are active for one year.

Medical Accommodations

The Department should attempt to accommodate employees who have medical restrictions. Employees requesting a position change due to medical reasons, may demote or administratively reassign to a position in which they can perform the job essentials and meet the minimum requirements, provided accommodations can be made. When applicable, the Disability Management and Compliance Unit should be involved in the coordination of such personnel transactions. This is a requirement of the Americans with Disabilities Act.

Recognized Department Training Positions

Employees who do not complete recognized Department training programs, i.e., deputy sheriff trainee, communications operator I, station desk operations trainee, or custody assistant, may demote or administratively reassign to a position in which they meet the minimum requirements. This would require the approval from the division chief or division director who would be the recipient of the demoted employee.

Demotion Due to An Unsatisfactory Probation Report

Second-time county probationers who fail or are failing probation, may be demoted to the last previously held position or comparable position in which they meet the minimum requirements. This would require the approval from the division chief or division director who would be the recipient of the demoted employee.

Section II- EQUAL LEVEL TRANSACTIONS

The following personnel transactions are equally appropriate for consideration when filling a vacant position; however, these transactions should not be pursued unless all of the above conditions identified in section I have been considered.

PRIOR TO STAFFING A VACANCY, WITH THE EXCEPTION OF VACANCIES AT THE LEVEL OF DIRECTOR AND ABOVE, EACH UNIT WILL MAKE AN ANNOUNCEMENT THROUGH A DEPARTMENT ELECTRONIC MAIL MESSAGE RELAYING THE VACANCY'S CLASSIFICATION AND SPECIFYING DETAILS OF WHAT THE JOB DUTIES ENCOMPASS.

Certification Lists

Promotion from a promulgated certified list which is the same classification as the vacancy.

All appointments to positions for which that examination was given shall be made from the highest ranking group on such lists, except that when the highest ranking group (e.g., Band I) does not include at least five persons who are available for appointment, then the appointment may be made from the next lower group (e.g., Band II) to include at least five persons.

If selecting from a certification list and only four persons or fewer remain on the certification list, unit commanders are advised to submit an examination request to Personnel Administration Bureau for commencement of another examination for that classification.

When a unit does not select candidates from a certification list, specific reasons for non-selection must be documented and provided to Personnel Administration Bureau for verification prior to subsequent referrals being made from lower bands of the same certification list. Reasons for non-selection will be scrutinized and, where inappropriate, will not constitute clearing the certification list.

The following reasons are appropriate when clearing a certification list:

- Candidate has already been selected/appointed;
- Candidate does not reply to official notice;
- Non-selection by unit (4 non-selections allowed per unit per certification list);
- Candidate temporarily refused due to location, hours or unavailability at time of contact (candidate will continue to be referred out to other units of assignment); and/or
- Candidate permanently refuses the position (candidate will no longer be referred out).

In most cases, certification lists will be cleared through Band 5; however, after one year from the date of promulgation, Personnel Administration Bureau will review the certification list to evaluate the appropriateness of certifying a new list through the examination process.

Lateral transfers have to be selected from the same class as that of the vacant classification. Sheriff's Department members seeking a transfer should be given appropriate consideration before entertaining resumes from personnel outside the Department. Intra-Department lateral transfers must occur within 30 days from date of request. An employee may be held up to an additional 30 days for hardship reasons if both division chiefs or division directors concur.

Lateral transfers from other county departments being considered to fill a vacancy at the salary-level of Operations Assistant III, Employment Services Assistant III, or higher will require the Sheriff's approval.

Administrative Reassignment

An employee desirous of administratively reassigning from one position in one class to a position in another class may do so provided the employee meets the minimum requirements for the requested position. An administrative reassignment can only occur if two positions are within one salary schedule (2.75 percent on the standard salary schedule grid). An employee can be administratively reassigned without being appointed from a certification list.

Restoration

After approval by the captain of Personnel Administration Bureau, an employee may be restored at any time to any position in which he/she previously held by virtue of an appointment from an eligible list, or to any position for which a transfer or reassignment would be authorized by Civil Service Rules (#17), provided service has been continuous or that any break in service since holding such position has been followed by reinstatement or appointment from a re-employment list.

Restoration to positions at the salary schedule level of Operations Assistant III or higher will require Sheriff's approval.

Voluntary Demotion

An employee desirous of reducing in rank shall submit in writing to the captain of Personnel Administration Bureau such a request to fill the vacancy. The employee must meet the minimum requirements of the requested position.

Section III- TRANSACTION REQUIRING SHERIFF'S APPROVAL

Unless the Sheriff has authorized an exception based on unique circumstances of a particular personnel action, the following personnel transactions will not be authorized when filling a vacant position.

Inter-Department Lateral Transfers

Inter-Department lateral transfer at the salary schedule equating to Administrative Assistant III or higher.

Promotion/Administrative Reassignment

One-day promotion to a higher level position and subsequent administrative reassignment to equal level position.

Promotion/Demotion

One-day promotion to a higher level position and subsequent voluntary demotion.

Restoration/Administrative Reassignment

One-day restoration to a position in which an employee held status and subsequent administrative reassignment.

Restoration/Voluntary Demotion

One-day restoration to a position in which an employee held status and subsequent voluntary demotion.

Restoration/Reinstatement

Restoration or reinstatement at the salary schedule equating to Administrative Assistant III or higher.

Freeze to Create (See Note 1)

Freezing an item(s) to create a lower level position will not be authorized, except where the entry level position is an established training position or a related position for training purposes as identified below (see note 2).

(An example of freeze to create for a related position: Sheriff's Station Clerk II frozen to create a Sheriff's Station Clerk I, Senior Typist Clerk, Work Processor I, Intermediate Stenographer, or Intermediate Typist

Clerk.)

- Accountant III for related positions
- Automated Fingerprint I.D. System Tech II for Automated Fingerprint I.D. System Tech I
- Communications Operator II for Communications Operator I
- Custody Records Clerk II for Custody Records Clerk I
- Custody Records Clerk I for related positions
- Departmental Personnel Assistant for Records Tech I
- Medical Records Tech. II for Medical Records Tech I
- Medical Records Tech I for related positions
- Records Systems Clerk II for Records Systems Clerk I
- Records Systems Clerk related positions
- Sr. Departmental Personnel Assistant for related positions
- Sr. Laundry Worker for Laundry Worker
- Sheriff's Station Clerk II for related positions
- Station Desk Operations Assistant for Station Desk Operations Trainee
- Crafts Supervisors for related positions
- Crafts Working Supervisors for related positions
- Forensic Identification Specialist II for Forensic Identification Specialist I
- Senior Criminalist for Criminalist

Personnel Administration Bureau will review requests for freeze to create transactions and determine if the created position is a related position (for training purposes) to the position being frozen.

NOTE 1: This does not preclude freezing sworn items to create civilian items, provided the civilian position is staffed according to this policy and is an appropriate classification for the specific organization as concurred with by Personnel Administration Bureau.

NOTE 2: Certification lists should be considered prior to staffing a vacancy before a decision is made to freeze down a position for a related position. Any exceptions to this Staffing Policy must have the Sheriff's

approval.

Unit Employee Release

Department employees selected from a promotional list for promotion and change of assignment shall be released from their current unit of assignment within 14 calendar days.

The current unit of assignment shall release an employee who has requested a transfer within 30 days when the employee is acceptable to the requested unit. An exception to this 30-day rule will apply when such a transfer will create an extreme hardship to the current unit of assignment. Exceptions shall be submitted via a memo, through channels, to the employee's division chief or division director, who shall notify the requesting unit's division chief or division director that a hardship will not permit a transfer within 30 days. The unit commander will ensure that the employee is advised of any transfer delays.

• 3-02/010.50 - Policy on Promotion/Transfer Process - Responsibility for Active Investigation Reviews

All personnel who are considered for promotion and/or transfer are subject to review of active investigations. Active investigations may preclude their promotion/transfer. The following procedures outline units' responsibilities for ensuring that the appropriate reviews have been made. This policy, however, does not preclude a temporary reassignment pending resolution of the investigation.

In founded investigations, a transfer to another unit or to a custody division unit shall not be a term of any settlement agreement, nor shall such transfer be used as a form of discipline. This shall not, however, preclude the transfer of personnel to a custody division unit based upon an objective assessment of the qualifications of the Department member for such assignment, taking into consideration the previous work history of such member in a custody division unit.

DEPUTY SHERIFF/SERGEANT

Personnel Administration Bureau shall ascertain if a candidate for promotion/transfer is the subject of an active investigation prior to any promotion/transfer announced via Department-wide electronic mail message.

> **NOTE:** Active investigations are defined as open investigations and those wherein discipline has been recommended but not yet imposed.

Source references shall include, but are not limited to, the following:

- Personal Performance Index (PPI)
- Internal Affairs Bureau
- Internal Criminal Investigations Bureau
- Risk Management Bureau

The captain of Personnel Administration Bureau shall certify the review process has been completed.

The captain of Personnel Administration Bureau, or his/her designee, shall advise the divisional representative prior to any break-up meeting as to the status of any investigation(s) which involve their personnel.

The division representatives shall know the status of any active investigation involving candidates for promotion or transfer of personnel in their command prior to any break-up meeting.

An active investigation may preclude promotion/transfer; however, the area commander for Personnel Administration Bureau and the concerned division chief/division director or higher shall concur in any decisions regarding eligibility/ineligibility for promotion/transfer.

ASSISTANT DIRECTOR/DIRECTOR/LIEUTENANT AND ABOVE

The area commander for Personnel Administration Bureau shall ascertain if a candidate for promotion/transfer is the subject of an active investigation prior to any promotion/transfer announced via Department-wide electronic mail message. (Refer to source references listed above.)

The captain of Personnel Administration Bureau, or his/her designee, shall advise the divisional representative prior to any break-up meeting as to the status of any investigation(s) which involve their personnel.

In any event, division representatives shall know the status of any active investigation involving candidates for promotion or transfer of personnel in their command prior to any break-up meeting.

An active investigation may preclude promotion/transfer; however, the concerned division chief/division director and the concerned assistant sheriff shall concur in any decisions regarding eligibility/ineligibility for promotion/transfer.

CUSTODY ASSISTANT/DEPUTY SHERIFF TRAINEE PROMOTIONS

Personnel Administration Bureau, Pre-Employment/Backgrounds Unit shall have the responsibility for ensuring that Department personnel who are undergoing a background investigation for custody assistant or deputy sheriff trainee have been reviewed for active investigations prior to appointment to the custody assistant or deputy sheriff trainee classifications.

Source references shall include, but are not limited to, the following:

- Personnel Performance Index (PPI)
- Internal Affairs Bureau
- Internal Criminal Investigations Bureau
- Risk Management Bureau

CUSTODY ASSISTANT TRANSFERS

Custody Services Division administrations shall have the responsibility for coordinating with unit commanders at custody facilities to ensure that custody assistants' personnel records have been reviewed for active investigations, prior to transferring within a custody division unit and into a patrol station/unit. (Refer to source

references listed above.)

OTHER PROFESSIONAL STAFF PROMOTIONS/TRANSFERS

The unit commander/director of the requested assignment or their representative is to make contact with the employee's current unit commander/director to ascertain eligibility for promotion/transfer by reviewing the following source references:

- Personnel Performance Index (PPI)
- Internal Affairs Bureau
- Internal Criminal Investigations Bureau
- Risk Management Bureau (where appropriate)

Without the approval of the concerned division chief/division director or higher, unit commander/director shall not authorize the promotion/transfer of personnel under their command who are the subject of an active investigation.

Any exception to the above policy shall be approved by the undersheriff or concerned assistant sheriff.

> **NOTE:** For purposes of this policy, promotion/transfer will include restorations, administrative reassignments, and voluntary demotions.

• 3-02/010.55 - Transferring Employees Subject to a Settlement Agreement or a Participant in the Performance Mentoring Program, or Other Work Restrictions

When an employee and the Department reach a negotiated settlement that modifies disciplinary action and/or requires the employee to perform one or more special activities (e.g., briefings, additional training, counseling sessions, etc.), it is critical that the Department document the employee's compliance with the terms of the agreement.

While individual unit commanders are responsible for monitoring and documenting an employee's compliance with a negotiated settlement agreement, Risk Management Bureau (RMB) personnel are responsible for assisting the unit commanders with monitoring and documenting compliance with these agreements. Unit commanders are required to provide written notification to RMB once an employee in their command has completed the special activity requirement(s) in the settlement agreement. Once compliance is achieved, RMB personnel will ensure the written notification is placed in the appropriate administrative case file.

> **NOTE:** Negotiated settlement agreements that merely reduce an employee's discipline, or hold all or part of the discipline in abeyance, will continue to be monitored by the Internal Affairs Bureau.

Regardless of the date of disposition or settlement, when an employee transfers to another unit, it is the responsibility of the employee's outgoing unit commander to notify the receiving unit commander of the existence and specific terms of any settlement agreement, and any work restrictions that affect the involved employee's work status. This notification shall include providing the receiving unit commander with a copy of the agreement or supporting documents. Any compliance documentation compiled to date shall also be given

to the employee's new unit of assignment.

> **NOTE:** The requirement to notify the incoming unit shall be extended to cases wherein an employee is a participant in the Performance Mentoring Program. If the transferring employee has a settlement agreement, or is assigned to a Performance Mentoring Program, written notification of the employee's transfer and work status conditions (if any) shall be made to Risk Management Bureau.

• 3-02/020.00 - Employee Personnel Records

Records containing information about a given employee are outlined in the subsections which follow.

• 3-02/020.01 - Employment Reference Checks

All employment reference checks received by the Department shall immediately be forwarded to Personnel Administration Bureau's Specialized Unit at the following address:

Los Angeles Sheriff's Department
Personnel Administration – Pay, Leaves, and Records Units
Hall of Justice – 5th Floor
211 W. Temple Street
Los Angeles, CA 90012

The Specialized Unit may be reached at (213) 229-1885.

• 3-02/020.05 - Employee's Personal Information Form

Employees shall submit an Employee's Personal Information Form (SH-AD-91A) whenever there is a change in personal data, such as:

- Name;
- Address and/or telephone number;
- Emergency notification data;
- Marital data;
- Vehicle operator's license;
- Gun data (includes all Department authorized firearms used in an official capacity, whether on or off duty, which are purchased/issued, sold, stolen or lost);
- Education.

Employees shall sign and submit the completed SH-AD-91A form to their immediate supervisor. The form shall be reviewed and noted by the employee's immediate supervisor. The original form shall be sent to Personnel Administration Bureau, Processing Unit to enter any changes in the eHR Human Resources Management Application. A copy of the completed form shall be maintained at the employee's unit of assignment.

NOTE: Name and marital status changes require supporting legal documentation.

All full-time employees **shall resubmit** the "Employee's Personal Information Form" (SH-AD-91A) annually on March 1st. This form **shall** be signed, dated, and submitted with or without changes. Changes **shall** be "highlighted."

Unit commanders **shall** ensure that their employees comply with the above policy.

• 3-02/020.10 - Personnel Folders

The records of an employee are contained in the official employee personnel folder. Included are such records as:

- Background Employment Application (SH-AD-223 or SH-AD-629)
- Change of status forms
- Promotions
- Founded complaints
- Disciplinary actions
- Performance evaluations
- Personal data
- Commendations
- Education records

These records are restricted and are made available to the individual employee to persons who provide written authorization from the employee (i.e., a waiver to review personnel records) and to authorized personnel only with the consent of the captain of Personnel Administration Bureau. Confidential information about an employee which was obtained during the background investigation will not be open to review by the concerned employee.

• 3-02/020.12 - Employee Personnel File Reviewing

Original personnel files shall be reviewed at the Records Unit, located at Hall of Justice 5th Floor, 211 West Temple Street, Los Angeles. Original personnel files shall not be removed from the Records Unit unless expressed written permission is obtained from the unit commander of Personnel Administration Bureau and only in extenuating situations.

Records Unit File Viewing Procedures

Standard authorization to view a personnel file shall be as follows:

- Employee review of own file – requires valid identification.
- Outside agency review – requires a valid waiver signed by the employee.

- Department personnel review – requires a valid waiver signed by the employee or a memorandum from the requestor's unit commander stating the reason for the request.
- Internal Affairs Bureau (IAB) – requires IAB case number.
- Internal Criminal Investigations Bureau (ICIB) – requires ICIB case number.
- Advocacy Unit – requires case number.
- Risk Management Bureau – requires case number.

All files shall be viewed within the Records Unit. Copies or photographs of items contained within the file can be made only after receiving permission from the Records Unit.

File Removal Procedures

In the event the original personnel file is requested to be viewed away from the Records Unit's location or Personnel Administration Bureau, the requestor's unit commander shall prepare a memorandum to the Personnel Administration Bureau's unit commander outlining the reason for the request and an anticipated length of time the file will be needed. The memorandum shall include the name, employee number, and rank for the employee's file being requested. If the request is granted by the Personnel Administration Bureau's unit commander, then the requestor shall sign a receipt taking possession and responsibility of the personnel file. The Records Unit shall then produce a substitute personnel file, as set forth below.

Vault Unit Procedures

The Records Unit shall create and maintain a log of all original personnel files that have been viewed. The log shall include all pertinent information such as the name and employee number of the file viewed, the date the file was viewed, the reason for the request, and specific information (name/identification number) as to the person whom viewed the file.

A separate log shall be maintained for those files which are removed from the Records Unit. This log shall include file specific information (name, employee number) as well as the name, identification number, rank, and unit of assignment of the person removing the file. In addition, the date the file is removed, its anticipated return date, and a brief explanation shall also be tracked.

In all instances wherein a file is removed, The Records Unit shall scan, save, and store a copy of the entire file's contents prior to its removal. This stored copy of the file is to be a replacement file should the original file, or its contents, be lost, damaged, or destroyed during its removal from the Records Unit. The Records Unit shall also place a copy of the approved unit commander to unit commander memorandum in the newly created substitute personnel file, further documenting the removal of the file.

The Records Unit shall contact personnel having removed a file for viewing each month to ensure that the personnel file is accounted for. This procedure shall continue until the personnel file is returned to the Records Unit.

In all matters pertaining to the personnel file viewing procedures, the Personnel Administration Bureau unit commander, or their designee, shall make the final decision on special requests involving the viewing/removal of personnel files.

• 3-02/020.15 - Removal of Documents From Personnel Files

A document once placed in an employee's personnel file cannot be removed except under the following conditions:

- Document was placed in a personnel file in error;
- A court order causing such removal; or
- An Arbitrator's award ordering such removal.

Each request by an employee to have a document removed from his personnel file shall be individually considered and acted upon by submitting a request for the removal of documentation from the personnel file to the captain of Personnel Administration Bureau through the appropriate unit commander (captain, director, or higher).

Only a civilian employee may request to have any written warnings or reprimands removed provided the employee's MOU permits the request for such removal. Once removed, the document should be destroyed.

An employee's unit personnel file is an extension of the employee's official personnel folder kept in Personnel Administration Bureau and is subject to the same policy provisions

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• 3-02/020.20 - Outside Employment

Personnel desiring to engage in outside employment shall conform to Department regulations as outlined in the Policy and Ethics chapter of the MPP.

With the exception of Department-sponsored teaching assignments such as "Student and the Law" and classes at the academy, no employee shall request approval of an outside job which would require an adjustment of scheduled work hours.

Approval procedures for Department-sponsored teaching assignments may be obtained from the Sheriff's Information Bureau on "Student and the Law" classes and from the Advanced Officer Training Bureau on academy classes.

Expert Witness/Consultant, Professional Activities

Members of the Department who have achieved recognition for having developed expertise within a specific enforcement discipline are often sought to perform professional services as a consultant, examiner, or expert witness. Such recognition is generally based on the unique training, background, education, or experience of the member and by the virtue of the member's association with the Department.

In addition to submitting a request for approval of outside employment (SH-AD-136), members requesting approval of outside employment dealing with legal issues, civil or criminal, in which the member represents himself as an expert witness or consultant, with respect to law enforcement practices and procedures, shall have written approval from the chief/director of the Personnel and Training Command after review by his unit commander and division chief or division director. Authorized outside employment of this nature shall be reviewed annually by the division director of the Personnel and Training Command.

Authorization for expert witness/consultant outside employment activities will be based upon the interest of the Department in furthering professionalism and protecting the reputation of the employee and the Department.

Department employees shall not seek or receive compensation, other than from the Department, for acts required or expected to be performed in the regular course of county employment.

Although it is not the desire of the Department to regulate the private affairs of its employees, the Department must, by necessity, prohibit those activities that will cause conflict of interest to the employee, the Department, or to the County of Los Angeles.

The Department shall proceed in good faith, and endeavor to provide the employee a written decision within 60 calendar days from the date the written request was submitted seeking such authorization.

In the event an employee's request for approval is denied within 30 days, the unit commander shall provide a written response identifying the reason(s) for denial, as well as the individual(s) responsible for the decision to deny the request.

Any denial of an application for outside employment as an expert witness, consultant or examiner is subject to the negotiated grievance procedure.

When evaluating requests for outside employment in the area of expert witness, consultant, or examiner, the Department may consider the employee's experience, training, work product, prior recognition as an expert witness, consultant or examiner, and recent job performance.

Teaching Outside Law Enforcement Classes

No employee shall accept or contract for the teaching of any outside instruction (other than those classes regularly conducted through the Advanced Officer Training Unit) without submitting a Request for Approval of Outside Teaching Employment (Form SH-AD-137) for each class to be taught at each school, together with an approved course outline for each class.

The form shall be submitted 8 weeks prior to the commencement of training, as follows:

- To the employee's unit commander for his recommendation. If the request is approved, the form shall be sent to the employee's division chief or division director;
- If the division chief or division director recommends approval, the form shall be forwarded to the unit commander of the Advanced Officer Training Unit for submission for final disposition to the Department Training Committee;
- If the division chief or division director requires additional information pertaining to the teaching expertise of the employee, he may forward the form to the commander of the Advanced Officer Training Unit for further evaluation; and
- Upon request, the commander of the Advanced Officer Training Unit will evaluate the qualifications of the employee and submit his recommendations to the Department Training Committee.

All requests not approved by the employee's unit commander or the division chief or division director shall be returned to the employee.

If the Department Training Committee approves the request, the form shall be duplicated and distributed as follows:

- Original to Advanced Officer Training Unit;
- Copy to personnel file, Personnel Administration Bureau, Vault Services;
- Copy to employee; and
- Copy to unit file.

Employees granted approval for outside teaching employment shall resubmit a request for each class for each school on form SH-AD-137, together with an approved course outline for each class, as follows:

- Annually, on or before August 15th;
- Immediately upon a significant change in the curriculum outline already submitted; or
- When a new class or new school is involved.

If an employee is unable to complete a teaching assignment due to injury, illness, change of schedule, etc., and such course is to be taught by another Department member, that member shall also submit a Request for Approval of Outside Teaching (SH-AD-137). The copy of the approved course outline need not be submitted, but in the space following "School Information" on the SH-AD-137, the replacement employee shall add the notation "Replacement for (NAME)".

Early in July of each year, the Advanced Officer Training Unit shall issue a reminder "Announcement" for the resubmission of form SH-AD-137.

Other Outside Employment

Request for approval of outside employment (including teaching of non-law enforcement related classes) shall be submitted on the Request for Approval of Outside Employment form (SH-AD-136).

Employees shall submit one copy of the form to their unit commander for approval. Personnel of higher rank shall submit the request to the next higher level of authority.

If the request is approved, photocopies shall be made and the approved form shall be distributed as follows:

- Original to chief or director of the concerned division;
- Copy to personnel file, Personnel Administration Bureau, Records Unit;
- Copy to unit file; and
- Copy to employee.

Employees granted approval of outside employment request shall resubmit such request on form SH-AD-136 as follows:

- Annually, on March 1st for non-teaching jobs;
- Immediately upon any significant change in the specific duties outlined in the prior request; or
- Upon change of assignment within the division or change to another division.

Personnel Administration Bureau shall issue a reminder "Department-wide electronic mail message" one

month prior to the above deadlines for the resubmission of form SH-AD-136.

Outside Employment Activities Form

All full-time employees are required to complete, annually by March 1st, an "Employee Report on Outside Employment Activities of Full-time, Permanent County Employees" (form SH-AD-651), as follows:

- Section 1 - to be signed and dated by all employees who are not engaged in outside employment; or
- Section 2 - to be completed by all employees who are engaged in outside employment.

Employees who are active members of the military reserves are required to report this as outside employment and shall complete section 2 of this form.

This form shall be distributed as follows:

- Original to personnel file, Personnel Administration Bureau, Records Unit; and
- Copy to employee's unit file.

• 3-02/020.23 - Procedures for Private Entity Contract Services

Criteria Required for Deputy Personnel to Work Private Entity Contracts

- Supplemental law enforcement services may be provided to the following:
  - Private individuals or private entities to preserve the peace at special events or occurrences that occur on an occasional basis.
  - Private nonprofit corporations that are recipients of federal, state, county, or local government low income housing funds or grants to preserve the peace on an ongoing basis.
  - Private entities at critical facilities on an occasional or ongoing basis. A "critical facility" means any building, structure, or complex that, in the event of a disaster, whether natural or manmade, poses a threat to public safety including, but not limited to, airports, oil refineries, and nuclear and conventional fuel power plants.
- Supplemental law enforcement services shall be rendered by regularly appointed, full-time peace officers (as defined in section 830.1 of the *Penal Code*). When these supplemental services are provided to private individuals or private entities, in order to preserve the peace at special events or occurrences that happen on an occasional basis, they may be rendered by Level I reserve peace officers, as defined in section 830.6 (a)(2) of the *Penal Code*, who are authorized to exercise the powers of a peace officer, as defined in section 830.1 of the *Penal Code*, only if there are no regularly appointed full-time peace officers available to fill the positions as required in the contract.
- Duties performed by deputy personnel shall encompass only law enforcement duties and not services authorized to be provided by a private security operator (refer to *Business and Professions Code*, section 7582.1).
- Supplemental law enforcement services shall not reduce the normal and regular ongoing service that the Department normally provides.

Approval of the Private Entity Contract (PEC)

Private individuals, private entities, or private nonprofit corporations desiring to contract for supplemental law enforcement services shall direct their request(s) to the concerned unit commander. Requests should explain the type of services required (e.g., crowd control), the number of deputy personnel needed, and the number of hours to be worked. This information shall be determined pursuant to discussions between the unit commander and the private entity's authorized representative.

Before any services are performed, the private individual(s) or private entity's representative shall sign a Supplemental Services Contract. The unit commander shall ensure that three copies of the contract are signed by the contracting entity, and paragraph 10 "Authorized Representative" of the contract is completed in its entirety. The signed contracts shall be forwarded to the Contract Law Enforcement Bureau for processing. Contract Law Enforcement Bureau personnel shall review the Supplemental Services Contract for accuracy and obtain authorization from the requesting station's, unit's, or bureau's concerned division chief. Once signed, the Supplemental Services Contract will be valid for three years, and there are no further agreements required between the private entity and the department during this time period. The private entity may submit subsequent written requests for law enforcement services under authority of the valid contract and may request to extend the Supplemental Services Contract at any time.

Contract Law Enforcement Bureau personnel shall return two signed Supplemental Services Contracts to the concerned station while retaining a signed copy in their files. Unit commanders shall keep one of the contracts for their station files and forward the other signed original to the private entity.

The unit commander shall prepare an operations plan for each requested event which shall describe the event, the location, the date(s), the number of personnel required, the number of hours to be worked, and the duties of assigned personnel. Upon completion of the event, this operations plan shall be forwarded to the Contract Law Enforcement Bureau with the appropriate billing memo.

Private Entity Contracts with Movie/Television Studios

Sheriff's Information Bureau personnel will be responsible for coordinating Supplemental Services Contracts between the department and movie/television studios. Station personnel shall refer all requests for movie/television filming contracts to the Sheriff's Information Bureau's film coordinator.

Sheriff's Information Bureau personnel shall maintain a movie event log and contact concerned patrol stations to coordinate operations plans for each event.

Jurisdiction and Staffing

Unit commanders shall be responsible for providing service within their own area. If unit commanders are unable to fill manpower requirements from their own ranks, the unit commander shall notify his division headquarters and request assistance in meeting manpower requirements.

Staffing for private entity events shall, whenever possible, remain with the smallest unit-level necessary to handle the event (e.g., patrol station, patrol division, etc.).

When an event takes place in two or more station areas, event coordination and supervision shall remain with the primary station in whose jurisdiction the event takes place. Should any question regarding jurisdiction arise, the concerned patrol division chief shall make the final determination as to the primary station. When there are insufficient personnel available from the patrol divisions to meet the total manpower requirements of

the contract, personnel assigned to other divisions shall be utilized.

Level I reserve deputies, as defined in section 830.6 (a)(2) of the *Penal Code*, who are authorized to exercise the powers of a peace officer, as defined in section 830.1 of the *Penal Code*, may provide these services to private individuals or private entities if the special event or occurrence only happens on an occasional basis and there are no regularly appointed full-time peace officers available to fill the positions as required in the contract.

Control Numbers, Pre-payment, Billing, and Timekeeping Procedures

Prior to issuing the Private Entity Control Number, the Contract Law Enforcement Bureau staff shall obtain the payment status of the requesting private entity from the Special Accounts Unit, Personnel and Training Command. If the private entity is reported as delinquent or has made late payments, Contract Law Enforcement Bureau shall require the private entity to submit a pre-payment. A pre-payment may also be required if the private entity is unknown. Collection of pre-payments from the movie/television studios is coordinated by the Sheriff's Information Bureau film coordinator.

If a pre-payment is required, the Sheriff's station, unit, or bureau providing personnel for the special event shall compute the pre-payment cost utilizing the Private Entity Pre- Payment Form. The completed Pre-Payment Form shall be forwarded to the Contract Law Enforcement Bureau staff who will coordinate the collection of the pre-payment. Pre-payments shall be made by cashier's check only.

Once the Supplemental Services Contract has been approved and any pre-payment has been received, the Contract Law Enforcement Bureau shall issue a private entity control number to the requesting station/bureau. The private entity control number is required in order for the unit time accountant to enter any overtime worked into the eHR Human Resources Management Application. The private entity control number shall be used on all correspondence regarding the particular event. Prior to issuing a private entity control number, Contract Law Enforcement Bureau shall require the following information for tracking and documentation purposes:

- Station providing the service;
- Station designee requesting the private entity control number;
- Private entity company name and address;
- Event date(s);
- Event name;
- Event location;
- Private entity representative;
- Representative's title; and
- Operations date (the date the Operations Plan was completed).

F.L.S.A. Employee - Overtime Hours Worked Report form (SH-AD-678) shall be approved at the station responsible for coordinating the event and forwarded to the station's time accountant for recording. Personnel assigned to units other than the primary station shall have overtime slips approved by the event coordinator at the primary station providing the service. Personnel working the private entity event shall be responsible for submitting the approved F.L.S.A. Employee - Overtime Hours Worked Report form (SH-AD-678) their assigned unit's time accountant. The F.L.S.A. Employee - Overtime Hours Worked Report form shall indicate both the applicable Overtime Reason Code and Budget Activity Code for the Private Entity Contract (e.g.,

Overtime Reason Code 804 for Directed Patrol and Budget Activity Code RE02), and specify both the private entity event name and the Control Number (OCN)/Project Code for each event.

For special events (e.g., Rose Parade), the Emergency Operations Bureau (EOB) collects all F.L.S.A. Employee - Overtime Hours Worked Report forms and forwards them to Pay, Leaves, and Records (PLR) Units for entry into the eHR Human Resources Management Application.

Employees covered by F.L.S.A. shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the F.L.S.A.

The unit commander shall, within five days following the conclusion of the event, send a billing request memo to the Contract Law Enforcement Bureau indicating the time expended on behalf of the private event. The memo shall also include:

- Event name;
- Control number;
- Employees' names, ranks, and employee numbers;
- Total hours worked per employee (by date if the event covers two or more days);
- Each deputy's home unit of assignment; and
- Type, vehicle number, and mileage of any county vehicles utilized during the event.

Upon receipt of the billing memos, Contract Law Enforcement Bureau shall make necessary billing adjustments (supplemental billing or refunds) for private entities that have made pre-payments. Rates charged to the private contractor are determined by the auditor-controller and, pursuant to law, the full cost of providing the service(s) contracted for shall be recovered. Current rates schedules shall be obtained from the Contract Law Enforcement Bureau.

• 3-02/020.25 - Paid Assignments for Reserve Deputies

Reserve deputies may work paid assignments for public entities (applicable Reason Code and Budget Activity Code RE07), private entities (applicable Reason Code and Budget Activity Code RE02), special events (applicable Reason Code and Budget Activity Code RE01), non-reimbursed events with Control Number (OCN)/Project Code (applicable Reason Code and Budget Activity Code PR01), and unincorporated area patrol back-fill positions when the following conditions are met:

- The position shall first be offered to regular deputies, including regular deputies assigned to other divisions, in accordance with MPP, section 3-02/010.16, Filling Vacancies with Overtime;
- Notice of and a sign-up sheet for the event shall be posted for regular deputies as far in advance as practicable. Such sign-up shall be posted for a period of 96 hours, when possible, prior to offering the

assignment to reserves;

- If a sufficient number of regular deputies have not volunteered to work the assignment by the end of this 96-hour period, the assignment may be offered to reserve deputies from that unit;
- Reserve deputies who work by themselves on paid assignments shall be Level I Designated or Level I Non-Designated. Level II reserve deputies may work paid assignments, if they are under the immediate supervision of a regular deputy or a Level I designated reserve deputy with a basic POST certificate;
- Reserve deputies may not work more than two paid assignments per week. Any exceptions must be approved by the unit commander at the reserve deputy's home unit;
- Reserve deputies are covered by F.L.S.A. and, therefore, shall have prior approval from their supervisor before working paid assignments, unless such assignment worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline;
- Managers and approving supervisors shall ensure that this paid assignment expenditure is within their budget and is not misused by employees. However, any paid assignment that is worked by a reserve deputy and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid in accordance with the F.L.S.A.; and
- Reserve deputies who are Level I reserve peace officers, as defined in section 830.6 (a)(2) of the *Penal Code*, and who are authorized to exercise the power of a peace officer, as defined in section 830.1 of the *Penal Code*, may work private entity contract positions for private individuals or private entities if the special event or occurrence only happens on an occasional basis, and there are no regularly appointed full-time peace officers available to fill the positions as required in the contract.

• 3-02/020.27 - Procedures for the Reporting of Paid Assignments Worked by Reserve Deputies

Whenever reserve deputies work paid assignments, the following guidelines shall apply:

- Reserve deputies may work public entities (applicable Reason Code and Budget Activity Code RE07), private entities (applicable Reason Code and Budget Activity Code RE02), special events (applicable Reason Code and Budget Activity Code RE01), non-reimbursed events with Control Number (OCN)/Project Code (applicable Reason Code and Budget Activity Code PR01), and unincorporated area patrol back-fill positions;
- Reserve deputies are covered by F.L.S.A. and, therefore, shall have prior approval from their supervisor before working paid assignments, unless such assignment worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.
- Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any paid assignment that is worked by a reserve deputy and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid in accordance with the F.L.S.A.
- A reserve Deputy - Paid Hours Worked Report form (SH-AD-678R) shall be prepared for each separate period of a paid assignment worked by a reserve deputy on any given day. A report must be submitted regardless of whether the paid assignment hours were voluntary or ordered and must accurately reflect the number of hours worked to ensure proper compensation.

- The reserve deputy shall complete and sign the “Reserve Deputy - Paid Hours Worked Report” in triplicate and submit the report to the shift supervisor on the day the paid assignment is worked. The supervisor shall sign the form confirming the hours worked. A copy of the report shall remain with the unit where the paid assignment was worked. The reserve deputy shall submit the remaining two copies of the report to his/her home unit’s commander for signature and approval for payment;
- The reserve deputy shall also complete a paper “Reserve Deputy Daily Time Card” indicating the hours worked. The paper “Reserve Deputy Daily Time Card” and the “Reserve Deputy - Paid Hours Worked Report” shall be submitted to the reserve deputy coordinator at the reserve deputy’s home unit;
- The reserve deputy coordinator shall review the documents for accuracy and sign the paper “Reserve Deputy Daily Time Card” as the approving supervisor. The report shall be forwarded to the unit’s time accountant for processing;

Station event coordinators who prepare memos and reporting forms for the Contract Law Enforcement Bureau in accordance with policy shall include all of the standard information that is required for full-time sworn personnel (e.g., name, rank-reserve, employee number, dates worked, hours worked, vehicle number, and mileage of any county vehicles used) for reserve deputies.

• 3-02/020.30 - Supplemental Law Enforcement Services for Public School Districts

Regular or reserve deputies may volunteer to provide supplemental law enforcement services to public school districts that have contracted with the county for these services. The contract provides law enforcement services at school-sponsored events. Such events are defined as those school activities sanctioned by the governing board of the school district for public attendance by students and non-student adults, e.g., athletic events, school dances, cultural exhibits, etc.

Assigned personnel will be subject to the rules and regulations of the Department while performing these services.

Requests from school districts' governing boards for security post assignments to protect school property or students from criminal activity not related to public events sponsored by the school district and beyond the basic level of services customarily provided by this Department shall be evaluated by the concerned division chief.

Voluntary assignments to school districts' activities shall be paid to sworn personnel at premium (1-1/2) rate (reserve deputy personnel are compensated at a special straight-time rate) pursuant to the public school district's contract. Sworn personnel assigned to divisions other than patrol may volunteer for the assignments through station supervisors after receiving written approval from their unit commander and the concerned station commander.

Overtime for F.L.S.A. employees shall be reported, in duplicate, on the F.L.S.A. Employee - Overtime Hours Worked Report form (SH-AD-678) utilizing an applicable Overtime Reason Code and Budget Activity Code RE03 (e.g., Overtime Reason Code 804 - Directed Patrol and Budget Activity Code RE03 – School District Contract [904]).

Paid assignments for reserve deputies shall be reported, in duplicate, on the Reserve Deputy - Paid Hours

Worked Report form (SH-AD-678R) utilizing an applicable Reason Code and Budget Activity Code RE03 (e.g., Reason Code 804 – Directed Patrol and Budget Activity Code RE03 – School District Contract [904]).

Employees shall include all pertinent information on the applicable form, including the time, location, and description of the event under the "Detailed Explanation and Justification of Overtime Worked" field. The School District Event Supervisor shall review the applicable form and approve by signing.

Employees covered by F.L.S.A. shall have prior approval from their supervisor before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid in accordance with the F.L.S.A.

Contract Law Enforcement Bureau's Responsibilities

- Provide each station commander with an appropriate number of school district contract forms and sample instructional letters, which supply the needed information for proper execution and transmittal of a signed contract;
- Forward signed boilerplate contracts in quadruplicate to the Clerk of the Board of Supervisors for execution by the county;
- Advise the concerned station commander when the contract with a school district is in force;
- Maintain a file of copies of executed contracts currently in force;
- Assign a School District Control File Number (SCN) and maintain a billing event file for approved school district events; and
- Forward the original signed School District Event Time Worked Report to Fiscal Administration for service billing to the concerned school district.

Station Commander's Responsibilities

- Contact each public school district head in the station's area of command and inform him/her that the district's governing board must enter into a contract with the county if they desire to hire sworn personnel for appropriate school events;
- After it has been determined that the school district desires to enter into a contract with the county, forward four copies of the contract along with an instructional letter to the governing board of the school district;
- Solicit volunteer personnel to work school district assignments upon notification that the contract is in force;
- Ensure that the scheduling of voluntary overtime assignments are distributed on an equitable basis per MPP, section 3-02/010.16, Filling Vacancies with Overtime;
- Provide for adequate supervision of regular and reserve deputies, when needed, in planning for the assignments;
- Receive prior authorization from the school district for necessary overtime worked by the supervisor to coordinate and schedule assignments; and

- Approve and sign the completed School District Event Time Worked Report (SH-AD-627).

School District Event Supervisor's Responsibilities

- Ensure that volunteers from divisions other than patrol have written approval from their unit commander and the concerned station commander prior to assigning these volunteers to approved school district events;
- Coordinate and schedule volunteers, including supervisory personnel, for assignment to school district events;
- Verify attendance at the school event from assigned supervisory personnel and approve the employees' overtime slips;
- Prepare and sign the School District Event Time Worked Report (SH-AD-627) for each school event; and
- Forward the original and one photocopy of the SH-AD-627 to the Contract Law Enforcement Bureau.

Approved overtime slips for each event shall be stapled to the unit copy of the SH-AD-627 and retained in the unit files for two years.

The coordinating supervisor shall be responsible for all record-keeping of public school district events.

• 3-02/020.35 - Education Records and Verification

Sworn Personnel

- For Educational Incentive Purposes
  - Official transcripts from accredited schools, colleges, or universities; certified copies of Intermediate POST Certificates; and certified copies of Advanced POST Certificates.
- For Promotional Examination Purposes
  - Official transcripts from accredited schools, colleges, or universities.

The captain/director of Personnel Administration Bureau shall have the authority to accept educational records of any type for credit in individual cases.

Official college transcripts must have a raised or embossed school seal and must be sent directly from the school to Personnel Administration Bureau, Attention: Records Unit. Official transcripts with an embossed seal now in an employee’s personnel folder will be accepted.

Certificates are acceptable only when authenticated by Personnel Administration Bureau. The verification process consists of presenting the original certificate to Personnel Administration Bureau. A receipt will be issued to each employee for transcripts or certificates placed in his personnel folder.

Each employee shall ensure that documents in his personnel folder meet these standards.

Copies of diplomas will not be used for verification of educational requirements for examinations; however, at the employee's request, copies will be placed in his personnel folder.

Affiliated college credits awarded during academy training are not automatically forwarded to Personnel Administration Bureau by either the college or the academy. It is the employee's responsibility to personally contact each college attended regarding academy credit and to have certified transcripts sent to Personnel Administration Bureau, Attention: Records Unit.

Civilian Personnel

Employees in civilian positions must adhere to the educational/training requirements included on each bulletin for which the employee participates. It is the employee's responsibility to provide all documentation required whether or not it is part of their personnel folder.

The captain/director of Personnel Administration Bureau shall have the authority to accept educational records of any type for credit in individual cases.

Certificates are acceptable only when authenticated by Personnel Administration Bureau. The verification process consists of presenting the original certificate to Personnel Administration Bureau. A receipt will be issued to each employee for transcripts or certificates placed in their personnel folder.

Each employee shall ensure that his personnel folder meets these standards.

Copies of diplomas will not be used for verification of educational requirements for examinations; however, at the employee's request, copies will be placed in his personnel folder.

• 3-02/020.45 - Employee Identification

Sworn Personnel

Sworn personnel are assigned a badge, shoulder patches, name plate, and an identification card.

Civilian Personnel

Civilian employees are issued a photograph identification card only; however, there are certain civilian classification titles that are authorized and issued badges, shoulder patches, and name plates.

When security conditions warrant, plastic pin or clip-on identification cards may be authorized by Personnel Administration Bureau.

• 3-02/030.00 - Absences

Rules and regulations governing absences of any type are outlined in the subsections below.

• 3-02/030.05 - Foreseeable and Unforeseeable Absences

When a foreseeable absence, such as time off for vacation, medical reasons, etc., can be anticipated in advance of the absence date or dates, the employee shall prepare an Absence Request Prior Approval form (SH-R-96).

The request shall be directed to the unit commander, through the immediate supervisor, and shall give the date or dates of the requested absence, the reason for the absence, and the type of time and number of hours with which the employee is to be charged.

Approval of such absence request must be given by the unit commander or other unit employee who is authorized to sign time and payroll documents.

The approved absence request shall be given to the unit's time accountant for entry into the system.

When an employee has an unforeseeable absence and cannot give advance notice and must call in requesting time off, the person taking the call must complete the "Telephonic Notification" portion of the Absence Request Telephonic Notification form (SH-R-96) and give it to the employee's supervisor for signature. The approved form shall then be given to the unit's time accountant for entry into the system. If an employee elects to use Kin Care leave for a foreseeable or unforeseeable absence, see section 3-02/040.20, Kin Care.

Once a time off request has been made and approved and the time actually taken, no change in type of time off requested shall be made unless:

- The employee was not physically able to designate the type of time to be used;
- An inadvertent clerical error was made; or
- The employee does not have time available of the type originally designated.

If no paid leave time is available, authorized absence ("AA") time will be applied.

If the employee has already used 50 percent of their accrued sick leave or non-elective leave (MegaFlex) as Kin Care leave days within the calendar year, the supervisor may request a doctor's note for either the employee's own illness or illness of a covered family member (see section 3-02/040.20, Kin Care).

> **NOTE:** Refer to section 5-06/020.35 regarding civilian personnel absences during emergencies and disasters.

• 3-02/030.07 - Extended Leave of Absences

When an extended leave of absence is approved, such as leave for medical reasons, industrial injury (regardless of compensability), Pregnancy Disability Leave (PDL), family leave, etc., the employee shall request, via a memo, the sequence of using his/her accumulated benefits. Specifically, the employee shall indicate the sequence of using the full-pay sick, part-pay sick, vacation, accrued holidays, compensatory time off (CTO), or any other type of accumulated benefits, if appropriate. All other provisions mentioned in section 3-02/030.05, Routine Absences, remains in effect for the purpose of this subsection. More details are provided in the *Time and Attendance Manual*.

• 3-02/030.10 - Military Leave

Nothing in this MPP is intended to supersede or replace existing Federal, State or County laws, rules, regulations, policies, or procedures. The contents of this MPP are not a substitute for applicable statutes.

Military leave is defined as a leave of absence for an employee who leaves their position with the Department to serve in the armed forces of the United States, as well as the employee's reinstatement rights, upon completion of that military service.

The Sheriff's Department recognizes four types of military leave that are granted to its members. Those leave types are:

- **Short-term Leave** - means a leave for six months or less;
- **Long-term Leave** - means a leave for more than six months;
- **Emergency Military Leave** - means a leave for members of the California Army and Air National Guard during such time as the Governor issues a proclamation of a state of emergency; and
- **War or National Emergency Leave** - means a leave when the President declares a state of national emergency.

Military Leave Benefits – Full Pay for the First 30 Calendar Days

Under the *California Military and Veterans Code*, the first 30 calendar days of any period of active service is paid at full County pay and benefits. This compensation is in addition to the pay an employee otherwise receives from the military.

Ideally, the employee should provide a copy of the military orders, prior to activation, showing the type and dates of military duty. However, it is not uncommon for military activation and deployment to be communicated on a short-notice. As such, the activated reservist need only verbally notify the Department of the military activation to initiate Military Leave. Employees are responsible for providing military orders and/or copies of military paychecks (for County Special Military Leave Program only) to validate paid military leave eligibility.

To qualify, the employee must have:

- Been employed by the public agency, for at least one year prior to the leave. Any recognized prior military service shall be counted toward this requirement.
- Ordered into "active" military duty.
- Been inducted or enlists or volunteers for active military duty.

Public agencies, as in the case of the County of Los Angeles, are not required to provide paid Military Leave for "inactive" service.

Eligible Employees:

An "Eligible Employee," for the purposes of this Section is defined as:

- A member of the reserve corps of the armed forces (reservist);
- Who is called into active military duty;

- Who has completed at least one year of service with the county (**Note**: Prior military service can be counted for this purpose and the prior military service could have been served at any time prior to county service); and
- Who provides acceptable documentation verifying active duty service (e.g., Certificate of Discharge from Active Duty form DD–214). The DD-214 form displays the dates of active duty service during a specified deployment, mobilization, or general active duty.

Military Leave Benefits – "Salary Offset Pay" for 31st Calendar Day to Unlimited Time

- This benefit is commonly referred to as military "offset pay" and provides the difference between an employee's regular county salary and his/her military pay.
- While on leave, for each continuous period of active military service (31 days to unlimited), the employee is entitled to: salary offset; the county's monthly allowance towards the purchase of benefits; and continued accrual of leave benefits (e.g., vacation leave and holiday time), as if the activated employee had not left county service.
- Salary offset is an extension of pay and benefits, for those employees who are called to active military service in connection with the global war on terrorism.
- Since military pay is generally less than county pay, the county provides employees on active duty with a benefit that ensures their minimum County pay is maintained, during the course of their activation. This is an effort to relieve any financial hardship that may be encountered, due to their Armed Forces service.

Responsibilities:

Employee Shall:

- Submit, as soon as possible, at least one copy of the military orders to their unit commander. The orders shall specify the type of duty performed and the period of duty;
- Submit a Request for Leave of Absence form (SH-AD-113);
- When necessary, submit a copy of the Military Separation Papers (DD-214) to substantiate military service periods and status of service (e.g., honorable, etc.). Separation papers are only required for periods of 30 days of service or longer; and
- Complete and submit the Military Leave Check-Out form (SH-AD-692).

Unit Commander or Designee Shall:

- Review the military orders and determine the employee's pay status (i.e., paid military leave or personal accrued leave benefits);
- Sign the Request for Leave of Absence form and submit to the unit time accountant;
- Forward one copy of the approved time off request, Request for Leave of Absence form, and a copy of the orders to Personnel Administration Bureau, Leaves Unit, within two days; and
- Upon the employee's return, complete the Military Leave Check-In form (SH-AD-693).

Unit Time Accountant Shall:

- Post the employee's time as consecutive calendar days that coincide with the starting and ending dates on the military orders.

Equipment:

- If the period of active duty is scheduled to last more than six months (180 days or more):
    - All employees shall turn in all county issued equipment, including weapons and uniforms, to Logistics.
    - Non-sworn employees shall turn in all badges and identification (ID) cards to Personnel Administration Bureau.
    - Sworn employees may retain their flat badge and ID card, regardless of the length of the deployment.
- If the period of active duty is anticipated to be less than six months (less than 180 days):
    - All employees shall retain their equipment and shall ensure it is safely secured.

Inactive Duty for Training (Weekend Drills)

Reservists required to attend scheduled reserve drill periods to fulfill military obligations are entitled to military leave. This type of leave is without pay; however, employees may elect to use their personal accrued leave benefits, vacation leave, holiday time, or compensatory time off (CTO) to cover their absence. If an employee does not have sufficient time available, the time off to perform the reserve drill will be without pay. If the employee's reserve obligation falls on a regular work day and the Department is given at least five working days' notice, then the unit shall make every attempt to change the employee's schedule to avoid the necessity of using vacation leave and/or other accrued leave benefits. The employee may also elect to schedule the drill training period to coincide with their regular-days-off (RDO's) if their military unit allows this practice.

- Any employee who is required to attend inactive duty training (weekend drills) shall be granted the time off;
- The Department cannot require an employee to reschedule their drills; however, it is permissible for the unit to contact the reservist's military commander to determine if the military duty can be rescheduled.

  NOTE: To qualify for paid military leave, the employee shall furnish military orders designated as Annual Training (AT) or Active Duty for Training (ADT).

Responsibilities:

Employee Shall:

- Provide as much prior notice as possible (unless precluded by military necessity). Failure to provide notice may result in denial of protection, including compensation, under federal and state law;
- Furnish written copies of their military orders and/or the name of their military commanding officer, upon return to work, if requested (written or oral orders are considered valid); and
- Provide their unit scheduling office with a copy of orders, drill dates, and annual training dates, as soon as they are available.

Unit Scheduling Office Shall:

- Allow at least eight hours between the time the employee returns home from weekend military duty and their reporting time for the Department (e.g., an employee arrives home at 1800 hours Sunday evening after completing weekend training. He/she cannot be scheduled for the early morning shift that night at 2300 hours). This does not preclude the employee from returning to work earlier if they desire; and

- Not require an employee to find a replacement to cover their absence during the weekend training duty.

Employee Benefits While on Military Leave

County Monthly Allowance for Benefits

Activated reservists continue to receive the county monthly allowance towards the purchase of their health, dental, and cafeteria plan benefits, while receiving the first thirty days of full county pay and while receiving the "offset pay" for activations of thirty-one days to unlimited service. If the allowance is insufficient to pay for the benefits to be purchased, the Department of Human Resources (DHR) shall invoice the reservist for the unpaid portion.

Medical and Dental Insurance

Reservists and eligible dependents shall continue coverage, although some plans require coordination with military medical coverage. The level of coverage may be changed, due to military activation, but changing from one plan provider to another is prohibited. Employees shall contact DHR Benefits for details.

Waive Medical and Dental Insurance

Reservists may waive medical and dental insurance provided by the county and receive eligible taxable cash. The reservist shall provide signed documentation in order to waive coverage.

Military Exemption from Taxation

Certain military personnel may be exempt from federal taxation of their military pay. However, the military leave pay provided by the county is civilian pay and may not be subject to those exemptions. Reservists should seek assistance of a professional tax preparer, when completing their annual income returns.

Other Benefits While on Military Leave

Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994

This Federal law provides activated military personnel with civilian employment rights, while in active service and upon return to their civilian job. USERRA states that employees returning from active military service shall receive the same vacation leave, sick leave, and holiday privileges, and the same rights and privileges to promotion, continuance in office, employment, reappointment to office, or reemployment that the employee would have enjoyed had he/she not been absent. Incomplete probationary periods shall be completed, prior to reinstatement.

State Codes

Just as the USERRA delineates the protections afforded military reserve members at the Federal level, the State of California has similar regulations. The applicable regulations are contained in the *Government Code* and the *Military and Veterans Codes*. The *Military and Veterans Code* allows the Governor to call up the necessary troops to assist local authorities with firefighting and civil disturbances, etc. It should be noted that the USERRA does not apply to members of the National Guard, if called to State Active Duty (SAD), but state regulations provide essentially the same protections. In the case of an employee ordered to State Active Duty

by the Governor, he/she must be granted the leave of absence.

Los Angeles County Code

With very few exceptions, the County of Los Angeles has adopted the State of *California Military and Veterans Code* as its own. Section 2.88.030 states that all State standards and regulations are applicable.

Retirement

The county shall continue to make employer-contributions to the Los Angeles County Employees Retirement Association (LACERA), while a reservist is on active military service. Employee contributions shall be taken from the employee's offset pay, only if there are sufficient earnings for the monies to be withheld. Retirement service credit is only given if both the county portion and the employee portion are paid. Federal law provides the reservist the opportunity to make-up missed employee-contributions, upon return to work.

Deferred Compensation

Employee contributions and the county match to Horizons, savings plan, and the pension savings plans shall continue to be made from the employee's offset pay, as long as there are sufficient earnings. However, the employee contributions will be less than normal, because it is based on the percentage of the offset pay; subsequently, the county match will likely be reduced. Federal law provides, upon return to civilian employment, a reservist to make-up missed/reduced contributions and receive the corresponding match.

Vacation Leave, Sick Leave, Holidays

While on active military leave, time shall be accrued as if the reservist had not left county service. At any time during the employee's military leave, he/she has the discretion to use any "100 percent time on the books." A reservist may use accrued vacation leave or holiday time, at any time, to remain on county paid status. Use of accrued sick leave requires the reservist to meet the same eligibility requirements as if in county service; in general, sick leave is available when the employee or dependent is ill and the employee is unable to work.

Bereavement Leave for Employees Deployed on Military Leave:

Employees who have been deployed on military leave **are not** eligible for bereavement leave with the following exception:

If, upon return from military leave, the bereavement leave time off request is related to the death of a qualifying family member (the time off shall be taken strictly for the bereavement-related activities, including tending to the deceased's family members' affairs or personal business, or assisting family members with the legal processes, etc.).

• 3-02/030.12 - Reinstatement After Military Leave

The employee is required to submit to Personnel Administration Bureau a copy of their DD-214 form or other equivalent correspondence to verify the condition of service (honorable, etc.) and the dates of service if the length of military service was for more than thirty days.

- As soon as possible, the employee shall notify their unit of assignment of their pending return to work. The unit commander is then responsible for assigning a mentor (of equal or senior rank) to coordinate the employee's return to work;
- The intent of the Disability Management and Compliance is to facilitate the smooth transition of the employee back to work at their unit of assignment. The program is designed to be tailored to the needs of the employee, and should be based on the length of deployment and the type of service the employee performed;
    - **Day One** - The unit of assignment (UOA) shall assign the employee a reporting time and an interview period with the unit commander. The UOA shall then schedule the employee to meet with Personnel Administration Bureau's Pay, Leave, and Records (PLR) Unit and LACERA;
    - **Day Two** - The UOA shall schedule the employee to meet with Logistics (if necessary), and complete duty weapon qualification and policy updates (Department and/or unit-level);
    - **Day Three** - The UOA shall schedule a services availability meeting for the employee with a representative from Employee Support Services Bureau (ESSB). This meeting may take place at either the the UOA or ESSB, whichever the employee prefers;
    - **Day Four** - The UOA shall schedule the employee to attend TAS 1 course, an eight-hour training day at the Tactics and Survival Training Center; and
- Additional return to work needs, updates, or training should be completed during the third day or prior to the employee resuming normal Department duties.
- The employee shall report back to work as soon as possible unless the delay is no fault of the employee;
- If an employee is injured or incurs a disability on military duty, the Department may require the employee to take a physical examination. The Department shall make reasonable accommodations for the impairment, if possible.

• 3-02/030.15 - Military Activation Committee (MAC)

In the event of a national emergency resulting in the President ordering military reservists to active duty (under Title 10 U.S.C. 12304, 12302 or 12301(a)), the Sheriff's Department will form the MAC.

Purpose: to facilitate the transition of Department employees to/from active military duty and to maintain communication with the employee while he/she is on active duty.

Committee Membership:

Chair-Commander of the Department
Co-Chair-Captain Personnel Administration Bureau
Member-Personnel Administration Bureau designee
Member-Manager Pay, Leaves, and Records Unit, Personnel Administration Bureau
Member – Personnel and Training Command designee
Member-Employee Support Services designee

In addition, the committee shall draw upon members of the Department who are military reservists as it deems necessary. The committee will meet as necessary and the chairperson will report to the Sheriff or his designee.

The committee shall insure compliance with existing federal, state, and local laws and statutes to facilitate the transition of Department members to/from military service. Additional information concerning military leave policy is available in the Personnel Administration Bureau guide, "*Understanding Your Military Leave*" available on Personnel Administration Bureau's Pay, Leaves, and Records Units' intranet site.

The committee shall remain active until such time as the Sheriff relieves it from its duties.

Nothing in this policy shall be in conflict or supercede Federal law, State of California Military and Veterans Code, Los Angeles County Code, or any other section of this MPP.

• 3-02/030.17 - Miltary Leave - Unit Commander's Responsibilities

Military Activation Committee (MAC)

The MAC is formed at the discretion of the Sheriff when significant numbers of Department members with a military reserve obligation are recalled to active duty with the Armed Forces of the United States. In addition to its assigned duties as specified in this MPP, the committee can also function as a resource to help facilitate workable solutions to reserve duty conflicts that may arise. The chairperson of the committee is a commander of the Department and can be reached through Sheriff's Information Bureau.

Avoiding Scheduling Conflicts

The primary reason for conflicts between employees with a reserve obligation and the Department is due to a lack of understanding of the applicable laws by both the Department and the reserve members themselves. The following information is intended to clarify the rights and responsibilities of both the Department's unit commander and the reservist member employee.

Unit Commander's Responsibilities:

- Shall know which members of their unit have military reserve obligations. Many reservists have skills that are applicable to their Department duties.
- Are strongly encouraged to contact their employee's military unit commander. Under federal law, it is permissible to contact the military unit commander and ask if the military training duty can be rescheduled. This should, however, be done only in those cases where the absence of the reservist would create a genuine and significant hardship to their unit. However, if the military unit orders the reservist to attend training, you must grant that request.
- May ask their employee with a reserve obligation to provide their weekend training schedule and their annual training schedule as soon as they are published. Most units publish these schedules well in advance of the actual training to minimize scheduling conflicts. (Note: Formal written orders are not normally issued for weekend training drills.)
- May ask their employees to disclose any anticipated training requirements that shall involve their absence from work. Reservists of all ranks have mandatory training courses that, if not attended, shall result in a denial of promotion and possibly retention in the reserve component. These courses vary greatly in terms of length and availability.
- Accept the fact that certain conflicts will arise and maintain an open dialogue with the employee to

resolve the conflicts as early as possible and, if needed, consult with the members of the MAC for assistance.

- May not require the employee to find a replacement in order to attend weekend training drills or annual training. Similarly, it is not a good practice to deny another member time off by using an employee's military reserve training duty as an excuse.
- Shall not expect your employees to return from their weekend training drills in a timely manner. Where this time frame most often comes into play is during weekend training drills and annual training. For weekend training drills and annual training, USERRA requires an employee to report back to work at the next regularly scheduled shift on the day following release from military duty, plus safe travel home and eight hours rest. The most common conflict will be those members who work the early morning shift the Monday following a weekend training drill. The employee is not precluded from voluntarily returning to work, but if he/she elects to take advantage of USERRA, then normal time-off procedures shall apply.
- Shall request written orders for employees who performed a period of reserve service of 31 days or more. It is important to note that the USERRA provides re-employment protection only to those that serve honorably. In the unlikely situation where an employee receives a dishonorable discharge, bad conduct discharge, or separation under less than honorable conditions, his/her continued employment with the Department may be jeopardized. The standard form denoting the conditions and length of service is the DD-214 form "Report of Separation from Active Duty."

Out Processing Employee Called to Active Duty – Unit Commander's Responsibilities

- Understanding that the employee is likely under serious time constraints, therefore, the Department unit representative shall facilitate as many of the out-processing tasks as possible. Under no circumstances shall the employee be left to complete the process on their own;
- Ensure that the employee and his/her unit of assignment work to ensure that the requirements listed on the Military Leave Check-Out Form (SH-AD 692) are complied with, as soon as possible;
- Shall make every effort to obtain a copy of the employee's military orders. These orders are critical in determining anticipated length of service and as an alternative means of contacting the employee while on active duty;
- Ask the employee for information on military unit family support groups, to ensure the Sheriff's Department is working effectively with and can coordinate our efforts with the military efforts. The majority of military units, active and reserve, have family support groups that provide similar services to the families of activated/deployed service members;
- Verify and/or update the employee's personal information, specifically the emergency contact numbers;
- Shall contact the Pay, Leaves, and Records Unit, Personnel Administration Bureau as soon as they are notified of the employees call to active military duty; and
- Instruct the employee to provide a copy of their Leave and Earnings Statement (LES) form as soon as possible, in order to comply with the requirements set forth by the Board of Supervisors, and to ensure no disruption to the employee's pay.

In Processing Employee Returning from Active Duty – Unit Commander's Responsibilities

The intent of the inâ€'processing procedures (reintegration program) is to facilitate the employee's smooth reintegration back into service with the Department. This program is designed to be tailored to the employee based upon such factors as their length of service with the Department, Department duties, nature of military service, and any other issues specific to the employee or unit. Because several of our employees served up to three years of active duty, the Department has an obligation to prepare them to safely and effectively

perform their jobs. There is absolutely no inference in this policy that any employee will resume their duties with the Department in anything less than exemplary service.

Separation Paperwork

This MPPrequires an employee to submit his/her “Separation from Active Duty” papers, upon return to the Department for periods of military service over 30 days. It is important to note that under USERRA, an employee may lose their right to reemployment, if the period of service is under dishonorable conditions. The separation papers shall validate the employee’s length of service and the conditions of service.

The separation paperwork is also essential to Personnel Administration Bureau’s Pay, Leaves, and Records (PLR) Units to ensure the proper timekeeping codes are used in the eHR Human Resources Management Application.

Items to Discuss with Employee

The unit of assignment shall ensure that the following items are discussed with the returning employee:

- Work assignment, shift and RDO’s;
- Vacation signâ€‘up (if applicable);
- Request for time off (if applicable);
- MPP changes (provide copies);
- Station/unit orders changes (provide copies);
- Field Operations Directives changes (provide copies);
- Job opportunities, station or Department level (e.g., SEB, Narcotics, GET, COPS);
- Promotional exam status;
- Firearms issuesâ€‘shooting card, ammunition issue, refresher training if needed;
- Driver/STAR training, if needed;
- Other Department training that may be applicable (CPT);
- Equipment issues, assist with Logistics for exchange, new issue, lost equipment;
- Employee Support Services Bureau availability; and
- Identify employee’s mentor.

Reintegration Program

The reintegration program requires the unit of assignment to facilitate several mandatory events to ensure the employee transitions seamlessly back into the Department, including:

- **Day One**:
  - The unit of assignment (UOA) shall assign the employee a reporting time and an interview period with the unit commander to discuss the exact nature of the program with the employee.
  - The UOA shall then schedule the employee to meet with Personnel Administration Bureau’s Pay, Leaves, and Records (PLR) Units, and the Employee Service Center (ESC).
- **Day Two**:

- The UOA shall schedule the employee to meet with Logistics (if necessary).
- The UOA shall ensure a comprehensive duty weapon qualification and policies update (Department and/or unit-level) is completed.

- **Day Three**:
  - The UOA shall schedule a services availability meeting for the employee with a representative from Employee Support Services Bureau (ESSB). This meeting may take place at either the UOA or ESSB, whichever the employee prefers.
  - Additional return to work needs, updates, or training should be completed during the third day or prior to the employee resuming normal Department duties.
- **Day Four**:
  - The UOA shall schedule the employee to attend “Tactics 1", an eight-hour training day at the Tactics and Survival Training Center.

Mentoring

It is essential that the unit commander designate a mentor for the returning employee. The mentor should be a valued, reliable employee who will be in position long enough to assist the employee’s transition, including;

- Facilitating the transition back to the Department, regardless of job classification;
- Explaining the process, using the list above as a guide; and
- Continually monitoring the employee’s progress and, if needed, contacting other returned reservists or members of the MAC for assistance and support.

Employee Support Services Bureau Information Only Briefing

The unit of assignment shall schedule an informational only briefing for the employee from Employee Support Services Bureau (ESSB). This briefing is not to be confused with a counseling session or the equivalent of a post shooting interview. Rather, the intent of the briefing is to provide the employee with an update on the services available to him/her and their families during the return to civilian life. Should the employee choose to avail him or herself of the ESSB services, the normal confidentiality restrictions shall be followed.

Glossary

- Active Duty for Special Work (ADSW): A tour of duty for reservists to work on reserve or active duty programs. By policy, tours are limited to 179 days or less per fiscal year. Any tour exceeding 180 days is counted as active duty.
- Additional Flight Training Period (AFTP): A minimum four-hour period designed to maintain aviator proficiency between weekend drills and for the purposes of USERRA is considered the same as a weekend drill.
- Adjutant General: The Commander of a State Army/Air National Guard. Acts as a cabinet level advisor to the Governor for military affairs.
- Annual Training (AT): The minimal period of training a reservist must perform each year in their assignment. Traditionally the annual training period is 15 days long.
- Employer Support of the Guard and Reserve (ESGR): An agency within the Assistant Secretary of Defense for Reserve Affairs. It is charged with promoting cooperation and understanding between

Reserve component members and their employers.

- Inactive Duty Training (IDT): Commonly referred to as “Weekend Drill.” The weekend drill is traditionally Saturday and Sunday, but many units also require a Friday evening drill session.
- Individual Mobilization Augmentee (IMA): An individual reservist who is preâ€‘assigned to an active component unit. The reservists may perform up to 48 Unit Training Assemblies per fiscal year.
- Individual Ready Reserve (IRR): A manpower pool consisting of trained individuals who have served on active duty or in the Selected Reserve.
- Initial Active Duty for Training (IADT): the entry level training required of all reservists who have not previously served on active duty. Typical courses are at least 12 weeks and are conducted at bases throughout the country. These courses are not optional and are a requirement to remain in a reserve component assignment.
- Military Occupational Specialty (MOS): The reservist’s job in the military.
- State Active Duty (SAD): The call up of Army and/or Air National Guardsmen to assist with state-level emergencies. The Guardsmen remain under the control of the Governor of the state and have protections similar to those provided for in the USERRA in the California Codes.
- Uniform Code of Military Justice (UCMJ): Federal law enacted by Congress that establishes the rules and procedures of military law. Members of the reserve components are subject to the UCMJ while performing military duty, including weekend drills. The members of the Army/Air National Guard are subject to the UCMJ only when in federal service.
- Unit Training Assembly (UTA): A period of IDT weekend drill training that is from four (4) to twentyâ€‘four (24) hours in length. By policy, no more than two UTAs may be performed in one day. A typical weekend drill shall consist of four UTAs.

References

SERVICE LINKS

Department of Defense	http:/www.defenselink.mil
Army Reserve	http:/www.armyreserve.army.mil
Air Force Reserve	http:/www.afreserve.com
California Air National Guard	http:/www.calguard.ca.gov/air/
California Army National Guard	http:/www.calguard.ca.gov/army/
Marine Corps Reserve	http://www.marforres.marines.mil/
Navy Reserve	http:/www.navyreserve.com
Coast Guard Reserve	http:/www.gocoastguard.com/

MISCELLANEOUS LINKS

ESGR (Employer Support for Guard/Reserve)	http:/www.esgr.org
Department of Labor	http:/www.dol.gov
Reserve Officers Association	http:/www.roa.org
National Guard Association	http:/www.ngaus.org

• 3-02/030.19 - Unit Employee's Responsibility

Employees with a reserve obligation shall:

- Provide their unit commander with the weekend training schedule and their annual training schedule, as soon as they are published. Formal written orders are not normally issued for weekend training drills.
- Notify their unit commander of any anticipated training requirements that will involve their absence from work.
- Return from their weekend training drills in a timely manner. For weekend training drills and annual training, USERRA requires an employee to report back to work at the next regularly scheduled shift on the day following release from military duty, plus safe travel home and eight hours rest.
- Submit written orders, if they performed a period of reserve service of 31 days or more. The standard form denoting the conditions and length of service is the DD-214 form “Report of Separation from Active Duty.”

Employee’s Called to Active Duty Out Processing Responsibilities

An employee called to active duty shall:

- Immediately notify their Department unit of assignment, upon notification (e.g., receive their orders or verbal notification of a report date) of his/her recall to active duty. This notification will also minimize possible disruption in employee pay and benefits.
- Shall work with their unit of assignment to ensure that the requirements listed on the Military Leave Check-Out form (SH-AD 692) are complied with, as soon as possible. Under no circumstances shall the employee be left to complete the process on their own.
- Provide his/her current military unit of assignment information. This shall be used to maintain contact with the employee until he/she can advise the Department of their location and contact numbers, etc. This is even more critical for those employees whose military duties are classified.
- Notify their unit of assignment of a proxy (e.g., family member, co-worker, etc.) who shall work on their behalf, in the event that the employee is called to active duty suddenly and is not able to comply with the normal check out procedures.
- Make every effort to submit a copy of their military orders. These orders are critical in determining anticipated length of service and as an alternative means of contacting the employee while on active duty.
- Provide his/her current military unit of assignment information. This shall be used to maintain contact with the employee until he/she can advise the Department of their location and contact numbers, etc. This is even more critical for those employees whose military duties are classified.
- Verify and/or update their personal information, specifically the emergency contact numbers.
- Provide Personnel Administration Bureau’s Pay, Leaves, and Records (PLR) Unit with a copy of their Leave and Earnings Statement (LES) form, as soon as possible. The LES is necessary to comply with the requirements set forth by the Board of Supervisors in order to ensure no disruption to the employee’s pay.

Employee’s Returning from Active Duty In-Processing Responsibilities

An employee returning from active duty shall:

- Regardless of their Department rank and job classification, each employee will need to make arrangements with the retirement board (LACERA) to ensure the period of military service is accounted for and funded.
- This MPP requires an employee to submit his/her "Separation from Active Duty" papers, upon return to the Department for periods of military service over 30 days. It is important to note that under USERRA, an employee may lose their right to re-employment if the period of service is under dishonorable conditions. The separation paper shall validate the employee's length of service and the conditions of service. The separation paperwork is also essential to the Pay, Leaves, and Records (PLR) Unit of Personnel Administration Bureau to ensure the proper timekeeping codes are used in the eHR Human Resources Management Application.
- Complete a reintegration program, facilitated by their unit of assignment, to ensure the employee transitions seamlessly back into the Department.
- Complete an informational only briefing with Employee Support Services Bureau (ESSB). This briefing is not to be confused with a counseling session or the equivalent of a post-shooting interview. Rather, the intent of the briefing is to provide the employee with an update on the services available to him/her and their families during the return to civilian life. Should the employee choose to avail him or herself of the ESSB services, the normal confidentiality restrictions shall be followed.

Additional Information

Additional information and resources may be found on Personnel Administration Bureau's web site by navigating the following path:

- Personnel Administration Bureau
- Pay, Leaves, and Records Unit
- Leaves Unit
- Military Leave

• 3-02/030.20 - Pregnancy Disability Leave (PDL)

General Policy

Every effort shall be made to allow employees to work during their pregnancy as long as they are able, as determined by their physician, and to encourage such employees to return to the Department upon completion of their Pregnancy Disability Leave (PDL).

In accordance with Department policy and county, state, and federal laws, permanent, full-time employees who are pregnant shall not be discriminated against in terms of retention, promotion, assignment, or transfer.

Pregnancy Disability Leave (PDL)

PDL is defined as that continuous time during which a female employee absents herself from her work assignment for pregnancy, child birth, or related medical conditions. PDL may consist of any or all of the following segments:

- "Disability Leave" is that portion of a PDL during which a physician has certified that the employee is unable to work due to her medical condition arising from pregnancy, child birth, or related medical conditions. During this disability segment of the PDL, the pregnant employee may use available sick leave benefits (e.g., S, E/S, V/S, F/S, and part-pay sick leave, and the Family Medical Leave Act (F.M.L.A.)), or may be off duty on approved absence without pay;
- "Accrued Benefits Leave" is that portion of a PDL which generally follows delivery and full recovery that a female employee wishes to take off for postpartum reasons. Such accrued benefits would include compensatory time off (CTO), vacation leave, and holiday time. Nothing shall preclude the employee from applying such accrued benefits to the disability segment if sick leave benefits are not available. The length of a PDL shall not extend beyond four months after date of delivery; and
- "Unpaid Leave" is that portion of a PDL which generally follows delivery and full recovery that a female employee wishes to take off for postpartum reasons, but during which the employee has no accrued benefits or does not wish to use such accrued benefits. If an employee is disabled to the extent that she is not able to work late into her pregnancy, such unpaid leave may begin before delivery.

A PDL request, consisting of any or all of the above segments, shall be automatically granted to pregnant, full-time permanent employees by the unit commander.

If a situation or medical complication arises which precludes the employee from returning to full duty four months following delivery, the PDL of Absence shall be terminated and the status of the employee shall revert to that of other employees.

Administrative Requirements

Generally, employees who are off duty on extended absence due to injury or illness are subject to various administrative requirements. As applicable to pregnant employees who are on PDL, such administrative requirements shall be applied as follows:

- Employees who are on PDL shall be placed on a day shift "A" schedule for timekeeping purposes; however, such employees shall not be required to remain at their place of residence during their duty hours;
- Employees who are on PDL shall be entered on the weekly Absence Follow-up Report in the same manner as any other employee off duty on extended illness or injury; and
- It is not necessary to maintain weekly telephone contact with employees who are on PDL.

If clarification is needed regarding job restrictions or medical limitations for the purpose of appropriate job assignment of the employee, the employee's physician of record may be contacted for such clarification. Such contact may be either in writing or by telephone.

Pregnancy Disability Leave (PDL) Forms

Several forms are required so that proper work assignments may be evaluated based on medical job restrictions and that available benefits are continued. Such forms shall be submitted in a timely manner and are as follows:

- Certification of Pregnancy form (SH-AD-648). This form shall be submitted when an employee's physician states that, due to pregnancy, the employee is medically restricted from performing any of the required duties of her position. The form shall also be submitted to automatically exempt the employee

from required range qualification (see MPP, section 3-01/050.65, Shooting Requirements). The form shall include all applicable restrictions, including the date through which the employee may continue to work, and be signed by a physician or other competent medical authority. In any event, this form must be submitted prior to the eighth month of pregnancy;

- The Certification of Pregnancy form shall contain the anticipated date of delivery and any job restrictions. Should either of these be changed during the course of the pregnancy, the unit of assignment shall immediately be notified in writing. Such notification may be made by submitting a revised Certification of Pregnancy form or any other physician's statement; and
- Request for Maternity Leave of Absence form (SH-AD-647). This form shall be submitted no later than the beginning of the eighth month of pregnancy. If an employee must go off duty prior to this time due to medical restrictions, the form shall be submitted immediately.

The Request for Maternity Leave of Absence form is to be completed by the employee. The anticipated date of delivery, as well as the period expected to be off duty prior to and after delivery, shall be indicated. For timekeeping purposes, the type of time to be used and the order of use of such time shall be indicated for each applicable segment of the leave (e.g., 100% sick leave, 65% sick leave, 50% sick leave, vacation leave, compensatory time off (CTO), holiday time, and unpaid leave).

A copy of the Request for Maternity Leave of Absence and the Certification of Pregnancy forms shall be forwarded by the unit of assignment to Personnel Administration Bureau, Attention: PLR Leaves Unit, within two business days.

As soon as possible, but no later than four weeks prior to the expiration of benefit time and the commencement of unpaid time, the emloyee shall contact Personnel Administration Bureau’s Employee Benefits Services to make timely arrangements for medical insurance continuation.

- Certification to Return to Work form (SH-AD-649). This form is to be completed by the physician or other competent medical authority and shall be submitted, as soon as possible, following the post-delivery medical checkup, but not later than six weeks after delivery. The form shall contain the actual date of delivery and, if known, the date of medical release.

The Certification to Return to Work form shall be the basis of the payment of sick leave benefits following delivery. Unless a change occurs in the medical release date, no additional forms need to be submitted.

Should a change occur in the medical release date, a revised Certification to Return to Work form (or physician's statement) shall be submitted immediately.

Sick Leave Benefits

Any medically verified disability arising from and directly related to pregnancy is an acceptable reason for a leave of absence and payment of sick leave benefits, provided the employee is permanent and otherwise eligible for sick leave. This includes 100%, 65%, and 50% sick leave payable on regular paydays.

For additional information, refer to this MPP, section 3-01.060.40, Performance of Duties by Pregnant Employees.

• 3-02/030.21 - Family and Medical Leave Act (FMLA)

Eligible employees shall submit their request for a leave under the Federal Family and Medical Leave Act (F.M.L.A.) and/or the California State Family Rights Act (C.F.R.A) by completing a SH-AD-32A form, submitting a Certification of Health Care Provider (CHCP) form, and providing supporting documentation, as required, no later than thirty calendar days in advance when the leave is foreseeable. This should be submitted in duplicate, through channels, to the concerned division chief or division director. The original forms shall be submitted by the unit supervisor to Personnel Administration Bureau, Attention: Leaves Unit, within two business days.

Any relative correspondence or documentation shall be forwarded to Personnel Administration Bureau, Attention: Leaves Unit. The unit of assignment should maintain a copy of what is forwarded to Personnel Administration Bureau in an F.M.L.A. file separate from the employee's unit personnel file.

The director, Personnel Administration Bureau, through the Leaves Unit, shall send the employee the Department's advisement letter regarding F.M.L.A. leave.

Other employees shall not be ordered to change shifts or schedules in order to accommodate an employee's F.M.L.A. leave request (the unit of assignment may ask for volunteers). If the unit of assignment has a need to fill an F.M.L.A. employee's vacant shift, the unit shall advise the employee filling the vacancy that it is only on a temporary basis. Upon return to work, the F.M.L.A. employee will return to his/her original job and shift.

The SH-AD-32A form shall contain the following information:

- Full name of employee;
- Payroll title;
- Unit of assignment;
- Detailed reasons for requesting the time off;
- The period of time (dates from and to) that is being requested off; and
- Any documents required as attachments to the SH-AD-32A form request (e.g., Certification of Physician or Practitioner (if the time off pertains to a medical condition).

Information required by the Department of Labor (DOL) to be on file for audit purposes:

- Employee name, address, payroll title;
- Rate/term of pay; daily/weekly hours worked per pay period;
- Total compensation; additions and deductions from wages;
- Date (or hours) F.M.L.A. leave is taken;
- Requests for leave; records of leave disputes;
- Copies of any employee notices regarding F.M.L.A.;
- Description of benefits and premium rates;
- All medical certifications; and
- All F.M.L.A. correspondence with the employee.

This information shall be maintained in a file separate from the employee's official personnel file at the employee's unit of assignment.

All questions regarding eligibility should be directed to Personnel Administration Bureau's Leaves Unit.

• 3-02/030.25 - Industrial Injury or Illness Leave

Provisions covering absences as a result of an industrial injury or illness deemed compensable by the County's Third Party Administrator or the Workers' Compensation Appeals Board are outlined in the county code.

The county code allows employees who are on leave due to a compensable industrial injury or illness to earn vacation and sick leave benefits during the time he is receiving remuneration provided under Workers' Compensation.

No time worked may be reported during the time period within which an employee is absent on an authorized industrial injury or illness leave. The employee may collect only the pay covered by the industrial injury (Refer to section 3-02/040.05 Occupational Injury/Illness for responsibilities and procedures).

• 3-02/030.30 - Bereavement Leave

Any full-time, permanent employee is allowed bereavement leave for the death of a qualifying family member, including their father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, child, stepchild, great-grandfather, great-grandmother, grandfather, grandmother, grandchild, or a stillbirth where a death certificate is issued. Bereavement leave is also allowed for the death of any full-time, permanent employee's domestic partner, domestic partner's father, mother, stepfather, stepmother, child, stepchild, and grandchild.

The employee shall be allowed the time necessary to be absent from work at their regular pay, for up to three working days per death for a 40-hour employee. An additional two days shall be allowed if the employee is required to travel more than 500 miles one way.

NOTE: Employees in a non-represented classification (MegaFlex or Flex) are allowed Bereavement Leave as provided in the paragraph above. For additional information, refer to the Los Angeles County Sheriff's Time and Attendance Manual, section TK-01/011.05, Bereavement Leave.

• 3-02/030.35 - Leave Without Pay

Absence up to Six Months

Requests for a leave without pay for periods up to six months shall be made on forms SH-AD-32A, SH-AD-113, and SH-R-96 articulating specific reasons for the request. Requests shall be submitted in duplicate, through channels, to the concerned division chief or division director.

If the request is approved, the documents are forwarded to Personnel Administration Bureau, Attention: Leaves Unit, within two business days.

Absence in Excess of Six Months

Requests for a leave of absence for a period of six months or more shall be made on forms SH-AD-32A and SH-AD-113 articulating specific reasons for the request. Requests shall be submitted in duplicate, through channels, to the employee's division chief or division director. If the division chief or division director approves the leave, the division chief or division director will forward the request to Personnel Administration Bureau, Attention: Leaves Unit, who will verify all documents. A leave of absence approval form is attached and submitted to the captain/director of Personnel Administration Bureau indicating whether undersheriff's or assistant sheriff's approval is required.

If the Sheriff, undersheriff, or assistant sheriffs concurs, the leave request shall be returned to the Leaves Unit, which will forward copies to the employee's unit of assignment.

When it becomes necessary to extend an existing leave, the extension shall be requested prior to the expiration of the initial leave.

Absence in Excess of 12 months

Request for a leave of absence in excess of 12 months shall be made on forms SH-AD-32A, SH-AD-113, and SH-R-96 articulating specific reasons for the request. The request is sent to the director of the Department of Human Resources for approval, in accordance with the *Los Angeles County Code*. Such leaves must be approved by the Sheriff, undersheriff, or concerned assistant sheriff.

When such extended leave is to be requested, the employee shall submit the request in sufficient time to allow for the delay involved in the processing of the request (30 days prior to the beginning of the leave).

> **NOTE:** Any request for a leave of absence without pay to work in a corporate security or other law enforcement-related capacity in a country known to be at war or experiencing civil unrest shall be authorized by the Sheriff or undersheriff.

• 3-02/030.40 - Return to Work Following a Leave of Absence in Excess of 30 Days

Whenever an employee plans to return to work following a leave of absence in excess of 30 days, he shall notify Personnel Administration Bureau, leave benefits coordinator, at least five working days in advance of the expected date of return.

When the employee returns, he/she shall report directly to Personnel Administration Bureau.

• 3-02/030.45 - Vacations

Los Angeles County Code Chapter 6.18 outlines the provisions governing vacations for county employees.

Beginning with the pay period starting on March 1, 1993, all eligible employees accrue vacation leave time on a pay-period basis. Vacation leave time is based on the employee's qualifying hours and Vacation Accrual Rate.

Employees who are on sick leave due to a compensable industrial injury or illness are allowed to earn vacation and sick leave benefits during the time they are receiving remuneration provided under Workers' Compensation.

The vacation hours that an eligible employee may accrue during a calendar year shall be based on the Vacation Maximum Hours given in Table 1A of the county code corresponding to an employee's Vacation Years of Service.

County employees shall not work overtime while using vacation time except in two specific circumstances:

Pre-approved special projects: When the Chief Executive Officer or Department Head gives approval for employees to do so on certain projects, such as the Olympics or the Rose Parade;

Court time other than during shift hours: When an employee is off work using vacation time and, because of a subpoena, must appear in court on behalf of the Department during hours that are not the employee's regular work shift hours. Employee shall earn overtime for those hours they must appear in court that are not during their regular shift hours, (e.g., if an employee's regular shift hours are on PM or EM shift, and the employee is off using vacation time, and must appear in court on behalf of the Department during the AM shift hours, the employee may earn overtime for the time period attending court during the AM shift hours).

When an employee is off work using vacation time and because of a subpoena, is to appear in court on behalf of the Department during regular work shift hours, the employee shall be taken off vacation for that day, returned to work, and appear in court on county time. No overtime shall be earned for those hours the employee attends court during regular shift hours (e.g., if an employee's regular shift hours are on the AM shift and the employee is off from work using vacation time and, because of a subpoena, must appear in court during the AM shift hours, the employee shall be taken off vacation, returned to work, and appear in court on county time during the AM shift hours).

When an employee is off work using vacation time immediately prior to and after his regular-days-off (RDO), the employee shall not work overtime on those RDO's, with the exception of Must Appear Court Time. The employee attending court on those RDO's will earn overtime (e.g., when an employee is off work using vacation time the Friday before his RDO's [Saturday and Sunday] and still remains on vacation that following Monday, the employee is not eligible to work overtime on that Saturday or Sunday).

No person, while on vacation from any public entity, as defined in section 6.04.080 of the county code (including the County of Los Angeles), shall be permitted to work for any public entity in any capacity, if they are to receive regular compensation for such work in addition to their regular vacation pay.

A holiday occurring during a vacation period shall not be considered a working day. County employees shall not work overtime on such a day. Vacation time is a 24-hour variance.

Deferred Vacations

Department policy allows personnel to defer vacation time to a maximum accumulation of 480 hours, in accordance with the County Code.

Employees who accumulate vacation time in excess of 480 hours shall submit an Absence Request Form (SH-R-96), which requires unit commander approval for the purpose of using the excess time. This request

must identify the time as excess and be submitted within 90 days after the accumulation. Because the county code gives the Department authority to grant, schedule, and defer vacation time in excess of 480 hours, failure to comply with the 90-day requirement shall result in employees being scheduled off for the excess vacation time by management without consideration of employees' time preference.

All vacation time in excess of 480 hours shall be used within the same vacation year. If, at the end of the year, an employee still has current and deferred vacation in excess of 480 hours, the employee's balance of available vacation hours shall be reduced by the number of hours in excess of 480. The employee shall be compensated for the reduction, on an hour-for-hour basis, at the employee's workday rate of pay in effect on the last day of the year of deferment.

See chart below for illustration of the allowed deferment:

Year-End Adjustments Using 480-Hour Cap

	End of Year 1 (no time used)	End of Year 2 (no time used)	End of Year 3 (no time used)	End of Year 4 (no time used)	End of Year 5 (no time used)
Earned	160	160	160	160	160
Subtotal	160	320	480 (annual cap reached)	640 (annual cap exceeded)	640 (annual cap Exceeded)
Payout excess hours over 480	0	0	0	640-480= 160	640-480= 160
Balance	160	320	480	480	480

Vacation Scheduling

Personnel in a given unit who have the most seniority in service in this Department shall be given first choice of scheduled vacation time within the unit. Personnel acquired through mergers shall use the date established by the terms of the merger with the merged agencies to establish seniority for scheduling vacation.

For sworn members, seniority in service for purposes of scheduling vacation time includes civilian service time with this Department only.

An employee hired by the Department as a civilian employee on January 1, 1980, and who then becomes a Deputy Sheriff on January 1, 1984, will have a January 1, 1980, seniority in service date for the purpose of vacation scheduling.

Any other prior county service time shall not be credited toward seniority service for vacation scheduling purposes. Should a break in service occur, seniority in service for vacation scheduling shall be based on the following:

If an employee's break in service occurred prior to October 26, 1979, the employee shall be given an adjusted continued service date. This date shall establish seniority in service; or

If an employee's break in service occurred on or after October 26, 1979, the employee's new hire date shall be the date used as seniority in service.

All other employees in the unit shall be given their choice in descending order of length of service with this Department.

Should a situation arise where two or more employees within a unit have the same seniority in service date, then the employee with the most time in the unit shall have first choice.

Employees transferring to the unit after the vacation schedule has been completed should waive seniority rights until the next annual vacation schedule is prepared.

Regardless of seniority, vacations shall be taken at such time as is authorized by the Department.

• 3-02/030.50 - Holidays

Any employee, who is employed on a monthly basis, when approved by the Board of Supervisors, shall be entitled to paid leave for holidays, as defined by the *Los Angeles County Code*, section 6.12.040 or current Fringe Benefits. Daily or hourly employees **are not** eligible to earn holiday benefits.

Employees on a 40-hour schedule are granted eight hours of holiday time, for each approved holiday, which may be taken at a later date subject to approval by the employee's unit commander.

All such personnel are entitled to holiday time, except when, on the date of the holiday, the employee is on:

- "IA" time (industrial injury/illness)
- Percentage sick leave (part-pay) or sick without pay
- An approved leave of absence
- Suspension without pay

Holiday Time not used on the actual date of the holiday is considered "deferred" time and is reported as "F" time, on paper Daily/Weekly Time Sheets.

Whether the employee observes the actual holiday or receives "F" time depends on the employee's work schedule. Some functions in the Department shall be performed on a 7-day/24-hour per week basis, while other functions are not normally performed on Saturdays, Sundays, or holidays. Scheduling personnel in each unit set up advance schedules. Schedules are based on what functions need to be performed on given days and the number of personnel needed to cover the functions on those days.

Based on these posted schedules, the following shall apply:

- An employee scheduled to be off on the holiday shall have the day off;
- If an employee is scheduled for the holiday off and then is required to work on that day, the employee shall be shown as having the holiday off and is given overtime for the actual hours worked on that day;
- If the employee is scheduled to work on the holiday, the holiday is a normal working day and the employee is granted "F" time for later use;
- If the employee is scheduled for a regular-days-off (RDO) on the holiday, the employee has his/her RDO and is granted "F" time for later use;
- If the employee is scheduled for a normal RDO on the holiday and is then required to work, the employee shall be shown as having had the RDO, is granted overtime for working on the RDO, and is given "F" time for later use;
- If an employee is scheduled to work on a holiday, but calls in sick and does not work, the employee may elect to use the holiday in lieu of 100% sick leave or the employee may choose to use his/her 100% sick leave, and "F" time is granted for later use;
- If an employee on any schedule or shift is on bereavement leave on the date of the holiday, he/she is shown as being off for the holiday;
- A covered or represented employee on a 9/80 schedule (9-hour day) shall cover the one-hour shortage on a full holiday by applying other previously accrued leave benefits or by being charged one hour of "Authorized Absence without Pay" time. Such adjustment shall be made within the applicable time accounting period;
- A covered or represented employee on a 4/40 schedule (10-hour day) shall cover the two-hour shortage on a full holiday by applying other previously accrued leave benefits or by being charged two hours of "Authorized Absence without Pay" time. Such adjustment shall be made within the applicable time accounting period;
- A covered or represented employee on a 12/80 schedule (12-hour day) shall cover the four-hour shortage on a full holiday by applying other previously accrued leave benefits or by being charged four hours of "Authorized Absence without Pay" time. Such adjustment shall be made within the applicable time accounting period; and
- Refer to the MPP, section 3-02/290.25, or the *Time and Attendance Manual*, section TK-01/009.05, for information regarding holidays for exempt employees.

Compensation for Holidays Worked – Bargaining Unit 401

Any shift employee in this unit (e.g., stationary engineers and related represented classes) scheduled to work on defined holidays, per the *Los Angeles County Code*, may elect to be paid for all holidays rather than accruing deferred holiday time. This election must be made prior to January 1st of each year, and the employee must elect to be paid for all holidays for that year. The employee receives eight hours of pay at the workday hourly rate effective on the date the payment is entered into eHR for each holiday. Holiday pay is for holiday work and shall not be considered or paid as overtime.

For specific information, refer to the *Time and Attendance Manual*, section

TK-01/011.20, Holidays and Holiday Grants.

• 3-02/030.55 - Witness Leave

Eligibility

Any full-time, monthly position employee (whether permanent or temporary) is eligible for witness leave, if the employee is subpoenaed to appear in court.

Part-time, daily, or hourly employees do not receive any paid witness leave. Such employees may keep any witness fees paid.

Amount of Witness Leave

Full-time, permanent, monthly employees continue to receive their regular pay when subpoenaed (i.e., they are allowed the time necessary to be absent from work).

Full-time, monthly recurrent, or monthly temporary employees receive one day (eight hours) of paid witness leave per year if they have accumulated 200 days (1,600 hours) or more of active service during the prior calendar year. If these employees do not meet this active service requirement, they receive four hours of paid witness leave per year. This leave may not be accumulated.

Provisions for Witness Leave

Any employee who is under subpoena to appear in court or hearing shall be allowed the time necessary to be absent from work to comply with the subpoena, provided that the court appearance is not as an expert witness or as a party to the case being heard. “A party to the case” is defined as being either the plaintiff or defendant in a civil matter or the defendant in a criminal matter.

The following provisions apply to persons who are not a party to the case, when they are called as a witness:

- To receive his/her regular pay, the employee must deposit any witness fees with Fiscal Services, Special Accounts Section, who, in turn, shall forward such fees to the County Treasurer-Tax Collector.
- The subpoena must come from a court or commission legally empowered to issue subpoenas (e.g., Civil Service Commission).
- Employees ordered to appear as a witness on their RDO do not receive any pay from the county. In such a case, the employees may keep their witness fees.
- Employees are also allowed the time necessary to be absent from work to appear at an administrative proceeding in which their employment or pay status is an issue.

Civil Service Commission (CSC) Subpoenas

The following provisions apply to Civil Service Commission (CSC) subpoenas:

- Pursuant to California *Government Code* section 31534.1, Subpoenas, compensation of witnesses, the CSC board may issue subpoenas and subpoenas duces tecum, and compensate persons subpoenaed. This power shall be exercised and enforced in the same manner as the similar power granted the board of supervisors, except that the power shall extend only to matters within the CSC's board's jurisdiction.
- CSC subpoenas shall be signed by the chairman or secretary of the board, except that the board may, by regulation, provide for express written delegation of its subpoena power to the retirement administrator or to any referee it appoints.
- Any member of the CSC board, the referee, or any person otherwise empowered to issue subpoenas may administer oaths to or take depositions from witnesses before the board or referee.

Witness Leave Pay for a Retired County Employee

Retired county employees who are subpoenaed to appear in court or a hearing are **not** paid Witness Leave pay by the County of Los Angeles. They receive payment for witness and/or mileage fees from the attorney who subpoenaed the former employee.

For additional information, refer to this MPP, section 5-07/170.10, Reporting Procedures - Witness and Mileage Fees.

• 3-02/030.60 - Variance Affecting Prior Payroll Document

An employee may change an absence variance up to 60 calendar days from the date of the original absence by submitting an adjusted time sheet and variance slip.

An employee shall submit a memorandum to their unit commander, via chain of command, requesting authorization to change an absence variance after 61 or more calendar days form the date of original absence with justification for the change. All approved request memoranda shall be forwarded to Personnel Administration Bureau's Pay, Leaves, and Records unit for correction in eHR.

• 3-02/040.00 - Medical

The following procedures are intended to define responsibilities with regard to sick leave and occupational injury or illness. In each instance, the employee's well-being is an important consideration, with emphasis placed on returning the employee to a productive assignment.

Employees who are capable of performing modified assignments on a temporary basis may be returned to duty upon appropriate medical release. It is recognized that the return of these employees to temporary duty assignments constitutes a positive influence on morale and promotes Department efficiency.

• 3-02/040.05 - Occupational Injury/Illness

When an employee, including a reserve deputy, is injured or becomes ill due to job related activities, the unit

commander shall be notified as soon as possible and the following procedures shall apply;

In the case of employee exposure to the bodily fluids of persons in custody, refer to section 3-02/040.30 for additional notifications and procedures.

Employee's Responsibility

- An employee who sustains an on-duty injury/illness shall report the circumstances to his/her supervisor as soon as possible. If the injury or illness is non-emergent, the employee shall notify his/her unit supervisor prior to seeking medical attention and receive approval for a designated physician or medical facility where treatment will be obtained;

- Employees requiring medical attention when off duty for an incident that occurred on duty, but not attended to, shall immediately notify their supervisor;

    - Pre-designated personal physicians, named in writing by the employee, must be listed in the employee's unit file before they are acceptable to treat the employee; and

    - Approval from Workers' Compensation is mandatory in those cases where treatment is administered by other than a licensed physician. The approval procedure shall be coordinated through the Disability Management and Compliance Unit;

- When receiving medical treatment for an industrial injury, the employee should comply with the doctor's instructions. Failure to do so may result in the employee's becoming responsible for all medical bills;

    - If surgery of a non-emergency nature is required, the Disability Management and Compliance Unit must be contacted in advance;

- When no medical treatment appears to be necessary at the time of a documented injury and the employee later finds that treatment is necessary, he/she should consult one of the physicians authorized by the County with approval of a supervisor;

- An employee may refuse medical treatment. This action does not waive the right to request treatment if the injury causes future distress; however, the employee may be required to assume all financial responsibility for medical costs if he/she later goes to a physician and neglects to report same to his/her supervisor within 24 hours;

- When able to do so, the employee shall take the Medical Service Order (76M119F) to the authorized physician, have him/her sign both copies, and return the orders to his unit commander, who shall forward them to the Disability Management and Compliance Unit;

- The employee shall notify the unit commander of the name, address and telephone number of the attending physician and keep him/her apprised throughout the period of treatment;

- During the recovery period, the employee shall remain at his/her residence for the time period that would constitute an eight-hour tour of duty;

- Personnel who are unable to report to work due to an industrial injury/illness (more than five consecutive workdays) shall be placed on an "A" schedule (Monday through Friday) from 0830 to 1700 each day. The employee is required to remain at his/her residence during these hours. A waiver from this policy for short periods of time for doctor appointments, therapy, etc., may be obtained with prior approval of the employee's unit commander or operations lieutenant; and prior to returning to work, the employee shall obtain a physician's release authorizing the return to work and, as soon as possible, notify the unit commander of the contents of the medical release. The release shall be submitted to the unit commander prior to the employee's first shift upon return to work. Approval for return to work shall be contingent upon review of the medical release.

Supervisor's Responsibility

- In all cases of emergencies involving serious injury or illness, the supervisor shall have the employee treated by the nearest physician or medical facility;

- A supervisor shall accompany the employee to the medical facility. The supervisor shall ascertain the extent of the injury or incapacitation as well as the attending physician's opinion regarding the employee's ability to fill a temporary modified-duty assignment. The type of modified-duty assignments available, both at the employee's unit and other Bureaus, shall be explained to the physician;

- The supervisor shall, with all due diligence and priority, conduct a thorough investigation into the facts surrounding the employee's injury. Statements from witnesses, photographs, video documentation, information on third-party involvement, site and equipment inspection, employee statements, and any supporting documents should all be considered as parts of a complete investigation;

- When the injury or incapacitation is non-emergent but requires medical treatment, the supervisor shall offer the employee a choice of the medical facilities listed in the County of Los Angeles Directory of Physicians of Industrial Injury;

    - If the employee has notified the Department in writing prior to the date of the injury or illness that he has a licensed personal physician, the employee may be treated by his/her physician from the date of injury;

- In all cases of reported on-duty injuries, supervisors shall provide the injured/ill employee with an Employee's Claim for Worker's Compensation Benefits form (DWC Form 1) within 24 hours;

- In those instances wherein the circumstances surrounding the incident are also the subject of an SH-R49 report, the supervisor shall assure that in addition to all other elements contained in the report, the nature and cause of the injury or illness shall be fully detailed. This includes names and statements of witnesses and any other pertinent observations;

- Upon completing the investigation, the supervisor shall complete a SH-AD-92 and an Industrial Injury/Illness Investigation form (SH-AD-666), and submit both to the Disability Management and Compliance Unit within three days of the injury or illness. In the case of a Thursday night injury, the injury report shall be FAXED to the Disability Management and Compliance Unit and the originals delivered as soon as possible;

Distribute as follows:

- Original and three copies each SH-AD-92 and SH-AD-666 to the Disability Management and Compliance Unit, via division headquarters; and

- One copy for the unit file;

- If the injury/illness is of a nature that caused an Incident Report (SH-R-49), Supervisors' Report of Damage to County Vehicle or Permittee's Vehicle (SH-R- 257), or other report to be completed, copies of such report shall be forwarded with the SH-AD-92 and SH-AD-666 to the Disability Management and Compliance Unit as soon as possible;

- The Medical Service Order (76M119F) shall be prepared and provided to the authorized attending physician. After being signed by the physician, the form shall be forwarded to the Disability Management and Compliance Unit;

- When an employee refuses medical treatment following an industrial injury or refuses treatment by physicians authorized by the County, a notation of this fact shall be made in the SH-AD-666;

- In those cases where the nature of the claimed injury/illness is the result of long- range causation, e.g., heart condition, hearing loss, etc., the supervisor shall conduct an investigation to the extent possible in such cases.

Unit Commander's Responsibility

- In any fatal or serious injury case, the unit commander shall be responsible for immediately reporting all relevant information concerning the occurrence to the Disability Management and Compliance Unit and the Sheriff's Information Bureau. During weekends, holidays, and times other than regular business hours, the Sheriff's Information Bureau will contact the on-duty Disability Management and Compliance Unit representative;

- The unit commander, as soon as it is medically permissible, shall personally contact the employee to determine his condition and if any assistance might be rendered;

- When an employee is absent from work five days or more, the unit commander shall cause the employee to be notified telephonically and confirmed by letter that he has been placed on an "A" schedule (Monday through Friday) from 0830 to 1700 each day. The employee shall be required to remain at the location which Department records indicate to be that employee's residence at the time of illness/injury during these hours. The employee shall also be directed to be personally available to respond to any official telephonic and/or direct contacts by the Department. Permission to be excused from the requirement to remain at the official place of residence for any period of time longer than 24 hours may be given by the unit commander or, in his extended absence, the acting unit commander; when an employee is off duty recovering from an off-duty injury or illness, the unit shall make regular contact with the employee throughout the recovery process. Any changes in the status of the employee's medical condition, financial outlook, or morale shall be reported to the unit commander, and a remedy for the problem will be sought on the employee's behalf. If available benefits are in question, this issue shall be coordinated with the Disability Management and Compliance Unit;

- The unit commander shall designate a representative who shall be the unit contact person for personnel off work due to industrial injury or illness. In cases where there is traumatic injury or illness,

hospitalization, or family member in need of assistance due to incapacitation of a Department member, the unit designee may contact the Disability Management and Compliance Unit representative and request assistance. In all cases where an employee is absent from work for five days or more, the unit designee shall make contact and determine the status of the injured/ill employee and document the anticipated recovery time. The contacts may be made telephonically or, when appropriate, in person;

  - The person so designated by the unit commander shall also have the responsibility of establishing and maintaining liaison between the concerned employee, the Disability Management and Compliance Unit representative, and the unit commander. This liaison shall have as its objective the facilitation and clarification of necessary communication between the parties mentioned above. It will be the goal of this liaison to expedite the return to work of injured/ill personnel upon recovery;

- The employee's physician of record shall be contacted by letter to determine and document the prognosis and anticipated period of recovery. The physician shall be made aware of modified duty assignments available. If the employee does not return to duty within the anticipated recovery time, the physician shall be contacted again, and the latest estimate of recovery will be determined. This procedure will be repeated each time the period of recovery is extended;

  - The letters (see section 7-01/000.00) and physician’s evaluations for return to duty are guides and may be modified to meet different criteria;

- When an employee becomes ill or injured, either service connected or non- service connected, and is unable to work for a period of five days or more, their name shall appear on an Absence Follow-Up Report (SH-R-302). Each Absence Follow-Up Report shall begin on Sunday and cover a seven-day time span to the following Saturday. Any employee name appearing on the Absence Follow-Up Report shall be carried forward each week until they can be shown as having returned to work, retired, resigned, or transferred. Transferred employee names shall include the new unit of assignment. Relieved of duty personnel shall not be shown on this report. Each unit shall submit the report to their division headquarters on Monday. Headquarters units are responsible for their employees on a separate report. Division headquarters shall submit each original Absence Follow-Up Report and two copies to the Disability Management and Compliance Unit by Wednesday of each week. This report, signed by each unit commander, will include the following information:

  - Employee's name;

  - Employee's present condition;

  - Any change in place of recovery;

  - Last date employee contacted;

  - Last date employee worked;

  - Expected date of return;

  - The name of the physician of record/last date seen; and

- The physician’s opinion on the employee’s ability to perform in a temporary modified-duty assignment;

- Should the employee subsequently be absent as a result of the same injury or illness, a SH-AD-32A shall be submitted within 24 hours of the subsequent absence. The memo shall be prepared by the unit commander and shall contain, in addition to the regularly required follow-up information, the date of the original industrial injury (use SH-AD-666). The memo shall be forwarded to the Disability Management and Compliance Unit via division headquarters;

- When an employee is temporarily unable to return to full duty, the unit commander shall make a modified-duty assignment available as follows:

  - Contact the attending physician to obtain a medical opinion on the employee's length of recovery and ability to perform in a temporary assignment;

  - Obtain a written medical release to return to duty from the physician; and

  - Direct the employee to return to temporary duty;

- Units encountering difficulty in obtaining information from a physician should contact the Disability Management and Compliance Unit for assistance.

Disability Management and Compliance Unit’s Responsibility

- The Disability Management and Compliance Unit shall be notified of all serious industrial injuries or illnesses to a Department member. The Disability Management and Compliance Unit representative for the employee’s unit shall:

Coordinate employee’s claim for:

- Workers’ compensation benefits;

- Long-term disability benefits;

- Peace Officer’s Relief Fund;

- Sheriff’s Relief benefits;

- Retirement benefits; and

- Any other insurance benefits accrued.

Offer direct assistance to the unit in assessing the employee’s needs and the appropriate response by the unit for the employee.

Begin to develop a return-to-work strategy with the unit for the employee.

• 3-02/040.10 - Injured or Ill While Off Duty

When an employee is absent due to an off-duty injury or illness, the unit commander shall be notified as soon as possible and the following procedures shall apply:

Employee's Responsibility

- An employee who sustains an off-duty injury/illness requiring an absence from their work assignment shall notify their supervisor as soon as possible;
- During the recovery period, the employee shall remain at their residence for the time period that would normally constitute their regular tour of duty. Each exception must have the prior approval of the employee's unit commander/operations lieutenant;
    - If the injury or illness will require an extended recovery period (more than five consecutive workdays), the employee shall be placed on an "A" schedule (Monday through Friday) from 0830 to 1700 each day. Varying work schedules will require unit time accountants to accomplish the time schedule change as soon as feasible. The employee shall be advised of the schedule change and shall remain at their residence during these hours. A waiver from this policy for short periods of time for doctor appointments, therapy, etc., may be obtained with prior approval of the employee's unit commander or operations lieutenant;
- The employee shall notify the unit commander as to the name, address, and telephone number of the attending physician at all times during the period of treatment;
- An employee recovering from illness or injury without compensation is not required to remain at home, but they must provide their unit commander with an alternate telephone number when leaving their residence for extended periods;
- When a deputy is off duty with a condition that has been diagnosed as pneumonia, tuberculosis, hernia, or heart trouble, they shall notify their supervisor as soon as possible, as Workers' Compensation may be involved and/or the illness may be considered work related and may be termed presumptive; and
- Prior to return to duty, a supervisor may ask an employee for a written release from the attending physician or any health care provider as defined under the Family Medical Leave Act (FMLA), indicating the employee's ability to return to work on the first subsequent day of absence during a calendar year where the employee has already exhausted their maximum Protected Sick Leave/Kin Care Leave time (see MPP section 3-02/040.18, Medical Certification or Doctor’s Note and MPP section 3-02/040.20, Kin Care).

Unit Commander's Responsibility

The responsibilities of the unit commander in an off-duty injury or illness shall be the same as in an industrial incident.

Disability Management and Compliance Unit's responsibility

Upon notification of a serious off-duty injury or illness, a member of the Disability Management and Compliance Unit shall:

- Respond to the scene of the employee incident if time and distance permit; and
- Offer assistance to the employee and family.

• 3-02/040.15 - Sick Leave

Any person employed by the County of Los Angeles on a yearly, monthly, or daily position shall be considered eligible for sick leave and shall utilize such sick leave when compelled to be absent because of disability resulting from illness, injury, or pregnancy. However, hourly and/or less than one-half time positions shall not be eligible for sick leave benefits.

Accrual of Full-Pay Sick Leave

The eHR Human Resources Management Application reduces the leave benefit accrual for any unpaid scheduled hours.

The accumulation of sick leave hours included in the calendar year maximum begins January 1st of each year. At the beginning of each succeeding pay period, employees shall accrue sick leave hours based on the qualifying hours they have reported during the preceding pay period. Therefore, sick leave earned in one pay period is available for use in the next pay period.

The qualifying hours for leave accrual purposes include hours worked, full and part-pay leave taken, and industrial accident leave benefits. The qualifying hours do not include unpaid absence, overtime, or RDO's. Therefore, for each qualifying hour recorded in the preceding pay period, a fraction of an hour of sick leave is accrued based on the appropriate sick leave accrual rate and is subject to sick leave maximum hours limitation each calendar year.

Full-Pay Sick Leave, Maximum Accrual Hours

- Represented Employees

  The maximum sick leave hours that shall be earned and accrued during a calendar year is determined by the employee's fringe benefits, appropriate MOU, and title/classification.

- Non-Represented Employees

  The maximum sick leave hours that shall be earned and accrued during a calendar year is 64 hours.

Pre >86 Sick Leave

On January 1, 1994, employees hired prior to June 16, 1986, received a one-time 64 or 96 hours sick leave benefit allotment, depending on their classification held, on January 1, 1994. This allotment is titled "Pre > 86

Sick Leave." Those hours shall be available for use only after all other full pay sick leave has been exhausted except Pre >71 Sick Leave.

Sick Personal Leave

Effective January 1, 2007, employees shall use a maximum of 96 hours of their full-pay sick leave, within any calendar year, for any personal reason that does not interfere with the public-service mission of the Sheriff's Department or the County of Los Angeles. Sick personal hours do not accumulate and are not carried over from year to year.

NOTE: If full-pay sick leave is **not** available, **no** sick personal leave may be used.

Reimbursement for Unused Sick Leave

The *Los Angeles County Code* provides that any employee who has held a permanent, full-time position for one full calendar year and who has not used sick leave (including sick personal) during a six-month period (January-June and July-December), may elect to buy back a maximum specified number of days of sick leave at the straight-time rate of pay in effect on the last day of the six-month period for which he/she is being reimbursed.

Employees who elect to buy back unused sick leave shall submit a completed "Certification for Cash Reimbursement for Unused Sick Leave" form to Pay, Leaves, and Records (PLR) Unit, via their unit time accountant, for verification within one month following the date the employee qualifies for such payment. PLR shall enter the necessary adjustments into eHR.

Sick Leave – Part-Pay/Percentage (65% & 50%)

Depending on length of service, employees are allocated a specified number of sick leave hours at 65% pay and at 50% pay. Part-pay/percentage sick leave applies to a specific calendar year and may only be used after all full-pay sick leave is exhausted.

With the implementation of eHR, the "five-day waiting period" before part-pay sick leave may be used was eliminated. Employees are no longer required to use another full-pay leave benefit such as vacation leave, or be reported as sick without pay (SWOP), before using part-pay sick leave benefits.

Payout for Sick Leave Benefits

Upon termination from county service, an employee who holds a monthly permanent position, and who has at least five years of continuous service, shall receive payment for accumulated sick leave at full pay to a maximum of 720 working hours. Such payment shall be computed at the workday hourly rate of pay in effect on the employee's final day of county service and shall be equal to the total time which results from the sum of:

- Full payment of all "Pre > 71" sick leave hours and one-half of the available balance of current/"Post > 71" sick leave hours, for a maximum payout of 720 hours.
- No payment shall be made for "Pre > 86" Sick Leave hours.
- Refer to the *Time and Attendance Manual*, section TK-01/011.50, Sick Leave and Grants, for additional information, including a historical reference for sick leave accruals and usage.

• 3-02/040.18 - Medical Certification or Doctor's Note

A supervisor shall not ask an employee for medical certification or doctor's note while the employee is utilizing the calendar year's Protected Sick Leave/Kin Care Leave time (see MPP 3-02/040.20, Kin Care). However, a supervisor may ask an employee for a medical certification or doctor's note from a licensed physician or from any health care provider as defined under the Family Medical Leave Act (FMLA), for their own medical or psychological condition, on the first subsequent day of absence during a calendar year where the employee has already exhausted their maximum Protected Sick Leave/Kin Care Leave time. Any request for a doctor's note must comply with the medical privacy rights of the employee, including no mention of diagnosis, prognosis, or anything that would lead to the understanding of what is the diagnosis or prognosis. Medical certification and doctor's notes must be kept in a separate medical file.

NOTE: Medical Certification or Doctor's note is defined as a written note, email, or stamped document.

- NOTE: A "health care provider" is defined under FMLA as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or any other person determined by the Secretary of Labor to be "capable of providing health care services."
- NOTE: Medical certification required for a leave of absence is covered under MPP sections 3-02/030.20, Pregnancy Disability Leave (PDL); 3-02/030.21, Family and Medical Leave Act (FMLA); 3-02/030.25, Industrial Injury or Illness Leave; and 3-02/030.30, Bereavement Leave.

• 3-02/040.20 - Kin Care

Kin Care authorizes an employee to use the amount of sick leave or non-elective leave in which the employee accrues during a six-month period in a calendar year (i.e., January 1 through December 31). Kin Care leave may be used to attend to the diagnosis, care, or treatment for an existing health condition or preventive care for an employee, an employee's family member, or for time off required if an employee and/or their children are a victim of domestic violence, sexual assault, or stalking.

Kin Care leave is based on a calendar year and begins on January 1st of each year. If an employee requests to use Kin Care leave, the employee does not have to use the days consecutively, may use partial days, and may be used throughout the calendar year. An employee may use their sick leave or non-elective leave for a Kin Care leave provided the employee has the accrued sick leave or non-elective leave available.

Kin Care laws supersede any other *Los Angeles County Code* or any other county or department policy, procedure, or guideline which may conflict with the information contained in the law.

Employee's Responsibilities

The employee shall notify their supervisor in advance if the Kin Care leave is foreseeable, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee shall give notice to their supervisor as soon as practicable, as may occur in the case of unanticipated illness or a medical emergency.

For a foreseeable absence, the employee shall indicate on the "Reason for Absence" section of the Absence

Request Prior Approval form (SH-R-96) the time being requested as Kin Care leave and designate whom the Kin Care leave is being used for (example: Kin Care leave to care for myself, child [name], or spouse [name].

For an unforeseeable absence, the employee shall verbally advise their supervisor they are using Kin Care leave and whom it is being used for.

Supervisor's Responsibilities

Supervisors shall designate any "paid sick" absence that meets the Kin Care requirements as "Kin Care" at the employee's discretion. In order to determine if a "paid sick" absence meets the Kin Care requirements, the supervisor shall ask the employee the following questions:

- Are you calling in sick due to self or a family member?
- If you are calling in sick due to a family member, which family member?
- Is the illness a serious health condition that may be covered by FMLA? If the answer is "yes," ask the employee for medical certification as part of the FMLA-process.

Upon the employee's verbal or written request to a supervisor, the supervisor shall authorize paid **sick days** for any of the purposes referenced in this section. If a written request is received, the supervisor shall ensure the employee indicated they are requesting Kin Care leave and whom it is being used for. If the request is verbal, the supervisor shall indicate in the "Reason for Absence" section of the Absence Request Telephonic Notification form (SH-R-96), the employee is requesting Kin Care leave and whom it is being used for. Supervisors shall **not** request the medical reason for the employee using Kin Care leave. The supervisor cannot require the employee to find their own work replacement.

Under the Kin Care law, the supervisor cannot deny the employee the right to use their protected, accrued sick leave, including the right to use paid sick leave for a partial day (i.e., to attend a doctor's appointment) and may not discipline the employee for doing so. The supervisor cannot count the Kin Care leave as an "occurrence" under any attendance policy, monitored absence program, or absence contract if the employee has an unscheduled absence or provides insufficient notice of an absence. The supervisor cannot discharge, threaten to discharge, demote, suspend, discipline, or in any manner discriminate against the employee for using, or attempting to exercise, the rights under the Kin Care law and in this policy section.

Supervisors shall allow the employee to exhaust their sick leave or non-elective leave already accrued up to a maximum which equals 50 percent of their yearly accrued sick leave or non-elective leave without requesting a medical certification or doctor's note.

A supervisor may request a medical certification or doctor's note on the day after the employee has exhausted their maximum Kin Care leave time (see MPP section 3-02/040.18, Medical Certification or Doctor's Note).

NOTE: Employees who are the victim of domestic violence, sexual assault, or stalking (or their children), requesting leave and have exhausted their Kin Care leave may be required to provide a certification for the employee's absence. This certification may be in the form of a police report, protective order, court or prosecuting attorney's documentation the employee has appeared in court, and/or medical note from a doctor or licensed counselor, including a sexual assault counselor.

Definition of “Sick Leave”

“Sick leave” means full-pay sick leave accrued for use during absence from employment for any of the reasons specified in this section. Sick leave does not include part-pay sick leave (percentage sick time) or benefits provided under retirement, workers’ compensation benefits, unemployment benefits, or benefits not payable from the employer’s general assets. Below are the full-pay sick leave Kin Care usage procedures:

- For Options/Flex/Choices employees, Sick 100% (011) may be designated for Kin Care for either full or partial day absences;
- For MegaFlex employees, Non-Elective Leave (003) may be used to cover full day absences designated for Kin Care. For partial day absences, MegaFlex employees may designate Exempt Leave (019). In addition, MegaFlex employees must use previously accrued Sick 100% (011) prior to using Non-Elective Leave (003); or
- For hourly employees, Sick Personal Leave (112) may be designated for using Kin Care.

The total amount of full-pay sick leave and/or non-elective leave earned by each eligible full-time employee each year ranges between 64 and 96 hours, depending upon the c*ounty code* or their bargaining unit and years of county service. Full-pay sick leave accrual for each year begins January 1, or when an employee enters service, and ends each year when the employee reaches their maximum number of hours or at the end of the year.

Definition of “Family Member”

The definition of a “family member” is:

- The employee;
- A child, which means biological, adopted, foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis (this definition of a child is applicable regardless of age or dependency status);
- A biological, adoptive, foster parent, stepparent, legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

Domestic Violence, Sexual Assault, or Stalking Related Time Off From Work

The domestic violence, sexual assault, or stalking related time off from work as referenced in the Kin Care law applies to the employee or their children for the following:

- To seek medical attention for injuries;
- To obtain services from a domestic violence shelter, program, or rape crisis center;
- To obtain psychological counseling; and/or
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Examples

Below are examples of Kin Care leave:

- If an employee accrues 12 days of sick leave in a calendar year and calls in requesting Kin Care leave due to their own illness, the supervisor cannot request a doctor's note for the first six days of accrued sick leave;
- If an employee accrues 12 days of sick leave in a calendar year and calls in requesting Kin Care leave due to a covered family member, the supervisor cannot request a doctor's note for the first six days of accrued sick leave; or
- If the employee has already used 50 percent of their accrued sick leave as Kin Care leave days within the calendar year, the supervisor **may** request a doctor's note for either the employee's own illness or illness of a covered family member.

For additional information and/or updates, please consult Personnel Administration Bureau's Pay, Leaves, and Records Units' "Leaves Unit" intranet web page.

For any questions, please contact your unit's time accountant.

• 3-02/040.25 - Employee Exposed to Communicable Disease

An employee who is exposed to any person who is a possible or known carrier of a communicable disease in the line of duty shall be responsible for the following:

- Immediately notify their immediate supervisor of the exposure;
- Complete a Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426);
    - When multiple employees have been exposed to the same person, each individual employee shall complete a separate report unless medical treatment is required by the individual employee at the time of exposure; and

- Submit the SH-R-426 form to their immediate supervisor without delay.

Supervisor's Responsibilities:

The immediate supervisor of an employee who has been exposed to any person who is a possible or known carrier of a communicable disease in the line of duty shall be responsible for the following:

- Ensure the employee completes and submits a Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426);
    - When multiple employees have been exposed to the same person, each individual employee shall complete a separate report unless medical treatment is required by the individual employee at the time of exposure; and
- Place a copy of the form in the employee's unit medical file and forward the original to the Disability Management and Compliance Unit.

The California Occupational Safety and Health Administration (Cal/OSHA) mandates that the immediate supervisor determine whether other employees may have been exposed to the communicable disease. The supervisor shall also be responsible for the following:

- Identify other employees who may have been exposed;
- Immediately notify each employee of the potential exposure;
    - Supervisors shall not disclose the identity of the original exposed employee;
- Ensure each employee completes and submits a Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426) and process the same as for the original employee;
- Provide each employee with information about the communicable disease: i.e., how the disease is spread, symptoms, medical treatment, and how to reduce the chance of becoming infected in the future; and
- Communicable disease information can be obtained from the Centers for Disease Control and Prevention (CDC) web site (www.cdc.gov) or by contacting the Risk Management Bureau's Safety Management Unit.

If an employee subsequently contracts the communicable disease, the supervisor shall prepare and process additional reports in the same manner as for an industrial injury. The date and time of exposure to the disease shall be substituted for the date and time of injury.

The Safety Management Unit, Risk Management Bureau, can be contacted during normal business hours at (323) 890-5002 for additional information or advice.

Safety Equipment

Consistent with operational requirements, all units shall maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, NIOSH-rated N-95 respiratory masks, disinfectant spray, and biohazard storage/disposal bags. Specialized units within Detective Division may also maintain adequate inventories of additional protective apparel. Items may be obtained through divisional budget representatives utilizing standard requisition procedures.

Unit commanders shall ensure that adequate supplies are maintained and distributed to Department employees, vehicles, and work locations in accordance with divisional directives.

Safety Equipment Usage for Risk Reduction

- Resuscitation masks/bag valve masks or Department approved barrier devices should be used during the resuscitation of any person who has stopped breathing;
- Disposable gloves should be routinely worn when any contact is anticipated with blood or other body fluids, or when contacting clothing or materials which may have been contaminated with blood or other body fluids;
- Disposable face masks (NIOSH N-95) should be utilized by employees when in contact with known or suspected contaminated individuals or large amounts of possible contaminated fluids;
- Disinfectant spray should be used on any surface contaminated by blood or other body fluids; and
- Disposable towels should be used in conjunction with disinfectant to clean up contaminated sites; and biohazard storage/disposal bags should be used to transport and store any clothing, etc., or to transport disposable soiled gloves, towels or cleaning materials which have been contaminated by blood or other body fluids. Contaminated materials that are to be held as evidence shall be dried, then packaged in paper evidence envelopes/bio-hazard bags.

General Precautions

- Extreme caution should be exercised when conducting searches and dealing with any sharp object that may be contaminated;
- Sharp objects which may be contaminated and must be disposed of or held as evidence should be placed in puncture-resistant containers and appropriately labeled;
- An employee who is bleeding or who has any open wound or skin lesion should avoid direct contact with the blood or other body fluids of another person. If the employee's broken skin is on the hands, disposable gloves should be used when handling blood or other body fluids of another person;
- Any equipment or clothing coming into contact with possibly contaminated substances or persons should be disposed of or properly decontaminated as soon as practical;
- Employees who come in frequent physical contact with inmates (i.e., searching and fingerprinting) should routinely wear disposable gloves during such procedures; and

- Locations which have been severely contaminated by blood or other body fluids (i.e., homicides) should be secured or contained until the arrival of appropriately equipped personnel.

Decontamination

- Any person who becomes contaminated should, as soon as practical, wash exposed areas thoroughly with soap and water;
- Contaminated surfaces and personal equipment may be decontaminated with Department-issued disinfectant spray, any commercial disinfectant, or a solution of one part bleach to ten parts water (1:10);
- Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning; and
- Disposable gloves, towels, and other items used to clean up contaminated areas should be placed in biohazard storage bags and disposed of at the nearest appropriate disposal site as approved by Medical Services at (323) 568-4500.

Use of Inmate Workers for Decontamination

Inmate workers may be used to assist in cleaning contaminated areas and vehicles at any Sheriff's facility where inmate workers are normally assigned. Supervising personnel shall ensure that their activity conforms to all hygienic practices and policies cited in this subsection.

• 3-02/040.26 - Employee Exposed to Smoke Inhalation

An employee who responds to a fire and is exposed to fumes/smoke inhalation in the line of duty shall be responsible for the following:

- Immediately notify their supervisor of the exposure.
- Complete a Smoke and Fire Exposure Report (SH-R-426A)
    - When multiple employees have been exposed while responding to the same incident, each individual employee shall complete a separate report.
    - An employee injury packet should only be completed if the employee receives medical treatment.
- Submit the SH-R-426A Report to their immediate supervisor without delay.
    - If an employee seeks immediate medical attention or seeks treatment at any time due to experiencing symptoms or complications after being exposed to smoke/fumes, an industrial injury claim should be completed. At that time, a URN should be pulled. A copy of the Smoke and Fire Exposure Report (SH-R-426A) shall be attached to the injury packet, as well as the same URN from the injury packet. The original packet shall be placed in the employee's unit medical file and a copy emailed to the Disability Management and Compliance Unit's DMCU Injury Reports email group.

Supervisor's Responsibilities:

The immediate supervisor of an employee who responds to a fire and is exposed to fumes/smoke inhalation in the line of duty shall be responsible for the following:

- Ensure the employee completes and submits a Smoke and Fire Exposure Report

  (SH-R-426A). In the event the employee is injured and unable to complete the form, the supervisor will complete the Smoke and Fire Exposure Report (SH-R-426A) form on behalf of the employee.

  - When multiple employees have been exposed while responding to the same incident, each individual employee shall complete a separate report.

  - An employee injury packet should only be completed if the employee receives medical treatment.

- Place the original report in the employee's unit medical file and email a copy to the Disability Management & Compliance Unit Help Desk.

  - If an employee seeks immediate medical attention or seeks treatment at any time due to experiencing symptoms or complications after being exposed to smoke/fumes, an industrial injury claim should be completed. At that time, a URN should be pulled. A copy of the Smoke and Fire Exposure Report (SH-R-426A) shall be attached to the injury packet, as well as the same URN from the injury packet. The original packet shall be placed in the employee's unit medical file, and a copy emailed to the Disability Management and Compliance Unit's DMCU Injury Reports email group.

Safety Equipment:

Consistent with operational requirements in Manual of Policy and Procedures: 3-02/040.25 Employee Exposed to Communicable Disease, all units shall maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, NIOSH-rated N-95 respiratory masks, disinfectant spray, and biohazard storage/disposal bags. Specialized units within Detective Division may also maintain adequate inventories of additional protective apparel. Items may be obtained through divisional budget representatives utilizing standard requisition procedures.

Unit commanders shall ensure that adequate supplies are maintained and distributed to Department employees, vehicles, and work locations in accordance with divisional directives.

Safety Equipment Usage for Risk Reduction

- Resuscitation masks/bag valve masks or Department approved barrier devices should be used during the resuscitation of any person who has stopped breathing.

- Disposable gloves should be routinely worn when in contact with toxic or contaminated materials.

- Disposable face masks (NIOSH N-95) should be utilized by employees where smoke is present, or when in contact with toxic or contaminated materials.

- Disinfectant spray should be used on any surface contaminated by toxic materials.
- Disposable towels should be used in conjunction with disinfectants prior to touching contaminated sites; and biohazard storage/disposal bags should be used to transport and store any clothing, etc., or to transport disposable soiled gloves, towels, or cleaning materials which have been contaminated by toxic materials. Contaminated materials that are to be held as evidence shall be dried, then packaged in paper evidence envelopes/bio-hazard bags.

General Precautions:

- Personal Protective Gear: Wear standard law enforcement gear, but also consider additional protective clothing like heat-resistant gloves, boots, and helmet to protect from smoke, heat, and debris.
- Respirators: In areas with thick smoke or hazardous air quality, respiratory protection

(e.g., NIOSH N-95 masks) should be worn to prevent inhalation of harmful particles.

Decontamination:

- Contaminated surfaces and personal equipment may be decontaminated with Department-issued disinfectant spray, any commercial disinfectant, or a solution of one part bleach to ten parts water (1:10).
- Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning.
- Disposable gloves, towels, and other items used to clean up contaminated areas should be placed in biohazard storage bags and disposed of at the nearest appropriate disposal site.

• 3-02/040.30 - Employee Exposure to the Bodily Fluids of Persons in Custody, Field Operations Regions, and Court Services

An employee who believes that he has had contact with the bodily fluids of a person in custody shall report this to the unit commander using the "Report of Request and Decision for HIV Testing (DHS 8459)." The report shall be submitted by the end of the employee's shift but not later than two days after the incident. The unit commander shall cause the report to be sent by U.S. mail or hand carried to reach the Department of Health Services and the Disability Management and Compliance Unit within 48 hours.

The report shall include the following:

- Names of persons involved in the incident;
- Names of witnesses to the incident;
- All written statements from these parties;
- Narrative of the incident; and

- Any request by the employee that the County Health Officer order HIV testing of the inmate.

In circumstances where a person is charged with a crime and who has bitten, scratched, spat upon, or transferred blood or other bodily fluids on, upon, or through the skin or membranes of a peace officer, the peace officer may request that the court order the inmate to provide two specimens of blood for testing for AIDS, any AIDS related condition, or other communicable diseases.

In all cases where practical, the County Counsel and the employee requesting blood tests of an inmate shall attend the court hearing upon the petition.

It shall be the responsibility of the assigned investigator to include whenever possible the petition for blood testing with the case filing documents when presented to the prosecuting attorney.

If a person in custody refuses to consent to voluntary blood testing or if the person is not in custody, the petition for blood testing and the declaration of the employee requesting blood testing shall be completed by the employee with the assistance of the Disability Management and Compliance Unit and County Counsel.

Blood testing for persons not in custody shall be coordinated with the County Department of Health Services.

All information reported shall remain confidential. The confidentiality of inmate personal data, as well as any employee information, may not be reported to anyone except for disclosure as may be necessary to obtain medical or psychological care.

If the exposure did not result in any injury to the employee, a "Report of Request and Decision for HIV Testing (DHS 8459)" shall be completed. A Report of Industrial Injury (SH-AD-92) is not necessary. (See Case Assignment section 4-06/045.00 Communicable Disease.)

In addition to the above, the following shall apply in all cases of reported employee exposure to the bodily fluids of a person in custody:

Supervisor's Responsibilities

- Notify Sheriff's Medical Services at (213) 893-5505 (24-hour number) of the incident;
- Mail or hand carry the original "Report of Request and Decision for HIV Testing (DHS 8459)" to the Department of Health Services and a copy to the Disability Management and Compliance Unit;
- Forward an additional copy of the Employer's Report of Occupational Injury or Illness (SH-AD-92) and a "Report of Request and Decision for HIV Testing (DHS 8459)" to the Chief Physician, 441 Bauchet Street, Los Angeles, CA 90012.

Disability Management and Compliance Unit’s Responsibilities

- Act as a resource agent for Sheriff's Medical Services;
- Maintain a record of reported exposure incidents and make follow-up contact with those affected employees; and

- Assist and coordinate requests for ordered blood testing with Department of Health Services and/or County Counsel.

Medical Services' Responsibilities

- After notification of an employee exposure to the bodily fluids of a person in custody incident, the chief physician or his agent shall immediately assign a medical staff person to evaluate the inmate/prisoner;
- The assigned medical staff person shall review the inmate's medical and social history and attempt to obtain his written permission to have the necessary tests performed as soon as possible;
- If the inmate has given written permission or if the court orders blood testing of such person, Medical Services shall be responsible for obtaining the specimens and arranging for appropriate tests;
- A summary of the evaluation will be submitted to the chief physician for review and appropriate action; and
- The chief physician shall ensure that both the employee and the inmate receive the correct interpretation of the test results and are made aware of any potential risk of acquiring a communicable disease. The employee will be given a referral for confidential counseling at Employee Support Services Bureau.

• 3-02/040.31 - Hepatitis B Immunization Program

In compliance with federal and state guidelines, the Department has determined that all sworn and some civilian employees are at risk of exposure to the Hepatitis B virus. Exposure can occur at any time; consequently, pre-immunization from the Hepatitis B virus is recommended. The immunization program is a three vaccination series which takes approximately six months to complete.

Participation is voluntary. Prior to immunization, employees will be trained regarding exposure, transmission, and proper medical precautions. Videotapes and literature may be obtained from the unit’s safety officer or the Safety Management Unit.

Arrangements for participation are made through the Risk Management Bureau’s Safety Management Unit.

• 3-02/040.35 - Medical Examination Following Sick Leave

When an employee returns to work following a non-occupational illness or injury, the unit commander may request that a County medical examination be given to the returning employee. Requests for such examination shall be made on a SH-AD-32A. This request shall be prepared in duplicate, signed by the unit commander, and distributed as follows:

- Original to Disability Management and Compliance Unit; and
- Copy retained for unit file

• 3-02/040.40 - Return to Work - Sworn Members - Medical Restrictions

The following process shall be complied with for the return to work of Department members with work restrictions. This process shall apply whether the medical authority is a personal physician, Occupational Health Services, or the Workers' Compensation system.

The employee shall instruct the medical authority to provide, in writing, all applicable restrictions to the Disability Management and Compliance Unit. The restriction statement must be sufficiently definitive to enable the Disability Management and Compliance Unit to identify appropriate assignments. The Disability Management and Compliance Unit shall perform the Disability Management and Compliance Unit function, be the central repository for this information and act as the liaison between the employee, the concerned unit and division, medical authorities, the concerned insurance carrier, County Counsel, Payroll Services, Personnel Administration Bureau, Employee Relations/Advocacy Services, Sheriff's Relief Association, and all involved parties.

Telephonic notification to the Disability Management and Compliance Unit, followed by written documentation, can be acceptable.

When the Disability Management and Compliance Unit receives medical restrictions, the following process will be followed:

- The assigned Disability Management and Compliance Unit coordinator shall review the employee's medical restrictions to ensure that it contains sufficiently specific information regarding an employee's limitations, restrictions, and/or ability to perform the essential job functions;

- If the information provided is insufficient, the Disability Management and Compliance Unit coordinator shall request additional information and/or clarification for the information from the appropriate medical authority;

- If the information is sufficiently specific, the Disability Management and Compliance Unit coordinator shall first review the employee's medical restrictions against the essential functions of the employee's current assignment;

- If the work restrictions are compatible, the employee may return to his assignment. Prior to returning to work, the employee's unit will be provided a copy of the written work restrictions and a "Request for Reasonable Accommodations" form. This form must be completed by the returning employee and the unit, then returned to Disability Management and Compliance Unit;

- If the work restrictions preclude returning to usual and customary duties, the Disability Management and Compliance Unit coordinator will begin developing alternative return to work placement;

- Alternative placement will begin when the Disability Management and Compliance Unit coordinator provides a copy of the restrictions to the employee's unit. Along with the restrictions, the Disability Management and Compliance Unit coordinator will supply a "Request for Reasonable Accommodations" form. This form must be completed by the returning employee and the unit. If the requested accommodations can be met by the employee's current unit, the employee will then return to work. If the requested accommodations cannot be met by the current unit, alternative placement within

the employee's division will be sought. If the employee's division is also unable to meet the requests, the Disability Management and Compliance Unit coordinator will prepare documentation of the employee case for the captain/director of Personnel and Training Command. The captain/director shall then bring forward, in executive session of the Executive Planning Council, the need for placement. The Executive Planning Council shall decide final placement of the employee. In some cases, restrictions will prevent an employee from returning to work anywhere within the Department. Should this occur, the Disability Management and Compliance Unit coordinator will explore placement throughout the County; and

- Should an employee not be able to return to work for the County, release or retirement options will be explored. Reasonable accommodations at a unit-level do not include creation of a position. This does not prevent a unit from allowing an employee to return to modified duty on a temporarily basis until permanent work restrictions are received by the Disability Management and Compliance Unit. If a unit is able to temporarily accommodate a returning employee, the Disability Management and Compliance Unit shall assist the concerned unit and the employee with an acknowledgment that specifies the duties for the employee, the length of time that the agreement shall be valid, and the information that the employee's status and accommodation will be reviewed at the termination of the agreement.

Once an employee has been placed in an assignment as a result of a request for reasonable accommodation, any change in duties, re-assignment within the unit or division, or inter-division transfer shall be coordinated with the Disability Management and Compliance Unit.

• 3-02/040.41 - Administrative Reassignment of Personnel - Loans

Inter-division loans of personnel, or inter-unit loans of deputies to coveted unit assignments, shall be approved by the concerned assistant sheriff and authorized in writing by the assistant sheriff of Administrative and Professional Standards.

All other personnel loans not subject to the provisions outlined above shall be approved in writing by the concerned division chief.

All current or future loans of personnel which are anticipated to extend beyond or have reached thirty calendar days in duration, must be submitted on a Personnel Transaction Request (PTR) and processed in the Electronic Human Resources System (eHR) to reflect the employee *and* personnel position loaned to the receiving unit.

• 3-02/040.42 - Creating Unfunded Positions - Prohibition

Department managers shall not create, or otherwise transfer any personnel into an unfunded position or assignment without the express, written authorization of the concerned division chief, concerned assistant sheriff, and assistant sheriff of Administrative and Professional Standards.

• 3-02/040.45 - Voluntary Medical Examinations for Safety Members

Certain employee job assignments may require as a condition of continued placement periodic medical examinations.

The Disability Management and Compliance Unit shall be responsible for providing liaison between the Department, the medical provider, Occupational Health Service (OHS), and the employee.

Disability Management and Compliance Unit shall:

- Obtain appointment times;
- Assign appointment times to Department members;
- Keep records and establish such procedures as will ensure successful Department participation in this program.

A member unable to keep a scheduled medical appointment for any reason shall notify the Disability Management and Compliance Unit without delay.

• 3-02/040.50 - Emotional Behavioral Concerns

Supervisory personnel shall be alert for indications of emotional distress in any employee under their command. Manifestations of distress might include, but are not necessarily limited to, signs of psychological disturbance, emotional trauma, or excessive use of alcohol and/or prescription drugs.

Where possible, the cause of the problem should be determined and an evaluation made as to the employee's probable ability to cope with the problem and still function in an efficient, capable, and safe manner. If it is determined that the problem is of a potentially serious nature or one which might negatively affect either the employee's job performance or his personal well-being, the unit commander shall be notified immediately.

After counseling the employee, if the unit commander concurs that the problem is more than superficial, they shall promptly notify the division area commander and Disability Management and Compliance Unit. As soon as reasonably possible, this verbal notification is to be followed by a full written report to the division chief or division director on a SH-AD-32A (Sheriff's Department Office Correspondence).

When circumstances dictate that the notification be made during other than normal working hours, the on- call representative from the Disability Management and Compliance Unit is to be contacted through the Sheriff's Information Bureau. Do not initiate an Employer's Report of Injury or Illness (SH-AD-92) until advised to do so by the Injury and Health Support Unit. If and when a SH-AD-92 is submitted, a copy of this report shall also be forwarded to the concerned division chief or division director.

When circumstances dictate and there exists a serious question regarding the potential misuse of an employee's peace officer powers as a result of emotionally related issues, the unit commander or the designated representative shall notify the area commander, Personnel Administration Bureau, and the Disability Management and Compliance Unit.

The unit commander shall take custody of all Department identification and County weapon to be distributed as follows:

- County weapon to be returned to the Logistics Section and a receipt obtained;
- Uniform badge, flat badge, cap piece, and identification card to be returned to Personnel Administration Bureau and a receipt obtained.

These items will be returned to the employee when his recovery is sufficient to return to duty.

If the off-duty employee is a sworn member, Personnel Administration Bureau shall advise the employee by letter, sent via Certified Mail, of the following:

- That acting in any law enforcement capacity is expressly forbidden;
- That carrying a firearm is not authorized;
- That this action should not be considered punitive or disciplinary but is intended to serve the best interests of the member and the Department.

Based on the information available and with review and concurrence by the division area commander, the unit commander, the Disability Management and Compliance Unit personnel, and the Department's psychologists (only in non-industrial issues) shall make a determination as to the appropriate course of action, both short and long range. The course of action sought will in all cases be that which is determined to be in the best interests of the employee and the Department.

• 3-02/040.55 - Peer Support Program

The Sheriff's Department's Peer Support Program (PSP) is a voluntary support program which operates out of the Psychological Services Bureau (PSB). PSP offers confidential help and guidance by trained volunteer peer support personnel to all Department members experiencing a personal or professional issue.

The Department has long recognized the relative importance of physical and emotional well-being upon personnel performance. Supervisors are entrusted with the responsibility of identifying problems being experienced by employees and helping these individuals affect a positive change when possible. The PSP provides a valuable resource for unit supervisors wanting to assist members of the Department who have particular problems. Supervisors are reminded that an individual's decision to receive support from a member of PSP must remain voluntary. A referral to participate shall not be made under duress or promise of reward.

Department members are encouraged to seek assistance, be it from licensed professional psychologists working within or outside the Department or active PSP members, before a situation escalates into a severe personal or professional problem.

Nothing in this subsection or the PSP is intended to alter a supervisor's responsibility.

Selection and Training of Peer Support Members

Volunteer peer support members are chosen from all ranks within the Department. They may be sworn, civilian, or reserve members, active or retired. Interested applicants should consult the PSP coordinator at

PSB. All PSP applicants shall undergo a screening process conducted by the PSP Coordinator and/or PSB Psychologist designee assigned to the program to determine if the applicant meets the requirements to be a peer support member.

Pre-screened PSP applicants shall complete an initial three-day training program provided or approved by Psychological Services Bureau's PSP coordinators prior to conducting any peer support activities. To remain as an active member of the PSP, members must continue to attend one eight hour face-to-face training session and one off-site training (e.g., webinar) per calendar year to remain an active member of the PSP. All peer support members will operate within the PSP guidelines and policies or may be subject to dismissal from the program. The peer support member's unit commander shall allow the PSP member to attend the initial three-day training and annual face-to-face training, absent exigent circumstances.

Primary Function of Peer Support Program Members

The primary function of peer support members include providing support, helping employees to problem-solve, offer coping tools, and provide referral services to fellow employees in time of need. Those experiencing problems which require long-term or professional guidance shall be given the opportunity to choose a professional either from within PSB or an external referral.

Confidentiality

Communication between a PSP member and a Department employee is confidential except in one of the following circumstances:

- There is a safety concern for self or others (including child, elder abuse, dependent/adult abuse, or gravely disabled);
- The PSP member needs to make an appropriate referral and consult with PSB psychological staff on the concerning circumstances of the employee receiving peer support. In those instances, PSB psychological staff will maintain confidentiality upon receiving information from PSP members;
- Disclosing the communication shared by the employee receiving peer support may reasonably prevent certain death, substantial physical harm, or commission of a crime;
- The employee receiving peer support gives written authorization to disclose the confidential content from contacts with the PSP member. Oral permission is acceptable when referring to a mental health professional; or
- When disclosure is required by law.

PSP members remain responsible for adhering to all reporting procedures requisite of their rank. At no time will information received by a PSP member be used for disciplinary purposes.

PSP members shall neither be interviewed in an administrative hearing nor shall they discuss details of PSP contacts with Department personnel conducting an investigation without the written authorization of the member receiving peer support or a court order.

Peer support members shall advise and seek guidance from the PSP coordinator, designated PSB psychologist, or PSB manager promptly when concerned about the distress level, function, or safety of the employee receiving peer support in order to address the problem. A peer support member shall seek and receive timely consultation from a PSB psychologist to determine if the threat of serious harm meets the mandatory reporting threshold. This consultation does not relieve the peer support member from making any mandatory notifications required of a sworn or other member who is legally defined as a mandatory reporter. PSB shall also make any additional mandatory notifications as necessary to protect the safety of the individual and/or others. Depending on the steps required to reduce imminent safety concerns, notifications could be made to the local authorities, a local hospital, unit of assignment, Department of Child and Family Services, Adult Protective Services, and/or potential (identifiable) victims.

This subsection in no way inhibits the Sheriff from ordering a member to cooperate with an outside agency involved in a criminal investigation.

Peer Support Program Contact Meetings

Peer support contacts may occur both on-duty and off-duty; however, they shall not interfere with a member's or the peer support member's performance of assigned duties, absent exigent circumstances. Should an emergency require that a peer support member be called upon while on-duty, his/her response shall be at the discretion of the concerned unit commander.

General peer support members shall not claim reimbursement for mileage or the use of private telephones for peer support business; however, the use of county vehicles and telephones according to Department policy is authorized.

Referral to the Program

Peer support members' names and business telephone numbers may be obtained from a published list available at all units, the PSP coordinator, the PSB intranet webpage, or PSB.

• 3-02/050.00 - Injury/Illness Prevention Program (IIPP)

The Department, in conformance with county policies and procedures, and local, state, and federal laws, rules, and regulations pertaining to health and safety, maintains a comprehensive and continuous safety program to assure, so far as possible, safe and healthful working conditions. The objective of this program is to protect and conserve the manpower, equipment, and resources under the Department's control. Cooperation in this effort and compliance with health and safety rules are expected of all employees as a condition of employment.

Safety rules and regulations shall be developed, protective equipment adopted and used, and work instructions given that will assure that each employee is aware of appropriate safety practices in performing work assignments. These rules, regulations, and work instructions will be kept in a manual entitled

Injury/Illness Prevention Program (IIPP) and will be made readily available to unit supervisors, employees, Inspectional Services, and CAL/OSHA when warranted.

The prime responsibility for suggesting, implementing, adopting, observing, and enforcing safety measures rests in the normal employee-supervisor-management chain of command. Compliance with safety regulations and concern and care of property shall be considered in the employee's annual evaluation. Where the employee functions in a supervisory capacity, the safety and property care record of his unit will be considered in that evaluation. The success or failure of fulfilling safety responsibilities shall be taken into consideration when promotion opportunities exist and when ratings of performance efficiency are made.

Training Safety Policy

All training shall be conducted in a manner which promotes the safety of personnel involved. Each unit commander, training manager, and training supervisor shall be responsible for ensuring safety in any training he conducts or oversees. This responsibility includes but is not limited to:

- Ensuring an appropriate degree of on-site supervision during training;
- Ensuring instructor and student familiarity with and adherence to sound safety practices; and
- Ensuring swift, effective response to training injuries, including first aid, medical treatment, notifications, and reporting.

• 3-02/050.05 - Employees' Safety Responsibilities

Employees are required to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers, to prevent damage to equipment and to conserve materials. Failure to comply with the following rules and regulations may result in disciplinary action, including discharge. Each employee shall:

- Keep work areas clean and orderly at all times. Be alert to hazards throughout the work site and report all unsafe conditions promptly to their supervisor;
- Report all accidents or potential accident cases immediately to the immediate supervisor. Immediately report any injury or illness sustained in the course of employment in accordance with Department procedures;
- Obey all safety rules and observe all safety procedures. If any doubt exists about the safe procedure for performing a specific function, the employee shall seek instructions from his supervisor or other employee knowledgeable with the required work procedure or equipment. Avoid engaging in any horseplay and refrain from distracting others;
- Operate only equipment that they have been trained on and authorized to operate by the supervisor. Use only the authorized equipment for the job and handle it safely and properly;
- Wear required protective clothing and equipment when such has been mandated by Department policy and/or Cal/OSHA regulations. Dress safely and sensibly; and
- Take an active part in the safety program. Unless otherwise indicated, participation in scheduled safety training and inspection is mandatory.

• 3-02/050.10 - Supervisors' Safety Responsibilities

Supervisors are responsible for the safe actions of their employees and the safe performance of machines and equipment used within their operating area. Each supervisor shall:

- Assure safe and healthful working areas for their employees and conduct regular inspections of the work place;
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect Department loss control efforts;
- Take proper corrective action for preventable injuries, vehicle accidents, and liabilities caused by their employees. Where corrective action is beyond the authority of the supervisor, refer the matter promptly to higher levels;
- Instruct employees in safe work procedures and work standards, ensuring that each employee is trained for the job assigned. Be alert to changes in equipment and job conditions and provide retraining as necessary. Encourage employees to make safety suggestions which may eliminate hazards;
- Ensure that the safety equipment and protective devices for each job are available, are used, and used properly. Instruct all employees in the use and need for protective equipment for specific hazardous jobs;
- Ensure that all employees understand their responsibilities in the area of safety and that compliance with health and safety regulations is mandatory. Cooperate with the Department of Human Resources staff and Cal/OSHA or other governmental personnel making official inspection or inquiries regarding matters of health and safety;
- Investigate each injury and/or damage incident that occurs in their work area to ascertain the causes and make recommendations to prevent recurrence. Refer injured employees for medical treatment in the manner prescribed by the county and the Department; and
- Consult with their unit commander regarding a medical reevaluation for an employee when the supervisor thinks an employee's physical condition creates a safety hazard.

Supervisors shall be accountable for preventable injuries, vehicle accidents, and liabilities incurred by their employees.

• 3-02/050.15 - Managers' Safety Responsibilities

Managers shall be held accountable to their superior for compliance with the Department safety program of those divisions, facilities, stations, bureaus, units and details under their supervision. In addition, managers shall:

- Ensure that units under their direction comply with all policy and procedures relating to reporting injury/accidents and record-keeping as set forth by the Department, the county (as promulgated by the Department of Human Resources), and/or state and federal agencies;
- Ensure that the requirements for employee safety training are being met and periodic inspections of facilities are being conducted;
- Review or direct the review of all accidents in their areas(s) of responsibility and ensure corrective or disciplinary action is taken where applicable;
- Assist subordinate supervisors in correcting hazardous conditions;

- Promote safety awareness and the development of programs to safeguard personnel and equipment throughout the organization; and
- Review proposals for equipment acquisition and construction or modification of facilities to ensure conformance with safety considerations, including Cal/OSHA standards.

• 3-02/050.20 - Department Safety Officer Responsibilities

The Risk Management Bureau's Safety Management Unit shall serve as the Department's Safety Officer and in that capacity shall be responsible for the following:

- Recommending safety policies, procedures, rules, and standards to ensure safe working conditions and safe work practices;
- Serving as a source of information on safety policy/procedures and industrial injury/illness record keeping and reporting; providing functional supervision to unit timekeepers in the maintenance of Cal/OSHA injury/illness records and the preparation of certain Workers' Compensation claim reports;
- Reviewing accident reports to determine types of injuries/illnesses and their cause; may recommend remedial action to prevent recurrence of such accidents;
- Preparing periodic and special reports for management regarding injuries and illnesses; identifying trends or changes which call for attention and recommending corrective action where appropriate;
- Recommending means to eliminate or control hazardous physical conditions as well as dangerous work operations;
- Recommending safety training to other units within the Department; assisting in the development, coordination and documentation of such training programs as necessary;
- Upon request or on your own initiative, assisting Department units in the development of inspection schedules and documentation of such inspections;
- Reviewing CAL-OSHA citations received by the Department, monitoring abatement efforts, and overseeing responses to that agency;
- Acting as Department liaison with the Department of Human Resources; disseminating information relating to safety and health matters; collecting, reviewing, and transmitting information from Department unit s to those Department of Human Resources sections requesting or having a legitimate need for this information; ensuring Department compliance with County policies and procedures including those relating to injury/illness and vehicle accident reporting, and with pertinent local, state, and federal health and safety requirements; and
- Assisting Department management and supervisors in the promotion of safety awareness and education programs.

• 3-02/050.25 - Hazardous Substances Information

Department members may be exposed to substances during their normal workday that may be considered hazardous according to CAL-OSHA regulations. In order to use these substances within certain safety guidelines and train employees in the use of such, each unit shall maintain Material Safety Data Sheets (MSDS) for each hazardous substance used.

Examples of substances for which MSDS's shall be available if used at a unit are:

- Ammonia
- Bleach
- Cleansers
- Detergents
- Disinfectant
- Floor polish
- Weed killer
- Insecticides, etc.

Unit Commanders' Responsibilities

- Ensure that MSDS's are available to employees at the work place; and
- Conduct a yearly inventory during January and compare chemicals used against available MSDS's. Once on file, MSDS's must not be deleted. Additional sheets can be requested from the manufacturer of Central Supply and Logistics section as new products are introduced.

Employee's responsibilities shall require each employee who works with or supervises inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

• 3-02/060.00 - Deceased Employee

The Department is concerned and actively involved whenever an active or reserve a member dies, whether on or off-duty. The Disability Management and Compliance Unit shall be the coordinating unit for assisting the member's family, as needed. Additionally, the unit of assignment and the Emergency Operations Bureau, Tactical Planning Unit, will be available to assist the Disability Management and Compliance Unit as needed.

• 3-02/060.05 - Notification

Upon receiving information that a Department employee has died, Department members shall immediately notify the Disability Management and Compliance Unit. When a death occurs outside normal business hours, this notification can be accomplished through the Department Operations Center.

It shall be the unit of assignment's responsibility to coordinate the next-of-kin notification. In the case of an off-duty, at home death, next-of-kin notification may not be necessary. Notification to the spouse or close relative shall be made in person whenever possible. In certain instances, the unit of assignment may designate others to make the notification. Whenever the press is involved, the nearest unit shall make immediate notification so that knowledge of death is not learned through a press release.

• 3-02/060.10 - Assistance to Family

When requested by the family, the Injury and Health Support Unit shall coordinate assistance in all funeral

arrangements with the deceased employee's unit. If needed, the unit of assignment shall assist the Disability Management and Compliance Unit. The Disability Management and Compliance Unit shall coordinate the sending of an announcement and/or notification to the Sheriff's Information Bureau and any concerned organization that does not receive announcements of the completed funeral arrangements.

Also, at the family's request, the Disability Management and Compliance Unit shall assist in processing County pay and insurance benefits. They shall coordinate survivor benefits with all County departments and other organizations.

Whenever necessary and possible, the deceased employee's unit shall coordinate transportation for relatives arriving at airports or other places within the County when other suitable transportation is not available.

• 3-02/060.15 - Donations and Trust Funds

The Professional Peace Officers Association (PPOA) and Association for Los Angeles Deputy Sheriffs (ALADS) shall be contacted when any donations and/or funds are collected on behalf of a deceased Department member to set up an account for proper recording and safekeeping of the donations and/or funds. All collected and donated funds for the deceased member's family shall be sent immediately to the selected organization where the account is held.

No Department member, other than the above associations' directors acting in their official capacity per their respective bylaws, shall be involved in the disposition of these funds to the family or anyone else associated with the deceased member. Department members shall not make any promises as to an amount of money and/or donations to the deceased member's family or anyone else associated with the deceased member.

• 3-02/060.20 - Pre-Funeral Arrangements

The death of a Department member, regardless of cause or circumstance, is to be treated with respect and due concern for the affected family. Depending on whether the deceased was a sworn or civilian member of the Department, and whether the demise was an off-duty or on-duty death, the Disability Management and Compliance Unit retains the overall responsibility with regard to ensuring any subsequent funeral services are facilitated.

The Disability Management and Compliance Unit will act as the liaison between the family and the Department in order to communicate the family's wishes and desires regarding the Department's involvement in any funeral services.

Prior to the member's funeral, the following shall occur:

- The Disability Management and Compliance Unit will coordinate with the family to facilitate their needs. The employee's home unit will assist the Disability Management and Compliance Unit as necessary, to facilitate the wishes of the family;
- Offer the family a uniformed honor guard type service, a conventional type service, or, if the deceased had served in the active military, a full military service (refer to an appropriate service protocol as stated in 03-02/060.21, Guidelines for Department Member Funeral Services);

- For all funeral services requested by the family that meet a Departmental protocol, Emergency Operations Bureau (EOB) will coordinate the different resources requested within the protocol. EOB will coordinate those resource requests with the Disability Management and Compliance Unit;
- Notify the EOB duty sergeant at (213) 508-4816 of the death and the anticipated attendance. Depending on the employee's unit needs and resources, EOB will assist the home unit with the planning of the different functions and/or units attending the service (i.e., parking, cortege, cemetery operations, etc.). EOB will be responsible for crafting and disseminating all funeral services arrangements and instructions to the Department;
- Offer the family an honor guard for the casket in the funeral home during viewing hours for non- military services. EOB shall make arrangements for the honor guard and reliefs for Tier 1 services;
- The Disability Management and Compliance Unit shall ensure that an American flag is provided to the mortuary for all sworn or military services, if desired by the family;
- EOB shall determine, with the funeral director, the cortege route and submit this information and the appropriate length of the cortege to the Disability Management and Compliance Unit or unit representative, if applicable;
- If there is a procession, EOB shall be responsible for coordinating with all concerned police departments and the California Highway Patrol the cortege route which may traverse between the church services and cemetery; and
- Units sending personnel to funerals shall curtail the number of patrol cars by assigning four persons to a vehicle.

• 3-02/060.21 - Guidelines for Department Member Funeral Services

This section is for all deceased members of the Los Angeles County Sheriff's Department.

Line of Duty, Medal of Valor Recipient, and Executive Department Member Death:

These protocols are reserved for personnel, including reserves, who have died in the line of duty while engaged in the suppression of criminal activity or community service. These may also include a death from a long term injury or illness that occurred in the line of duty, if it is determined by the concerned Assistant Sheriff, with assistance from the Disability Management and Compliance Unit, prior to the service.

These same protocols, at the discretion of the Sheriff, shall also be extended to all Department Medal of Valor recipients and personnel at the rank of Assistant Sheriff and above, whether the death occurred on or off-duty, including retired Assistant Sheriffs and above.

These honors shall be considered Tier 1 and may include the following services:

- Honor guard with flag folding and presentation;
- Rider-less horse;
- Rifle salute;
- Taps;

- Missing man flyover;
- End of watch radio broadcast; and
- Procession motors escort (low speed).

All Tier 1 services shall be coordinated jointly by the Disability Management and Compliance Unit and Emergency Operations Bureau (EOB) personnel. Memorial bands shall be worn for all Tier 1 services.

The use of Department motors during a “low speed” procession shall only be provided at a Tier 1 funeral service.

On-Duty:

The following protocols are for personnel that pass away while on-duty, but were not directly related to the suppression of criminal activity or community service (i.e., heart attack, accident, etc.).

These honors shall be considered Tier 2 and may include the following services:

- Honor guard with flag folding and presentation;
- Taps; and
- Single helicopter flyover (if available).

All Tier 2 services shall be coordinated jointly by the Disability Management and Compliance Unit andEOB personnel.

Off-Duty and Retired:

The following protocols are for personnel, both active and retired, that pass away while off-duty, not engaged in the suppression of criminal activity (i.e., terminal illness, heart attack, traffic collision, etc.).

These honors shall be considered Tier 3 and may include the following services:

- Honor guard with flag folding and presentation (if available and requested by the family); and
- Taps (if available and requested by the family).

The unit of assignment shall notify the Disability Management and Compliance Unit upon becoming aware of a member passing away. Depending on the size and scope of the Tier 3 service, EOB shall be consulted.

These guidelines shall not preclude the family from having additional ceremonies at the deceased’s funeral (e.g., military, bagpiper, dove release, etc.).

The concerned Assistant Sheriff shall have the discretion to resolve any other requests regarding the Department’s involvement, ensuring these protocols are adhered to.

• 3-02/060.25 - Dress and Conduct At Funerals

Sworn uniformed personnel attending funerals shall wear a standard field uniform (Class A long sleeved shirt with tie) and a gun belt with standard issued items (holster and gun, one handcuff case, one ammunition pouch, one baton holder ring, and four 4 keeper straps). Any other items, such as keys, baton, etc., shall not be worn on the belt. Executive personnel shall wear Class A approved headgear. Class A approved headgear is encouraged but optional for all other ranks.

Non-sworn uniformed personnel attending funerals may wear appropriate business attire or, if they wear their uniform, a Class A long sleeved shirt shall be worn, per section 3-03/410.05, Class A Uniform Shirt. Non-sworn uniformed personnel wearing a uniform and attending a funeral shall not wear headgear.

Department announcements, sent prior to funerals, shall direct personnel if a request has been made for certain uniform restrictions. Equipment not authorized for the funeral shall be secured in vehicles with the Emergency Operations Bureau providing parking security.

Executives attending funerals shall wear uniforms when so directed.

See the Uniform and Equipment chapter regarding uniform regulations for the honor guard and the viewing guard.

In a non-military service, it shall be the family's preference whether the pallbearers and honorary pallbearers will be selected from the family, friends, unit co-workers, or the Training Bureau staff honor guard. In any instance, personnel acting as pallbearers shall all be in uniform unless the family insists otherwise, or all in civilian clothing.

• 3-02/060.30 - Other Related Duties

- The deceased member’s unit of assignment, in cooperation with the Disability Management and Compliance Unit, shall be responsible for collecting any County-issued property and the employee's personal effects and examining the contents before release to the family;
- The Sheriff's Information Bureau shall act as the Department's liaison for any problems or misunderstandings with the news media; and
- Any information regarding bomb threats or possible disturbance of a funeral service shall be reported immediately to the Emergency Operations Bureau duty sergeant, Arson-Explosives Detail, Major Crimes Bureau, Sheriff’s Information Bureau, and the Disability Management and Compliance Unit.

• 3-02/060.35 - Guidelines for Department Representation At Peace Officer Memorial Services

Peace officers who are killed while performing their duties are remembered for their sacrifices to protect the freedoms of citizens in the communities they served. Their losses are an emotional trauma that is felt by every member of the law enforcement community. To demonstrate our respect for peace officers from other

agencies who were killed in the line of duty, the Department has established guidelines for representation at their memorial services. The criteria established by the Federal Bureau of Investigation and described in the Law Enforcement Officers Killed and Assaulted report (LEOKA) will be used in determining line-of-duty deaths and subsequent Department representation at services.

Emergency Operations Bureau (EOB) shall initiate a coordinated Department representation at services for peace officers from Los Angeles County and from the counties of Orange, Riverside, San Bernardino, San Diego, and Ventura. All advisements of line-of-duty deaths in California will be referred to Special Operations Division, EOB, and Training Bureau for review.

Attending funeral and memorial services is a personal choice. These guidelines are flexible and require that Department member participation be strictly voluntary. In all cases, formal Department representation at memorial services for peace officers killed in the line of duty will be determined by the Assistant Sheriff of Special Operations Division and will be coordinated by members of EOB to ensure that these standards are met.

Criteria and Protocols

Representation guidelines for services for Los Angeles County law enforcement agency peace officers:

- Senior executive representation as determined by the Sheriff, Undersheriff, and/or the Chief of Staff:
  - One commander and/or captain from each division;
  - Additionally, Countywide Services Division, Court Services Division, custody divisions, Detective Division, patrol divisions, and Special Operations Division each will provide the following personnel:
    - Two sergeants;
    - Two deputy personnel from each bureau of each division excluding patrol divisions;
    - Two deputy personnel from each patrol station (except Avalon); and
    - Additional personnel as available and/or appropriate
  - Professional Standards and Training Division, and Technology and Support Division will provide personnel as available.

Representation guidelines for services for Orange, Riverside, San Bernardino, San Diego, and Ventura counties law enforcement agency peace officers:

- Senior executive representation as determined by the Sheriff, Undersheriff, and/or the Chief of Staff:
  - One commander and/or captain from each division;
  - Station and bureau commanders will advise their respective division aides of volunteer attendees from their units; and
  - Division aides will advise EOB the number of attendees expected.

Representation guidelines for services in other California jurisdictions:

- The Assistant Sheriff of Special Operations Division will determine representation at services in other California jurisdictions.

EOB responsibilities:

- Determining whether the death meets LEOKA criteria and is appropriate for Department representation;
- Contacting affected agency and ensure that representation is appropriate;
- Obtaining detailed information on location, time of services, and other pertinent information;
- Briefing the Assistant Sheriff of Special Operations Division and determining the level of representation required;
- Responsible for sending a Department wide announcement regarding attendance to funeral services for California peace officers who died in the line of duty:
    - The announcement will state the reporting time and place, any parking requirements for the services as well as the actual starting time of the services. It shall also contain uniform requirements and any special administrative instructions.
- Assign a staff member to liaison with all division headquarters staff to ensure the proper mandated response;
- Coordinate the Department representation at the services in Los Angeles and surrounding counties, if required by (reported) significant numbers of personnel attending;
- Identify a Department staging site at or near event, depending on the anticipated Department response; and
- Contact the Disability Management and Compliance Unit for coordination with families, as needed.

Division responsibilities:

- Assigning a headquarters staff member as coordinator;
- Identifying station, unit, and bureau coordinators:
    - Identifying volunteer representatives; and
    - Ensuring that division, bureau, station, and unit representatives are briefed on all protocols.
- Maintaining liaison with EOB coordinator.

Representation at National and California annual peace officer memorial services:

- The Department supports both of these services and provides limited on-duty participation. Participation is voluntary and at the employee's expense. In order to ensure proper protocols, uniform attire, etc., the Professional Standards and Training Division, Training Bureau, will be responsible for the following:
    - Through division coordinators, determining participation at events, including name and rank of attendees;
    - Identifying senior ranking officers and recommending a Department on-site event coordinator;
    - Briefing EOB on event and Department participation; and
    - Briefing on-site event coordinator and attendees on protocols, etc.

• 3-02/060.40 - Guidelines for Submitting Fallen Peace Officer Applications to Local, State, and Federal Law Enforcement Memorials

When a deputy is killed in the line of duty, it is an immense loss to the member's family, the Department, and the community. To honor the deputy for this definitive sacrifice, the Department has established guidelines for submitting the fallen deputy's applications for inclusion in local, state, and federal memorials. The criteria established by the Federal Bureau of Investigation, and described in the Law Enforcement Officers Killed and Assaulted (LEOKA) report, will be used in determining line of duty deaths.

It shall be the Sheriff's Information Bureau's Special Events Coordinator's responsibility to provide the deputy's last unit of assignment with local, state, and federal guidelines and applications for inclusion in their respective memorials. The deputy's last unit of assignment shall be responsible for completing the applications and forwarding them to the Special Events Coordinator within the deadline provided. The Special Events Coordinator will submit the applications for the Sheriff's approval and forward to the appropriate agencies.

• 3-02/070.00 - Jury Duty

Department procedures related to jury duty performance and exemptions to such service are outlined in the subsections which follow.

• 3-02/070.05 - Prospective Juror Questionnaire

Deputy Personnel

Deputy personnel who receive a Prospective Juror Questionnaire (76F446) shall:

- Notify their supervisor immediately;
- complete and sign the questionnaire, making certain that the "Exemption" section for peace officers is checked and that "L.A. County Deputy Sheriff" is noted as the occupation; and
- Mail the completed questionnaire to the Jury Division of the issuing court.

Civilian Personnel

Employees who receive a Prospective Juror Questionnaire (76F446) shall:

- Notify their supervisor immediately;
- Complete and sign the questionnaire; and
- Submit the completed questionnaire to the Jury Division of the issuing court.

When an employee seeks a personal exemption, he shall be responsible for completing and signing the questionnaire and submitting it to the court. In all cases, employees shall keep the appointment set by the "Summons for Trial Jury Service" unless a notification of exemption is received.

• 3-02/070.10 - Jury Service Continuances

The Superior Court Jury Commissioner will grant continuances to employees unable to serve on jury duty

during the summoned period, but who will be able to serve at another predetermined time.

All requests for jury service continuances shall be made by the employee. District telephone numbers on the summons should be used to expedite the procedure.

• 3-02/070.15 - Out-Of-County Jury Service

The same procedures shall be adhered to in completing jury duty questionnaires and requests for continuances when an employee resides in other than Los Angeles County. Requests for personal exemption shall be transmitted to the Jury Commissioner of that county by the employee.

Service on any California State (Superior) or Federal Court is covered by jury duty leave for those employees in a permanent position. Service on **any** county's criminal grand jury is covered, but service on a civil grand jury is not covered because such service is entirely voluntary. An employee may serve on a county civil grand jury if the Department approves an unpaid leave of absence, but the employee shall not receive his/her regular pay or jury duty leave.

• 3-02/070.20 - Receipt of Jury Summons - Employee Responsibility

Full-time, permanent employees selected as prospective jurors serve a court-prescribed maximum number of days, some of which may be in an on-call capacity where employees are released but must telephone, as instructed by the court, to find out whether they are needed. If, however, they are part of a jury case which extends beyond this time limit, they serve until the case concludes.

Employees placed on-call by the jury supervisor are expected to report to work until they are actually instructed to report for jury service.

If an employee becomes ill during jury service and is excused from jury duty by the court for that period of time, the absence is changed to sick leave.

Employees serving jury duty on their regular-day-off (RDO) are on their own time for that day. Jury duty served on an RDO is not work time for overtime purposes or any other purpose.

An employee who receives a "Summons for Trial Jury Service" shall proceed as follows:

- Notify his/her supervisor on the first workday following the receipt of the summons. If time does not permit this, he/she shall report to the court as instructed and notify his/her supervisor at the earliest possible time.
- Obtain the completed Certification of Jury Service form from the court on the last day of jury service or each week.
- Deliver or mail a completed Certification of Jury Service form to his/her unit at the end of each week.

When an employee is excused from jury duty for part of the day, he/she shall contact their supervisor to determine, based on the time of day and distance if he/she should report to work or submit an absence request for time off.

Monthly recurrent and/or monthly temporary employees receive two days of paid jury duty leave per year if they have completed 200 days or more of active service during the previous calendar year. If the employee does not meet the 200 active service day requirements, he/she is entitled to one day of paid jury duty leave per year. Such leave may not be accumulated.

Daily or hourly employees do not receive any paid leave for jury duty. Such employees (e.g., student workers, crossing guards, etc.), if called to jury duty, may keep any fees for jury service.

Full-time employees who fail to relinquish fees received from jury service outside

Los Angeles County shall have an amount equivalent to such fees deducted from their county pay.

• 3-02/070.25 - Receipt of Jury Summons by Employee - Unit Responsibility

A unit commander, upon notification by an employee that he/she has received a "Summons for Trial Jury Service," shall be responsible for seeing that the procedures itemized below are followed:

- An employee assigned to an EM or PM shift shall be reassigned to a day shift, 5/40 work schedule to attend jury duty.
- If an employee is expected to attend jury duty for five or more consecutive days, assign employee to a day shift, 5/40 work schedule with Saturday and Sunday off. This schedule shall be continued for the duration of his/her paid jury duty leave. Inform the employee of the following:
    - If excused from jury duty for an entire workday, employees shall be paid only if they report for duty at the unit of assignment.
    - If excused from jury duty for a portion of a workday, employees shall contact their supervisor to evaluate distance and/or time elements which may make return to work fruitless.
- Employee with alternative work schedules who attend jury duty for a few days do not have to change their work schedule to a 5/40. However, if an employee is required to attend jury duty for more than five days, the employee's alternative work schedule (e.g., 4/40, 9/80, etc.) shall be changed to a 5/40 work schedule with Saturday and Sunday off.
- Account for all time spent on jury duty by checking each weekly Certificate of Jury Service form submitted by the employee against the days worked at their unit of assignment.
- Unit supervisor or scheduling personnel shall ensure that jury duty service is properly recorded on the employee's respective paper daily or weekly time sheet.
- Unit supervisor or scheduling personnel shall ensure that the employee's Certification of Jury Duty Service form is attached to the appropriate paper daily or weekly time sheet.
- If the employee's schedule is not changed, the employee shall report all of the hours originally scheduled for the workday (e.g., 8, 9, or 10) as jury duty.

For additional information, refer to the *Time and Attendance Manual*, section TK-01/011.30, Jury Duty.

• 3-02/080.00 - Training

The following sections outline general requirements for training. The Department has long recognized that the personal and professional growth of Department employees is of utmost importance. Providing training opportunities for all personnel is a necessary element that enables the Department to provide innovative, attentive, and high-quality service to the communities we serve.

The special programs outlined in the following subsections are subject to change as they may be dependent upon available financing.

Employees interested in one or more of these special programs are advised to check with the Advanced Training Bureau, or other appropriate unit, for the current status of the program in question.

• 3-02/080.01 - Training Requirements for Sworn Personnel

This policy identifies mandatory training requirements and programs for sworn personnel who have completed basic recruit academy training. It also establishes requirements for periodic training reports. Exemptions for individual or unit-level training requirements must be approved in writing by the concerned chief.

Training Nomenclature

Orientation Training – This mandatory training is for newly assigned sworn personnel, including reserves. The Deputy Field Training Program and the Sergeant Mentoring Program are two examples of orientation training programs offered.

Every unit shall have an orientation program or package which shall include the following information:

- Expectations of personnel during and following their orientation period;
- Unit-specific information necessary for all personnel to know; and
- Any other information deemed necessary by the unit commander.

In-Service Training – This training includes Continued Professional Training (CPT), weapons training, in-house technical schools, specialized outside vendor schools, station training days, Patrol School, Field Training Officer School, Sergeant's Supervisory School, Field Operations School, and any other training provided.

In-service training may or may not be mandatory (see actual in-service training topic for personnel requirements and exclusions). In-service training has been broken down into six categories to simplify the assignment of priorities. These categories are:

- POST – Training that is required by the Commission on Peace Officer Standards and Training;
- STC – Training that is required by the Standards for Training for Corrections;
- State Mandated – Training that is required by statute;

- Federal Mandated – Training that is required by the Federal entity;
- Department Mandated – Training that is required by either departmental or regional policy; and
- Unit Optional – Includes professional development training for individual employees desiring to enhance competence and skills, team training for units, training that might be required to meet local needs, and all other training.

ORIENTATION TRAINING

Sworn Deputies

Deputies Newly Assigned to a Patrol, Custody, or Court Function – They shall be assigned to a training officer. The training officer shall adhere to the protocols established within that division's training program during the deputy's training period.

Deputies Returning to a Patrol, Custody, or Court Function – The length of an orientation program for those returning to a patrol, custody, or court assignment after a five-year absence shall be determined by the unit commander with the recommendation of the training sergeant and the mentor deputy as to the competency of the deputy.

Reserve Deputies

Reserve Deputies Newly Assigned to Patrol Function – Reserve deputies, in lieu of patrol school, shall be current in Cardiopulmonary Resuscitation (CPR), first-aid, handgun qualification, driver training, side handle baton, and Practical Police Course (PPC). They must also be briefed on all recurrent training topics. The training sergeant, in conjunction with the reserve coordinator, shall assign the reserve deputy to a field training officer. The field training officer shall adhere to the protocols established within the Field Training Program during the reserve deputy's training period.

Reserve Deputies Returning to Patrol Function – The length of an orientation program for those reserve deputies returning to a patrol assignment after a two-year absence shall be determined by the unit commander with the recommendation of the training sergeant and the field training officer as to the competency of the reserve deputy.

Sergeants

Sergeants Newly Assigned to a Patrol, Custody, or Court Function – Sergeants assigned to patrol, custody, or court shall be assigned a mentor sergeant. The mentor sergeant shall adhere to the protocols established within that division's Sergeant Mentoring Program.

Sergeants Returning to a Patrol, Custody, or Court Function – The length of a mentoring program for those sergeants returning to a patrol, custody, or court assignment after a five-year absence will be determined by the unit commander with the recommendation of the training sergeant and the mentor sergeant as to the competency of the sergeant.

POST MANDATED

Recurring Training

Continued Professional Training (CPT) – All sworn personnel (including Level I and Level II reserve deputies), law enforcement technicians, and Sheriff's Communications Center dispatchers shall satisfactorily complete the CPT requirement of 24 or more hours of qualified POST approved training during every two-year CPT cycle. Sworn custody personnel who complete required Standards and Training for Corrections (STC) fulfills the CPT requirement.

Perishable Skills Program Training (PSP) – Effective January 1, 2002, all deputy sheriffs (except reserve deputies and jail deputies), below the middle management position are required to complete Perishable Skills and Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

Perishable Skills Program Training shall consist of a minimum of 18 hours in each two-year period, divided in the areas set forth below. PSP hours count towards the CPT requirement of 24 hours every two-year cycle.

- 4 Hours - Arrest and Control;
- 4 Hours - Use of Force;
- 4 Hours - Driver Training/Awareness or Driving Simulator;
- 4 Hours - Tactical Firearms or Force Options Simulator (NOTE: The Force Options Simulator will no longer count towards PSP hours after December 31, 2021); and
- 2 Hours - Communications Training (either tactical, interpersonal, or web-based).

If LASD personnel attend outside agency qualified POST approved training, a certificate of attendance from the participating agency is needed to receive credit. A copy of the certificate must be mailed to the Education and Training Records Unit and addressed to the Outside Training Coordinator.

One-Time Training

Basic Sergeant Supervisory School – Completion required within 12 months of appointment as a sergeant. (CA Regulations, Title 11, Division 2, regulation 1005) (Reserves are excluded.)

Middle Management – Completion required within 12 months of appointment as a lieutenant. (CA Regulations, Title 11, Division 2, regulation 1005) (Reserves are excluded.)

Patrol School – For all deputies newly assigned to a patrol station/unit and before deployment in a radio car or upon returning to a patrol assignment after an absence of five years or more. Successful completion of patrol school satisfies the CPT requirement, excluding driver's awareness. This class shall be three weeks and shall include one eight-hour day at Emergency Vehicle Operations Center (EVOC) (CA Regulations, Title 11, Division 2, Regulation 1005 and MPP section 3-02/010.20) (Reserves are exempt.)

Field Training Program – For deputies newly assigned to a patrol station/unit and deployed in a radio car (POST, Regulation 1004 and 1005).

STANDARDS OF TRAINING FOR CORRECTIONS (STC)

Recurring Training

Annual STC Training – All sworn personnel from the rank of chief down assigned to a custody assignment, including deputies assigned to a station jail, and lieutenants and sergeants with the station jail collateral duty, shall receive 24 hours each fiscal year of approved curriculum in custody subject matters (Title XV, section 1025).

One-Time Training

Custody Incident Command School – Completion required within three months of appointment as a jail sergeant or lieutenant. This includes sergeants and lieutenants with the station jail collateral duty. This training is required once and satisfies the annual STC requirement for that year (Title XV, section 1023).

STATE MANDATED

Recurring Training

Blood-Borne Pathogens – All personnel are required to attend this training annually (Cal-OSHA 5193).

Cardiopulmonary Resuscitation (CPR), 4 hours – A CPR refresher course must be completed every three years. Personnel whose duties are "primarily clerical or administrative" for at least 90 percent of their total monthly work hours are exempt (13518 PC).

Domestic Violence – Deputies assigned to patrol duties who respond to domestic violence calls for service or incidents shall complete a domestic violence refresher course once every two years. Patrol school meets this requirement (13519 PC).

Electronic Surveillance (Wiretap) – Anyone assigned to intercept and record wire communication (wiretaps) must be certified prior to conducting a wiretap. They must be recertified once every five years (629.94 PC).

First Aid, 8 hours – A first aid refresher course must be completed every two years. Personnel whose duties are "primarily clerical or administrative" for at least 90 percent of their total monthly work hours are exempt (13518 PC).

Human Trafficking – Deputies assigned to field or investigative duties shall complete a two-hour training regarding the handling of a human trafficking incident within six months of assignment (13519.14 PC).

Respirator Mask – Each employee issued a respirator mask shall receive annual fit-testing and training in the use and care of the respirator mask (Cal-OSHA 5144).

Racial Profiling – All sworn personnel must attend once every five years (13519.4(i) PC).

Supervisor's Sexual Harassment – Every supervisor must attend once every two years (AB 1825).

Recurring Vehicle Pursuit – All sworn from the rank of lieutenant and below must complete this training on a yearly basis (13519.8 PC).

One-Time Training

Intoxilyzer and Intoximeter – This training is required for all personnel who use these devices for blood alcohol measurements (Title 17, California Code of Regulations).

Radar – This training is required for all deputies who use radar in traffic enforcement (40802 VC).

Basic Traffic – This training is required for all deputies that investigate traffic collisions (40600 VC).

Sexual Assault, 24 hours – This training is required for all sexual assault investigators within six months of assignment (13516 PC).

NCIC User, 4 or 6 hours – For all users of J.D.I.C. terminals to access any local, state, and federal crime information system. MDC training fulfills this requirement for all "Less than Full Access Users," (California Department of Justice).

High Technology Crimes & Computer Seizure, 4 hours – For all supervisors of the rank of sergeant or above assigned to field or investigative duties within 18 months of assignment (13515.55 PC).

FEDERAL MANDATED

Recurring Training

Security Awareness Training – Once every two years, every member must attend the Criminal Justice Information Services (CJIS) training (Federal Bureau of Investigation's Criminal Justice Information Services Division).

DEPARTMENT MANDATED

Recurring Training

Patrol Rifle Refresher – All sworn personnel who deploy the patrol rifle must initially successfully complete the Patrol Rifle Certification training. Subsequently, certified personnel shall complete the Patrol Rifle Refresher training every two years to maintain certification (MPP 5-09/170.10).

Bailiff Orientation – Deputies assigned to Court Services Division are required to attend the 40-hour Bailiff Orientation program within one year of assignment to Court Services Division.

Entry Training for Detectives – Detectives shall attend recurrent "tactical entry" training at least once per year, with training at the Tactics and Survival (TAS) training facility at least annually. On alternating years, teams may develop comparable scenario-based entry training with guidance from TAS, Special Enforcement Bureau (SEB), or other qualified instructors.

Emergency Operations Center (EOC) – Each station shall conduct a minimum of one four-hour EOC

exercise annually. This requirement may be satisfied by participation in a Department exercise, unit-level training, or an actual emergency requiring activation of the EOC.

Rapid Response or Active Shooter Practical Application – All units/stations who could potentially respond to this type of incident shall attend TAS Training Unit facilitated Field Training Exercise (FTX) or Enhanced Active Shooter Strategies course. Outside entities, which the unit/station would work with in the event of a critical incident, should be included in the training day.

Active Shooter Practical Application Training – Every member through the rank of lieutenant at all units/stations who could potentially respond to this type of incident shall participate in at least one practical application training while assigned to that station/unit.

Active Shooter or School Safety Yearly Refresher Training – Every member through the rank of lieutenant at all units/stations who could potentially respond to this type of incident shall attend a yearly refresher course. Participation in TAS Training, FTX, or TAS Enhanced Active Shooter Strategies course are acceptable for the yearly refresher course.

One-Time Training

Analytical Interviewing – For all detectives, preferably within one year of assignment to a unit-level detective unit or specialized investigations team (e.g., Safe Streets Bureau, Detective Bureau; Transit Services Bureau, Detective Bureau; Parks Bureau, Detective Bureau; Jail Investigation Unit [JIU]; etc.).

Detective Mentoring Program – The detective commander shall assign a supervisor in the detective unit to oversee the newly assigned member's orientation and training. All sworn personnel entering a detective unit assignment shall be trained in all the areas contained on the LASD Detective Mentoring/Training Program worksheets.

Detective Basic Investigations – Newly assigned detectives and supervisors shall complete the "Basic Investigator" course during their initial year assigned to a detective unit.

Detective Intermediate Investigations – Intermediate-level detective training is required within three years of assignment to an investigative unit.

Detective Unit or Crime Specific (Advanced) Investigations – Detectives assigned to specialized units shall complete appropriate advanced courses relevant and necessary for the performance of their duties, to include:

- Cal-Gangs (JIU, Operation Safe Jail [OSJ], and Operations Safe Street [OSS] detectives);
- Gang Investigations School (JIU, OSJ, and OSS detectives);
- Transit Policing (Transit Services Bureau and Metrolink Bureau detectives); and
- Arson/Explosives Investigations (Arson & Explosives detectives).

Detective Investigator/Los Angeles Regional Crime Information System (LARCIS) Training – Newly

assigned detectives and civilian investigators shall attend the LARCIS “supervisory investigator level” course at the first available opportunity.

Detective Supervisor/LARCIS Training – Supervisors assigned to an investigation unit shall attend the LARCIS “supervisory level” course within the first year assigned to manage a detective unit.

Detective Supervisor Introductory Audit – Newly assigned unit-level detective supervisors shall accompany the inspection team during an annual unit-level detective unit inspection for training purposes at a station/unit not their own, at the first available opportunity. This shall be completed within the first year assigned to supervise a unit-level detective unit (retroactive requirement for those not exempted by their division chief).

Driving Under the Influence (DUI) Checkpoint Planning and Management – The supervising team leader and the supervising operations deputy at a DUI checkpoint shall attend the DUI Checkpoint Planning and Management course prior to supervising a DUI checkpoint.

Field Training Officer (FTO) School – This training is required for all field training officers or potential field training officers prior to receiving a trainee to train.

MET Training - All personnel new to patrol shall complete the Department’s Field Operations Crisis Intervention Skills (FOCIS) 32-hour training during their patrol training program. Preferably within Phase I-III of the training program.

All patrol personnel currently off-training who have not already completed the Department’s former 32-hour Crisis Intervention Training (CIT) course during 2017-2019, **must** attend one of the Department’s POST approved eight-hour courses with an emphasis on de-escalation of cognitively impaired individuals with a developmental disability, or mental illness. One of the POST approved courses will address unique aspects of veterans with Post-Traumatic Stress Disorder (PTSD) and military cultural awareness for patrol.

The Department approved one-day mental health training classes for patrol will include practical application exercises using a simulator.

Patrol/Field Operations Sergeant – For all sergeants assigned to their first tour of duty in patrol/field operations or any sergeant returning to patrol/field operations after an absence of three years or more. Completion required within 12 months of appointment to a position within patrol/field operations. (Reserves are exempt.)

Patrol/Field Operations Lieutenant – For all lieutenants assigned to their first tour of duty in patrol/field operations or any lieutenant returning to patrol/field operations after an absence of three years or more. Completion required within 12 months of appointment to a position within patrol/field operations. (Reserves are exempt.)

Respect Based Leadership – All personnel must attend once.

Leadership Development Institute (DLI) – all personnel must attend Session One (16 hours) once.

Mobile Digital Computer (MDC) – This training is required for all personnel who have access to the Mobile

Digital System(s). Users must attend the California Law Enforcement Telecommunications System (CLETS) and Justice Data Interface Controller (JDIC) training within six months of obtaining MDC and Computer-Aided Dispatch (CAD) access. If personnel fail to complete this training, it may lead to suspension of CAD and MDC privileges.

New MDC users completing patrol school or the "MDC for Patrol" class are required to pass a practical application test (pass/fail) within 30 days of their assignment to a field unit. The test shall be administered by the MDC-certified field training officer or master field training officer.

New MDC users who are on patrol training status are further required to be trained in:

- Patrol procedures without using the MDC; and
- Not using the GPS mapping function of the MDC unless responding to an emergent situation.

Personnel that attended the MDC Transition Class during the initial Department deployment of the system are exempt from this requirement.

Computer-Aided Dispatch (CAD) – All personnel with desk operations duties for patrol functions which includes the watch deputy, dispatcher, and complaint positions shall attend Desk Operations Training as soon as possible. Additional training is required for the watch deputy and dispatcher.

Desk Operations for Patrol Functions – All personnel with desk operations duties for patrol functions which include the watch deputy, dispatcher, and complaint positions shall be required to read the Desk Operations Manual as well as take and pass the associated test within the first 30 days of assignment. The completed test will be placed into the employee's training file. Any employee scheduled to work a desk position on a temporary or relief basis shall meet with the watch commander prior to the employee's first shift to be briefed on the expected performance while assigned to the desk. The employee is required to read the Desk Operations Handout and sign a receipt acknowledging they have received the handout prior to their assignment to the desk. The receipt will be placed into the employee's training file.

Traffic Investigator – To be considered minimally qualified as a Traffic Investigator, the following courses shall be completed:

- LARCIS instructional course for investigators, at the first available opportunity;
- Basic traffic investigation course;
- Intermediate traffic investigation course;
- Advanced traffic investigation course;
- Radar certification course; and
- Completion of the "Basic Investigator" course during initial year assigned.

Traffic Supervisors – To be considered minimally qualified as a Traffic Supervisor, the following courses

shall be completed:

- LARCIS instructional course for supervisors, at the first available opportunity;
- Basic traffic investigations course;
- Intermediate traffic investigations course; and
- Completion of the "Basic Investigator" course during initial year assigned.

Search Warrant Training – The Advanced Officers Training Unit shall administer a POST-certified course of instruction in search warrant preparation, informant management, and operations planning. This training shall be mandatory and successfully completed prior to authoring a search warrant. Sergeants and lieutenants must have attended and successfully completed this training before they can review and approve the submission of a search warrant for signature, or approve the services of a signed search warrant.

Unit commanders may waive the mandatory search warrant training for those personnel who have demonstrated a high degree of competency in the preparation and review of search warrants. Whenever a sworn employee seeks or requests to be excused from the training, their unit commander shall direct a memorandum to the Training Bureau's unit commander advising of such action and citing the employee's qualification. A copy of the memorandum shall be placed in the employee's unit training file.

UNIT OPTIONAL TRAINING

All units shall provide training to personnel, whenever possible, which enhances the competence and skills required to meet unit needs. The training may consist of formal training sessions and/or briefings as time and necessity dictate. Listed below are some examples of courses offered:

Courses

Ethics in Community Policing – This training is available to all Department sworn personnel.

Child Abuse/Neglect – This training is available primarily to child abuse investigators (13517(c) PC).

Any Other Training – Professional Development Training, team training for station sub- units, station or unit training, et cetera. It may be provided by the Department, other law enforcement agencies, colleges, universities, professional associations, and other training organizations. Unit commanders shall encourage personnel under their command to participate in as much relevant professional development training as possible, provided station deployment and the Department training budget will support it.

A unit commander may authorize personnel to attend any professional development training in an on-duty status or in any other status where such time is compensated by the County of Los Angeles. Unit commanders shall not approve requests to attend training that is not job-specific. Job-specific means training relating directly to the tasks performed by an employee during the day-to-day discharge of their duties. A unit commander of a specialized unit (Arson, Major Crimes Bureau, Homicide, Data Systems, SEB, etc.) may authorize unit training by unit personnel whenever such training appears to be more appropriate and cost-effective for personnel assigned to the unit. Request for POST reimbursement courses should normally have

a higher priority than non-POST reimbursed courses.

TRAINING – RESERVE PEACE OFFICERS, 60 YEARS OLD OR OLDER

Reserve peace officers 60 years old or older are not permitted to engage in general law enforcement duties, detective assignments, or other arduous assignments involving public safety without the approval of their specific unit commander. Reserve peace officers not engaging in the above arduous assignments are exempt from CPT, Intoxilyzer, combat firearms, driver's training, side handled baton refresher, and detective training, if applicable to their assignment. All reserve deputies are still required to participate in handgun qualification, first aid, CPR, and any other recurrent policy training. The station training staff shall keep training records for reserve peace officers 60 years old or older.

UNIT COMMANDER RESPONSIBILITIES

Unit commanders have the overall responsibility for the management of their unit's training. Management should be accomplished through setting priorities, allocating resources, and providing support, as well as monitoring and evaluating the program's results.

TRAINING RECORDS

Personnel Training Files

All units shall maintain training files for individual employees, which shall at least contain a printout of the individual's training records via the Learning Management System (LMS) and/or the Electronic Data Interface (EDI).

No documentation that contains personal information such as social security number, date of birth, address, spouse's name, children's names, health/medical information, etc., shall be included in these files. In the event personal information is compromised, the unit commander shall be responsible for notifying the individual of the electronic security breach.

Class Files

All units shall maintain training files for classes taught at the unit-level, which shall at least contain the course outline and instructor resumes.

Periodic Training Reports

Each unit shall report its progress in achieving the objectives specified in a manner and frequency specified by its respective division chief/division director.

Each station/unit shall report its field training officer – trainee status on a monthly basis. The report shall be entitled Monthly Training Status. This report shall be due to the field training officer coordinator of the division no later than the 5th day of each month and shall include the status of the previous month's field training status.

FUNDING

Paid overtime shall not be used for employee participation in training or to fill operational vacancies due to training without the authorization of the division chief and/or division director.

INSPECTION PROCESS

Each unit shall have their training program inspected by the division's command personnel at least once a year. The specific nature of this inspection shall be at the discretion of the concerned chief or division director. It shall include, at a minimum, a review of training records for compliance with training requirements. Additionally, each unit shall anticipate unannounced, periodic reviews of training records and specific training programs by their division commander.

Detective bureau/team commanders shall ensure the supervisor(s) maintain an accurate, up-to-date record of all training attended by full-time detective personnel using the approved "Training Matrix" format (Excel document provided in Department E-Forms).

• 3-02/080.02 - Training Requirements for Professional Staff

Training and Philosophy

Unit commanders are responsible for providing professional staff with appropriate in-service training and for facilitating attendance at both Department-sponsored and outside vendor training. Unit training staff have the responsibility for scheduling and actively encouraging professional staff training participation.

Training Records

The class/A.P.I.S. (Automated Personnel In-Service) roster shall be utilized for documenting and tracking all training. The APIS rosters shall be sent to the Education and Training Records Unit for entry in the Learning Management System (LMS). Unit training staff shall verify the entry of all training for professional staff in the LMS.

Personnel Training Files

All units shall maintain training files for individual employees, which shall at least contain a printout of the individual's training records via the Learning Management System (LMS) and/or the Electronic Data Interface (EDI).

No documentation that contains personal information such as social security number, date of birth, address, spouse's name, children's names, health/medical information, personal checks, or forms of payment etc., shall be included in these files. In the event personal information is compromised, the unit commander shall be responsible for notifying the individual of the electronic security breach.

Class Files

All units shall maintain training files for classes taught at the unit level, which shall at least contain the course

outline and instructor resumes.

Periodic Training Reports

Each unit shall report its training progress in achieving the objectives specified in a manner and frequency determined by its respective division chief/division director. The report shall be due to the training coordinator of the division no later than the 5th day of the designated month and shall include the training status of personnel of the previous month(s).

Funding

Paid overtime shall not be used for employee participation in training or to fill operational vacancies due to training without the authorization of the division chief and/or division director.

Inspection process

Each unit shall have its training program inspected by the division's command personnel at least once a year. The specific scope of the inspection shall be at the discretion of the concerned chief or division director. It shall include, at a minimum, a review of training records for compliance with training requirements. Additionally, each unit shall anticipate unannounced, periodic inspections of training records and specific training programs by their division commander.

Mandatory Training

Unit training staff shall ensure that professional staff meet the required POST mandates for their position. Training for professional staff includes training that may be mandated by the following:

- POST - Training the State Commission requires for Peace Officer Standards and Training,
- STC - Training that is required by the Standards for Training for Corrections,
- State Mandated - Training that is required by statute,
- Federal Mandated - Training that is required by the Federal entity,
- Department Mandated - Training that is required by either departmental or unit specific policy, and
- Unit Optional - Professional development training courses for individual employees desiring to enhance competence and skills, team training for units, training that may be required to meet unit specific needs and includes all other training.

The Civilian Training Unit (CTU) maintains a list of mandatory training courses. Training specifically required for professional staff classifications includes:

Computer-Aided Dispatch (CAD) - Training content of the CAD is provided in the Desk Operations Training course by the Communications and Fleet Management Bureau MDCS Training Staff. All Personnel with desk operations duties for patrol functions, including the watch deputy, dispatcher, and complaint positions, shall

attend Desk Operations Training as soon as possible. Additional training is required for the watch deputy and dispatcher.

Continued Professional Training (CPT) - All sworn personnel (including Level I, and Level II reserve deputies), law enforcement technicians, and Sheriff's Communications Center Public Response Dispatchers shall satisfactorily complete the CPT requirement of 24 or more hours of qualified POST approved training during every two-year CPT cycle as specified in POST Commission Regulation 1005(d). If LASD personnel attend outside agency-qualified POST approved training, a certificate of attendance from the participating agency is required to receive credit. A copy of the certificate must be mailed to the Education and Training Records Unit and addressed to the Outside Training Coordinator.

Defensive Driver's Training - An 8-hour course for professional staff and mileage permittees.

Desk Operations for Patrol Functions - All personnel with desk operations duties for patrol functions including the watch deputy, dispatcher, and complaint positions, shall be required to read the Desk Operations Manual, as well as take and pass the written test within the first 30 days of assignment to desk operations. The completed test shall be placed ~~into~~ the employee's training file. Any employee scheduled to work a desk position on a temporary or relief basis shall meet with the watch commander prior to the employee's first shift, to be briefed on the expected performance while assigned to desk operation duties. The employee shall read the Desk Operations Handout and sign a receipt acknowledging they have received the handout before their assignment to the desk. The receipt shall be placed ~~into~~ the employee's training file.

Dispatcher, Public Safety (Basic) - All public response dispatchers and law enforcement technicians (LET) shall attend the 160-hour POST certified Dispatcher, Public Safety (Basic) Course mandated by the California Commission on Peace Officer Standards and Training (POST) as specified in POST Commission Regulation 1018.

Law Enforcement Technicians - All Law Enforcement Technicians shall attend the Law Enforcement Technician, 40-hour orientation course mandated for all newly assigned law enforcement technicians (LET) performing both desk complaint/dispatch and administrative job functions as soon as possible

Matron Training - An eight-hour course for all newly assigned matrons.

Middle Management - An 80-hour course mandated for all Department managers (including professional staff managers). A professional staff manager includes any professional staff item or job requiring supervision of other personnel as a responsibility. This course is available through an outside vendor.

National Crime Information Center (NCIC) User - A course mandated by the California Department of Justice for all users of any local, state, and federal crime information system (such as JDIC). A six-hour course is mandated for personnel who will input and access information. A four-hour course is mandated for personnel who only have permission to access information.

Sheriff's Department Orientation for Professional Staff - All professional staff newly assigned to the Sheriff's Department shall attend the 40-hour orientation course as soon as possible.

Professional Standards - An eight-hour customer service class for professional staff employees. This is mandated by the Los Angeles County Board of Supervisors.

Security Awareness Training - Every member must attend once every two years the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) training.

Supervisor Course, Civilian - An 80-hour course for first-line professional staff supervisors. Alternate supervisors may also attend this course.

Workplace Harassment Prevention - An eight-hour course is required once during the career. A two-hour refresher course is required if promoted to a supervisory position.

Workplace Harassment Prevention for Supervisors (AB1825) - An eight-hour primary course is required of supervisors. In addition, a two-hour refresher course is required every two years for Sexual Harassment for Supervisors (AB1825).

Recommended Optional Training

Advanced Supervision for Professional Staff - A 40-hour course designed to enhance the skills and techniques of professional staff supervisors. The prerequisites for this course are: 1) the employee must be in a supervisory capacity, and 2) the employee must have taken "Basic Supervision for Professional Staff."

Drug/Alcohol Awareness for Supervisors - A one-hour course for all departmental supervisors (sworn and professional staff). Training is available through Psychological Services Bureau, and the Chief Executive Officer's Office on the Los Angeles County's Learning Management System (LMS).

Education Based Discipline (EBD) Training - Attendance in the eight-hour Lieutenants Interactive Forum for Education (LIFE) class can be mandated in lieu of discipline.

Unit Commanders

Unit commanders have the overall responsibility for the management of their unit's training. Management should be accomplished by setting priorities, allocating resources, and providing support. Newly assigned Sheriff's Department professional staff should attend the above mandated training as soon as possible.

Unit Commanders have the overall responsibility of ensuring CPT requirements are met every training cycle for Law Enforcement Technicians and Public Response Dispatchers as specified in POST Commission Regulation 1005(d).

• 3-02/080.05 - V.A. Apprenticeship Program

Veterans eligible for educational benefits may apply up to a maximum of 18 months of their benefits for financial reimbursement as trainees of this Department.

Only new employees can apply for any part of the total program within the following limitations:

- Deputy Personnel

- Combined academy and custody training and service up to one year maximum;
- Patrol training up to a six-month maximum.

Deputy Sheriffs who are assigned from the academy directly to the field instead of a custody facility are not eligible for the entire 18-month program. They are only eligible for academy time (approximately five months) and six months in the field.

Veterans who believe they are eligible for educational benefits should contact the Veteran's Administration to ascertain their rights.

• 3-02/080.15 - Educational Advancement Program

The county code provides for a program whose objectives are:

- To provide deputies with the educational tools needed to improve skills in front-line law enforcement;
- To enable deputies to meet the increasing need for greater community understanding and effectiveness; and
- To encourage deputies to continue their formal education with county financial assistance.

The Sheriff shall set training and education standards and administer the program, except the budgetary aspects of the program are subject to approval by the chief administrative officer.

Any member of the Sheriff's Department in the following classifications are eligible for participation in this program:

- Deputy Sheriff Trainee through division chief;
- Deputies (without compensation), but only those personnel in this classification who are required by the Sheriff to attend Department classes; and
- Civilian personnel, but only personnel in those classifications who are required by the Sheriff to attend Department classes and who are permitted by the Sheriff to attend certain advisory board approved classes.

The school or college attended must be accredited, and the course must meet the requirements of the Department's Educational Advancement Program. Eligible employees are covered as follows:

- An employee is eligible for two classes of training per semester for two semesters per fiscal year and for the number of required textbooks for the designated four classes per fiscal year;
- An employee is eligible for reimbursement for two courses of training for two quarters or semesters per fiscal year and for the number of textbooks required for the designated four courses per fiscal year; and
- An employee is eligible for reimbursement for two trimesters of training per fiscal year for those designated schools on the trimester system and for reimbursement for the number of required textbooks per fiscal year for said trimester.

Employees shall take the training on their own time unless the employee's division chief or division director shows to the satisfaction of the Sheriff that the interest of the county requires otherwise in accordance with the training policy of the Board of Supervisors.

The above courses of training includes graduate and undergraduate attendance at a college or university and are limited to the current tuition fees charged by state colleges and universities.

> **NOTE:** The county code provides that each Department Head may appoint a Departmental Training Advisory Committee to assist him in the planning and administration of the Tuition Reimbursement Program.

When the Sheriff requires attendance at the given class, he may approve pre-payment of all required fees, books, and supplies for those personnel assigned to attend such class.

Upon completion of the approved course, the county shall reimburse the employee up to the current allowable amount for required fees, books and certain required supplies, if:

- He files a claim on the Application for General Education Reimbursement (SH-AD-506), as required by law, and said claim includes an original receipt or copy of canceled check (both front and back) proving the payment of the fees by him and a certification that he completed the course for credit with a passing grade of not less than C; and
- He is still in the service of the county.

A refund will not be made for student activity fees and other special student assessments except at state schools where such charges are mandatory. Except in the case of retirement, if an employee terminates his employment within one year of the date of completion of the course for which he has been reimbursed, he shall return the amount of such reimbursement to the county. This amount may be collected by deduction from the employee's last salary warrant.

A refund will not be made for any costs or expenses reimbursed out of any federal or state educational benefit program; however, refunds may be made in specific cases where there exists a difference between the allowable grant maximum and the college required fee.

Except in the case of retirement, textbooks shall be returned to the Sheriff in the event an employee terminates his county service within one year from the completion of the course.

• 3-02/080.20 - Special Institutes and Seminars

Requests for attendance at any training program must be submitted a minimum of eight weeks in advance of the opening date of the program. Late requests will be subject to rejection. A Request for Approval of Training (Form SH-AD-591) shall be submitted to the Advanced Training Bureau by the employee's unit commander after securing the approval of the concerned division chief or division director.

Attached to the request shall be the training brochure for the requested institute or seminar. The unit commander shall also specify whether attendance is to be on county time or on the employee's own time. All other processing, including securing other approvals, will be handled by the Advanced Training Bureau.

The Advanced Training Bureau will notify the concerned employee of the approval of the request. If training is approved, the unit requesting training will make the necessary attendance reservations and will request billing for tuition costs.

With prior approval, and upon completion of the training, the employee shall submit a claim on an Expense Claim (form 76E928) for any allowable expenses for meals, mileage, or lodging for which he personally paid. These forms may be obtained from Advanced Training Bureau.

The completed form with all lodging receipts attached must be signed by the unit commander of the employee's division and returned to Fiscal Administration.

The Advanced Training Bureau will also furnish the Confirmation of Attendance form. This form is to be completed at the conclusion of training and signed by the employee's unit commander. If this form is not forwarded to the Advanced Training Bureau, the training will not be entered into the Learning Management System (LMS).

• 3-02/080.25 - In-Service Training

The Department offers a wide variety of in-service training to enhance law enforcement professionalism.

Training Bureau:

- Develops and coordinates Department in-service training programs/schools in compliance with POST's Continuing Professional Training requirements;
- Researches, develops and updates the training curriculum and other material utilized for in-service training;
- Develops, coordinates, and administers civilian training programs;
- Develops, schedules, and administers computer training programs;
- Conducts the Department's Emergency Vehicle Operations Course; and
- Produces training videos and tapes and maintains the Department film library; develops, schedules, and administers schools that were instituted in response to an identified need to provide specific training for Department personnel.

Training coordinators from Training Bureau shall utilize Department subject-matter expert instructors from all divisions of the Department so that up-to-date information may be provided to students.

Participation of qualified personnel as instructors in Departmental schools shall be allowed and encouraged, except in those cases where an individual's participation causes an extreme identifiable hardship to the unit.

• 3-02/080.30 - Dress Code Policy for Training Attendance

Department personnel attending training courses, outside institutes, and/or seminars shall wear appropriate professional attire, as specified by the training presenter (Advanced Training Bureau, Custody Training Unit, etc.).

• 3-02/080.35 - Post Incentive Program

Employees classified as deputy sheriffs at the rank of generalist up to the rank of commander shall receive a basic POST bonus in accordance with their Memorandum of Understanding and additional bonuses when attaining the Intermediate and Advanced POST Certificates. Other executive sworn personnel above the rank of area commander will receive POST compensation in accordance with the Los Angeles County Code Safety Ordinance.

The bonus shall be in addition to the salary and considered as wages for all purposes other than the establishment of step placement upon promotion or demotion. The program replaces the accelerated step increases for POST.

The advanced step placement for AA or BA degrees will apply to entry-level as a trainee.

Longevity - Deputy Rank Only

All employees receiving longevity pay on or before July 1, 1975, may either continue to receive it or exercise an option to receive the appropriate bonus for the Intermediate or Advanced POST Certificate in lieu of longevity. An employee shall not receive both longevity and a POST bonus. Deputies may receive longevity bonuses until June 30, 1977, and then may elect to retain such bonus without any further longevity pay increases for as long as they remain in a classification to which longevity has applied. After June 30, 1977, no employee may opt to change from the POST bonus to longevity; however, any employee who is receiving longevity pay may elect to receive any applicable POST bonus in lieu of longevity.

To Apply for POST Bonus

Eligible employees desiring to receive the POST bonus, as explained above, must meet the POST requirements and submit an application packet to the Training Bureau’s Education & Training Records Unit, Attention: POST Certificate Coordinator.

• 3-02/080.40 - Participation in Work Experience Educational Program

Members taking a class wherein their course work requires that they spend a period of time, on or off-duty, either within their own unit of assignment or another element of the Department, shall advise their unit commander in writing prior to such activity.

Members anticipating involvement with another unit shall request the approval, through channels, from that unit’s commander. The request shall include a statement of the member’s course objectives and desired scope of activity. Unit commanders shall review each request as to propriety and his unit’s ability to accommodate the member. The unit commander shall, through channels, advise the member of his approval or disapproval of the request.

Supervisors to whom these members are assigned for training and/or evaluation purposes shall complete any evaluations required by the concerned college or university. Two copies of the member's final evaluation shall be sent to the commander of the member's home unit. The unit commander shall forward one copy of this evaluation to the member's division chief or division director.

• 3-02/080.45 - Special Teams Training and Deployments

The Department has long recognized that providing up-to-date training for employees assigned to specialized teams is of utmost importance.

Teams such as the Sheriff's Response Team (SRT), Department Operations Center (DOC) Team, Incident Management Team (IMT), Crisis Negotiation Team (CNT), and Mounted Enforcement Detail (MED) are staffed through collateral assignments and assigned personnel must receive training to maintain and enhance perishable, specialized skills.

Unit commanders shall allow their personnel to attend required trainingand shall release personnel to participate in special team activations.

Personnel activated as part of a special team deployment shall remain assigned to the team until all documentation and reports related to the activation are completed, to ensure timely and accurate submission prior to their return to their unit of assignment.

• 3-02/085.00 - Evaluating Employee Performance

Unit commanders are responsible for ensuring that subordinates receive timely evaluations and are appropriately apprised of their supervisors' assessments of their performance. Unit commanders shall ensure that appropriate categories of documentation are utilized to record performance observations and that such documentation is referred to for the purpose of performance discussions with employees.

Any current or former supervisor who had a formal grievance against them shall not have any direct or indirect input into the grieving person's performance evaluation process, and shall recuse themselves from the process to avoid any perceived conflict of interest or bias.

Any exception to this policy shall be approved by the current or former supervisor's division chief or division director. If this exception occurs at the rank of chief or above, the rating supervisor shall receive approval from at least one rank above them.

The approving supervisor shall closely monitor the current or former supervisor's input into the grieving person's performance evaluation to ensure there is impartiality and fairness in the assessment.

• 3-02/085.10 - Employee Performance Records

Documentation about a given employee's performance may be found in the following sources:

- Department personnel folder
- Unit personnel folder
- Unit performance log

- Automated Personnel Performance databases

Department Personnel Folder

The Department personnel folder comprises the file of personnel records maintained in a centralized location by Personnel Administration Bureau. (See section 3-02/020.10, Personnel Folders.)

Unit Personnel Folder

The unit personnel folder is a decentralized extension of the Department folder. The unit personnel folder is maintained at, and by, the employee's unit of assignment and is transferred from unit to unit as the employee transfers.

When an employee leaves the Department, only the following unit personnel folder documents shall be sent to Personnel Administration Bureau's Records Unit:

- Letters of Imposition;
- Original Performance Evaluations (no photocopies);
- Training certificates.

The Records Unit shall file these documents in the employee's official personnel folder. All other documents contained in the unit personnel file that are not required by MPP section 3-02/020.10 shall be dispositioned (i.e., shred or given to the employee) by the unit. Any documents not required by MPP section 3-02/020.10 that are sent to Personnel Administration Bureau's Records Unit shall be returned to the unit.

When an employee leaves the Department, send their medical files directly to Personnel Administration Bureau's Disability Management and Compliance Unit.

Unit Performance Log

The unit performance log is comprised of interim supervisory notations about employee performance during a given rating period. The purpose of the unit performance log is to document supervisors' observations about performance and supervisor/employee discussions about performance (goals, strengths/weaknesses, career guidance, etc.).

Use of the Department's designated unit performance log entry form is required. Forms created or modified in any way by Department bureaus, facilities, stations, or units shall not be used.

The documentation on a given employee in the unit performance log shall be shown to and discussed with the employee by the supervisor who recorded it, who shall obtain the employee's signature as evidence that the employee saw the documentation.

NOTE 1: If the employee refuses to provide a signature acknowledging awareness of the documentation, the supervisor shall have another supervisor witness the refusal. Both supervisors shall sign the documentation.

Performance log documentation may be referred to in the employee's current performance evaluation, after which all the past rating period's notations shall be removed from the log, and new notations only shall be entered for the next rating period.

NOTE 2: Due to statutory requirements in Penal Code section 832.5(b) regarding documentation related to public complaints and use of force investigations, unit performance log entries created to record observations of performance and supervisor-employee discussions concerning the complaint or use of force investigation shall be retained within the corresponding investigative packets for a period of no less than five years when there is no sustained finding of misconduct.

No adverse action or reference to a unit performance log may be made after the employee’s current rating period has concluded.

All other expired performance log documentation shall be maintained at the unit until the evaluation process is complete and shall then be destroyed.

Automated Personnel Performance Database

The Department maintains records on specific incidents relating to personnel performance in several automated databases.

• 3-02/085.20 - Automated Performance Performance Databases

The following categories of records are maintained in automated databases commonly referred to as the Performance Recording and Monitoring system (PRMS):

- Administrative investigations (including preventable traffic collisions);
- Public commendations and complaints (Service Comment Reports);
- Force review documentation;
- Shooting review documentation;
- Lawsuits;
- Civil claims;
- Pitchess Motions; and
- Special Conditions (examples include but are not limited to the following: employee removed from field duties, action-level based on preventable traffic collisions, or a term of a settlement agreement).

The databases supplement the other personnel information which is maintained in each employee's unit or Department personnel file and which is not indexed in a database, such as evaluations, internallyâ€‘generated commendations, transfer information, etc. The databases also do not index any records kept in unit performance logs.

The information stored in these databases is combined into summary documents commonly referred to as “PRMS printouts.”

• 3-02/085.30 - Management Guidelines

The PRMS databases, including the PRMS Profile Report and the Supplementary Profile Report, provide managers and executives with readily accessible documentation in summary form about certain categories of incidents, including but not limited to all uses of force, shootings, citizen's complaints, administrative investigations, criminal investigations or prosecutions, civil claims, civil lawsuits, pitchess motions, and disciplinary history. However, the databases do not contain or produce complete performance information about any employee.

Supervisors, managers, and executives shall consult such databases including the PRMS Profile Report and the Supplementary Profile Report. Supervisors, managers, and executives shall, in addition, remain aware that the process of counseling, evaluating, or appraising the performance of an employee depends not only on reports, statistics, and documentation available from the PRMS, but also on the personnel folder and the unit performance log, as well as other manual or automated information that is maintained or may in the future become available regarding an employee's performance. Supervisors, managers, and executives are under an affirmative obligation to consult and consider such files and records as necessary and appropriate in addition to the PRMS.

Managers and executives are accountable for using the Department's automated summary information as an aid or pointer to decide if and whether other appropriate documentation should be consulted and considered in connection with personnel decisions affecting employees.

In no circumstances shall managers and executives use the mere number of incidents shown on a profile or other report, or numerical formulas derived therefrom, as the whole basis for evaluation of or for personnel decisions affecting an employee. Managers and executives shall consider the nature of an employee's assignments and the units to which the employee has been assigned. Isolated instances of minor misconduct shall not be disqualifying for personnel decisions. Similarly, where five years have elapsed since the minor misconduct in question and where no additional credible instances or patterns of inappropriate conduct have occurred in the interim, such isolated instances of minor misconduct shall be given little weight or disregarded, as appropriate.

On the other hand, credible instances and patterns of inappropriate conduct shall influence selection for assignments, promotion, personnel evaluation, and imposition or augmentation of discipline to the extent appropriate and permitted by law. Founded investigations or a pattern of conduct that was determined to be inappropriate concerning honesty, integrity, truthfulness, discourtesy, conduct toward others, use of force, harassment or discrimination against a protected group, or such other categories as the Sheriff may from time to time designate, shall be disqualifying for bonus positions, assignments to specialized units, and promotions to the extent permitted by law.

Except as limited herein, all data in PRMS or elsewhere shall continue to be available without limitation for purposes of risk management, analysis and avoidance of liability and exposure, identification of at-risk employees, and non-punitive interventions to assist such employees.

• 3-02/085.40 - Unit Commanders' Responsibilities in Using Automated Personnel Performance Data

Unit commanders are required to regularly review the information produced by the automated personnel performance databases.

The databases allow several methods of analyzing information. Two of the most informative are analysis on the basis of categories of incidents and analysis on the basis of the individual employee's indexed incident records. Unit commanders shall regularly examine the indexed documentation by category of incident, observing which employees present unusual patterns of incidents as compared to comparably assigned employees. Unit commanders shall also regularly review individual employee indexed incident records, being alert to patterns or series of incidents which indicate the advisability of focused attention. Such patterns or series could include two or more incidents within a single category, or one or more incidents in each of several categories.

In evaluating the significance of patterns, series, or minimum levels of incidents, the unit commander shall oversee or conduct a review of the details of the incidents documented in the automated databases and should normally also do the following:

- Ensure that a review of the performance information in the employee's personnel file is conducted;
- Ensure that a review of the performance information in the unit performance log is conducted; and
- Confer with the employee's supervisor(s).

Upon completion of this review, the unit commander shall discuss any concerns with or counsel the concerned employee as appropriate.

Unit commanders are responsible for ensuring that the automated performance information (PRMS printout) on an employee is reviewed at the time of the writing of the performance evaluation, and that reference to the review is made in the evaluation narrative.

• 3-02/085.45 - Middle Management/Supervisory Responsibilities

It is the policy of the Department that access to database records and full printouts shall be limited to the following categories of managers:

- Lieutenants and above;
- Assistant directors and acting directors; and
- Sergeants serving as watch commanders who are personally designated by the unit commander; and sergeants in specialized units/functions where necessary and when personally authorized by the unit commander.

The specific responsibility for being knowledgeable about the PRMS performance records of subordinates rests at the middle management-level, i.e., lieutenants and assistant directors. In units without a captain/director-level/unit commander, the responsibility extends to specifically designated lower ranking supervisors at the discretion of the unit commander, with the approval of the division chief or division director.

In all cases, the concerned unit commander retains the responsibility and will be held accountable for personnel decisions which stem from analysis of PRMS documentation.

Middle management-level personnel are responsible for furnishing lower level supervisory personnel with PRMS documentation which is limited to the current rating period, for their use in evaluating employee performance and in employee development, counseling, etc.

• 3-02/085.50 - Employee Review of Automated Personnel Performance Information

Unit commanders are responsible for ensuring that each employee has an opportunity to review the number and the nature of incidents pertaining to that employee which are indexed in the automated databases at the time that employee's performance evaluation is being prepared. The rater shall note, in the performance evaluation, the date the review was conducted and the name of the individual who discussed the information with the employee.

Upon request at any time, an employee may review the automated summary information pertaining to that employee, which is indexed in the automated databases.

• 3-02/085.55 - Unit Commander's Responsibility

Unit commanders are responsible for ensuring the subordinates sign the Sheriff's Department's "User Acknowledgment of Electronic Communications Policy" form, annually.

The Electronic Communications Policy is contained within sections 3-07/200.10 through 3-07/240.00 of this manual.

The signed form shall be distributed as follows:

- Original to employee's personnel file at Personnel Administration Bureau - Records Unit; and
- A copy to employee's unit file.

• 3-02/085.60 - Personnel Management Issues

The process of evaluating employee performance is a key component of personnel management decisions concerning transfers and promotions.

All appropriate performance records, including those indexed in the automated databases, shall be reviewed prior to transfer and promotion decisions being made, including bonus selection decisions. Such reviews must include consideration of the employee's specific assignments, duties, units, and shifts as compared to those of other similarly situated employees and as contrasted with employees not similarly situated.

• 3-02/085.65 - Procedure for Use of Automated Performance in the Transfer Request Process

A review of automated employee performance information is an important part of the process of screening prospective applicants for transfer into a given unit. In order to ensure valid evaluation of the information, the following procedure shall be adhered to.

Units which are in the process of screening applicants may request copies of employee profile reports from the applicants' unit of assignment. The authorized manager at the unit of assignment shall review each report requested with the concerned employee, verifying its accuracy. He shall then provide the report(s) to the requesting manager/supervisor.

Each supervisor/manager conducting background checks on prospective applicants for transfer is responsible for using employee profile report information (PRMS printouts) as outlined herein; that is as a basis for determining when to examine appropriate documentation and to personally discuss an employee's performance with knowledgeable current and past managers/supervisors.

In any case in which the information on an employee profile report appears to indicate performance history which might adversely affect the employee's level of acceptability, the supervisor or manager responsible for the background check shall contact the employee's unit of assignment and arrange an inâ€‘person conference to discuss the employee's "PPI printout" and to review files. The meeting shall be with the appropriate supervisor/manager(s) who is/are authorized access to the employee's PRMS records and who is/are knowledgeable about the facts concerning the significance of the incidents indicated on the employee profile report. The meeting shall involve the review of actual files.

All parties to the conference are responsible for ensuring that the performance information used in the background check is comprehensive and objective, and that decisions about the candidate's suitability are not made solely on the basis of the number of incidents reflected on the PRMS printout.

• 3-02/085.70 - Correction/Removal/Modification of Records in the Automated Performance Recording and Monitoring System Database

All requests for correction/removal/modification of records in the database(s) shall be submitted in writing from the unit commander/director of the concerned employee, complete with explanation/justification, through the concerned division chief or division director, to the chief of the Professional Standards Division.

• 3-02/085.75 - Procedures for Using the Performance Recording and Monitoring System Profile Report

Department personnel with access to the Performance Recording and Monitoring System (PRMS) employee profile reports shall be familiar with applicable laws governing how employee information may be used. Pursuant to 832.5 PC, complaints by the public deemed “unfounded” or “exonerated” shall not be used for any official determination regarding promotion, transfer, or disciplinary action and shall be removed from the employee’s PRMS “Profile Report.” No punitive action, nor denial of promotion on grounds other than merit, shall be taken for any allegation of misconduct if the investigation exceeded one year (excluding exceptions in Government Code section 3304). Such cases are listed in the personnel’s “Discipline” section as “Government Code 3304.”

• 3-02/090.00 - Performance Evaluations

The Civil Service rules outline the procedures covering performance evaluations. Unit commanders shall ensure fair and accurate evaluations under the rating standards set forth by these rules. Ratings shall be for performances commensurate with the employee's current classification.

When a rating other than "competent" is given, the rating must be fully substantiated in writing before it will be accepted by the commission. The following guidelines shall apply:

- Outstanding

  All work performance is consistently above the standards of the position, and a substantial part of the work performance exceeds supervisory and management expectations most of the time. This rating must be documented by specific descriptions of how the employee's accomplishments benefitted the service of the Department and the standards of performance expected by the Department for the position;

- Very Good

  A substantial part of the work performance is well above the standards of performance required for the position and all other parts of the performance are at least "competent." Factual evidence must be presented in writing to substantiate this rating;

- Competent

  Work performance is consistently up to or somewhat above the standards of performance required for the position. This is the performance which is expected of a trained and qualified employee;

- Improvement Needed

  This rating is given when a significant part of the employee's performance is below the standard required for the position and it is anticipated that the employee can bring his performance up to acceptable standards. Factual evidence must be presented in writing to substantiate this rating.

  A plan for improvement should be given to the employee to cover the period subsequent to the rating.

  When this rating is given, a new evaluation must be made within a period not to exceed six months from the day on which the employee is served with the "improvement needed" evaluation.

  If the employee fails to achieve a competent level of performance by the end of the new rating period, an "unsatisfactory" rating must be given and followed by either discharge or reduction in classification; and

- Unsatisfactory

When this rating is given, an employee shall either be discharged or reduced in classification. This rating should be given when:

- A substantial part of the work performed is inadequate and definitely inferior to the standard of performance required for the classification;
- The employee has failed to improve his performance in factors previously rated for "improvement needed;" and
- An employee of this Department has committed an act of sufficient seriousness to destroy his value to the Department or to County Service.

The latter reason would include "off-duty" conduct resulting in discharge, in which case, the employee would be rated "unsatisfactory" under "Observance of Rules and Regulations." Under such circumstances, the employee may be rated "competent" under the remaining factors relating to his performance and still receive an overall "unsatisfactory" rating.

Ratings of efficiency of performance shall be made for permanent employees at least once each year beginning and ending on their current item anniversary dates, and for recurrent employees at the close of each seasonal work period. Performance Based Pay participants should be evaluated in accordance with the Chief Administrative Office guidelines. A revised rating may be submitted by the employee's supervisor at any time during the year upon evidence of changed work habits or performance on the part of an employee. No rating need be made for temporary employees.

• 3-02/090.05 - "Improvement Needed" or "Unsatisfactory" Rating - Permanent Employee

When a rating of "improvement needed" or "unsatisfactory" is to be given to an employee who has permanent status in his classification, an evaluation of performance must be completed, approved, and received by Personnel Administration Bureau at least 30 days prior to the end of the rating period. On an "unsatisfactory" rating, Personnel Administration Bureau will then initiate a letter of intent to either discharge or demote. The appeal procedure outlined in the letter of intent in no way negates the normal appeal privileges as outlined under the Civil Service Rules.

• 3-02/090.07 - Probationary Employees - Unit Commander's Responsibilities

It is a fundamental responsibility of every unit commander to take an active role in the performance of subordinate employees and develop ongoing strategies to enhance their professional performance. Unit commanders are uniquely qualified to help form the values, shape the beliefs, and develop the character of subordinate personnel, especially probationary employees. Unit commanders are expected to not only set unit objectives, goals, and priorities, but also establish individual performance objectives to ensure every subordinate employee understands and meets the Department’s expectations.

A probationary employee’s initial assignment is in many ways an extension of their academy training. They should continue (and expect) to be challenged and confronted to further refine their decision-making skills. Conduct that is inconsistent with the high standards established by this Department will not be tolerated.

UNIT COMMANDER'S RESPONSIBILITIES

Within six months of a probationary employee's initial assignment to any unit, unit commanders shall review the employee's initial work habits, performance, and training records. Unit commanders shall pay particular attention to issues such as honesty, integrity, trustworthiness, and character, and any other characteristic that would enable the unit commander to determine if the probationary employee is truly suited for a career in law enforcement.

Unit commanders have an affirmative duty to initiate remedial action when a probationary employee's performance is inconsistent with the Department's Core Values or fails to meet the minimum requirements established for their position. Unit commanders shall immediately initiate remedial action when an employee demonstrates performance or work habits that are inconsistent with the Department's Core Values or fails to conform to the work standards established for the probationary employee's rank or position (for further information refer to section 3-01/050.10, Performance to Standards). This shall include, but is not limited to, cases wherein a probationary employee is named as a subject in any criminal or administrative investigation initiated by this Department or any other law enforcement agency.

> **NOTE:** This does not preclude a unit commander from initiating a comprehensive review of a subordinate's work product any time an employee begins to demonstrate behavior(s) that is/are inconsistent with the Department's Core Values and/or established standard of conduct.

PROBATIONARY EMPLOYEE UNDER ADMINISTRATIVE/CRIMINAL INVESTIGATION

Any time a probationary employee becomes the subject of an administrative or criminal investigation initiated by this Department or any other law enforcement agency, the following steps shall be followed:

- The unit commander shall immediately review the allegation(s) to determine their seriousness and validity;
- The unit commander shall review the probationary employee's initial employment application, background investigation, and any other supporting documentation and assess the documents for evidence of a trend or pattern that would indicate a correlation between undesirable pre-employment behavior and current behavior;
- In every case, the employee's probationary status shall be reviewed by the concerned division chief or division director and the undersheriff for the purpose of determining if the probationary employee shall complete the probationary period. This shall be accomplished prior to the completion of the current probationary period and, in most cases, should be accomplished prior to the completion of the pending investigation; and
- If the circumstances warrant the probationary employee be relieved of duty or placed on a modified duty status, the probationary period shall be extended for the length of time they were relieved of duty or assigned to a modified duty status.

• 3-02/090.10 - Probationary Evaluation

Probationary employees must be evaluated at least once prior to the end of their period of probation. It is the policy of the Civil Service Commission that all probationary employees be kept informed of their supervisor's

evaluations of their performance, particularly of those areas of performance in which improvement is needed. Probationary employees must be kept informed through both formal and informal means of communication. In the event that a probationary employee's performance is substandard, it is imperative that communication with that employee include one or more interim report of performance.

The commission will not consent to the discharge or reduction of a probationer when it is established that inadequate communication contributed to the employee's failure to meet performance standards.

A "competent" probationary evaluation may be grieved. The guidelines for processing, as established in section 3â€‘02/090.30, under "competent" or "very good," shall be followed.

The following shall be the guide for the required signatures for the probationary evaluation.

- Rater - Supervisor who evaluates the employee;
- Reviewer/Department Head - unit commander; and

  NOTE: Only captains, directors, and above will sign as the Department head.

- Employee - Employee being evaluated.

An "unsatisfactory" probation evaluation is not grievable. After the evaluation has been reviewed and signed, it will then be discussed with the employee. After the employee has signed the evaluation, copy 4 will be given to him. Should the employee refuse to sign the evaluation, the rater will write "REFUSED TO SIGN" in the employee's signature space and initial and date it. Copy 3 will be placed in the employee's unit file and copies 1 and 2 shall immediately be sent to Personnel Administration Bureau.

The following shall be the guide for the required signatures for an unsatisfactory probationary evaluation:

- Rater - Supervisor who evaluates the employee;
- Reviewer - Division chief or division director under whom the employee is assigned;
- Department Head - Sheriff, undersheriff, or assistant sheriffs; and
- Employee - Employee being evaluated.

All final performance evaluations on probationary employees must be completed and forwarded to Personnel Administration Bureau 30 days prior to the end of the probationary period. If an "unsatisfactory" rating is anticipated, written notice of intent to discharge or reduce classification must be served on the employee and must be effective before midnight on the last day of the probationary period, prior to the consideration of the rating by the Civil Service Commission.

• 3-02/090.15 - Transferring or Terminating Employees

When an employee transfers within the Department, a performance evaluation shall be completed covering the time period from the date of his last evaluation through the date of his transfer.

A performance evaluation, covering the time period mentioned above, shall also be written for employees who transfer to another county agency or who terminate employment with the county.

Unit commanders shall be responsible for the expeditious completion of a final performance evaluation, including his written recommendation regarding re-employment of the terminating employee. When time constraints permit, the employee shall review and sign the final performance evaluation prior to termination. Otherwise, the final evaluation shall be submitted to Personnel Administration Bureau within 20 days of the employee's termination date.

In accordance with Civil Service Rules, when a final rating of "unsatisfactory" is given to a terminating employee, the evaluation must be approved and the employee notified of the results within 30 days after the date of termination. Failure to complete the process within the thirty-day period will negate the "unsatisfactory" evaluation, and the previous rating received by the employee will stand as the rating of record.

• 3-02/090.17 - Guidelines for Performance Evaluation Narratives

The performance evaluation narrative shall explain/justify the ratings given to an employee using examples of performance which occurred during the rating period.

It is not appropriate to include language in an evaluation narrative that addresses an employee's medical/psychological history, problems, or status. Unit commanders are responsible for ensuring:

- An employee whose specific actions demonstrate the principles of Respect Based Leadership receives special mention in the evaluation narrative;
- An employee’s compliance with the Department’s Policy of Equality is discussed with the employee and the discussion noted in the evaluation narrative;
- Section 3-02/290.20, Preparation for and Completion of Duties, is discussed with an employee and the discussion noted in the evaluation narrative;
- An employee’s Performance Recording and Monitoring System (PRMS) Profile Report is discussed with the employee and the discussion noted in the evaluation narrative. The PRMS Report shall be attached to the performance evaluation;
- An employee has reviewed their Employee’s Personal Information - Supplemental Form SH-AD- 91A, for current information and the review noted in the evaluation narrative;
- An employee has reviewed their Department beneficiary information for current information and the review noted in the evaluation narrative (employees should be referred to the Disability Management and Compliance Unit’s website located on the Intranet for a listing of contacts and procedures for changes to their beneficiaries);
- An employee holding the rank of Deputy Sheriff is informed of the existence and availability of coveted positions within the Department and the discussion noted in the evaluation narrative;
- A California Department of Motor Vehicles (DMV) driver’s history record is reviewed for an employee who operates County vehicles or uses their own vehicle for County business. Driver license status shall be noted in the evaluation narrative. The DMV driver’s history printout shall be attached to the performance evaluation;
- An administrative investigation(s) for which an employee has received a letter of imposition is/are noted in the evaluation narrative covering the year in which discipline was imposed; and
- The extent to which an employee’s behavior reflects the Department’s established Core Values is documented.

- An employee has reviewed Section 3-02/010.06, Nepotism and Personal Relationships, and has completed the Nepotism Policy Acknowledgement and Disclosure Form (SH-AD-758).

The following are examples of required notations in the evaluation narrative:

- (Employee's name) attended and completed the Department's Equity Training and he/she clearly follows the principles taught in the course;
- (Employee's name) and I have reviewed their Performance Recording and Monitoring System (PRMS) Profile Report and found it to be accurate;
- (Employee's name) and I have reviewed section 3-02/290.20, Preparation for and Completion of Duties, and (employee's name) expressed understanding of the policy;
- (Employee's name) has reviewed their unit personnel file and found their personal and beneficiary information to be current;
- (Employee's name) and I have discussed the existence and availability of coveted positions within our Department. (Name) was referred to the Bureau of Labor Relations and Compliance intranet site for additional information;
- (Employee's name) has reviewed and acknowledged understanding of the Electronic Communications policy;
- (Employee's name) received a (number)-day suspension imposed (date to date) for violation(s) of Manual of Policy and Procedures section(s) (number(s)) which occurred on (date);
- (Employee's name) possesses a valid California driver license which expires on (date);
- (Employee's name) has a current California registered nurse or physician license number (number) which expires (date) and a current specialty license or certification which expires on (date);
- (Employee's name) and I reviewed and discussed the Department's Core Values. (Name) performed in a manner that exceeded Department expectations.
- (Employee's name) has completed the Nepotism Policy Acknowledgement and Disclosure form (SH-AD-758).

• 3-02/090.18 - Employee Absence During the Rating Period

When an employee is off work for a significant period of time but has worked at least 10 days, a performance evaluation form should be completed with the appropriate ratings given of the employee's performance during the time the employee worked. A supervisor should complete the rating factors/categories and assign an "overall rating" as well.

A performance evaluation narrative should support the ratings given for the rating period and may include the following statement, if applicable, to address the significant period off work:

"This employee has been absent from work on an authorized leave from _____ to _____ (dates) during this evaluation period. The employee has not performed work to evaluate during that absence."

If an employee is off work for the entire evaluation period, a performance evaluation may be completed as follows:

- No ratings should be given in any of the rating factors/categories or in the "overall rating;" and

- A statement should be used in the narrative such as one shown above. If the foregoing narrative statement seems inappropriate, call Employee Relations/ Advocacy Services for a recommended narrative.

• 3-02/090.20 - Responsibility for Evaluation

Unit commanders are responsible for rating the performance of their subordinates at least once in each calendar year.

Permanent employees who are below the top step of the salary range and who are eligible for an annual step advance will be granted the advance only when a "Competent" or better performance evaluation has been filed at least one month prior to the employee's step advance anniversary date; however, if Personnel Administration Bureau does not receive a performance evaluation prior to the employee's step anniversary date, the employee will be deemed administratively competent and therefore, will be granted the step advance. Any grievances related to this provision will be processed separately from other Department grievances in accordance with a special procedure outlined in the applicable Memorandum of Understanding (MOU). Any questions should be directed to Employee Relations/Advocacy Services.

A performance evaluation shall be prepared any time an employee's performance changes significantly, regardless of the date of the previous evaluation.

In order to expedite the processing of less than "competent" ratings, unit commanders are requested to notify Personnel Administration Bureau immediately whenever an "improvement needed" or "unsatisfactory" evaluation is forthcoming.

All performance evaluations should be sent to Personnel Administration Bureau, Attention: Alpha Processing Unit.

Additional detailed guidelines for performance evaluations are outlined in the Rater's Guide to Performance Evaluations.

• 3-02/090.30 - Signatures on Performance Evaluations

Improvement Needed" or "Unsatisfactory"

When the overall evaluation is "improvement nNeeded" or "unsatisfactory," the completed performance evaluation shall be sent intact through the appropriate channels for review and required signatures. The form will then be returned to the originating unit. The unit will contact Personnel Administration Bureau to advise them of the evaluation and the name of the employee who is to receive it. The evaluation will then be discussed with the employee.

After the employee has signed the evaluation, copy 4 will be given to the employee. Should the employee refuse to sign the evaluation, the rater will write "Refused to Sign" in the employee's signature space and place their initials next to the statement. The rater will then give the employee copy 4 of the evaluation. This will comply with the grievance procedure's time requirements.

The originating unit will hold the evaluation for ten business days, after which time copies 1 and 2 shall be sent to Personnel Administration Bureau and copy 3 will be placed in the employee's unit file.

If the employee files a grievance, the evaluation must be held at the unit until the grievance process is concluded.

The following shall be the guide for the required signatures:

- Rater - Supervisor who evaluates the employee;
- Reviewer - Division chief or division director under whom the employee is assigned;
- Department Head - Sheriff, undersheriff, or assistant sheriffs; and
- Employee - Employee being evaluated.

Unit commanders and area commanders shall indicate that the contents have been noted by signing elsewhere on the front of the form.

"Competent" or "Very Good"

When the overall evaluation is "competent" or "very good," the completed performance evaluation will be reviewed and signed. The rater will then discuss the evaluation with the employee, have him sign it, and give the employee copy 4. If the employee refuses to sign the evaluation, the rater will write "Refused to Sign" in the employee's signature space and place their initials next to the statement. The rater will then give the employee copy 4 of the evaluation. This will comply with the grievance procedure’s time requirements.

The originating unit will then hold the remaining copies 1, 2, and 3 of the evaluation intact for ten business days prior to sending copies 1 and 2 to Personnel Administration Bureau and placing copy 3 in the employee's unit file.

The following shall be the guide for the required signatures:

- Rater - Supervisor who evaluates the employee;
- Reviewer/Department Head - Unit commander; and

  NOTE: Only captains, directors, and above will sign as the Department head.

- Employee - Employee being evaluated.

"Outstanding"

When the overall evaluation is "outstanding," the completed performance evaluation form shall be reviewed and approved by the unit commander. The unit commander shall sign the outstanding performance evaluation in the area designated as reviewer if a lower ranking person has signed as rater. If the unit commander is the rater, the area commander shall sign as the reviewer. The evaluation form shall be forwarded to the concerned assistant sheriffs who will sign as the Department head. The form will be returned to the originating unit, at which time it will be formally discussed with the employee. After the employee has signed the evaluation, copy 4 will be given to the employee.

The originating unit will hold the evaluation for ten business days, after which time copies 1 and 2 shall be sent

to Personnel Administration Bureau and copy 3 will be placed in the employee's unit file.

The following shall be the guide for the required signatures:

- Rater - Supervisor who evaluates the employee; and
- Reviewer - Unit commander or area commander;

Department Head - Appropriate division chief or division director under whom the employee was assigned during the rating period. The appropriate assistant sheriffs or undersheriff will sign as Department head on “outstanding” evaluations for sworn personnel at/or above the rank of lieutenant and civilian personnel at or above the director-level.

• 3-02/090.35 - Drivers License Check

Employees who operate county vehicles or use their own vehicles for county business shall be required to maintain a valid California Class "C" driver's license or a license class appropriate to the type of vehicle driven.

At least once a year, when performance evaluations or probationary performance evaluations are to be written, it shall be the supervisor's responsibility to obtain and attach a driver's history printout from DMV to the report, and to visually inspect the employee's driver's license. Employees are responsible to notify their unit commander if their license status changes during the year.

The expiration date and license class shall be noted on the last line of the "comments" section of the evaluation or probationary form.

Any evaluations forthcoming from a previous assignment shall be addressed to the new unit commander, not to the employee. It shall be the new unit's responsibility at this time to check and note the validity of the license on this evaluation.

Additionally, it shall be the supervisor's responsibility to ensure that an Employee's Personal Information form (SH-ADâ€‘91) pursuant to section 3-02/020.05, if needed, has been submitted.

• 3-02/100.00 - Classification

The county code outlines the regulations covering classification of positions in the classified service of the county.

Unit commanders should be aware of the types of duties and the responsibilities of each position under their command. When a position has changed significantly in the types of duties performed and/or in the level of responsibility for the performance of those duties, the position may no longer be properly classified. Unit commanders who find that such a situation has developed within their unit should request, through their division chief or division director, that Personnel Administration Bureau conduct a classification study of the position or positions in question.

Unit commanders are cautioned that an increase in volume of the same work with no appreciable increase in the level of difficulty or responsibility for the performance of the assigned duties does not constitute a reasonable basis for a change in classification. Sheer increase in volume of the same type of work should be addressed by submitting justification for an additional position to handle the increase in workload.

• 3-02/110.00 - Promotions

The county code outlines the procedures involved in promotional examinations. The requirements for eligibility to file for a promotional examination are printed in the "Promotional Opportunities" bulletin issued by Personnel Administration Bureau at the time each promotional examination is announced.

When an appraisal of promotability is involved in an examination, the designated representative of the Sheriff shall submit such appraisal on the concerned employee through channels. The criteria to be considered in a promotional situation differs from that in a regular performance evaluation. In an "Appraisal of Promotability," the employee is being rated on how he will perform in a more responsible supervisory position or in a position requiring additional skills or requiring a greater degree of responsibility than is required in his present position. It is thus conceivable that an employee might be rated weak in terms of promotability and yet be outstanding in terms of his present position.

Any current or former supervisor who had a formal grievance made against them shall not have any direct or indirect input into the grieving person’s promotional rating process and shall recuse themselves from the process to avoid any perceived conflict of interest or bias.

Any exception to this policy shall be approved by the current or former supervisor’s division chief or division director. If this exception occurs at the rank of chief or above, the rating supervisor shall receive approval from at least one rank above them.

The approving supervisor shall closely monitor the current or former supervisor’s input into the grieving person’s promotional rating to ensure there is impartiality and fairness in the assessment.

• 3-02/120.00 - Probationary Period - Deputy Sheriff

Newly appointed, permanent sworn personnel shall serve a twelve-month probationary period. If a deputy sheriff leaves the Department prior to completing this initial probationary period and is later reinstated, the employee shall serve a new probationary period.

• 3-02/130.00 - Reinstatement/Restoration

It shall be the policy of this Department, in conformance with Civil Service Rule #17, that personnel whose absence from county service exceeds two years shall not be eligible for reinstatement.

Former county employees requesting reinstatement to the Department can only return to a position equal or lower in level at the time they left county service.

If the reinstated position is not one previously held, the individual must meet minimum requirements of that position.

In general, reinstatement within the two-year period require(s) the approval of the captain/director of Personnel Administration Bureau. Reinstatements to positions at the salary schedule level of Operations Assistant III, Sheriff, or higher require the Sheriff's approval.

• 3-02/130.05 - Reinstated Employees

All reinstated employees shall serve a new probationary period, commensurate with that required for their classification, beginning on the date of permanent reinstatement. A reinstated employee on probation is to be treated as though he were serving his first probationary period. The employee may be discharged or reduced in rank in accordance with the Civil Service Rules governing probationers.

Except for employees reinstated from a layoff list, a reinstated employee shall be placed on the first step of the salary range for the position to which he is reinstated as if he were entering the Department for the first time, and is considered a new employee in all respects with regard to service compensation and benefits.

When reinstatement is requested by a former deputy sheriff, the following shall apply:

- The completed reinstatement folder (background investigation) shall be forwarded to Personnel Administration Bureau;
- Personnel Administration Bureau shall request the undersheriff, or the assistant sheriffs, and the concerned division chief or division director to review the application and recommend a returning rank; and
- The final decision as to the returning rank shall be the prerogative of the Department.

When the final decision is made as to the returning rank of a former deputy sheriff, and such returning rank is below that of the deputy's previously held rank, the following shall also apply:

- Upon satisfactory completion of the probationary period, the deputy, if he or she so desires, may submit a request for restoration to his or her previously held classification; and
- In such cases, the procedure as outlined under the following subsection shall be adhered to.

• 3-02/130.10 - Restoration of Reinstated Deputy Personnel Following Completion of Probationary Period

When a reinstated deputy has satisfactorily completed his probationary period and wishes to be restored to a previously held classification, he shall prepare a request on an SH-AD-32A. The request shall be directed to Personnel Administration Bureau.

The request shall specify the deputy's previous classification (to which he desires restoration) and the date that he voluntarily separated from the Department. It should also indicate a preference of either restoration to an existing vacancy at any unit of assignment, or restoration only at the current unit of assignment. Such a request must be reviewed by the concerned division chief or division director prior to submission to Personnel Administration Bureau.

The final decision as to restoration shall be the prerogative of the Department.

Restoration will be contingent on the following factors:

- The Department vacancy factor and/or the vacancy factor for the particular unit of assignment;
- Competent service prior to separation;
- Evaluation of all information contained in the reinstatement folder; and
- Satisfactory completion of probation following reinstatement.

Restoration may be given priority over new promotions.

• 3-02/130.15 - Reinstatement/Restoration Pursuant to Other Lawful Authority

Authority

The provisions of section 3-02/130.05 and section 3-02/130.10 do not apply in cases wherein reinstatement/restoration have been officially directed by the Civil Service Commission, a court order, or statutory authority. Each such case is handled as specified in the order or statute.

• 3-02/130.20 - Restoration Following Voluntary Demotion

Probation Completed

When an employee who has taken a voluntary demotion from a position for which he has completed probation and wishes to be restored to his previously held classification, the request for restoration shall be submitted, through channels, on an SH-AD-32A to the concerned division chief or division director.

The request shall specify the employee's previous classification (to which he desires restoration) and the date of his voluntary demotion. It shall also indicate a preference of either restoration to an existing vacancy at any unit of assignment or restoration only at the current unit of assignment. The Department has the prerogative to require the employee to serve a new probationary period. In either case, the employee shall be advised whether a probationary period is or is not required at the time of restoration notification.

Following division approval, the request shall be forwarded to Personnel Administration Bureau.

Probation Not Completed

When an employee who has taken a voluntary demotion from a position for which he was on probation desires to be restored to his previously held classification, he shall follow the procedures outlined above. The Department has the prerogative to restore the employee to a higher position. The Department shall also determine, once restoration has been granted, whether the employee shall serve a new probationary period or complete the remainder of the probation which was outstanding when the employee was voluntarily demoted. The employee shall be advised on the probation at the time of restoration notification.

In all cases, restoration will be contingent upon the following factors:

- The Department vacancy factor, not merely the vacancy factor for the particular unit of assignment; and
- Competent service prior to voluntary demotion.

Restoration of voluntary demotions may be given priority over new promotions in some circumstances.

• 3-02/130.25 - Restoration of Employees Reduced Due to Disciplinary Action or Unsatisfactory Work Performance

At the discretion of the Department, an employee reduced for unsatisfactory work performance or for disciplinary purposes may apply for restoration to his previously held classification under the following provisions:

- Six months satisfactory work performance at the reduced classification;
- A request for restoration submitted on a SH-AD-32A and approved by the employee's division chief or division director shall be directed to Personnel Administration Bureau. The request shall include the classification to which the employee wishes to be restored, the desired assignment, and a performance evaluation for the period worked in the reduced classification;
- The final decision as to restoration and the returning classification and assignment shall be the prerogative of the Department; and
- The Department also has the prerogative to require the employee to serve a new probationary period or complete the remainder of the probation which was outstanding when the employee was reduced. In either case, the employee shall be advised whether a probationary period is or is not required at the time of restoration notification.

• 3-02/130.50 - Request for Continued Service Beyond Age 60 - Medical Certification Process

A sworn employee, hired prior to March 31, 1997, who desires to remain in service beyond their 60th birthday, shall prepare a “Request for Continued Service Form” and submit it to their respective unit commander at least six months prior to their 60th birthday. This period will allocate sufficient time to process the medical certification as required pursuant to California Government Code section 31663.15 and, if necessary, any appeal, prior to the employee’s 60th birthday.

The Sheriff’s Department’s captain/director of personnel shall coordinate, obtain, and review medical certification from the Office of Occupational Health Programs (OHP) and issue final approval for the employee

to remain in service. A sworn employee who does not receive medical certification will be deemed ineligible to remain in service past their 60th birthday and will be required to apply for retirement pursuant to Manual of Policy and Procedures section 3â€‘02/160.20, Effecting Retirement.

A sworn employee who has been deemed medically ineligible may file an appeal. Such an appeal may be filed with the following:

Medical Director, Occupational Health Programs (OHP)
Los Angeles County Chief Executive Office
3333 Wilshire Boulevard, Suite 1000
Los Angeles, CA 90010

The employee may also file an appeal with the Los Angeles County Civil Service Commission, but only after an employee has been deemed disqualified by OHP after reaching age 60.

Los Angeles County Civil Service Commission
522 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

• 3-02/140.00 - Commendations

Any occurrence which indicates meritorious conduct on the part of an employee may be made the subject of a commendation. Information for these reports may originate either from personnel within the Department or from sources outside the Department. Commendations from Department personnel are referred to as internal commendations. Commendations from persons outside the Sheriff's Department are referred to as external commendations. Procedures for accepting and documenting external commendations are contained in section 3-04/010.15.

• 3-02/140.05 - Commendable Actions Observed by Department Personnel (Internal Commendations)

Internally-generated commendations fall into the following categories:

- Medal of Valor
- Meritorious Conduct Medal - Gold
- Meritorious Conduct Medal - Silver
- Purple Heart Award
- Sheriff's Humanitarian Award
- Line of Duty Award
- Lifesaving Award
- Public Safety Award
- Distinguished Service Award

- Exemplary Service Award
- Meritorious Service Award
- Leadership Award
- Sheriff's Award
- Sheriff's Commendations
- Commendable Restraint Commendations (signed by a division chief or division director)
- Career Achiever's Award
- Unit Recognition Award
- Division Commendation Scroll
- Executive Commendations (authored by a unit commander or above)
- Supervisor Acknowledgment (signed by supervisors at the rank of lieutenant/assistant director and below)

In addition to commendations, the Department also recognizes physical fitness, divisional assignments, field training officers, shooting proficiency, tactical operations/campaigns worked, and years of service in the form of Department pins.

Internal commendations which are signed by a captain/director or above (i.e., executive commendations and all higher level commendations) shall be indexed in the Performance Recording and Monitoring System (PRMS). Qualifying for a physical fitness, divisional assignment, field training officer, shooting proficiency, tactical operation/campaign worked, or a years of service pin does not constitute a commendation and shall not necessarily be indexed in the PRMS.

Each unit commander is responsible for ensuring the completion of an "Employee Commendation/Award PRMS Data Entry Form," (SHâ€'Râ€'437C) for each commendation received by his/her personnel that is to be indexed. The data entry form is to be completed at the time the commendation is signed or the award is presented.

The data entry into the PRMS shall be performed by the Risk Management Bureau's Discovery Unit, and the form routed as follows:

- First copy attached to a copy of the commendation document and forwarded to division headquarters. The area commander shall review the commendation, "contents noted" it, and forward the commendation, with the data entry form copy attached, to Personnel Administration Bureau for filing in the employee's personnel folder;
- Second copy attached to a copy of the commendation document and forwarded to division headquarters. The area commander shall, "Contents Noted," and forward the commendation, with the "Employee Commendation/Award PRMS Data Entry Form," attached, to the Discovery Unit for PRMS data entry; and
- Original copy attached to a copy of the commendation document and filed in the employee's unit personnel file.

  NOTE: Area commanders are responsible for monitoring the level of significance of the subject matter in commendations signed by their unit commanders.

• 3-02/140.10 - Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving, and Public Safety Awards

Valor Awards

Exceptional heroic acts performed on or off-duty by employees or reserve members of this Department may be formally recognized by presentation of one of three Department approved Valor Awards:

- Medal of Valor
- Meritorious Conduct Medal, Gold
- Meritorious Conduct Medal, Silver

Nominating Procedures for Valor Awards

Unit commanders will submit nominations for actions of a subordinate to their division chief or division director. The nomination shall contain all pertinent information and any supporting documentation substantiating the actions of the nominee.

The division chief or division director will review the nomination and forward same to the Awards Evaluation Committee with a recommendation for approval or disapproval. If the recommendation is for disapproval, an explanation will be included.

Unit commanders and division chiefs or division directors will not recommend the level of the award.

If the division chief or division director is unavailable, the nomination will be held pending his/her return. Nominations that would be delayed in excess of 30 days may be reviewed by the division's acting chief or division's acting director.

Purple Heart Award

The Purple Heart Award is presented when an employee sustains a traumatic physical injury as a result of a violent encounter with the criminal element and the employee attempts to continue to perform his/her job functions. This award would be considered only when the employee sustains an injury while performing a high risk law enforcement function and/or involved in a tactical situation.

The Purple Heart Award is presented when an employee through no fault of his/her own, sustains a traumatic physical injury during the performance of job-related functions such as a rescue operation, a hazardous material exposure, a riot, a traffic collision or other accident, and the employee attempts to continue to perform his/her job functions.

> **NOTE:** The Purple Heart will not be awarded if the injury occurred as a direct result of employees' negligent or inappropriate actions.

Sheriff's Humanitarian Award

The Sheriff's Humanitarian Award is presented to those Department members who selflessly perform acts of personal commitment and sacrifice to help others. These acts are exceptional, ongoing, extraordinary, and

are considered well above the normal routine.

Line of Duty Award

When employees or reserve members of this Department, through no fault of their own, sustain serious or career debilitating injuries during the performance of job related functions such as a violent encounter with the criminal element, a rescue operation, a hazardous materials exposure, a riot, or a traffic or other accident, they may be formally recognized by presentation of the Department approved Line of Duty Award and a uniform pin.

Lifesaving Award

Employees or reserve members whose actions result in the saving or preservation of a human life that otherwise would have expired without the employee's direct involvement may be formally recognized by presentation of the Department approved Lifesaving Award and a uniform pin. One Lifesaving Award will be issued to each individual employee or reserve member based on the entirety of the event. The Lifesaving Award will only be awarded when the action does not rise to the level that would qualify for a Valor Award.

Public Safety Award

The Public Safety Award is presented to entire bureaus or units whose employees' combined outstanding efforts led to a positive impact on public safety, such as an area-wide decrease in Part I crimes or acquiring national recognition for significant accomplishments in public safety issues.

Nominating Procedures for Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving, and Public Safety Awards

Unit commanders will submit nominations to their division chiefs or division directors. The nomination shall contain all pertinent information and any supporting documentation substantiating the injury, the circumstances surrounding the incident, and actions of the nominee or unit.

The division chief or division director will review the nomination and forward it to the Awards Evaluation Committee with a recommendation for approval or disapproval. If the recommendation is for disapproval, an explanation will be included.

If the division chief or division director is unavailable, the nomination will be held pending his return. Nominations that would be delayed in excess of 30 days may be reviewed by the division's acting chief or division's acting director.

Awards Evaluation Committee

The Awards Evaluation Committee shall be comprised of the following members: One assistant sheriff and various Department employees from all the divisions within the Department. All divisions will be represented by both sworn and professional staff. An assistant sheriffswill serve as chairperson.

Committee members, except for the assistant sheriff, will be selected by the Executive Planning Council and will serve a term of two years.

Rules of Order - Awards Evaluation Committee

The Awards Evaluation Committee will be convened, as necessary, at a time and place to be determined by the committee chairperson.

Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving, and Public Safety Awards nominations will be reviewed individually by the committee. The level of Valor Award will be determined solely on the merits of the nominated action as strictly applied to the established criteria for each award. An evaluation form will be provided to each Committee member as an aid in determining the level of Valor Award to be presented.

Determination of the level of Valor Award will be by unanimous approval of the voting committee members. Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving, and Public Safety Awards will be subject to final approval of the Sheriff.

Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving, and Public Safety Awards will be presented following completion of the nomination procedure.

• 3-02/140.15 - Service Awards

Distinguished Service Award

The Distinguished Service Award will be presented to employees of this Department who have distinguished themselves by actions which are far beyond those required for their position and which result in a significant contribution toward the betterment of our Department and/or its members through:

- Improved efficiency;
- Increased effectiveness;
- Substantial cost savings;
- Improved personal safety;
- Enhanced public image; and/or
- Consistent career excellence.

In addition to other considerations, personnel with 15 years of service, upon honorable separation from the Department, shall be evaluated by their division for the appropriateness of this award.

Exemplary Service Award

The Exemplary Service Award may be given to personnel who merit Department recognition for work efforts which show an unusual degree of individual initiative resulting in notable achievement in one or more of the following areas:

- A contribution to organizational efficiency;
- Technical innovation;
- Devotion to an organizational mission or duty;

- Improved personal safety; and/or
- Enhancement of the Departmental image.

Nominations submitted by unit commanders or above, to concerned division chiefs or division directors, shall include all pertinent information and any supporting documentation that will serve to establish the criteria for distinguished and/or exemplary service. Nominations may be submitted at any time during the calendar year; however, no later than January 31 of the year immediately following the calendar year during which the service occurred.

The Executive Planning Council will evaluate and approve awards, subject to final approval of the Sheriff, during a special Executive Session, to be scheduled yearly, after January 31.

Awards will be presented following completion of the nominating procedure.

Meritorious Service Award

The Meritorious Service Award may be given to personnel who merit Department recognition for work efforts of substantial significance but not to the level specified for the Exemplary Service Award.

Unit commanders or directors will submit nominations for this award to their division chief, division director, or higher ranking member, if appropriate. The nomination shall contain all pertinent information and supporting documentation to support the nomination.

The division chief/ division director or higher ranking member shall review and confirm the recommendation and take final action to approve or disapprove the award.

• 3-02/140.18 - Leadership Award

The leadership award may be presented to employees who have exemplified the character traits and actions that distinguish them as leaders in the Department. These actions must have a positive influence on others and/or the communities we serve. This may be accomplished by:

- Mentoring others or providing for the personal or professional development of others;
- Acting as a positive role model; and
- Developing an innovative suggestion for bettering the Department.

Any member of the Department or community may make a nomination. Unit commanders shall submit all pertinent information and supporting documentation for the nomination to their respective division chief or division director for review and to confirm the recommendation. After review, the division chief or division director shall forward the nomination to the concerned assistant sheriff.

Once the nomination is approved and signed by the assistant sheriff, the award will be returned to the division. The division will prepare a memorandum to Personnel Administration Bureau requesting the Leadership Award pin(s), with a copy of the award, noting the approval by the assistant sheriff.

• 3-02/140.20 - The Sheriff's Award

The Sheriff's Award may be awarded to veteran members of this Department who have at least 20 years of Department employment and have distinguished themselves by a career of dedicated service. The Sheriff's Award may be awarded to personnel who merit Department recognition for clearly maintaining a record of consistent satisfactory performance over their entire career.

Unit commanders or directors will submit nominations for this award to their division chief or division director, or higher ranking member if appropriate. The nomination shall contain all pertinent information and supporting documentation to support the nomination. Final award approval will be made at the division chief or division director level or higher.

• 3-02/140.25 - Sheriff's Commendations

Incidents which reflect action by an employee, or unit, involving outstanding or exceptional execution of a difficult or dangerous duty or assignment should be the subject of Sheriff's commendations.

Unit commanders shall prepare a Sheriff's commendation on an SH-AD-32A in quadruplicate. The original and two copies shall be forwarded to the unit or employee's division chief or division director and one copy retained for the unit file.

If the division chief or division director approves the commendation, he shall prepare a recommendation on an SH-AD-32A. The original of the commendation and the division chief's or division director's recommendation shall be forwarded to the Sheriff. One copy of the commendation shall be forwarded to the undersheriff through the concerned assistant sheriff.

If the Sheriff approves the division chief's or division director's recommendation, a copy of the Sheriff's commendation shall be forwarded with the original to Personnel Administration Bureau, Attention: Vault Services, for inclusion in the personnel folder of each concerned employee. The employee, or unit, receives the original letter of commendation and the Sheriff's Commendation Certificate from the Sheriff.

• 3-02/140.26 - Master Field Training Officer Pin

The designated blue pin with gold lettering and border shall be worn by Department personnel currently appointed to the position of master field training officer.

• 3-02/140.27 - Field Training Officer Pin

The following criteria will be used for field training officer (FTO) pins:

- The designated green pin can be worn by any FTO, past or present, without restrictions;
- The designated blue pin can be worn by any FTO who has performed as an FTO continuously for three years; and

- The designated red pin can be worn by any FTO who has performed as an FTO continuously for five years.

• 3-02/140.28 - Physical Fitness Pin

Employees who voluntarily take and pass the Department's physical assessment test can earn a pin in a "good," "excellent," or "superior" range, dependent on the established criteria and their score. Those scoring in the above stated ranges will be permitted to wear the designated pin for the following two years after which they may re-qualify, or they may display the pin, but not wear it on their uniform or clothing.

The Training Bureau shall promulgate a quarterly testing schedule. Documentation of a qualifying score shall be placed in the employee's personnel file.

• 3-02/140.30 - Commendable Restraint Commendation

The Commendable Restraint Commendation shall be awarded in recognition of an employee who used an alternative to deadly force when confronted with a situation which could have resulted in the taking of a human life.

Whenever a supervisor becomes aware of an incident where a member was faced with a life-taking decision and was successful in resolving the incident by means other than deadly force, he shall complete a Commendable Restraint Commendation (Form SH-AD-658). Copies of all supporting documentation and the Commendable Restraint Commendation shall be submitted to the employee's unit commander.

The unit commander shall review the Commendable Restraint Commendation form and all supporting documents. Upon reviewing this information the unit commander shall make his personal recommendations and then forward all documentation to the division chief or division director.

In addition to the Commendable Restraint Commendation form, a Division Commendation Scroll shall be forwarded to the division chief or division director for signature (available via the Department's eForms).

The division chief or division director shall review and evaluate all documentation, upon which he shall do one of the following:

- Commend the member;
- Forward the recommendation to the Office of the Sheriff; and
- Return correspondence to the initiating unit commander for disposition.

The division chief's or division director's recommendation may also include a range of other options from a Valor Award to a Board of Supervisors' recognition. Copies of all submitted recommendations for Commendable Restraint Commendations shall be forwarded to the assistant sheriff's office and to the Sheriff's legal advisor by the division chief or division director.

Upon approval by the division chief or division director, a copy of the SH-AD-658 and the supporting documentation shall be sent to the Training Bureau. The Training Bureau shall review the incident to

determine if training curriculum about potential deadly force situations can be enhanced.

The Sheriff's Information Bureau shall, at the direction of the Office of the Sheriff, prepare and coordinate any action to be taken above that of a division-level commendation.

• 3-02/140.35 - Career Achiever's Award

The Career Achiever's Award provides recognition to Department members who have put forth special, commendable effort to assist other employees in the development of their careers. Nomination forms are obtained from and processed through the Career Development Bureau. This award shall be in the form of star scroll.

• 3-02/140.38 - Tradition of Service Award

The Tradition of Service Award will be presented to **retired employees** of the Sheriff's Department who have distinguished themselves by continuing to serve for the betterment of Department, its members, and the citizens of the County of Los Angeles through:

- Devotion to the Department's mission, its members, and community;
- Enhancement of the Department image; and
- Contributing to the Department's reputation of being a leader in law enforcement.

Nominees submitted by unit commanders or above who merit Department recognition for their efforts shall submit nominations to their division chief or division director. All nominations receiving the approval of the division chief or division director shall be submitted to the assistant sheriff(s) for evaluation and approval, subject to final approval of the Sheriff.

All awards will be scheduled for presentation following completion of the nominating procedures.

• 3-02/140.40 - Employee Unit Recognition Programs

The Department encourages formal recognition of commendable service on the part of its employees. Unit commanders may develop special awards, such as employee-of-the-month awards, in an effort to reward superior performance. This award shall be in the form of a division commendation scroll and a uniform pin.

• 3-02/140.43 - Divisional Service Pin

Employees evaluated as "competent" or better after having worked in a division for at least one year will qualify for a divisional service pin.

• 3-02/140.45 - Executive Commendations

Unit commanders may prepare division commendation scrolls for their own signature or that of the concerned area commander or division chief/ division director. Such commendations shall be reserved for actions, conduct, or activities that clearly and objectively stand out in terms of quality, professionalism or skill, and that demonstrate special effort or sacrifice. Copies of executive commendations shall be filed in both the Department personnel folder and the unit folder.

• 3-02/140.48 - Star Scroll/Star Certificate Awards

The Star Scroll Award may be presented to individuals or organizations outside of the Department. This award would be given for exceptional heroic acts, contributions to the community and/or law enforcement by civilians, political officials, organizations, and dignitaries. There are a variety of reasons to award the Star Scroll, but generally, it is to recognize the recipient's efforts, accomplishments, or career as it affects the community.

The Star Scroll measures 11" x 14" with a gold leaf Sheriff's star located at the top. The scroll is mounted on a burgundy color folder.

This scroll would be appropriate to recognize:

- Actions by a person for their display of unselfish commitment to human life;
- An organization for its commitment and partnership with this Department; and
- One time special event relating to contract cities and/or recognized foreign governments with which the Department has a liaison.

The Star Certificate measures 8.5" X 11" with a gold leaf Sheriff's star located at the top and mounted on a dark green folder.

This certificate would be appropriate to recognize:

- Contributions made to Department sponsored causes, e.g., Annual Christmas Toy Drive;
- Annual events, e.g., "National Days" for consulates or contract city celebrations; and
- Outgoing officials who have established a partnership with the Department, e.g., contract city council members, consulates, or judges.

The Sheriff's Award:

- Sheriff's Commendations;
- Commendable Restraint Commendations;
- Career Achiever's Award;
- Employee Unit Recognition Programs; and
- Executive Commendations.

Unit commanders shall submit all pertinent information and supporting documentation for the nomination to

their respective division chief or division director for review and to confirm the recommendation. After review, the division chief or division director shall forward the nomination to the Sheriff for his approval.

• 3-02/140.50 - Supervisory Acknowledgments

Supervisors below the rank of captain/director may prepare acknowledgments for their own signature in the form of memoranda or on unit-level contact sheets. Such acknowledgments shall be for any commendable action, conduct, or activity which the supervisor determines merits this category of documentation.

Supervisory acknowledgments shall be filed in the unit personnel folder.

• 3-02/140.55 - Employee Recognition Awards Form

An Employee Recognition Awards Form, printed on card stock, will be placed in each employee's unit personnel file. Unit commanders shall ensure that all approved and issued awards are properly recorded on the cards.

• 3-02/140.60 - Legendary Lawman and Law Woman Pin

Deputies, who have worked ten accumulated years in uniformed patrol will qualify for and are eligible to wear the Legendary Lawman or Law Woman pin (Silver ten year). In addition, deputies, who have worked twenty accumulated years in uniform patrol will qualify for and are eligible to wear the Legendary Lawman or Law Woman pin (Gold twenty year). Deputies are eligible for both pins if they meet the criteria. Only deputies will qualify.

Uniformed patrol is defined as conducting patrol duties, including answering calls for service. Uniform patrol positions include, but are not limited to, field patrol units, motorcycle patrol units, bicycle patrol, and foot patrol assignments.

Program Responsibility

Eligible deputies shall submit a Legendary Lawman/Law Woman Recognition Pin request form to their unit commander for consideration. Unit commanders are responsible for submission of the form to the division chief or division director for approval. Once the request has been reviewed and approved by the concerned division, they shall forward it to the Bureau of Labor Relations and Compliance for final review. The requests shall then be forwarded to the Office of the Sheriff. The Sheriff or his designee shall personally distribute the pins. After the award has been presented to the employee, the application form shall be sent to Personnel

Administration Bureau, and filed in the employee's personnel file.

• 3-02/140.65 - Humanitarian Award

The Sheriff's Humanitarian Award may be awarded to a non-Department member who:

- Selflessly performs an act(s) of personal commitment and sacrifice to help others;
- Selflessly performs an act(s) of courage in a single incident to save or attempt to save the life or prevent the serious injury of a Department member; and
- Selflessly performs an act(s) of courage in a single incident to save or attempt to save the life or prevent the serious injury of another person.

• 3-02/145.00 - County and Department Service Awards

The county and Department service awards will be presented to all eligible employees following completion of the required years of county and Department service. County and Department service awards are issued as follows:

10 Years of Service	County Pin
15 Years of Service	County and Department Pins
20 Years of Service	County and Department Pins
25 Years of Service	County Paper Weight and Department Pin
30 Years of Service	County Desk Set, Department Pin and Department Luncheon
35 Years of Service	County Clock and County Watch (upon retirement), Department Pin and Department Luncheon
40 Years of Service	County Bookends, Department Pin and Department Luncheon
45 Years of Service	County Crystal Vase, Department Pin and Department Luncheon
50 Years of Service	County Board Scroll, Gold Pin with Diamond, and Department Pin and Department Luncheon

Personnel Administration Bureau Service Awards Coordinator Responsibility:

- Order and store sufficient number of service awards to meet Department needs;
- Each month, identify employees eligible to receive a service award by division and unit of assignment (UOA);
- Prepare "Employee Acknowledgement of Receipt" list for each division/UOA;
- Notify division coordinator of awards that are ready for pick-up;
- Distribute awards to division representative and retain acknowledgment of distribution (representative's signature, employee number, and date of pick-up); and
- Update the Service Award Tracking System with the date of pick-up by the division representative.

Division Coordinator Responsibility:

- Coordinate with UOA to distribute the service awards and retain records of signed “Employee Acknowledgement of Receipt” form; and
- Return the service awards that were undeliverable to employees due to leave of absence, resignation, retirement, etc., to Personnel Administration Bureau service awards coordinator immediately.

It shall be the responsibility of the Reserve Forces Bureau unit commander to provide the necessary information regarding Reserves to the Director of Personnel Administration Bureau before the end of the year for those who are entitled to receive service pins in the following year.

• 3-02/150.00 - Employee Grievance Procedure

The following grievance procedure applies to:

- Employees not covered by a memorandum of understanding; and
- Employees whose Memorandum of Understanding provides that the Department's grievance procedure shall apply.

When a formal grievance is received, unit supervisors are required to immediately notify Bureau of Labor Relations and Compliance, Advocacy Unit. This notification is necessary to comply with the memoranda of understanding and to provide advice, assistance, and coordination of effort in the grievance procedure.

When a formal grievance has been resolved or completed, regardless of the step or level of the grievance procedure, the original Formal Grievance (SH-AD-465) must be sent to Bureau of Labor Relations and Compliance, Advocacy Unit. A photocopy should be made and retained for unit records.

• 3-02/150.05 - General Provisions

- The employee grievance procedure is not applicable in areas outside the authority of this Department, such as County Salary Ordinance interpretation, or in areas where appeal procedures already exist, such as "unsatisfactory" performance evaluations and certain specified disciplinary actions (discharge or reduction). The employee shall be advised whether or not the Department will handle the grievance at the time he submits his formal appeal; if an employee fails to initiate a grievance or to appeal to the next level within the time limits established in this procedure, the grievance shall be considered settled and not subject to further appeal;
    - By mutual agreement of both parties, the various steps and time limits set forth in this procedure may be waived or the grievance may revert to a prior level for reconsideration, except in cases involving a suspension; and
    - An employee may present his grievance on county time, but the use of county time for this purpose shall not be excessive nor shall this privilege be abused in any manner. The Department shall determine what constitutes abuse. The use of overtime for processing or presenting a grievance is not allowed;
- If the aggrieved employee wishes, he may be assisted at the first step of the formal grievance procedure or any subsequent step by an authorized representative of a recognized employee organization. The representative of the employee organization must have his name on file and be accepted in accordance

with the Bureau of Labor Relations and Compliance, Advocacy Unit, ordinance of the county, or other such applicable employee relations law;
    - It is also the employee's option to choose a fellow employee as his representative. The choice of a fellow employee as a representative must be acceptable to the Sheriff or his alternate;
- If an employee grievance involves disciplinary action resulting in a suspension, the aggrieved employee may waive step one of the formal grievance procedure and submit the SH-AD-465, starting with step two;
    - The aggrieved employee shall submit this form within ten business days from the date the letter of intent to discipline is delivered. If he does not grieve the suspension, disciplinary action taken shall be deemed accepted by the employee; and
    - The grievance form shall contain the employee's objections to the disciplinary action and the employee's suggestion as to what he considers as appropriate corrective action;
- If the grievance does not involve a suspension, but the aggrieved employee definitely believes that his grievance cannot be resolved at a supervisory-level, he may, with the concurrence of the concerned supervisors, waive formal step one only; and
- To waive step one, the aggrieved employee must obtain the signature of his first level supervisor in the signature space on the SH-AD-465. The aggrieved employee shall also write the word "waived" and sign his name in the decision section for step one and continue the form to step two;

Form SH-AD-465 shall be prepared by the employee for the formal grievance process. The original shall be presented by the employee at the various grievance steps and returned to the employee with the written response. A copy of the original SH-AD-465 in its entirety shall be made by the various supervisory-levels and sent to Bureau of Labor Relations and Compliance, Advocacy Unit at the completion of each formal step. A second copy of the original should be retained as the unit commander's record of the grievance discussions. This record will not be included in the employee's personnel file.

• 3-02/150.10 - Informal Procedure

Most problems or complaints can be settled if the employee will promptly, informally, and amicably discuss them with his immediate supervisor. This desired initial discussion, a part of day-to-day supervision, should ideally precede any use of the formal grievance procedure.

Within ten business days from the occurrence of the matter on which a complaint is based, or within ten business days from his knowledge of such occurrence, an employee may either discuss the complaint with his immediate supervisor or file a formal grievance.

In those situations where the nature of the problem involves the immediate supervisor, the employee may discuss the problem informally with the next level supervisor, although he should generally advise the immediate supervisor of his intention.

If the immediate supervisor either fails to reply within three business days or gives an answer which the employee feels is not satisfactory, the employee may informally discuss the grievance with his second level supervisor or proceed with the formal grievance procedure within five business days.

If the employee decides to proceed informally to the second level supervisor, he may do so. If the second level

supervisor either fails to reply to the employee within three business days or gives an answer which the employee feels is unsatisfactory, the employee may then initiate the formal grievance procedure at the first level of supervision.

• 3-02/150.15 - Formal Procedure

First Step (First Level Supervisor)

If the problem has not been resolved within eleven business days of the date of the initial discussion with the first level supervisor (or ten business days from the occurrence or knowledge of the occurrence of a grievable matter if no informal discussion has occurred), the employee shall file a formal written grievance with his first level supervisor. The Formal Grievance (SH-AD-465) shall be completed by the employee, describing the problem and the remedy he believes is merited.

The first line supervisor shall promptly notify his unit commander who will then notify Bureau of Labor Relations and Compliance, Advocacy Unit. The first level supervisor shall consider available pertinent information and give his decision in writing on the same original grievance form to the employee within five business days. The supervisor shall include the reasons for his decision and forward a complete copy of the SH-AD-465 to Bureau of Labor Relations and Compliance, Advocacy Unit.

If, upon receipt of the decision, the employee takes no further action within five business days, the grievance will be assumed to have been settled.

If the supervisor has not responded to the employee's complaint within five business days or if the response is unsatisfactory to the employee, the employee may appeal to the next grievance level.

Second Step

If the employee feels that the first level supervisor has not resolved his problem, he may appeal within five business days to his third level of supervision (or to a designated middle management representative if the grievant is a supervisor). The employee shall submit the original of the Formal Grievance form (SH-AD-465) and shall not add to or amend the original grievance after it has been considered by the first level of supervision.

The third level supervisor or middle management representative shall give his decision in writing (original SH-AD-465) to the employee within five business days. The supervisor shall include the reasons for his decision and forward a complete copy of the SH-AD-465 to Bureau of Labor Relations and Compliance, Advocacy Unit.

If, upon receipt of the decision, the employee takes no further action within five business days, the grievance will be assumed to have been settled.

If the supervisor has not responded to the employee's complaint within five business days or if the response is unsatisfactory to the employee, the employee may appeal to the next grievance level.

• 3-02/150.20 - Third Step for Civilian Personnel

The third step (final) of the formal grievance procedure for civilian personnel is as follows:

- If the third level supervisor has not answered the employee's formal complaint within five business days or if the response is unsatisfactory, the employee may submit his written grievance within five business days to his division chief or division director; and
- Written notice of the Department decision shall be sent to the employee within ten business days of the receipt of the division chief's or division director's decision. The decision by the appropriate division chief or division director shall be final unless the grievance directly concerns or involves the interpretation or application of the specific terms and provisions of the Memorandum of Understanding applicable to the grievant and the concerned employee elects to take the matter to arbitration.

• 3-02/160.05 - Notification of Pending Retirement

Employees shall prepare an "Intent to Retire" request on a SH-AD-32A form, in duplicate, a minimum 90 days prior to actual date of retirement request.

The SH-AD-32A form shall include the following information:

- Employee's name, age, rank (or classification), employee number, and unit of assignment;
- Date of entry into county employment;
- Type of membership (general or safety); and
- Type of retirement (regular service, service connected disability or non-service connected disability).

The notification shall be signed by the concerned employee and distributed as follows:

- Original to Personnel Administration Bureau, Attention: Captain/Director of Personnel; and
- Copy retained for the unit file.

• 3-02/160.10 - Regular Service Retirement

Formal retirement request forms should be submitted to the Los Angeles County Employees Retirement Association (LACERA) 90 days before the contemplated retirement date. Forms and assistance in their completion are available through LACERA and may be requested by telephone or in writing to be sent to the employee's home.

• 3-02/160.15 - Disability Retirement

Formal requests for disability retirement should be submitted to the Los Angeles County Employees Retirement Association (LACERA) 90 days before the contemplated retirement date. Forms and assistance in their completion, are available through LACERA and may be requested by telephone or in writing to be sent to the employee's home.

• 3-02/160.20 - Affecting Retirement

The Los Angeles County Employee's Retirement Association (LACERA) shall send the employee a written notice of the effective date of his/her retirement. On or before the last working day (the last day prior to the effective date of retirement), the employee shall contact Personnel Administration Bureau's (PAB) Employee Service Center (ESC) and schedule an appointment with the retirement coordinator to process out of service. The employee, where applicable, shall then:

- Return all county owned communications equipment (e.g., radios, pagers, cellular telephones, telephone credit cards and COMPASS cards) to the Communications and Fleet Management Bureau (CFMB). CFMB shall issue a Clearance Letter for subsequent submission to PAB's ESC;
- Return all county owned uniforms and safety equipment to Fiscal Administration's Logistics section and obtain a written Clearance Slip for subsequent submission to PAB's ESC. Refer to the MPP Uniform and Equipment chapter to determine which items are county property and which items are considered employee property, through the ownership transfer process;
- Return all badges, identification cards, CFMB's Clearance Letter, and Logistics section's Clearance Slip, or a payment receipt for non-returned items, to PAB's ESC. ESC shall issue the employee a Termination Clearance Slip; and
- ESC shall prepare the termination package and submit to PAB's Personnel Operations-Processing Unit. PAB's Personnel Operations-Processing Unit shall prepare an Outgoing Report and terminate the employee in the Enterprise Human Resource (eHR) Management Application. PAB's Personnel Operations-Processing Unit shall forward the Outgoing Report to the PAB's Pay, Leaves, and Records (PLR) Units for certification of any termination pay due the employee.

PLR shall calculate any payment due the employee, based on the employee's hourly base rate on the last day of service, and prepare a Time Lump Sum Certificate (TLSC). PLR shall forward the TLSC, via eHR, to the Department of Auditor-Controller, Countywide Payroll Division, which shall prepare an outgoing warrant. The Department of Auditor-Controller, Countywide Payroll Division, shall deliver the warrant to PLR and PLR shall subsequently mail the warrant to the employee at the address shown on the termination clearance slip, unless otherwise specified by the employee.

• 3-02/160.25 - Retirement Luncheons or Dinners

To eliminate duplication of time and dates of planned festivities for Department retirees, unit retirement coordinators shall contact the Sheriff's Information Bureau for scheduling assistance.

• 3-02/170.00 - Resignation or Transfer to Another County Department

An employee who wishes to terminate his/her employment with the Department or transfer to another county department shall give at least two weeks advance notice in writing, if possible, of such intent.

The employee shall prepare an original and two copies of the Letter of Resignation form (SH-AD-271) and

submit it to his/her unit commander for immediate forwarding to Personnel Administration Bureau.

Unit commanders or directors are requested to provide telephonic notification to Personnel Administration Bureau's (PAB) Employee Service Center (ESC), as soon as they become aware of an employee's intent to resign. The unit commander/director shall then contact the employee to set separation interview appointment.

Form SH-AD-271 is utilized for both a direct resignation, as well as a resignation when the employee is transferring to another county department. Completion of this form is self-explanatory and the word that is not applicable, either "resignation" or "transfer," shall be deleted. The reason for resignation or the name of the county department to which he/she is transferring shall be indicated on the last line.

Separation Interview - Unit commander or director shall interview the resigning employee using a Separation Interview form, SH-AD-396 (Rev. 6/89). The completed form shall be forwarded to the unit's division headquarters for the commander's or assistant division director's signature and, subsequently, the chief or division director's signature. The form shall be distributed as follows:

- Original and one copy to Personnel Administration Bureau's (PAB) Staffing Unit; and
- Copy to unit's division chief or division director.

PAB's Staffing Unit shall submit an annual separation statistical report to the Executive Planning Council.

Prior to, or on, the last working day with this Department, both a resigning and transferring employee shall:

- Return all county owned communications equipment (e.g., radios, pagers, cellular telephones, telephone credit cards, and COMPASS cards) to the Communications and Fleet Management Bureau (CFMB). CFMB shall issue a Clearance Letter for subsequent submission to PAB's Employee Service Center (ESC);
- Return all county owned uniforms and safety equipment to Fiscal Administration's Logistics section, and obtain a written Clearance Slip for subsequent submission to PAB's ESC. Refer to the MPP Uniform and Equipment chapter to determine which items are county property and which items are considered employee property, through the ownership transfer process;
- Return all badges, identification cards, CFMB's Clearance Letter, and Logistics section's Clearance Slip, or a payment receipt for non-returned items to PAB's ESC. ESC shall issue the employee a Termination Clearance Slip; and
- Familiarize themselves with the appropriate "resignation" or "transfer" process outlined below.

If the employee is resigning and not transferring to another county department:

- ESC shall prepare the termination package and submit to PAB's Personnel Operations - Processing Unit. PAB's Personnel Operations - Processing Unit shall prepare an Outgoing Report and terminate the employee in the Enterprise Human Resource (eHR) Management Application. PAB's Personnel Operations - Processing Unit shall forward the Outgoing Report to the PAB's Pay, Leaves, and Records (PLR) Units for certification of any termination pay due the employee; and
- PLR shall calculate any payment due the employee, based on the employee's hourly base rate on the last day of service and prepare a Time Lump Sum Certificate (TLSC). PLR shall forward the TLSC, via eHR, to the Department of Auditor-Controller, Countywide Payroll Division, which shall prepare an outgoing warrant. The Department of Auditor-Controller, Countywide Payroll Division shall deliver the

warrant to PLR and PLR shall subsequently mail the warrant to the employee at the address shown on the Termination Clearance Slip, unless otherwise specified by the employee.

If the employee is transferring to another county department:

- The new department shall contact PAB's Personnel Operations Unit – Special Programs coordinator to request a release date. Once a release date is established, the Special Programs coordinator shall prepare an Inter-Departmental Transfer Request form and send the form to: PAB's Personnel Operations Unit – Processing Unit; PAB's Pay, Leaves, and Records (PLR) Units; PAB's Employee Service Center; and Fiscal Administration's Position Control Unit;
- PAB's Personnel Operations - Processing Unit shall transfer the employee, in the Enterprise Human Resources (eHR) Management Application, to the new county department;
- PAB's Personnel Operations - Processing Unit shall prepare an Outgoing Report and submit the Report to PAB's Pay, Leaves, and Records (PLR) Units for processing; and
- PAB's PLR Units shall transfer the employee's leave benefits, excluding paid overtime, in eHR, to the new department.

• 3-02/170.05 - Termination Process for Reserve Deputies

The termination process requirements for the reserve deputy shall be basically the same as for the regular deputy, with the exception that the deputy shall coordinate the check-out/clearance with his station reserve coordinator.

The following procedure shall be adhered to by the terminating reserve deputy and the station reserve coordinator:

- The deputy shall return all county owned uniforms and equipment items, badges, and identification items to his coordinator;
- The coordinator shall complete a Cancellation of Commission Report (RFB-4) indicating the specific reason for termination. This form, identification items, and badges shall be immediately sent to Reserve Forces Bureau;
- The coordinator shall complete, in duplicate, the Equipment Check-Off Sheet and deliver the original to the Logistics section with all the county owned items within ten working days of the deputy 's termination notice. The badge set and the identification card shall be delivered to Personnel Administration Bureau and a receipt of property obtained;
- Logistics shall forward to Personnel Administration Bureau a copy of the Check-Off Sheet and issue a Termination Clearance to complete the termination process; and
- Employees shall return all county owned communications equipment, e.g., radios, pagers, cellular telephones, telephone credit cards, and COMPASS cards to Communications and Fleet Management Bureau. A letter of clearance will be completed by Communications and Fleet Management Bureau.

Reserve Deputies

Reserve personnel shall direct their concealed weapon permit requests to Reserve Forces Bureau for processing.

• 3-02/170.10 - Replacement/Restoration of County Uniforms, Equipment, and Badges, Etc.

In the event that all county property is not returned to the Logistics section and reserve coordinator during the termination clearance process, the employee shall be so advised and the Equipment Check-Off Sheet (SH-AD-362) shall indicate the replacement cost to be paid by the employee. Damaged or modified weapons shall be restored, in all cases, to reissue condition prior to the issuance of the Termination Clearance.

Coordinators will be advised of replacement costs by the Logistics section of Fiscal Administration.

Payment for items not returned shall be made only at Fiscal Administration and the report stapled to the Equipment Check-Off Sheet, thus absolving the employee of any indebtedness.

When a terminating employee refuses to pay the replacement cost or restore a weapon, Personnel Administration Bureau or the reserve coordinator shall provide a written document to be read and signed by the employee. This document shall inform the employee that he is liable for county-owned items not returned; and, unless the county is reimbursed, as agreed upon during the issuance of such items, a small claims action may result. If, at the end of ten days, the terminating employee has not satisfied the debt, Personnel Administration Bureau or the reserve coordinator shall notify the employee, by certified mail, that the county's intention is to seek civil remedies if the debt is not satisfied within thirty days. If satisfactory explanatory correspondence or remittance is not received, Personnel Administration Bureau or the reserve coordinator shall forward copies of all pertinent documents to Fiscal Administration for a collection referral to the Department of Treasurer and Tax Collections.

• 3-02/170.50 - Policy and Procedures for Issuance of Concealed Weapon Privileges and Retirement Credentials

In accordance with sections 16690, 25400, 25450, 25455, & 25470 of the California Penal Code, the following represents the Los Angeles County Sheriff's Department policy and procedures regarding the issuance, denial, or revocation of concealed weapon privileges and retirement credentials.

An honorably retired peace officer is defined by California Penal Code Section 16690 as a peace officer who has qualified for, and has accepted, a service disability retirement, or a retired level I peace officer who meets the requirements specified in paragraph (2) of subdivision (c) of Section 26300.

Honorably retired does not include a peace officer who agreed to a service retirement in lieu of termination.

• 3-02/170.51 - Procedure for the Issuance of Retirement Credentials

The following procedures shall be followed to correctly process and determine a retiree's credential status.

The employee shall advise Personnel Administration of their intent to retire. Such notification should occur at least ninety (90) days prior to the intended date of separation, or issuance of credentials may be delayed. Teletypes reminding personnel of the ninety (90) days lead period will be issued by Personnel Administration twice a year.

Personnel Administration shall notify the employee's division chief of their pending retirement, and the type of retirement, via the form for the recommendation of retirement credentials.

The concerned division chief shall make a recommendation as to whether a sworn employee should be Fully Credentialed, Partially Credentialed, or Non-Credentialed. The division chief shall make a recommendation as to whether a civilian employee should be issued a civilian retirement badge and/or a civilian retirement identification card.

Issuance of Less than Full Retirement Credentials for Sworn Personnel

Recommendations for issuance of less than full retirement credentials for sworn personnel shall include the cause(s) for restricting credentials and privileges in a comprehensive investigative document to be presented to the Executive Review Panel at Case Review.

Before the recommendation can be presented to the Executive Review Panel, it will be necessary for the concerned division chief to forward all pertinent documentation to the director of Administrative Services Division. It shall be Personnel Administration's responsibility to verify the correct procedural method and subsequently prepare, in final form, a summary for Case Review. Any errors and/or omissions in the documentation will be noted and returned to the concerned division for editing, prior to presentation at Case Review. Any questions by the concerned division, regarding specific guidelines in the completion of documentation for Case Review, are to be directed to the Employee Service Center.

If the recommendation for partial or non-credentialing is approved at Case Review, Personnel Administration shall notify the retired sworn employee, in writing, of the Department's intent to deny carried concealed weapons (CCW) privileges or full credentials, and will specify the grounds upon which the intended denial is based. If the retired employee is denied CCW privileges based upon reasons other than psychological analysis, the retired employee will be advised that they have fifteen (15) days from the date of notice to respond and request a hearing. Failing to respond to the notice, forfeits the right to the hearing.

The retired employee shall also be notified that any hearing conducted shall be held before a three-member panel. One member of the board shall be selected by the Department and one member shall be selected by the retired employee or his/her employee organization. The third member shall be selected jointly by the Department and the retired employee, or his/her employee organization, and be mutually agreeable to both parties. Additionally, the retired employee shall be informed that any decision by the hearing board shall be binding for the Department and the retired employee.

If the retired employee responds and requests a hearing within the fifteen (15) day notice, Personnel Administration is responsible for scheduling the hearing and coordinating the formation of the hearing board.

Once a final decision is rendered by the hearing board, the hearing board shall notify Personnel Administration, in writing, of the decision. Personnel Administration shall be responsible for notifying the

retired employee of the decision.

If the retired employee fails to respond within the fifteen (15) days, Personnel Administration shall notify the retired employee, in writing, the Department has denied the privilege to carry a concealed firearm or issue full credentials.

Additionally, the retired employee shall be advised the granting of a retirement badge is a Department prerogative, not a right of the retired employee, and is not subject to review by the hearing board.

All requests for appeals regarding the denial of CCW privileges and/or retirement badges for employees, who retired prior to January 1, 1981, will be handled by Personnel Administration, whose responsibility will be to investigate and prepare the appeal for Case Review. A copy of the appeal will be forwarded to the concerned division chief for his/her review. It will be the responsibility of the concerned division chief to prepare the Recommendation for Issuance of Retirement Credential memo, outlining their recommendation with regard to either upholding the Department's original decision, or amending the recommendation. This memo is to be forwarded to the Director of Personnel Administration. This memo will be incorporated into the final analysis of the appeal, which will be presented at Case Review.

• 3-02/170.52 - Requirements for a Department Recognized Retirement

Any exceptions to the following requirements shall only be authorized by the Sheriff.

Sworn employees must possess at a minimum, a California Basic Peace Officer's Standards and Training (P.O.S.T.) Certificate in good standing.

Regular Service Retirement

A sworn employee must have twenty (20) years of California law enforcement service with the last ten (10) years as a member of this Department, or the employee must be fifty (50) years of age and have ten (10) years of Los Angeles County Sheriff's Department service prior to retirement.

Civilian employees must have twenty years of service with Los Angeles County with the last ten (10) years as a member of the Sheriff's Department, or the employee must be fifty (50) years of age and have ten (10) years of Los Angeles County Sheriff's Department service prior to retirement.

Service Connected Disability (SCD) Retirement with Salary Supplement Option

A sworn employee who was granted a SCD Retirement with Salary Supplement Option through LACERA and has elected to remain with the Sheriff's Department on a reduced pay scale, is deemed to have been officially retired from his sworn position and is, therefore, eligible to receive full credentials at the time SCD approval. The employee's case will be treated the same as a regular SCD retirement and be granted the same retirement credentials should their division chief approve.

Non-Service Connected Disability Retirement

The employee must have ten (10) years of Los Angeles County Sheriff's Department service and have

acquired a non-service connected disability which precludes continued employment.

Regular (Pending Disability) Retirement

A sworn employee must have twenty (20) years of California law enforcement service. For both sworn and civilian employees the last ten (10) years must be as a member of this Department or the employee must be fifty (50) years of age and have ten (10) years of Department service prior to retirement.

Each retirement case shall be reviewed by the concerned employee's division chief, who will evaluate the reasons for the retirement and make a recommendation as to the type of credentials to be issued. All cases involving employees who have been employed less than five years shall be evaluated at case review and a recommendation made as to the type of retirement credentials to be issued.

For sworn personnel, if there is insufficient evidence regarding the exact nature or extent of the pending disability claim, it will be the responsibility of the concerned division chief to withhold the issuance of CCW privileges, until such time as a thorough determination can be made and/or the disability retirement has been granted.

• 3-02/170.55 - Retirement Credentialing of Sworn Personnel

An honorably retired peace officer, who retired prior to January 1, 1981, is not required to obtain an endorsement from the Department to carry a concealed firearm. Additionally, the Department may, upon initial retirement of that peace officer, or any time subsequent thereto, deny or revoke for good cause the retired officer's privilege to carry a concealed weapon and their retirement credentials.

A peace officer, who honorably retired after January 1, 1981, who is granted CCW privileges, must have an endorsement on the identification certificate stating that the Los Angeles County Sheriff's Department approves the officer's carrying of a concealed firearm. The endorsement shall include the date when the endorsement is to be renewed. The retired peace officer shall petition the Los Angeles County Sheriff's Department for the renewal of his or her privilege to carry a concealed firearm every five years. The endorsement may be denied/revoked by the Department upon a hearing to show good cause. A retired peace officer shall have 15 days to respond to a notice of the right to a hearing, or failing to respond to the notice, forfeits the right to that hearing.

A retired officer may have their privilege to carry a concealed firearm denied or revoked for good cause based upon Departmental disciplinary actions, employment history, medical (pre or post), and incidents occurring before/after retirement which may bring discredit or embarrassment to the Department. In addition, violating any Departmental rules, state laws, or federal laws that if violated by an officer on active duty would result in that officer's arrest, suspension, or removal from the Department, are also grounds for denial or revocation.

Any hearing conducted shall be held before a three-member hearing board. One member of the board shall be selected by the Department (the division chief shall be involved in the decision). One member shall be selected by the retired peace officer or their employee organization. The third member shall be selected jointly by the Department and the retired peace officer, or his/her employee organization, and be mutually agreeable to both parties.

Any decision by the board shall be binding on behalf of the Department and the retired peace officer.

No peace officer retired after January 1, 1989, shall be issued an endorsement to carry a concealed firearm if that peace officer is retired because of a psychological disability.

A retired peace officer, who retired prior to January 1, 1981, who requests an updated identification card and was previously not required to obtain a CCW endorsement, would subsequently have to petition the Department for renewal of CCW privileges every five years.

The granting of retirement badges and credentials is a Departmental prerogative, not a right of the retired peace officer. The Department shall retain full discretionary rights in issuing and revoking credentials and badges.

The following sections delineate the specific requirements for a Department recognized retirement, categories for credential issuance, and procedures for issuing retirement badges and credentials.

Categories of Issuance Credentials

Fully Credentialed

An employee who has a minimum of twenty (20) years of sworn law enforcement service with the Los Angeles County Sheriff's Department or with an accredited local, state, federal, tribal, or military law enforcement agency with the final ten (10) years being with the Los Angeles County Sheriff's Department, will meet the requirements for a designated Department recognized retirement if there is no cause to restrict their credentials. They shall be granted:

- A Retirement Badge;
- A Retirement Identification Card; and
- Authorization to carry a concealed weapons permit (CCW Permit).

Partially Credentialed

If the employee has a minimum of ten (10) years of Los Angeles County Sheriff's Department service, meets the requirements for a designated Department recognized retirement, but it is determined they have a physical, or psychological condition which precludes the carrying and use of a concealed weapon, then it will be necessary to prepare the appropriate documentation for Case Review.

If at the time of the employee's retirement, it is determined by the concerned division chief that the employee has any of the aforementioned conditions, it will be necessary for the division aide to contact Personnel Administration. A request will then be initiated by Personnel Administration to the concerned employee to sign a Waiver to Release Confidential Information form. This will permit the Department a full review of confidential medical information contained at the Retirement Association, which is otherwise unavailable through the Disability Management and Compliance Unit.

If after reviewing the pertinent (LACERA) medical documentation, it is determined the employee does not meet the specific criteria commensurate with the responsibility of concealed weapon privileges, the concerned division chief will prepare a comprehensive investigative document to be presented before the

Executive Review Panel. A decision will be rendered, and the concerned employee shall be issued:

- Retirement Badge
- Retirement Identification Card

Note - Identification does not reflect the authorization to carry a concealed weapon. Any retiree who has a psychological condition which precludes their continued employment with this Department, shall automatically be denied a CCW privilege.

Non-Credentialed - If the employee meets the requirements for a designated Department recognized retirement, but it is determined the Department has 'good cause' to deny retirement credentials and CCW privileges, they shall be issued:

- Retirement identification card indicating retirement from Los Angeles County

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• 3-02/170.60 - Retirement

Categories for the Issuance of Credentials:

Issuance of Retirement badge - Civilian employees who are issued a badge during the course of employment to perform their duties, may be issued a retirement badge upon retirement, with the approval of the appropriate division chief or assistant sheriff. The list of employees and the retirement badge(s) they qualify for is as follows:

Wallet Badge Only

Crime Laboratory Director

Crime Laboratory Assistant Director

Director, Bureau Operations

Assistant Director, Bureau Operations

Division Director

Assistant Division Director

Law Enforcement Psychologist

Industrial/Organizational Consultant

Both Uniform and Wallet Badges

Criminalist

Senior Criminalist

Supervising Criminalist

Forensic Identification Specialist I

Forensic Identification Specialist II

Supervising Forensic Identification Specialist

Civilian Investigator

If the civilian employee meets the criteria for a designated Department recognized retirement, and there is no cause to deny issuance, then he/she shall be granted:

- Retirement Badge(s) (civilian); and
- Civilian Retirement Identification Card

Issuance of a Civilian Retirement Card - If the civilian employee meets the requirements for a designated Department recognized retirement, and there is no cause to deny issuance, then he/she will be issued:

- Civilian Retirement Identification Card

Cause for denying the issuance of a civilian retirement badge and/or retirement identification card may be established by, but not limited to, the following:

- The employee is retiring in lieu of termination;
- The employee is to be granted a retirement by the Civil Service Commission following the appeal of termination;
- The employee is rated 'unsatisfactory';
- The employee is under investigation by Internal Affairs Bureau. Internal Criminal Investigations Bureau, or any other law enforcement agency; or
- Any other factors deemed appropriate.

• 3-02/170.65 - Retirement Credential

When it comes to the Department's attention a retired employee, who retired prior to January 1, 1981, has become involved in actions which cause embarrassment or discredit to the Department, that person's credentials will be revoked and stored at Personnel Administration, pending review. The Employee Service Center will prepare the necessary documents for an Executive Case Review and reconsideration of retirement credentials. If the Department rules for less than full credentials, the retired employee will be notified by Personnel Administration and advised of the appeal procedures.

It will be the responsibility of all division chiefs, when any retired member of this Department comes to their attention in a negative manner, (i.e., misuse of retirement credentials, driving while under the influence, mental instability, arrest, etc.) to notify Personnel Administration immediately.

All retirees who are suspects in any of the aforementioned allegations or any other violations of law will be investigated by Personnel Administration, and consideration will be given to the revocation of their retirement credentials and/or CCW privileges. It will be the responsibility of Personnel Administration to conduct an investigation into the matter and prepare documentation for executive review.

When it comes to the Department's attention, a retired employee, who retired after January 1, 1981, has become involved in actions which cause embarrassment or discredit to the Department, that person's privilege to carry a concealed firearm may be revoked and the individual's retirement badge will be withdrawn and held at Personnel Administration, pending review. The Employee Service Center will prepare the necessary documents for an executive case review and reconsideration of their retirement credentials.

If the Department rules for less than full credentials, the retired employee shall be notified by Personnel Administration of the Department's intent to revoke the retiree's CCW privileges and/or retirement badge and will specify the grounds upon which the intended revocation is based. The retired employee will be given fifteen (15) days from the date of notice to respond and request a hearing.

If the retired employee fails to respond within the fifteen (15) days, they forfeit the right to a hearing and the Department can affect the revocation. Upon notice of the revocation, the retired employee must immediately surrender their identification card to the Department. The Department must then reissue an identification card without CCW endorsement.

If the retired employee responds and requests a hearing within the fifteen (15) day notice, a hearing must be conducted by a three-member board. Personnel Administration has the responsibility for scheduling the hearing and coordinating the formation of the hearing board. The decision of the hearing board shall be binding upon the Department and the retired employee.

When it comes to the Department's attention, a retired civilian employee has become involved in actions which cause embarrassment to the Department, that person's credentials will be withdrawn and stored at Personnel Administration pending review.

The Employee Service Center will prepare the necessary documents for an executive case review and reconsideration of retirement credentials. If the Department rules for less than full credentials, the retired employee will be notified by Personnel Administration and advised of the appeal procedure.

• 3-02/180.00 - Bilingual Bonus

County employees who are fluent in English and a foreign language, and are assigned to a position requiring use of the bilingual skill, shall be compensated in accordance with the county code.

Criteria for determination of eligibility are:

- The assignment requires bilingual skill of the employee in order that the public service responsibility of

the Department to the foreign language group may be met;
- The unit commander concurs on the need for the bilingual skill in the assignment; and
- The absence of an employee with the required skill would hamper the effectiveness of the Department in the discharge of its responsibilities; and the need for the bilingual skill is a continuing and frequent one which measurably contributes to the efficiency of the office.

Selection of employees for such bonus is based on the following:

- The candidate must possess fluency in the designated language and in English and must possess knowledge of, and sensitivity to, the culture and needs of the foreign language group being served;
- Prior to submitting an application for bilingual bonus pay, the employee in question must pass an oral fluency examination. Appointments for such test are to be made by calling the bilingual coordinator of Personnel Administration Bureau; and
- Candidate must be certified by the Department as being qualified.

Rules governing such appointments are:

- Compensation shall not be effective before the month in which the unit commander makes his finding, as required above;
- The authorization for such compensation shall remain in effect only as long as the facts on the Bilingual Pay Request Certification and Authorization form remain true and the employee has a competent or better performance evaluation. It is the unit of assignment's responsibility to notify Personnel Administration Bureau, in writing, whenever an employee is absent in excess of 60 calendar days;
- A paid temporary absence of the employee which does not exceed 60 calendar days shall not affect the compensation;
- If the employee is absent for more than 60 calendar days, the additional compensation shall be suspended during such absence;
- This bonus shall not apply to persons employed in positions of Interpreter (Item 1154); and
- This bonus shall not constitute a base rate.

Unit commanders may obtain application forms from Personnel Administration Bureau.

The following rules apply to the application:

- An original and one copy of the application shall be typed and the employee number indicated;
- The unit commander will sign in the space provided for the supervisor's recommendation;
- The original and copy of the application as well as a copy of the language proficiency card shall be forwarded to Personnel Administration Bureau; and
- Personnel Administration Bureau shall approve or disapprove the application, indicate the authorization number, and forward the copy to the unit of assignment.

• 3-02/190.00 - Supervisor-Subordinate Bonus

A supervisor-subordinate bonus is additional compensation paid to a supervisor whose base salary is equal to or less than the base salary of his highest paid subordinate. It provides a supervisor with a salary of $1 per

month greater than the base monthly salary of his highest paid subordinate and may be authorized when certain conditions have been met.

Base rates are those set in the county code without respect to notes or other special pay provisions unless such provisions specifically state that they constitute a base rate.

• 3-02/190.05 - Conditions for Payment

All of the following conditions must be met before a supervisor-subordinate bonus can be authorized.

Satisfactorily Exercises Full Supervision

- A supervisor must perform both administrative and technical aspects of supervision. "Administrative" refers to standard supervisory functions such as assignment and review of workload; the approval of leaves; authority to hear grievances and effectively influence or administer disciplinary measures. "Technical" refers to the expertise in the functional aspects of the trade or profession of the subordinate gained through a combination of education and experience, necessary to critically evaluate the work of the subordinate;
- A supervisor fully meets this requirement if he can competently perform the work of his subordinate or can evidence sufficient awareness of methods and detail of procedures in the subordinate's trade or profession to be able to critically evaluate the technical aspects of the subordinate's job performance. A generalist administrator who supervises a highly specialized subordinate such as a physician, attorney, or engineer would not normally be eligible for the bonus;
- The supervisor must supervise his subordinate for "a substantial portion of his time." This means the supervisor must be the primary supervisor and supervise the subordinate more than 50 percent of the supervisor's time, even if the supervision is not done in a face-to-face manner; and
- The supervisor's performance must be satisfactory. Therefore, any performance evaluation rating less than "competent" filed for a supervisor disqualifies that supervisor from the bonus. A bonus which is in effect at the time that a less than "competent" rating is filed must be suspended until such time as a "competent" or better rating is filed.

Full-time Permanent Positions

Both the supervisor and the subordinate must have been appointed to full-time, permanent positions; however, the supervisor-subordinate bonus may be authorized even though one or both have not completed their probationary periods.

Appropriate Classification

The classification of both the supervisor and the subordinate must be appropriate to the organization and to their duties and responsibilities. Examples of inappropriate classifications include:

- Classifications which do not include supervisory responsibilities;
- Classifications which include supervisory responsibilities, but which were established to supervise only selected classifications;
- An "in-lieu" position; and

- Positions under study by the Personnel Administration Bureau at the time of a supervisor-subordinate pay inequity develops.

• 3-02/190.10 - Supervisor's Request for Authorization

A supervisor who meets the conditions for a supervisor-subordinate bonus should submit a written request to his unit commander containing the following information:

- Employee name, classification, and employee number;
- Employee's assignment and location;
- Date appointed to position;
- Salary schedule;
- Salary step;
- Base rate; and
- Same as above on each subordinate whose base rate is higher than that of the supervisor. This is required so that if the supervisor-subordinate relationship ceases with some of the subordinates due to resignation, promotion, transfer, etc., no new authorization is necessary as long as at least one such relationship remains in effect.

An original organizational chart depicting the reporting structure of the positions involved should accompany the memorandum.

The memorandum and the organizational charts shall be submitted, through divisional channels, to the captain/director of Administrative and Training Command. Personnel Administration Bureau will subsequently verify the data submitted, and, if all conditions are met, prepare a request requiring the Sheriff's or undersheriff's approval to be forwarded to the Department of Human Resources (DHR.) DHR will verify the request. After verification, DHR will either approve, deny, or return the request without action, to the Department. On approved requests, Personnel Administration Bureau will determine the amount of the bonus and the effective date of the bonus.

• 3-02/190.15 - Procedures Governing Approved Bonuses

Adjusting the Amount of the Bonus

When the supervisor receives a step increase, the bonus is adjusted downward to result in total compensation equal to $1 more than the base rate of the highest paid subordinate. The adjustment is reported in conjunction with the Step Advance Report.

When the highest paid subordinate receives a step increase, the amount of the bonus must be increased to maintain the $1 differential. This adjustment is made on the Change of Status Report (form 76C367) and no new authorization is required.

Effect of Temporary Absence on Bonus

An absence of the supervisor, subordinate, or both, for a period of 60 consecutive calendar days or less, does not affect the payment of a supervisor-subordinate bonus.

Payment of the bonus must cease after a supervisor has been absent for any reason (vacation, sick leave, etc.) for 60 consecutive calendar days and may not be paid for the duration of the absence; however, the supervisor does receive the bonus for the first 60 days. It is the unit of assignment's responsibility to notify Personnel Administration Bureau, in writing, whenever an employee is absent in excess of 60 calendar days. Payment may be resumed upon the supervisor's return to work without further authorization.

After a subordinate has been absent for any reason for 60 consecutive calendar days, he is no longer considered to be a subordinate for the purpose of justifying a supervisor-subordinate bonus. If no other subordinate is listed in the authorization, the bonus cannot be paid until the subordinate returns to the job.

When the subordinate returns to the job, payment of the bonus may be resumed without further authorization. If a new subordinate is assigned, and such new subordinate was not listed on the prior authorization, a new request for authorization must be submitted.

A Change of Status Report must be used to report any change in the supervisor's compensation due to stopping or resuming payment of a bonus.

Supervisor's Salary Exceeds Subordinate's

The authorization for payment of the bonus terminates when the base rate of the supervisor exceeds the base rate of his highest paid subordinate. When the supervisor-subordinate relationship ceases to exist, the bonus shall be canceled by the Department.

Automatic Expiration

All authorizations automatically expire on June 30 of each year and are subject to annual renewal.

Renewal Procedures

Requests for renewal of the supervisor-subordinate bonus shall be made in the same manner as the original request, except that they are to be marked "renewal." Renewals are subject to the same conditions as original requests.

• 3-02/190.20 - Responsibility for Processing

Personnel Administration Bureau shall prepare a letter to the Department of Human Resources requesting appropriate compensation for individuals who meet the criteria under section 3-02/190.10 for both original and renewal requests.

Personnel Administration Bureau shall prepare the Change of Status Report when the supervisor-subordinate relationship ceases to exist, when the status of the supervisor is changed in addition to receiving a step advance, when the status of the subordinate is changed in addition to receiving a step advance, and to report any change in the supervisor's compensation due to stopping or resuming payment of a bonus.

• 3-02/200.00 - Payroll Information Requests

Employees shall direct all questions regarding time and pay to their unit time accountant, including questions regarding time and pay codes, which are used to designate a variance to an employee's normal workday.

Pay, Leaves, and Records (PLR) Units is the Department of Auditor-Controller's Countywide Payroll Division's **sole** designated Sheriff's Department liaison. Sheriff's Department units and/or employees shall **NOT** directly contact the Department of Auditor-Controller's Countywide Payroll Division. PLR shall contact the Department of Auditor-Controller's Countywide Payroll Division, on behalf of Department units and/or employee, when appropriate.

Unit time accountants shall contact Personnel Administration Bureau's Pay, Leaves, and Records (PLR) Units on behalf of employees, if further clarification and research are needed. If an answer is urgently needed, the contact shall be made by phone. All routine requests for information shall be submitted to PLR on a SH-AD-32A form.

• 3-02/210.00 - Paid Time in Addition to Salary

The overtime rules and special paid time provisions outlined in the current Salary Ordinance of the *Los Angeles County Code* shall be applicable, unless specifically waived or amended.

When prior formal authorization is required from Personnel Administration Bureau and/or the Chief Executive Officer (CEO) for any type of paid time, no payment shall be made until the formal authorization is on file with Personnel Administration Bureau's, Pay, Leaves, and Records (PLR) Units.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

When an emergency situation such as a major earthquake requires extensive manpower and equipment involvement, the Board of Supervisors may authorize special funds outside of the Department budget to cover the costs of such involvement. When a situation of this sort develops, the overtime involved shall be identified in accordance with instructions from the Emergency Operations Bureau.

• 3-02/220.00 - Employee Relations Ordinance

No benefits involved in an employee representation unit agreement, known as a "Memorandum of Understanding," shall be effective until this Department has been officially notified that such agreement has

been approved by the Board of Supervisors and an effective date has been set for implementation.

Employees will be notified when provisions affecting time and payroll provisions contained in such an agreement are formally in effect in this Department.

• 3-02/230.00 - Employee's Signature on Payroll Documents

Employees shall print and/or sign all time documents, where they have reported time, in order to certify the time reported is correct.

If the employee is absent and unable to sign, they shall sign a photocopy/scan of the document upon their return to work.

Information recorded on payroll documents shall be made via Department-approved digital signature or in permanent ink, and shall not contain corrections made with any type of error masking application (e.g., liquid correction fluid, “white-out,” correction tape, etc.). Corrections shall be made by Department-approved digital signature or in permanent ink; with a single line through the error and the initials of the person making corrections.

• 3-02/240.00 - Pay and Leave Documents Designation/Authorization

When the unit commander designates a supervisor to sign pay and/or leave documents (“authorized approver”), the unit commander shall submit a letter of authorization for such supervisor, together with the signed unit commander designation/authorization roster, to Personnel Administration Bureau’s Pay, Leaves, and Records (PLR) Units.

The unit commander shall ensure that the authorized approver’s name and original signature are documented on a unit commander designation/authorization roster and that this document is on file at PLR.

When adding an additional authorized approver(s), but not removing/replacing another supervisor, the unit commander shall submit the following to PLR:

1. Letter authorizing the authorized approver(s); and
2. Updated unit commander designation/authorization roster with the added authorized approver(s)’s name(s) and original signature(s).

When removing an authorized approver (e.g., leaves the unit, retires, resigns, etc.), the unit commander shall submit the following to PLR:

1. Letter authorizing:
    a. The removal of that authorized approver; and
    b. The assignment of a replacement authorized approver, if applicable;
2. Updated unit commander designation/authorization roster with the deleted, and if applicable, the replacement authorized approver’s name and original signature.

When an authorized approver promotes or their job classification changes, and they remain at the unit, the unit commander shall submit the following to PLR:

1. Updated unit commander designation/authorization roster with the new authorized approver's job classification (rank), name, and original signature.

Time documents not signed by an authorized employee shall not be processed. Rubber stamp signatures are not acceptable. When documents consist of more than one page, the person signing the first page shall initial the succeeding page(s).

Information recorded on payroll and leave documents shall be made in permanent ink and shall not contain corrections made with any type of error masking application (e.g., liquid correction fluid, "white-out," correction tape, etc.). Corrections shall be made, in permanent ink, with a single line out of the error and the initials of the person making such corrections.

• 3-02/250.00 - Tax Deductions on Supplemental Wages

All supplemental earnings (bonuses, commissions, overtime, retroactive salary increases, etc.) shall be taxed by the Internal Revenue Service (IRS) at the current, mandated percentage rate of 25% Federal and 6.6% State without allowing for any withholding exemptions.

• 3-02/260.00 - Employees Temporarily Reassigned

Payroll and time records of an employee on a temporary assignment to another unit for 30 days or less, shall be the responsibility of the time accountant at the employee's temporary unit of assignment.

• 3-02/270.00 - Payroll Deduction Cards

Employees wishing to authorize outside organization deductions (start or stop) from their paychecks to cover certain items such as insurance, United Way contributions, credit union payments, etc., are highly encouraged to deal directly with that outside organization. A listing of outside organizations may be found on Personnel Administration Bureau's Pay, Leaves, and Records (PLR) Units website.

Beginning with the April 2012 full implementation of the eHR Human Resources Management Application, the Department of Auditor-Controller's Countywide Payroll Division (CWP) no longer handles payroll deduction cards. CWP does not have the authority to start, stop, or change outside organization's deductions. Any outside organization's deduction cards/forms sent to CWP shall be forwarded to the outside organization, however, it should be noted that this will incur an unnecessary delay in reaching the outside organization and possibly, further delay payroll processing of any requested deduction changes.

• 3-02/280.00 - Overtime

Overtime is defined as time worked in excess of 40 hours in a work week or alternate work schedule.

The appropriate rate of payment for all overtime which qualifies for payment at the premium rate shall be found in the current salary ordinance.

In order to earn overtime pay at more than the straight base rate, a qualified employee must work more than forty hours in a work week, unless special pay provisions for overtime at the higher rates are provided in the applicable Memorandum of Understanding.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

• 3-02/280.10 - Overtime Authorization

All overtime must be authorized, in advance, whether or not it is to be paid.

Unit commanders, or designated supervisory personnel, shall be the only persons authorized to give advance approval for working overtime. Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

Refer to MPP, section 3-02/010.19, Overtime Worked at Other Assignments, for requirements and notification procedures, whenever an employee works overtime at any unit other than their permanent unit of assignment.

• 3-02/280.15 - Overtime Provisions

The provisions covering a specific employee may be governed by the *Los Angeles County Code* or the Memoranda of Understanding of an employee bargaining group.

Unit time accountants may help the employee in determining the overtime provisions.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county

policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

• 3-02/290.00 - Overtime Guidelines

These guidelines (both general and specific) are not meant to be all inclusive. It is, therefore, incumbent upon each unit commander to examine all of his/her unit's existing programs and procedures in an attempt to further eliminate any unnecessary overtime that personnel are working.

If any portion of these guidelines conflict with a Memorandum of Understanding, the Memorandum of Understanding shall take precedence.

• 3-02/290.05 - General Guidelines

- No employee shall work overtime when his/her job can be done during regular work hours;
- Credit for overtime worked shall be accrued on a daily basis in a minimum of 15-minute increments. Overtime shall not be accumulated in smaller increments, except as required by an applicable MOU or federal law;
- Unit commanders shall establish guidelines whereby non-emergent service requests received near shift change will be assigned, when possible, to the oncoming shift;
- Except for emergencies, **all** overtime shall be approved by the unit or watch commander, prior to being worked. Only that overtime, which in the unit commander's judgment, is necessary to provide required services in the accomplishment of Department objectives, shall be approved;
- All operations, which require the use of overtime, shall be carefully evaluated in terms of cost-effectiveness. If a program's or operation's cost exceeds its value, the program shall be modified or terminated;
- Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline;
- Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA;
- Through proper scheduling and continued utilization of reserve deputies, unmanned positions shall be efficiently filled without the use of overtime;
- Use of overtime to fill a need created by vacancies or foreseeable excess workload shall receive prior approval from the division chief or division director. For the purpose of these guidelines, vacancies are those positions not filled when personnel are either transferred or permanently leave a unit. Positions left temporarily vacant by personnel on vacation, military leave, or absence due to injury or illness may be

filled through the use of overtime, only when deemed absolutely necessary by the unit commander;

- Unit commanders shall conduct an audit of their overtime accrual each month to ensure adherence to all overtime guidelines established by the Department;
- Unit commanders shall define and set a minimum level of acceptable service for their unit, consistent with Department objectives. This minimum level of service shall serve as a general guideline for watch commanders to assess their manpower requirements;
- Watch commanders shall assess their manpower strengths on a shift basis to determine if time off can be allowed. This shall be based upon the level of service to be maintained, the unit commander's and watch commander's determination of anticipated workload, and the manpower available;
- Desk personnel, the watch deputy, dispatcher, and the watch sergeant shall be responsible for monitoring late calls for possible reassignment to oncoming personnel;
- When service requirements permit, watch commanders may permit employees to take a portion of a shift off on creditable service time (E, V, F, or SP);
- County employees shall not work overtime while using vacation time or during the same shift they elected to take off, except on two specific circumstances:
- Pre-approved Special Projects: When the CEO or Department head gives approval for employees to do so on certain projects (e.g., the Olympics, or the yearly Rose Parade); and
- Court Time Other than During Shift Hours: When an employee is off work using vacation leave benefits and, because of a subpoena, must appear in court on behalf of the Department, during hours that are not his regular work shift hours, the employee shall earn overtime for those hours he must appear in court that are not during his regular shift hours (e.g., if a PM or EM employee is off using vacation leave and must appear in court, on behalf of the Department, during AM hours, the employee may earn overtime for the time period attending court during AM shift hours).

When an employee is off work using vacation leave and, because of a subpoena, must appear in court, on behalf of the Department during his regular work shift hours, the employee shall be taken off vacation for that day, returned to work, and appear in court on county time. No overtime shall be earned for those hours. The employee shall attend court during regular shift hours (e.g., if an AM shift employee is off from work using vacation leave and, because of a subpoena, must appear in court during AM shift hours, the employee shall be taken off vacation, returned to work, and appear in court on county time during the AM shift hours).

When an employee is off work using vacation leave immediately prior to and after his regular-days-off (RDO), the employee shall not work overtime on those RDO’s, with the exception of must-appear court time.

The Cadre of Administrative Reserve Personnel Program (CARP) is the process of utilizing personnel to work vacant fixed post assignments in an effort to prevent overtime (paid or saved). Personnel are not entitled to overtime when they work a CARP assignment. They are simply working their regular shift at another unit/location.

A CARP - Hours Worked Report form (SH-AD-678C) shall be prepared for each separate period of CARP hours worked by an employee on any given day.
The short-term loan program is a management tool to address temporary operational requirements that are not addressed by CARP Short-term loans are for a limited duration (less than 30 days) or are part-time reassignments only. Short-term loans are made for temporary or part-time reassignments only.

A Loan - Hours Worked Report form (SH-AD-678L) shall be prepared for each separate period of loan hours worked by an employee on any given day.

• 3-02/290.10 - Specific Guidelines

Arrests/Subpoenas

- Shift sergeants shall expedite the handling of late arrests by ensuring that the arresting officer receives assistance in all phases of the booking procedure; and
- Supervisors shall ensure that, where possible, in routine misdemeanor arrest situations, the arresting officer shall conduct or witness the searches, tests, or interviews so that only he need be subpoenaed to testify in court. The last paragraph of a report should state the name of the officer who will testify to all the facts. The court deputy or investigating officer shall request subpoenas for only the minimum number of personnel required to testify in either misdemeanor or felony cases.

Deferred Reports/Late Arrests

- All patrol personnel are expected to complete crime and arrest reports, including their daily activity report (log), during their shift;
- When a trainee is to write an after-shift report, the watch sergeant shall determine the necessity for the training officer to remain with the trainee; and
- Watch sergeants shall be responsible for maintaining a Deferred Report Log and reviewing it for overdue reports on a daily basis.

All report deferrals shall be approved by the watch sergeant. Every reasonable effort shall be made to defer reports for the purpose of not expending overtime. The following criteria shall apply to any deferred reports/late arrests. A report may be deferred for the following types of incidents:

- No workable information;
- Misdemeanor field releases;
- Misdemeanor non-desirous;
- Felony, no workable information;
- Traffic collisions with no injuries;
- Traffic collisions with minor injuries and no follow-up;
- Late arrest/in-custody reports when a PCD has been completed and detectives are aware of the incident and concur with deferral of the report; and
- Any other report that the watch sergeant or watch commander approves to be deferred.

Deputy personnel shall complete a deferred report by the end of shift the next day. If the deputy is not scheduled to work the next day, reconsideration for deferral may be necessary.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee and that is properly documented, whether

it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

Travel Time

Travel to and from an overtime assignment other than an employee's normal work location shall be compensated by a maximum of one hour of overtime. No travel time shall be credited to an employee assigned to work overtime at his normal work location.

- When a member is required to make a one-day trip out of Los Angeles County in instances involving such Department business as response to subpoenas, extradition of prisoners, etc., such member shall be considered on-duty during those periods of time involved in traveling and actually conducting the business of the Department. His time on-duty shall begin at the time he reports to his unit of assignment or leaves on his trip from his residence, as applicable, and shall continue until he returns, provided he returns immediately upon completion of the assignment. Total trip time, less time used for eating, shall be considered as time worked; and
- On such trips lasting more than one day, members shall be considered on-duty at the time they report to their unit of assignment or leave directly from their residence, as applicable. Actual time spent in traveling and in carrying out their business shall be considered as time worked. Except as noted below, time spent eating, sleeping, or recreation (free time) shall not be considered as time worked. However, on any day that the member is actually engaged with outside persons in the conduct of the Department's business, he shall be credited as working a full shift. If the member is unable to conduct business because it is a Saturday, Sunday, or legal holiday, such days shall be considered as free time and considered as a regular-days-off.

  NOTE: Members assigned to Transportation Bureau's State-Wide Detail shall receive eight hours of overtime credit for each night they are required to be out of county, while transporting prisoners.

Training

- No overtime or travel time shall be authorized for participation in school district compensated Student and the Law Programs;
- Enrollment in courses where attendance is not mandated by the Department shall be on a voluntary basis. Attendance in voluntary courses shall not be compensated by overtime or travel time;
- Personnel required to attend mandated classes while off duty shall receive overtime for only that time which is spent in classroom attendance and a maximum of one hour total travel time;
- Personnel shall be directed, where possible, to attend Department-mandated classes during regular shift hours;
- Members of the Law Enforcement Explorer Academy Staff may be selected from the group of Post Advisors performing their assignments during regular work hours, in which case their schedules shall be adjusted so as to include Saturday as a regular working day. Should sufficient qualified staff not be available from this source, any member of the Department may, with the approval of his unit commander, be appointed to the Explorer Academy staff, with minimum necessary overtime authorized to ensure the continued success of the program; and
- Personnel assigned to the Adopt-A-Deputy and Law Enforcement Explorer Programs shall, when possible, be assigned on an on-duty basis. When such personnel are unable to perform their assignments during regular duty hours, the minimum overtime necessary to ensure the viability of these programs may be authorized.

Qualification Shooting

- For the purposes of satisfying Department firearms proficiency requirements, personnel shall qualify within their alphabetically-assigned month;
- Personnel shall be directed to fulfill Department firearms qualification during regular work hours, when possible. This shall include personnel assigned to post positions as temporary relief allows; and
- All personnel required to qualify while off duty shall be credited with a maximum of two hours of overtime, including travel time, for firearms qualification.

Time Off

- Personnel off duty on vacation, sick, sick/personal or compensatory time off (CTO), shall not be called back to duty within that 24-hour period, except under circumstances of extreme emergency;
- When an employee has arranged for paid time off on a given day and is then required to work that day, the paid time off shall be restored for the hours worked. If he works fewer than his scheduled hours, the number of hours of paid time off shall be used to make up the required hours. Any time worked in excess of the required hours shall be applied as overtime;
- When an employee does not work his full normal shift hours due to illness or personal reasons, his shift is deemed to start at the beginning of normal shift hours or when he begins work and is deemed to end at the completion of normal shift hours or, if required, when he stops work or has completed his scheduled shift. If the time worked is less than his scheduled shift, the difference shall be appropriately deducted from the employee's paid leave time. If the time worked exceeds his scheduled shift, the employee shall be credited with overtime for the difference;
- Scheduling personnel shall accommodate an employee who desires days off, when possible, to do so without jeopardizing the current level of service. Arrangements for a day off may be accomplished by deleting hours from the employee's paid leave time (except for sick time, unless ill), as specified by the employee;
- When granting an employee time off jeopardizes the necessary level of service, scheduling personnel shall make every reasonable effort to aid the employee in finding a suitable replacement;
- An employee shall not be required to take off any part of his required or optional pay/leave category. The Department will not order any overtime to be taken off solely to prevent payment of overtime earned. Therefore, the Department will accommodate employee preference or convenience in light of operational requirements;
- The Department may direct an employee to take CTO for those hours which are in excess of the required or optional pay/leave category or which are saved in excess of the required pay/leave category. When CTO is ordered to be taken off, the employee shall be given at least the number of days advanced notice required under the terms of his/her Memorandum of Understanding (MOU). If the MOU does not specify the number of days advance notice required, the employee shall be given at least 10 business days' notice in advance of the date the time is to be taken off (business days mean calendar days, exclusive of Saturdays, Sundays, and legal holidays). CTO, commonly referred to as "save" time, is the name for all non-paid overtime earned; and
- Employees who have time on the books, which has a set expiration date for its use, shall be responsible for arranging time off sufficiently in advance of the date for which they wish the time off so as not to jeopardize the unit's level of service.

• 3-02/290.15 - Court Time Guidelines

Court Time for Employees in ALADS Unit 611

Pursuant to the procedures established in cooperation with applicable courts, the parties to the ALADS Memorandum of Understanding (MOU) agree that employees covered by such MOU, who receive an on-call subpoena and remain on-call during off-duty hours for court appearances, shall receive one-half their hourly rate, as defined by the *Los Angeles County Code* for their classification, for each hour that they are on-call, including travel to court as a result of having received a call to appear. However, in no event shall an employee, who receives an on-call subpoena, which is not cancelled prior to the date of the subpoena, be compensated for less than two hours on on-call, including travel to court. The on-call status will commence at the time for appearance specified in the subpoena and will end when the employee is relieved from on-call status by the court or the liaison deputy, or upon arrival at the court in response to a call. It is further agreed that employees assigned to an evening or early morning shift, or those on their day off, shall, upon receipt of an on-call subpoena, notify the court liaison officer designated by their unit of their on-call status. Employees in an on-call status shall contact their court liaison officer. If the employee is on an on-call status at the end of the court day, the court liaison officer shall notify the employee at the end of the court day whether he/she is to remain on-call the following day. Employees receiving an on-call subpoena shall report to court only when called to appear. Employees who are called to appear in court on an overtime basis shall receive overtime compensation at the rate established for their classification.

Court Time for Employees in PPOA Unit 612

Pursuant to the procedures established in cooperation with applicable courts, the parties to the PPOA MOU agree that employees covered by such MOU, with the exception of the class of lieutenant, who receive an on-call subpoena and remain on-call during off-duty hours for court appearances shall receive one-half their hourly rate, as defined by the *Los Angeles County Code* for their classification, for each hour that they are on-call including travel to court as a result of having received a call to appear. However, in no event shall an employee (except the class of lieutenant), who receives an on-call subpoena, which is not canceled prior to the date of the subpoena, be compensated for less than two hours on on-call, including travel to court. The on-call status will commence at the time for appearance specified in the subpoena and will end when the employee is relieved from on-call status by the court or the liaison deputy, or upon arrive at the court in response to a call. It is further agreed that employees assigned to an evening or early morning shift, or those on their day off, shall, upon receipt of an on-call subpoena, notify the court liaison office designated by their unit of their on-call status. Employees in an on-call status shall contact their court liaison office, by noon of the day set for appearance to confirm their status if they have not been contacted earlier. If the employee is on an on-call status at the end of the court day, the court liaison office shall notify the employee at the end of the court day whether he/she is to remain on-call the following day. Employees receiving an on-call subpoena shall report to court only when called to appear. Employees who are called to appear in court on an overtime basis shall receive overtime compensation at the rate established for their classification.

Must Appear Subpoena

Employees who are required to appear in court during off duty hours, as a result of a must appear subpoena, shall receive three hours minimum plus actual time in court over two hours (includes travel time and evidence pick-up).

Increments of Time

Time earned, credited, and paid pursuant to the above indicated sections shall be in increments of 15 minutes.

The above provisions will remain in effect for the term of the contract, unless superseded by order of the Board of Supervisors.

• 3-02/290.20 - Preparation for and Completion of Duties

All Department members are expected to be fully dressed, in their required uniform or business attire, ready to begin work, at the time their regularly-scheduled shift begins. There is no requirement that members dress into their uniform at the workplace so long as they are in compliance with MPP, section 3-03/030.10, Who Shall Wear Uniforms. The Department provides lockers and other amenities at most work sites as a convenience privilege; however, the Department expects that, if a member opts to dress at work before or after his/her assigned shift, the member is off duty and shall not be compensated with any type of pay or benefit.

All work activities, including briefings, equipment check-out and check-in, Department vehicle preparation, and computer use for Department business, shall be completed within members' regularly scheduled shift hours, unless prior approval from their unit commander or a designated supervisor is obtained. In emergent situations where prior approval is impractical to obtain, members shall obtain approval at their first opportunity.

If it is necessary to pass on information to shift relief personnel, members are expected to do so expeditiously, utilizing such tools as assignment logs, email, overlap personnel, and their supervisors, during the members' regularly scheduled shift, where possible. If pass on information cannot be conveyed in a less than significant amount of time, or if there is a delay in shift relief at a mandated post, members shall notify their supervisor at their first opportunity and obtain approval to work overtime.

Properly-relieved members who elect to remain at their unit of assignment after their regularly scheduled shift has concluded shall not continue to perform work for the Department, unless they have obtained express authorization from their unit commander or designated supervisor to perform overtime work.

Members shall not dissuade another employee from reporting overtime worked. Members shall not work overtime without requesting compensation, or knowingly permit another employee to do so.

EMPLOYEE'S RESPONSIBILITIES

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

SUPERVISOR'S RESPONSIBILITIES

Supervisors shall ensure that members in their chain of command adhere to the provisions of this policy.

Managers and approving supervisors shall also ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA. Supervisors shall conduct a comprehensive review of this policy with their subordinates, during the subordinates' annual performance evaluation process, and the subordinates' acknowledgment and understanding of this policy shall be documented in the evaluation.

UNIT COMMANDER'S RESPONSIBILITIES

Unit commanders shall ensure that supervisors under their command strictly enforce the provisions of this policy. Unit commanders shall also ensure that efficient shift change procedures are practiced at their units of assignment, and that contingency plans are maintained, so that mandatory posts are relieved on time.

• 3-02/290.25 - FLSA Exemptions

"Exempt" employees are considered to be "salaried" employees. County officers, Management Appraisal and Performance Plan (MAPP) participants, and any other County employee designated by the employee's department head and approved by the Chief Executive Officer to receive compensation for work performed in a manner consistent with the standards for exempt salaried employees is considered an exempt employee.

Definitions for exempt salaried employees may be found in the Federal Fair Labor Standards Act (FLSA) and supporting regulations. Also see *Los Angeles County Code,* section 6.09.020, for additional information.

Attendance and Absences

- Exempt employees are required to sign in and out on the paper Daily/Weekly Time Card – Exempt Employee;
- If routine absences, such as time off for vacation, medical reasons, reduction of overtime, etc., can be anticipated in advance of the absence date(s), the employee shall prepare an Absence Request form (SH-R-96) and submit it to his/her supervisor for prior approval;
- With approval, exempt employees may take time off from work in less than full shift increments and not be charged for such hours. The employee shall prepare an Absence Request form (SH-R-96) with the statement "Exempt Employee" and submit it to his/her supervisor for prior approval;
- The paper Daily/Weekly Time Card – Exempt Employee shall reflect time in/time out and the total amount of hours the employee is normally scheduled to work per day (e.g., an exempt employee who normally works an eight-hour day, from 0830 to 1700 hours, requests to leave two hours early for an appointment. The time sheet shall reflect the time in at 0830 hours and the time out at 1500 hours, but the "Regular Hours Worked" section will reflect eight hours worked. The paper timesheet will reflect that the employee is "exempt" by writing "EX" in the off section);
- The employee or the time accountant shall enter the actual hours worked on the TIMEI document (Event Code 099) and use Event Code 019 (Exempt Time) for the hours that were taken off. Event Code 019 does not affect the Exempt employee's earnings;

- Leave benefits, such as sick leave, vacation leave, elective leave, and non-elective leave may be combined and used whenever an exempt employee requests time off in “full-day” increments (e.g., 8, 9, or 10 hours depending on the employee’s work schedule). Compensatory time off (CTO) and holiday leave must be used in eight-hour increments unless the employee uses CTO to cover an absence for the Family and Medical Leave Act (FMLA). If an employee uses CTO to cover an absence for FMLA it may be used on an hour-for-hour basis. The Absence Request form shall reflect the employee’s first, second, and third choice of benefits to be used for such absences;

- Effective April 1, 2010, with the implementation of the eHR Payroll Application, an exempt employee who does not have or chooses not to use accrued leave benefits to cover a “full-day” absence, shall have pay reduced at the workday rate of such absence. The absence shall be reported as “authorized absence without pay” (Event Code 027) on the paper Daily/Weekly Time Card – Exempt Employee and on the TIMEI document.

Holiday

- For exempt employees who are on an alternative work schedule such as 9/80, 12/80, or 4/40, and are scheduled off on holidays, the eHR Human Resources Management Application will reflect eight hours for the current holiday. eHR will substitute any hours over eight as "exempt time" and will not charge the employee for these hours;

- In the event that the holiday occurs on the exempt employee’s regular-days-off (RDO), he/she will be granted eight hours of holiday time (F) to be used at a later date;

- When an exempt employee requests to use accumulated holiday time, only eight hours of holiday time (“F”) shall be posted; the appropriate hours of exempt leave (Event Code 019) shall be used to make up the balance of the employee’s regular work schedule.

Vacation

Exempt employees must abide by the current policy which states:

- Exempt employees enrolled in the Flex Cafeteria Benefits Plan may only defer, at the end of each year, a maximum of 480 hours. Any hours in excess of 480 of deferred vacation leave must be used by the end of the current year or the excess hours will be paid to the employee (maximum of 160 hours);

- The only exception to this policy applies to exempt employees who are enrolled in the MegaFlex Benefit Plan. There is no maximum of vacation leave hours a MegaFlex employee may defer from one year to the next year. These hours would have been accrued prior to becoming a MegaFlex participant.

Overtime

- Employees approved to accrue overtime on an aggregated basis must work at least three consecutive hours of overtime. No overtime credit is received for less than three hours of overtime worked. Effective August 2009, in order to accommodate the eHR Human Resources Management Application, overtime may be reported on the TIMEI document using Event Code 705, when three hours (or more) are worked;

- An FLSA Exempt Employee - Overtime Hours Worked Report form (SH-AD-678E) shall be prepared for each separate period of overtime work by an exempt employee on any given day. A report must be submitted, regardless of whether the overtime worked was voluntary or ordered, and must accurately reflect the number of overtime hours worked;

- If less than three hours of overtime are worked, such hours may be entered, for tracking/billing purposes only, on the TIMEI document, using a special Event Code 083 (Compensatory Time worked not Accrued-Exempt Employees). This overtime **is not** accrued;

- Effective September 25, 2009, CEO policy provides that exempt/salaried employees in all Departments may accrue up to 240 hours or for exempt/salaried **safety** employees (classification of captain and above), may accrue up to 480 hours;

- Also effective September 25, 2009, the overtime limit is assessed and applied only at the end of the calendar year. This enables employees to accumulate CTO time and use any excess without forfeiting any CTO time over the limit until the end of the year.

Exempt Classifications

- Sworn personnel with the rank of Undersheriff, assistant sheriff, chief, area commander, and captain;

- Civilian personnel compensated on the Management Appraisal and Performance Plan (MAPP);

- Non-represented civilian classifications are listed below:

Item No.	Classification
0658	Accounting Officer III
1002	Administrative Services Manager I
1003	Administrative Services Manager II
1004	Administrative Services Manager III
4820	Assistant Manager Food Services, Sheriff
4113	Capital Projects Program Manager
7498	Chief, Helicopter Maintenance
1612	Community Information Officer

0937	Crime Analysis Program Manager
2620	Database Administrator
1881	Departmental Civil Service Representative
1907	Departmental Employee Relations Representative
1681	Deputy Compliance Officer
4799	Dietetics Advisor, Sheriff
1857	Educational Development Administrator, Sheriff
9932	Executive Secretary (UC)
2124	Executive Secretary V
0753	Fiscal Officer II
4794	Food Services Chief I
4791	Food Services Manager
1031	Head Compliance Officer
1850	Head Departmental Personnel Technician
0227	Health Program Coordinator, Public Safety
8701	Industrial/Organizational Consultant, Sheriff
2573	Information Systems Manager I
2595	Information Systems Supervisor I
2596	Information Systems Supervisor II
2603	Information Technology Security Specialist
2569	Information Technology Specialist I

2570	Information Technology Specialist II
2598	Information Technology Supervisor
2548	Information Technology Technical Support Supervisor
6881	Laundry Supervisor III
1652	Law Enforcement Auditor
6685	Manager I, Facilities Operations and Crafts
6686	Manager II, Facilities Operations and Crafts
4821	Manager, Food Services, Sheriff
6888	Manager, Laundry Services, Sheriff
2594	Principal Information Systems Analyst
2561	Principal Network Systems Administrator
2552	Principal Operating Systems Analyst
1607	Public Information Associate
1601	Public Information Officer II
3039	Safety Officer II
1908	Senior Departmental Employee Relations Representative
1682	Senior Deputy Compliance Officer
1847	Senior Employee Services Representative, Sheriff
4792	Senior Food Services Manager
2118	Senior Management Secretary V
2389	Services Unit Materials Manager I

0851	Special Services Assistant II
0940	Supervising Crime Analyst, Sheriff
9937	Supervisor's Staff Assistant I, UC
1872	Training Coordinator, Sheriff

• 3-02/300.00 - Overtime and Paid Hours Worked Report

An FLSA Employee - Overtime Hours Worked Report form (SH-AD-678) shall be prepared for each separate period of overtime worked by FLSA covered employees on any given day. A report must be submitted regardless of whether the overtime worked was voluntary, ordered, paid, or saved, and must accurately reflect the number of overtime hours worked, to ensure proper compensation.

Form SH-AD-678 shall be used for the following types of overtime:

- Ordered overtime
- Voluntary overtime
- On-call overtime
- Overtime worked during an unusual occurrence with a control number
- Overtime worked under a special event contract with a control number
- Overtime worked under a private entity contract with a control number
- Overtime worked under a school district contract with a control number
- Call-back overtime

An FLSA Exempt Employee - Overtime Hours Worked Report form (SH-AD-678E) shall be prepared for each separate period of overtime worked by an exempt employee on any given day. A report must be submitted regardless of whether the overtime worked was voluntary or ordered, and must accurately reflect the number of overtime hours worked.

A Reserve Deputy - Paid Hours Worked Report form (SH-AD-678R) shall be prepared for each separate period of a paid assignment worked by a reserve deputy on any given day. A report must be submitted regardless of whether the paid assignment hours were voluntary or ordered, and must accurately reflect the number of hours worked to ensure proper compensation.

An employee's failure to submit a report of hours worked on the applicable form shall result in a delay of overtime credit or pay, as no overtime shall be entered into the eHR Human Resources Management Application, without an approved applicable form.

• 3-02/300.05 - General Information

Information requested on the Overtime and Paid Hours Worked Report forms (e.g., FLSA employee, exempt employee, or reserve deputy) shall be legibly printed in ink or typed. The identification data and all subsequent information shall be completed as follows:

Name

In the following order, the employee reporting overtime shall provide the last name, first name, and middle initial. If there is no middle initial use the initialism [NMI] - and include the brackets.

Rank/Title

The employee's title shall be entered in full, unless one of the abbreviations shown below is involved in the title. The following are the only acceptable abbreviations to be used on the Overtime or Paid Hours Worked Report forms:

- Dep. Deputy
- Sgt. Sergeant
- Lt. Lieutenant
- Capt Captain
- Cmdr. Commander
- Admin. Administrative
- Int. Intermediate
- L.E. Intern Law Enforcement Intern
- LECSO Law Enforcement Community Service Officer
- Sr. Senior
- Sh. Sta. Clk. Sheriff Station Clerk
- Steno. Stenographer
- Sup. Supervising
- T.C. Typist Clerk
- C.A. Custody Assistant
- C.L.O. Court Liaison Officer
- L.E.T. Law Enforcement Technician

Unit of Assignment

Enter the name of the employee's official unit of assignment. If the employee is on a temporary assignment with another unit, the name of the permanent unit of assignment shall be entered unless specifically instructed otherwise. Approved abbreviations are acceptable (e.g., ELA Station, IRC, SEB, or Homicide).

Outside OT Organization Code Number (ORG#)

Enter the accounting organization ORG.# to which the overtime is to be charged. This field should remain blank if the overtime is to be charged to the employee's unit of assignment.

Employee Number

Enter the reporting employee's number located on the stub of the employee's paycheck. Employees should be sure to enter their correct employee number to avoid the overtime being credited to another employee.

Paid/Saved

Check the appropriate box based on existing guidelines published in accordance with the employee's appropriate Memorandum of Understanding (MOU).

Total Overtime Hours

Enter the total number of overtime hours reported, excluding briefing time (for specific instructions, see "Time Spent Briefing For This Overtime").

Voluntary/Ordered

Check the appropriate box to indicate whether the overtime was voluntary or ordered, in accordance with the employee's appropriate MOU.

Date Worked

Enter the month, day, and year the employee began the overtime shift. If the overtime worked extends into the following day, do not submit an additional form. One form shall be submitted and dated for the day the overtime began; the starting and ending times shall be continuous (e.g., 2300 hours to 0200 hours).

RDO

Check "yes" or "no" to indicate whether the overtime was worked on a regular-day-off (RDO).

Regular Shift

Enter the beginning and ending hours for the employee's regularly assigned shift unless the overtime was worked on a regular-days-off.

Overtime Hours Worked

Enter the beginning and ending hours for actual overtime hours worked.

When entering the overtime hours worked, the following guidelines shall apply:

- If the employee worked their regular shift and the overtime was an extension of their regular shift, they shall enter the start and end times for the overtime only;
- If the employee worked their regular shift and also worked other hours not an extension of their regular shift, only the start and end times of the overtime shall be entered;
- If the employee worked on a regular-day-off, the start and end times of overtime hours worked shall be entered; and
- If the employee worked more than one separate and distinct period of overtime (not an extension of their regular working shift on a regular day worked, or on a regular-day-off), they shall use separate forms to

record each beginning and ending overtime period.

Call-Back Time

When reporting overtime as a result of a "call-back," justify the requirement for overtime and use the most specific overtime reason code (e.g., if call-back is due to broken windows or B/O alarm, the code should be 808 - Facility Security) and an applicable Budget Activity Code.

Overtime Reason or Reason Code

This section of the form shall be completed for all overtime hours worked and/or paid assignments authorized by the County Salary Ordinance, contracts, and unusual occurrences. The codes printed on the Overtime and Paid Hours Worked Report forms shall be used. No other codes are authorized for use in the eHR Human Resources Management Application. It is the responsibility of the supervisor approving the overtime to ensure the use of the proper code. Refer to Manual of Policy and Procedures (MPP), section 3-02/300.10, Overtime, for guidelines regarding the proper use of overtime categories and codes.

Control Number (OCN)/Project Code

If the overtime is worked due to a non-reimbursable event such as a large fire, flood, earthquake, civil disturbance, etc., the Department shall make an announcement when an unusual occurrence is in effect, and a control number (OCN)/project code is assigned. The number must be entered on the form. Separate forms shall be prepared for each day's overtime attributable to the specific event.

OCN/project codes are assigned to special event contracts, private entity contracts, school district contracts, and other reimbursable events worked.

OCN project codes shall be entered on the form, if a contract is worked and recorded as overtime or paid hours worked.

Budget Activity Code

This section of the form shall be completed for **all** overtime and/or paid hours worked. Only the codes printed on the Overtime and/or Paid Hours Worked Report Forms shall be used. No other codes are authorized for use in the eHR Human Resources Management Application. It is the responsibility of the supervisor approving the overtime to ensure the use of the proper code. Refer to MPP section 3-02/300.10, Overtime, for guidelines on the proper use of overtime categories and codes.

Detailed Explanation and Justification of Overtime and/or Hours Worked

The supervisor approving the overtime shall ensure that a reasonable, and concise justification is provided for all overtime worked. The following examples are **NOT** acceptable:

- Shift hold-over;
- Heavy workload;
- Late call; or
- Too many inmates.

When detailing the justification, overtime accountability shall be the primary consideration. The following examples are generally acceptable; however, additional information may be required and should be included if available:

- Shift held over due to: Several arrests, a large volume of calls for service with 30 calls backlogged, several large parties in progress; or,
- Heavy workload due to: Secretarial staff had to process 20 arrests for court with reduced staff due to sick call-ins; or,
- Late call: Refer to tag 198 re: 211 Now call at Thrift Gas Station; or,
- Additional security for overflow inmates housed in the jail chapel.

The space can also be used by units to track special studies (e.g., time spent testifying in court, special programs, etc.).

If the employee is to be compensated for travel time, such time should be included in both the "Overtime Hours Worked" and "Total O/T Hours" sections and indicated in the overtime justification.

Court/URN Number/Stationed at (Emergency Operations Bureau)

If the overtime involves going to court or time spent on a case, the appropriate Court Case Number or URN shall be entered in this space.

Vehicle Information

When required, an employee who is assigned to drive a vehicle as part of their activity during an event shall enter the starting, ending, and total mileage for the activity. If a county vehicle was used, the vehicle number, make, and model shall also be entered. To provide accurate cost information if the vehicle used is not a county vehicle, the term "permittee" or "non-permittee" shall be entered in lieu of the county vehicle number.

A permittee is defined as someone who regularly claims mileage reimbursement as opposed to a non-permittee who claims mileage reimbursement on a rare or occasional basis.

Authorized Shift Differential

If an employee working overtime is entitled to shift differential, the supervisor pre-approving the overtime shall indicate if the employee is entitled to P.M. (evening) or E.M. (early morning) shift differential.

Supervisor’s Pre-Approval Signature* and Employee Number

Whenever practical, all overtime worked shall have prior approval before work can begin. Employees covered by FLSA shall have prior approval from their supervisor before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline. Enter the name of the watch commander or supervisor who is initially consulted and gives prior approval for the overtime. The station court liaison officer shall also use this box to certify on-call overtime.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA. The supervisor pre-approving the overtime shall also include their employee number.

Employee's Signature* and Date

The employee's signature certifies the overtime was worked and the Overtime Worked Report is completed accurately. The signature must be the employee's full, legal signature. The employee's signature must be made using a Department-approved digital signature or in ink.

Approving Supervisor's Signature*, Date, and Employee Number

The supervisor's signature certifies the following:

- The accuracy of the entire Overtime and Paid Hours Worked Report form;
- The necessity for working overtime; and
- The overtime worked conforms to unit and Department policy.

The approving supervisor shall enter the date they sign the Overtime and/or Paid Hours Worked Report form using a Department-approved digital signature or in ink. The approving supervisor shall also include their employee number.

*Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Distribution

After certifying the accuracy and necessity of the overtime and/or paid hours worked, the supervisor shall submit the Overtime and/or Paid Hours Worked Report form to the unit commander, or their designee, for final approval. Approved forms shall be forwarded to the unit time accountant for entry into the eHR Human Resources Management Application. Employees submitting their time through ESS shall enter the overtime information on their TIMEI document.

All approved forms shall be retained at the unit except when instructed otherwise by Personnel Administration Bureau's Time Accounting Unit or Emergency Operations Bureau.

Final Approval

The unit commander shall initiate procedures to ensure all overtime is accurate and necessary.

• 3-02/300.10 - Overtime

The following definitions are provided in order to clarify which code shall be used when completing the Overtime and/or Paid Hours Worked Report forms (e.g., for FLSA employees, FLSA exempt employees, and reserve deputies). No other codes are authorized for use in the eHR Human Resources Management

Application.

The supervisor approving the overtime shall have the responsibility for ensuring the use of the appropriate overtime reason/reason code and budget activity code.

Employees covered by FLSA shall have prior approval from their supervisor, before working overtime, unless such overtime worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that overtime is within their budget and is not misused by employees. However, any overtime that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

When selecting an overtime reason/reason code, the following general guidelines shall apply:

- Use the most specific code (e.g., What job did the employee perform?);
- Multiple codes may apply to particular situations due to a variety of activities. When one employee is reporting the overtime, consolidate all activities to the most specific code (e.g., surveillance, arrest-felony, evidence gathering, evidence storage, and report writing should be coded as "701" - Arrest, Felony);
- When more than one employee is reporting overtime related to several activities, use the most specific code for that employee's activity (e.g., one employee may report "701 - Arrest, Felony;" "709 - Evidence Storage;" or "712 - Report Writing."); and
- When unable to comply with the above guidelines, code the activity that required the most time.

When selecting a budget activity code, the following general guidelines shall apply:

- Use the most specific code (e.g., Why did the employee work these hours?); and
- The control number (OCN)/project code box **shall be** completed for the following: Budget Activity Codes:
    - All Special compensation/reimbursable codes; and
    - Specific non-reimbursed with an OCN/project code.

FLSA/EXEMPT/CARP/
RESERVE LOAN CODES
DEP. CODES DESCRIPTION

OVERTIME REASON / REASON CODES

COURT APPEARANCE

301	**A01**	Administrative Hearing - Criminal All appearances for hearing before the County Grand Jury, Department of Motor Vehicles, Federal Grand Jury, or depositions
302	**A02**	Federal Court All appearances in federal court.
303	**A03**	Juvenile Court - Continued All appearances in juvenile court that are based on a continuance. Do not use this code for a trial that trails to the next day.
304	**A04**	Juvenile Court - Motion Hearing All appearances in juvenile court based on motions only (e.g., 1538.5 P.C).
305	**A05**	Juvenile Court - Trial All other appearances in juvenile court including Dennis H. Hearings and/or in trials that trail to the following day.
310	**A10**	Traffic Citation Only All overtime required for appearances in all traffic courts.
311	**A11**	Pretrial Conference All pretrial conferences with prosecuting attorneys, county counsel, judges, etc.
312	**A12**	State Parole Hearing All appearances for testimony regarding an individual's parole. For overtime required to provide security at a State Parole Hearing use Code 617 - State Parole Hearing Security.
313	**A13**	Superior Court - Continued All appearances in superior court that are based on a continuance. For appearances in juvenile court, use Code 303.

314	**A14**	Superior Court - Prelim Hearing All appearances in superior court that are specifically required for motions only. For appearances in juvenile court, use Code 304.
315	**A15**	Superior Court - Trial All appearances in superior court, and/or in trial(s) that trail or reconvene the following day.
316	**A16**	Youth Authority Hearing All hearings conducted by the California Youth Authority.
317	**A17**	Traffic Court All overtime required for appearances in all traffic courts.
398	**A98**	Other Court Appearance – Not Listed Shall only be used for overtime required for court appearances that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.
399	**A99**	On-Call Court - (Half-Time) All on-call court overtime authorized by the employee's Memorandum of Understanding. Presently this code results in half-time, paid compensation for a minimum of two hours for employees in the Peace Officers and Supervising Peace Officers Memorandum of Understanding. When evidence required for court must be picked up and transported to court, include the overtime required under the appropriate court appearance code.

JUDICIAL PROCEDURE

401	**J01**	Bailiff - Early/Late All overtime required to fill bailiff positions due to extended court hours.

402	**J02**	Civil Process Service

All overtime required due to civil process and keeper service.

403	**J03**	Court Lock-Up Security

All overtime required to provide security of a court lockup prior to or at the end of a normal shift during regular court hours.

Special security on a weekend should be recorded under this code. Replacement of a lockup deputy who is sick or injured must be recorded under the appropriate vacancy code (e.g., VA01 - Injured on Duty or VA04 - Sick).

404	**J04**	Courtroom Security

All overtime required to provide/maintain security of a courtroom. Time in this category will include supplemental security for high security trials or acting as bailiff in a court that does not normally have a bailiff. Replacement of a normally assigned bailiff shall be recorded in the appropriate vacancy category. The primary reason for the overtime shall be used when selecting the proper code (e.g., Witness Protection vs. Courtroom Security or Tactical Operation). A Special Weapons Team call-out due to a barricaded suspect in a courtroom will be coded as 815 - Tactical Operation rather than Courtroom Security.

405	**J05**	Criminal Process Service

All overtime required due to criminal process.

406	**J06**	Jury Maintenance

All overtime required to maintain a jury (e.g., security, escort service, protection).

407	**J07**	Witness Protection

All overtime required to protect a witness. A tactical operation developed to protect a witness would be coded under the more specific code of witness protection rather than the general code of tactical operation.

408	**J08**	Warrant Preparation

All overtime required for the preparation of an arrest or search warrant when preparation is the only activity.

409 **J09** Warrant Service

All overtime required for the service of an arrest or search warrant. Overtime expended by SEB to assist Narcotics Bureau during the service of a high risk warrant shall be recorded as "warrant service" rather than "tactical operation." Even though a tactical plan was implemented by a Special Weapons Team, Warrant Service was the primary reason for the overtime.

Regarding warrant preparation and warrant service: Do not submit separate overtime slips when one activity leads to another. For example, while working overtime, a detective prepares an affidavit, locates a judge, obtains a warrant, serves the warrant, makes an arrest, and writes a report. The code "warrant service" shall be used because all activity occurred as a result of, or to facilitate, the service of the warrant.

498 **J98** Other Judicial Procedure - Not Listed

Shall only be used for overtime required for judicial procedures that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

ADMINISTRATIVE/CLERICAL

501 **M01** Administrative Duties - Clerical

All overtime required for clerical duties not covered by a more specific code (e.g., filing, typing, purging, file consolidation, surplus property records/storage, etc.).

502 **M02** Administrative Duties - Staff

Primarily for use by operations, staff, supervisory/ management/executive personnel who, by necessity, must attend meetings; review/write documents evaluations and reports. If attending city council/contract city meetings, use Code 502 - Community Service. If writing criminal reports, use Code 712 - Report Writing.

503 **M03** Administrative Hearing - Non-Criminal

Appearances before the Civil Service Commission, the Board of Supervisors, etc.

504	**M04**	Administrative - Transportation

All overtime specifically required for travel, except standard travel time to and from local courts. Executive transportation, long distance travel to training, California Specialized Training Institute (C.S.T.I.), and areas out-of-state shall be included under this code.

505	**M05**	Automated System Maintenance

All overtime required for computer systems repair, maintenance, malfunction, or restoration. Include: overtime required to re-enter lost data or for reprogramming as a result of a malfunction; manual preparation of court lists, searches for inmates; and additional jail security required due to computer failure.

506	**M06**	Automated System Programming

All overtime required for programming a computer system, including program development and reprogramming, not required due to malfunction.

507	**M07**	Budget Preparation

All overtime required to prepare the unit, division, or Department budgets, including time required for meetings, writing, typing, negotiation, management/executive review, etc.

508	**M08**	Data Input/Retrieval

All overtime required for the input or retrieval of information from computer systems. Include all time required for system updates not related to malfunction or the retrieval of information for analysis.

509	**M09**	Data Search/Analysis

All overtime required for crime trend, data, or statistical analysis when computer systems are used to obtain the data.

510	**M10**	Operations Evaluation

All overtime required to evaluate an operation; includes overtime worked due to command inspection after action report/critique, observation(s) by Inspectional Services Unit (not an investigation); evaluation of activity by another agency, etc.

511	**M11**	Personnel Investigation, Non-Criminal

All overtime required to conduct, write, interview, report, or review a non-criminal personnel investigation (e.g., internal, background [other than recruitment], citizen complaints, administrative, unit-level, etc.). Criminal investigations should be coded under the appropriate investigation code.

512	**M12**	Recruitment

All overtime related to the recruitment and hiring of personnel (e.g., background investigation, interview, recruitment displays/programs, testing, etc.).

513	**M13**	Staff Meeting

All overtime required to conduct staff business not related to a unit meeting that is authorized/defined in various MOUs.

514	**M14**	Timekeeping

Overtime specifically required for timekeeping functions, including validation, eHR data entry, and special reports.

515	**M15**	Unit Meeting

Overtime specifically authorized for all members of an organization to attend a meeting as defined in the various MOU's.

598	**M98**	Other Administrative Duties - Not Listed

Shall only be used for overtime required for administrative duties that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

CUSTODY OF INMATES

601	**C01**	Booking Records

All overtime related to inmate records (e.g., filing, purging, reviewing, document analysis, special studies, property/clothing purge, etc.)

602 **C02** Cashiering (Inmate Funds)

All overtime related to inmate trust accounts, bail and fine processing, special studies, audits, overage and loss investigations, special deposits, balancing, and inmate mail processing.

603 **C03** Food Service - Preparation

All overtime worked by Custody Services - Division Food Services personnel for the preparation of food. Include the time expended preparing box lunches for an emergency operation unless a control number (OCN)/project code was assigned. If a control number (OCN)/project code was assigned, use this Overtime Reason/Reason Code and the most appropriate Budget Activity Code (e.g., reimbursable or non-reimbursable event), and provide the control number (OCN)/project code.

604 **C04** Food Transportation

All overtime required to transport food to Department facilities or emergency staging areas. If a control number (OCN)/project code was assigned, use this Overtime Reason/Reason Code and the most appropriate Budget Activity Code (e.g., reimbursable or non-reimbursable event), and provide the control number (OCN/project code.

605 **C05** Inmate Class/Movement

All overtime required for the classification and movement of inmates at the jail including work release, classification, work furlough, interior movement/processing, placement, relocation, etc. Do not include inmate transportation via radio car, bus, or airplane.

606 **C06** Inmate Feeding

All overtime required to facilitate inmate feeding.

607 **C07** Inmate Incident Disturbance

All overtime expended as a result of an inmate incident or disturbance unless a more specific code applies. Include riots, emergency response teams, escapes, jail assaults, searches, fires, etc.

Do not include jail investigations if a more specific section applies (e.g., pre-complaint investigation, post-complaint investigation, evidence gathering, etc.).

608 **C08** Inmate Recreation

All overtime expended to meet federal mandates for inmate recreation.

609 **C09** Inmate Vocational Training

All overtime expended in support of a specific inmate vocational training program (e.g., carpet laying, tile setting, upholstery, etc.).

610 **C10** Jail Enterprise - Bakery

All overtime required to support the jail bakery. Include vacancy and all other overtime under this code; a justification must be provided. *See Note.

611 **C11** Jail Enterprise - Farm

All overtime required to support the jail farm operation. Include vacancy and all other overtime under this code; a justification must be provided. *See Note.

612 **C12** Jail Enterprise - Laundry

All overtime required to support the jail laundry operation at Pitchess Detention Center. Include vacancy and all other overtime under this code; a justification must be provided. Do not include laundry activity for any other facility under this code. *See Note.

613 **C13** Jail Enterprise - Stores

All overtime required to support the jail store operation. Include vacancy and all other overtime under this code; a justification must be provided. *See Note.

NOTE: Codes 610, 611, 612, and 613 have been developed for specific use by employees whose work is directly associated with revenue derived from a jail enterprise. Sworn and civilian personnel may use the codes; however, a justification must be provided in each case.

614 **C14** Medical Records

All overtime required to manage, maintain, develop, purge, or file inmate medical records.

615 **C15** Medical Services

All overtime required to provide medical services for inmates (e.g., pharmacy, laboratory, X-rays, clinic, etc.).

616 **C16** Security Prowler

All overtime required for security due to a breach of jail security, special search, overcrowding in a jail facility, etc. Include security required for temporary, short-term housing (e.g., day room, hallway up to 72 hours, and special security at a local hospital). Do not include normal prowler or post positions regularly assigned on a daily basis.

617 **C17** State Parole Hearing Security

All overtime required to provide security for State Parole Hearings.

618 **C18** Transportation To/From Court

All overtime required to provide transportation for inmates going to and from court.

619 **C19** Transportation To/From Custody Facility

All overtime required to transport inmates to and from one custody facility in the county to another facility.

620 **C20** Transportation To/From Medical Facility

All overtime required to transport inmates to and from a medical facility. If a patrol deputy transports a prisoner from his station to a medical facility and then to Men's Central Jail, use Code 619 - Transportation to a custody facility. If the prisoner remains at the medical facility or returns to the station, use this code.

621 **C21** Transportation Statewide

All overtime required to transport inmates to and from facilities outside of the county, including extraditions.

622 **C22** Over-Population

All overtime required for security due to jail over-population.

698 **C98** Other Custody of Inmates - Not Listed

Shall only be used for overtime required for the custody of inmates that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the "Detailed Explanation and Justification of Overtime Worked" area of the form.

CUSTODY OF INMATES

701 **N01** Arrest, Felony

All overtime specifically required due to a felony arrest. The arresting officer should include multiple activities (e.g., arrest, booking, evidence storage, and report writing), under this code when more than one activity is on overtime. If report writing is the only activity on overtime, use 712 - Report Writing. If the arrest occurred during the regular shift but the investigation continued after the shift, use 711 - Pre-Complaint Investigation.

702 **N02** Arrest, Misdemeanor

All overtime specifically required due to a misdemeanor arrest. Include multiple activities under this code when more than one activity is on overtime (e.g., arrest, booking, additional investigation, transportation to custody facility, etc.). If report writing is the only activity related to the arrest, use 712 - Report Writing.

703 **N03** Booking/Release

Overtime required to book or release inmates.

704 **N04** Crime Lab - D.U.I.

All overtime attributed to analysis of evidence from driving under the influence cases (e.g., urine, blood, etc.). *See Note.

705 **N05** Crime Lab - Evidence

All overtime attributed to the gathering and analysis of evidence for crimes other than D.U.I. (704) or narcotics (706). *See Note.

706 **N06** Crime Lab - Narcotics

All overtime required for the gathering, handling, and analysis of narcotics; including clandestine laboratories. *See Note.

NOTE: Codes 704, 705, and 706 have been developed for specific use by Crime Lab employees whose work could be offset by revenue recovery.

707 **N07** Evidence Analysis

All overtime required for viewing, analysis, etc., of all evidence by employees not assigned to the Crime Lab.

708 **N08** Evidence Gathering

All overtime required for the gathering, preservation, recovery, security, or transportation of evidence by employees not assigned to the Crime Lab, including crime scene security. If gathering and booking of evidence both occurred on overtime, record both activities under the code that required the most time.

709 **N09** Evidence Storage

All overtime required for the booking, storage, and maintenance of evidence by employees not assigned to the Crime Lab. If gathering and booking of evidence both occurred on overtime, record both activities under the code that required the most time.

710 **N10** Post-Complaint Investigation

All investigative activity after the complaint has been filed.

711 **N11** Pre-Complaint Investigation

All investigative activity prior to a complaint being filed.

712 **N12** Report Writing

All overtime required for writing reports associated with crimes and criminal activity. Include first reports, supplemental reports, and memos regarding suspect activity or unusual circumstances that may be of interest to detectives, force memos, etc.

713	**N13**	Special Investigation Overtime required for unique investigations not defined as 511 - Personnel Investigation; 710 - Post-Complaint Investigation; 711 - Pre-Complaint Investigation; or 715 -Traffic Investigation. Use this code only if a more specific code does not apply (e.g., non-criminal organized crime information verification, etc.).
714	**N14**	Surveillance Overtime specifically required for surveillances. If an arrest occurs during the same overtime period, use the appropriate arrest code.
715	**N15**	Traffic Investigation All overtime required for traffic investigations. Include accident scene investigation, follow-up, photographs, Fatal Accident Investigation Team, etc.
716	**N16**	Miranda Duties All overtime required for Miranda duties.
717	**N17**	Line-up Duties All overtime required for line-up duties.
718	**N18**	Special/Priority Investigation All overtime required due to a special/priority investigation.
719	**N19**	Fingerprinting All overtime required for fingerprinting.
720	**N20**	DNA Collection/Processing All overtime required for DNA collection/processing.
721	**N21**	Curated Specimen All overtime required for the collection/processing of curated specimens.

722	**N22**	Booking Evidence
		All overtime required for booking evidence.
723	**N23**	Field Call RDO
		All overtime required for a field call – RDO.
724	**N24**	Early Start
		All overtime required due to an early start.
725	**N25**	Late Call
		All overtime required due to a late call.
798	**N98**	Other Investigations – Not Listed
		Shall only be used for overtime required for investigations that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

OPERATIONS

801	**P01**	Air Support
		All overtime required for flight crews and support personnel.
802	**P02**	Community Service
		All overtime required for city council meetings, contract city meetings, youth athletic league, and other types of community service not covered by a specific code.
803	**P03**	Crime Prevention
		All overtime required for crime prevention programs, lectures, neighborhood watch, youth awareness program, meetings, etc. For surveillance to prevent crime use Code 714 - Surveillance.

804 **P04** Directed Patrol

All overtime required to support a patrol program based on specific data (e.g., career criminal apprehension program, crime analysis directed patrol, etc.).

805 **P05** Duty Officer

All overtime specifically required for a division or Department duty officer.

806 **P06** Emergency Operations

All overtime required due to an emergency operation. Include command post operations, activities during an emergency not considered a tactical operation, emergency supply runs, blood runs, area damage checks, etc., that have not been designated a Control Number (OCN)/Project Code, etc.

807 **P07** Facility Maintenance

All overtime required to maintain a Department facility.

808 **P08** Facility Security

All overtime required to provide security for a building or facility. Do not include short term jail/prisoner security (refer to 616 - Security Prowler).

809 **P09** Hazardous Materials Operation

All overtime required to handle, conduct, or coordinate a hazardous materials (Haz-Mat) operation. Include Haz-Mat team call-outs, command post operations, area security, traffic control due to the Haz-Mat operation, evacuation teams, etc., that have not been designated a Control Number (OCN)/Project Code.

810 **P10** Late Call - No Arrest

All overtime required due to a late call when a more specific code does not apply. If multiple units receive late calls that result in a shift holdover, use Code 814 - Shift Holdover.

811 **P11** Selective Enforcement

All overtime required due to a specific crime problem or "Police Hazard" that requires selective enforcement (e.g., Whittier Boulevard closure, saturation patrol, drunk driving checkpoints, traffic hazard citation program, etc.).

812 **P12** Sheriff's Auxiliary Services

All overtime required to support functions related to the Sheriff's Department reserves, posse, explorer scouts, civilian volunteer programs, etc.

813 **P13** Shift Exchange

All overtime required to facilitate body swaps, trades, and the exchange of shift hours.

814 **P14** Shift Holdover

All overtime expended when a majority of employees are held after regular work hours due to major workload problems. This code should be used when all units remain in the field to handle calls, etc.

815 **P15** Tactical Operation

All overtime required due to a tactical operation. Include dignitary security, Special Weapons Team call-outs, barricaded suspects, hostage/crisis negotiations, etc. Overtime expended by S.E.B. to assist Narcotics Bureau during the service of a high risk warrant shall be recorded as "Warrant Service" rather than "Tactical Operation." Even though a tactical plan was implemented by a Special Weapons Team, "Warrant Service" was the primary reason for the overtime.

816 **P16** Time Change

All overtime required for time changes caused by Daylight Savings Time.

817 **P17** Traffic Control

All overtime required for traffic control. Includes traffic signal malfunction, inclement weather, large crowds, traffic accidents, fires, etc.

820	**P20**	Department Security
		All overtime required for providing Department security.
861	**P61**	Crime Car
		All overtime required for a crime car.
862	**P62**	Traffic Car
		All overtime required for a traffic car.
863	**P63**	Watch Sergeant
		All overtime required for watch sergeant duties.
864	**P64**	Field Sergeant
		All overtime required for field sergeant duties.
865	**P65**	Kennel/Stable Care
		All overtime required for kennel/stable care.
898	**P98**	Other Operations - Not Listed
		Shall only be used for overtime required for operations that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

OPERATIONS

921	**D21**	Traffic Control, DRO
		All overtime required for personnel who provide traffic control during a disaster.
922	**D22**	Evacuations, DRO
		All overtime required for personnel who conduct or assist with evacuations during a disaster, or who assist with rescues.

923	**D23**	Security, DRO

All overtime required for personnel who provide security protection for property or residents during a disaster.

924	**D24**	Transport Equipment/Supplies, DRO

All overtime required for personnel who transport or assist with the transporting of logistical needs (equipment or supplies) during, or in response to, a disaster.

925	**D25**	Transport Personnel, DRO

All overtime required for personnel to transport or assist with transporting personnel during, or in response to, a disaster.

926	**D26**	Air Patrol, DRO

All overtime required by personnel for air operations in response to a disaster including reconnaissance, intelligence, rescue, or transportation of personnel during a disaster.

927	**D27**	Field Patrol, DRO

All overtime required for personnel who provide law enforcement duties in and around a disaster area.

928	**D28**	Backfill Behind Emergency Responders, DRO

Vacancy relief overtime backfilling for an employee assigned to work in a disaster area.

929	**D29**	Dispatch/Communications, DRO

All overtime required by personnel for dispatch/communications during a disaster.

930	**D30**	Logistics, DRO

All overtime required for personnel providing logistical support during a disaster.

931	**D31**	Administrative Support, DRO All overtime required for personnel providing administrative support during a disaster (e.g., checking personnel in, reports, filing, etc.).
932	**D32**	Checkpoints, DRO All overtime required for personnel working checkpoints established during a disaster.
933	**D33**	Department Emergency Operations Center Activation, DRO All overtime required for support personnel assigned to the Department Emergency Operations Center during a disaster.
934	**D34**	County Emergency Operations Center Activation, DRO All overtime required for support personnel assigned to the County Emergency Operations Center during a disaster.
935	**D35**	Incident Management Team Activation, DRO All overtime required for personnel assigned to an Incident Management Team during a disaster.
936	**D36**	Department Liaison, DRO All overtime required for personnel assigned to another agency during a disaster, and act as a liaison officer during that incident.
998	**D98**	Other Disaster Relief Operations - Not Listed Shall only be used for overtime required disaster relief operations that are not otherwise listed/covered by a specific Overtime Reason Code. Employee and supervisor shall ensure that the specific job performed and otherwise not listed/covered by a specific Overtime Reason Code, is clearly described in the “Detailed Explanation and Justification of Overtime Worked” area of the form.

BUDGET ACTIVITY CODE

SPECIAL COMPENSATION/REIMBURSABLE**

RE01	**RE01**	Special Event Contract (902) All overtime required due to a special event coordinated and paid via another governmental agency (e.g., parade, carnival, concert, special security for a shopping center, etc.). **
RE02	**RE02**	Private Entity Contract (903) All overtime required due to an event coordinated and paid by a private entity (e.g., security for the Olympics, movie site security, etc.). **
RE03	**RE03**	School District Contract (904) All overtime required due to an event coordinated and paid by a school district (e.g., security at football games, dances, school carnivals, concerts, on-campus security during school hours, etc.). **
RE04	**RE04**	Reimbursed Court Time (905) All overtime that is reimbursed by the court pursuant to contractual agreement (e.g., overtime used to replace absences, fulfill requests for supplemental courtroom bailiff services, after-hours / off-site event security, and to fill specific vacancies). **
RE05	**RE05**	Grant Other Reimbursed Event Overtime financed by reimbursable grant costs. **
RE06	**RE06**	FSO Event Overtime financed by F.S.O. events. **
RE07	**RE07**	Other Reimbursable (909) All public entity contracts involving special billing (e.g., grants, agreements, non-routine outside agency investigations, and for filling contract vacancies). **

** **REQUIRES A CONTROL NUMBER (OCN)/PROJECT CODE**

TRAINING RELIEF/TRAINING

TRO1	**TRO1**	Training Relief - Departmental Training Training relief overtime of employee obtaining Departmental training.
TR02	**TR02**	Training Relief - P.O.S.T. Training Training relief overtime of employee obtaining P.O.S.T. training.
TR03	**TR03**	Training Relief - Unit-Level Training Training relief overtime of employee obtaining unit-level training.
TR04	**TR04**	Training Relief - Other Training relief overtime of employee obtaining other training.
TR05	**TR05**	Training Relief - S.T.C. Training relief overtime backfilling employees attending S.T.C. training.
TR06	**TR06**	Training Relief - Firearms Qualification Training relief overtime of employee obtaining firearms qualifications training.
TR07	**TR07**	Training Relief - Training Development Training relief overtime of employee undergoing training development.
TR08	**TR08**	Attend Training Overtime required to replace an employee attending Department mandated training.

VACANCY RELIEF

VA01	**VA01**	Injury on Duty Vacancy relief overtime backfilling for an employee injured on duty (I.O.D.).
VA02	**VA02**	Leave Vacancy relief overtime backfilling for an employee on extended leaves of absence (e.g., pregnancy disability leave (PDL), sabbatical leave, and educational leave).

VA03	**VA03**	Loan Vacancy relief overtime backfilling for an item and/or employee loaned to another unit.
VA04	**VA04**	Sick Vacancy relief overtime backfilling for an employee absent due to non-work related injuries/illnesses.
VA05	**VA05**	Other Short-Term Absences Vacancy relief overtime backfilling for an employee on other short-term absences.
VA06	**VA06**	Relieved of Duty Vacancy relief overtime backfilling for an employee relieved of duty (ROD).
VA07	**VA07**	Military Leave Vacancy relief overtime backfilling for an employee on military leave.
VA08	**VA08**	Other Long-Term Absences Vacancy relief overtime backfilling for an employee on other long-term absences.
VA09	**VA09**	All Other Vacancy relief overtime backfilling for vacant positions and for all other reasons not listed above. This code is to be used only in the event that one of the more specific codes does not apply (e.g., vacancy due to suspension). *****Whenever a vacancy code is used, the name of the employee whom you are relieving shall be provided in the justification section (e.g., “replacement for Deputy Jones”).

UNUSUAL OCCURRENCE/NON-REIMBURSABLE**

PR01	**PR01**	Non-Reimbursed with OCN/Project Code (901) All overtime required due to an unusual occurrence shall be recorded using this code. **

PR02	**PR02**	County Emergency Response Includes costs for emergency responses to county declared emergencies that are further defined by a Control Number (OCN)/Project Code. **
PR03	**PR03**	State Emergency Response Includes costs for emergency responses to State declared emergencies that are further defined by a Control Number (OCN)/Project Code. **
PR04	**PR04**	Federal Emergency Response Includes costs for emergency responses to Federally declared emergencies that are further defined by a Control Number (OCN)/Project Code. **
PR05	**PR05**	Other Emergency Response Includes costs for other emergency responses that are further defined by a Control Number (OCN)/Project Codes **

****REQUIRES A CONTROL NUMBER (OCN)/PROJECT CODE**

UNUSUAL OCCURRENCE/NON-REIMBURSABLE

PR06	**PR06**	Non-Reimbursed – NO OCN/Project Code Includes pre-approved non-reimbursable offset costs where **NO** Control Number (OCN)/Project Codes are required.

• 3-02/310.00 - Call-Back Time/Early Shift Start

Call-backs shall be authorized only by the unit commander or the watch commander.

Persons authorized to be paid for call-back time are employees whose classification is authorized for paid overtime, regardless of the overtime compensation system.

Employees not authorized for paid call-back time shall receive saved time.

Employees covered by FLSA shall have prior approval from their supervisor, before working call-back time, unless the call-back time is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per the MPP, failure to obtain prior approval violates county policy and may result in employee discipline.

Managers and approving supervisors shall ensure that call-back time is within their budget and is not misused by employees. However, any call-back time that is worked by an employee, and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid/saved, if applicable, in accordance with the FLSA.

Call-back time is involved when an employee is unexpectedly ordered by the Department to return to duty because of unanticipated work requirements. The order to return is given to the employee following termination of his normal work shift and departure from his work location. Such return shall be within 24 hours of when the order was given, but not less than two hours before the established starting time of the employee's next regular shift.

When the requirements for paid call-back time are met, the employee shall receive a minimum payment equal to four hours of premium overtime pay. This minimum payment applies whether or not the employee actually works a full four hours and whether or not the employee has worked more than his required work hours for the workweek involved.

When an employee who is eligible for paid call-back time works in excess of the minimum four hours, all such excess time will be compensated in accordance with applicable MOU for represented employees or *Los Angeles County Code* for non-represented employees. When such employee is eligible for the four hours of paid minimum call-back time, he may not elect to receive saved time for the four hours.

Employees who are qualified for standby pay who are called back while on standby shall not claim credit for standby for the time spent on a call-back or on overtime work.

> **NOTE:** Flexible work cchedule employees are not entitled to call-back pay, until they have completed their 40-hour threshold in a work week.

Employees shall report call-back time on FLSA Employee - Overtime Hours Worked Report form (SH-AD-678) by indicating "CB" and the applicable Overtime Reason Code in the Overtime Code section (e.g., CB – 807 Facility Maintenance) and describe the reason for the call-back in the Detailed Explanation and Justification of Overtime Worked section.

The following examples of unacceptable use of call-back:

- Employee is behind on work and needs to catch up;
- Employee has not done his job right and is called back to correct it or finish it;
- Employee takes keys or papers home and is required to return them;
- Overtime which can be scheduled while the employee is still on-duty; and
- Court time.

When a second call-back is made on the same day, time on the second call-back shall not be counted until a full four hours has elapsed from the time at which the employee began work on the first call-back. For example, if an employee began work on the first call-back at 0900 hours and left at 1000 hours, and was again called back and began work on the second call-back at 1100 hours, time on the second call-back could not accrue until after 1300 hours. However, if the same employee was called back at 1300 hours and began work at 1350 hours, all of the time on the second call-back shall be counted.

Unless reporting to a location other than the regular unit of assignment, travel time involved in a call-back shall not qualify as part of the reportable call-back time, nor shall mileage be claimed.

When an employee who is qualified for paid call-back time is required to start his/her shift up to two hours earlier than his/her normal shift start and such employee is also required to work his/her full normal shift, the employee shall be compensated for such pre-shift time.

If the employee does not work his/her full shift, in addition to the pre-shift time, he/she receives no overtime.

• 3-02/320.00 - Standby Pay

Personnel who are assigned regularly scheduled period of standby service at home on off-duty hours where such standby time causes inconvenience and restricts normal activity during such standby periods may, when formally authorized, claim standby pay at the rate provided in the *Los Angeles County Code* or the applicable MOU.

Assignment to such standby service requires the prior annual authorization of the Chief Executive Officer (CEO).

The following are not eligible for standby pay:

- Administrative and managerial positions;
- Safety retirement members;
- Physicians and resident physicians;
- Training positions such as students and interns;
- Non-competitive positions;
- Without compensation positions; and
- Persons residing in county-owned buildings.

Civilian positions included in the “Administrative and Managerial” categories are positions comparable to bureau, station, and facility commanders and above.

Requests for formal authorization for standby pay shall be initiated by concerned unit commanders and submitted through channels to Personnel Administration Bureau for submission of the request for the formal approval of the Chief Executive Officer (CEO).

Notification of approved standby requests shall be made by Personnel Administration Bureau, through channels, to the requesting unit and to the Pay, Leaves, and Records (PLR) Units. No standby pay will be processed without this authorization.

Saved time **shall not** be substituted in lieu of standby pay.

If a legitimate “call-back” is made during the scheduled off-duty standby time, the number of hours spent on the call-back shall be subtracted from the time spent on standby time.

Standby time is not considered overtime and shall not be considered time worked in computing the required workweek hours after which premium pay overtime can apply.

Per the Chief Executive Officer (CEO), if an employee assigned to a standby schedule is ill and does not report to work for their regularly scheduled shift, the employee **shall not** be assigned to standby duty.

If the employee is absent from work using vacation leave or some other accrued benefit time, the employee **may be** eligible for standby duty, depending if they are available to be called into work during their off-duty hours.

• 3-02/330.00 - Daily/Weekly Time Sheets

Each unit shall maintain a record of each employee's time for each day on the paper daily or weekly time sheet. The time sheet shall be maintained in alphabetical order by shift.

Policy

- It is the responsibility of scheduling or other designated supervisory personnel within each unit to ensure that the time of each employee is accounted for each day and that an approved, accurate, and complete record is provided to the unit's time accountant by the appropriate deadlines;
- All corrections to the time variances or hours worked shall be submitted to the unit's time accountant in writing;
- All work schedule changes shall be submitted to the unit's time accountant, in writing, at least two weeks prior to the effective date; and
- Information recorded on time documents shall be made in permanent ink and shall not contain corrections made with any type of error masking application (e.g., liquid correction fluid, "white-out," correction tape, etc.). Corrections shall be made, in permanent ink, with a single line out of the error and the initials of the person making such corrections.

Procedures

- Each employee shall indicate the beginning and ending time of their shift;
- When an employee's assigned duties do not allow him/her to personally indicate the beginning and ending time of their shift, it is the unit supervisor's or the scheduling unit's responsibility to complete the paper time sheet and indicate the actual hours worked by the employee, prior to submitting to the unit's time accountant;
- If an employee does not work his/her full shift, the paper time sheet shall indicate the accrued benefits being used and the number of hours (e.g., "S-2" for two hours of sick leave, "V-8" for eight hours of vacation leave);
- All Absence Request forms (SH-R-96) shall reflect a second and third selection of accrued benefits as to how the time off shall be carried;
- All paper daily time sheets shall be submitted to the unit's time accountant no later than the following business day;
- All paper weekly time sheets shall be submitted to the unit's time accountant no later than Monday morning of the following week, except when the 15th or the end of the month occurs prior to Friday. A

photo copy of the time sheet(s) shall be given to the unit's time accountant on the 1st or the 16th of the month;

- All paper time sheets shall indicate which employees are on a leave of absence (e.g., military leave, family leave, suspension, industrial injury/illness (with the date of injury), etc.); and
- All paper time sheets shall include employee last name, first name, employee number, item number, and sub letter, employee signature, time in and time out hours, regular hours worked, overtime hours worked, and/or variance time off.

• 3-02/340.00 - Audit of Time Documents

The source documents for audit purposes by the Grand Jury and the Auditor-Controller shall be:

- Paper daily/weekly time sheet/card or in-service report
- FLSA Employee - Overtime Hours Worked Report form (SH-AD-678)
- FLSA Exempt Employee - Overtime Hours Worked Report form (SH-AD-678E)
- Reserve Deputy - Paid Hours Worked Report form (SH-AD-678R)
- CARP - Hours Worked Report form (SH-AD-678C)
- Loan - Hours Worked Report form (SH-AD-678L)
- Absence Request form (SH-R-96)

Retention periods for these documents and other major timekeeping records maintained at the units may be found in the *Time and Attendance Manual*, section TK-01/010.15, Retention Periods for Forms and Reports.

• 3-02/350.00 - Night Bonus

The *Los Angeles County Code* provides bonus pay for some civilian positions assigned to the evening (PM) and night (EM) shifts. It also details the ineligible classifications.

Bonus pay applies only to those hours actually worked by an employee.

For information regarding shift differential bonus rates, refer to the applicable MOU or contact the unit time accountant.

For additional information, refer to the *Time and Attendance Manual*, section

TK-01/006.20, Shift Differential Bonus (PM, EM).
