

## LCS Unit Order 31

### LANCASTER STATION

#### UNIT ORDER # 31

### COURT OVERTIME

#### **PURPOSE:**

The purpose of this unit order is to establish protocol regarding the reporting of court overtime.

#### **ORDER:**

Submission of court overtime slips must be completed in a timely manner. Submitting court appearance or on-call overtime slips which are excessively after the appearance date is unacceptable.

“On-Call” overtime slips must be submitted to the court liaison deputy before the on-call date on the subpoena. The overtime slip must be completed, except for the ending time, and signed. The court liaison deputy will enter the ending time on the overtime slip and submit it to operations. On-call overtime slips submitted to the court liaison after the court date will not be accepted.

“Must Appear” should be turned in to the court liaison deputy on the same day of the appearance on days you are working. If it is on a regular day off, the subpoena must be turned in on the first regular working day following the appearance.

Any need to deviate from these guidelines should be discussed with the court liaison deputy in advance.

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