

Unit Order: 09-006

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION

FACILITIES PLANNING BUREAU

Unit Order: 09-006

Effective Date: 08/13/2009

Revision Date:

Subject:

Hours of Operation

Reference:

PURPOSE OF ORDER:

The purpose of this unit order is to establish hours of operation for Facilities Planning Bureau.

SCOPE OF ORDER:

This order shall apply to all personnel.

ORDER:

The hours of operation for Facilities Planning Bureau are 0700 – 1730 hours, Monday through Friday, excluding holidays. Personnel wishing to be placed on permanent work schedule (for more than a one week period) with duty hours outside those listed above must make such a request in writing. The Unit Commander

will review and evaluate the requests on a case-by-case basis. Employees granted an alternative work schedule must renew their request annually each January. Requests will be reevaluated based on the needs of the unit.
