

## 20-03 Scheduling Policies

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### EXECUTIVE DIVISION

#### SHERIFF'S INFORMATION BUREAU

**Unit Order:**

20-03

**Effective Date:**

03-10-2020

**Subject:**

Scheduling Policies

**Reference:**

MPP 3-02/010.16 Filling Vacancies with Overtime

MPP 3-02/010.17 Swapping Of RDO/Shifts

MPP 3-02/030.45 Vacations

MPP 3-02/290.05 General Guidelines

MPP 3-02/330.00 Daily/Weekly Time Sheets

**PURPOSE OF ORDER**

The purpose of this order is to define staffing procedures for Sheriff's Information Bureau (SIB) pertaining to time off and vacation requests.

This order in no way modifies or cancels existing Department policies regarding authority to hire overtime or order personnel to work overtime to fill unanticipated vacancies. It should serve as a guide to shift supervisors regarding the use of overtime and the selection of personnel to work voluntary or ordered overtime. Shift supervisors shall retain the responsibility and authority to assign specific persons to work, based upon his/her assessment of specific personnel needs and qualifications.

### **SCOPE OF ORDER**

SIB has several sections, including: the Media Unit, Film and Media Projects (FAMP) Unit, Electronic Communications (eComm) Unit and International Liaison Unit (ILU). The units may be on different work schedules (9/80, 4/10, 5/8 or county double) as deemed necessary by the unit sergeant or supervisor, and approved by the captain of SIB. Nothing in this section is meant to conflict with or supersede the Department's Manual of Policy and Procedures.

The Media Unit is a 24-hour, 7 day-a-week operation. It consists of three different shifts and requires a sergeant or bonus deputy assigned as an acting sergeant at all times unless authorized by the SIB captain.

### **ORDER**

Minimum staffing level for the Media Unit, Monday through Sunday during DAY and PM shifts is two sworn personnel. Minimum staffing level for the Media Unit and every day during EM shift is one sworn personnel. During minimum staffing levels, any incident in the field requiring a response from SIB may necessitate a response from the designated on-call SIB personnel who will be paid overtime for the call-out. The Media Unit schedule shall be posted at least one week prior to the start of the new cycle, which begins on the first Sunday of each month. The team sergeant (Tan/Green) is to be contacted if a roll- out becomes necessary and there are not sufficient media desk staff on duty to handle the situation. The sergeant will make the staffing decisions.

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