7-01/050.10 Deputy's Responsibility - Overtime

A commitment to Transportation Bureau is made when deputies sign up for overtime. If personal problems arise, it is incumbent on the deputy to personally notify the Scheduling Deputy and/or Scheduling Sergeant. If the overtime is scheduled for the same day or a weekend day, the deputy shall notify the Watch Sergeant.

All deputies placing their name on the SMS overtime sign-up list, or any other overtime list will be required to work as necessary.

If deputies sign up on the Watch Sergeant's Overtime list and are pre-hired, it is their responsibility to remove their name. Upon conclusion of the overtime work assignment, personnel shall notify the Watch Deputy, and absent additional assignments they will end their overtime. This shall be done prior to going off duty or changing out of uniform.

Each person working overtime shall complete the Overtime Worked Report (SH-AD-678) and submit it to a supervisor prior to leaving the facility. The name of the supervisor who authorized the overtime shall sign their name in the space entitled "Supervisor's Pre-Approval Signature". Deputies approved to work overtime at outside units shall adhere to the following:

- All overtime rules and regulations shall be observed.
- The overtime does not interfere with the deputy's Transportation Bureau duties.
- The overtime does not reduce the deputy's Transportation Bureau drive time.
- The overtime is worked off-duty from Transportation Bureau, and the deputy is not subject to call.