00-009 Sick Call In Procedure

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-009**

Subject: **Sick Call In Procedure**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order shall establish policies and procedures regarding sick call-ins for personnel assigned to Cerritos Station.

SCOPE OF ORDER:

Deputy and civilian personnel assigned to Cerritos Station who need to call in to advise they will be unable to work their shift due to illness or any other reason must notify the Cerritos Station Watch Commander.

ORDER:

In the event that the Watch Commander is unavailable, the call-in shall be taken by the Watch Deputy. The Watch Deputy shall then advise the Watch Commander as soon as possible. The Watch Commander will then authorize the filling of the vacancy with overtime, canceling the position or schedule adjustment. Specific manpower commitments have been established and shall be adhered to in making the decision to fill the void left by a call-in. If needed, the Watch Commander is authorized to "draft" deputy personnel to ensure that minimum staffing is maintained.

The Absence Request form (telephonic notification) will be forwarded to the timekeeper.

The Los Angeles County Sheriff's Department Policies regarding unscheduled time off request/notifications will remain the same. Personnel shall notify the Watch Commander as soon as it becomes apparent that they will not be able to report to duty.