

## **10/00 Administrative Procedures**

10/01 Unit Orders

10/02 Staff Collateral Duties

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10/04 Timekeeping

10/05 Overtime Policies and Time Off Requests

10/06 Unit Roster

- **10/01 Unit Orders**

## **Unit Order 10/01**

### **Subject: Unit Orders**

Unit Orders are promulgated to provide unit personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper function of the unit. Any conflict that may arise between these orders and Departmental Orders, Directives, Procedures, etc., shall be resolved in favor of Departmental dictates.

Each Unit Order will indicate a Unit Order number, subject, title, and date initiated. Unit Orders' numbers are broken down into two parts: General Category and Subject Heading.

For example:

Unit Order 10/01

"10" General Category (in this case, Administrative Procedures)

"01" Subject Heading (in this case, "Unit Orders" as indicated in the Table of Contents)

The purpose of the order will be stated unless obvious in the reading.

Unit Orders will be maintained on the unit's shared file under "Admin" in the folder "Unit Orders." Two hard

copies will be available for staff to read. One will be located in the Unit Commander's office and the other will be in the Conference Room. In addition, each new Unit Order will be distributed as follows: Unit Commander, all supervisors, bulletin boards, and briefing during staff meetings.

It is incumbent upon all unit personnel to be familiar with, and periodically review, these orders.

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- **10/02 Staff Collateral Responsibilities**

## **Unit Order 10/02**

### **Subject: Staff Collateral Responsibilities**

In accordance with unit needs, staff members will be assigned areas of collateral responsibility. These areas will be sub-divided and each person will be assigned one or more specific functions to oversee under supervision.

Although the assignment of these collateral duties will serve as a guide for unit personnel who have inquiries pertaining to specific areas or problems, they do not alter the chain of command nor do they relieve a supervisor from responsibility for those activities on his/her shift.

Collateral duties will be shifted periodically and specific staff assignments will be indicated in a staff meeting.

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- **10/03 Personnel Evaluations**

## **UNIT ORDERS 10/03**

### **Subject: Personnel Evaluations**

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## **Departmental Yearly Evaluations**

All personnel will receive a yearly evaluation in accordance with Manual section 3-02/080.00. The format will be as illustrated in the "Rater's Handbook" published by the Department of Human Resources. Each employee's yearly evaluation will also include comments on the individual's specific activities.

## **Performance Log Entries**

A book shall be maintained in the Unit Commander's office which shall be used to document employee's daily activities, both positive and negative. Each supervisor shall make entries as appropriate in this book. Use of these entries to document items in a yearly evaluation is optional.

## **Daily Performance Evaluations**

Supervisors shall maintain a diary of each employee's assigned tasks and projects. Entries shall be made as to the quality, quantity, and accuracy of the completed assignments. These entries shall be used as a memory aid in writing the employees' performance evaluations.

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### **• 10/04 Timekeeping**

#### **Unit Orders 10/04**

#### **Subject: Timekeeping**

Because of the permanent nature of employee time records, the following unit timekeeping procedure will be

followed:

### **All unit employees**

1. All employees shall be listed, in alphabetical order, on their relevant weekly time sheet.
2. All employees shall sign the weekly time sheet in black ink.
3. All employees shall sign in each day with their arrival time, and sign out with their departure time.
4. All employees shall note variance time in the appropriate box on the weekly time sheet.
5. Supervisors shall ensure that their staff follow timekeeping procedures.

### **Exempt employees**

Exempt employees shall be listed, in alphabetical order, on an Exempt Employee Time Sheet.

### **Temporary employees**

Temporary employees shall be listed on a separate time sheet, for each employer and each assignment.

### **Off-the-streeters**

Employees working at Logistics, while waiting to attend the academy, shall be listed, in alphabetical order, on their own time sheet.

## **Unit Commander**

The Unit Commander shall have his/her own time sheet, which shall be submitted to the Bureau for approval.

## **Absence Time Sheets**

Employees absent for a week, or longer, shall be listed on an "Absence Time Sheet."

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## **• 10/05 Overtime Policies and Time Off Requests**

### **Unit Orders 10/05**

### **Subject: Overtime Policies and Time Off Requests**

No person shall work more than 96 hours of overtime per calendar month. The 96 hour limit includes briefing time and court appearance time. On-call court time doesn't count towards the 96 hour limit.

Personnel are also prohibited from working back-to-back doubles. In addition, personnel are prohibited from working more than ten (10) consecutive days without a regular day off.

Personnel working overtime at other units must have prior approval from the unit commander.

Personnel are prohibited from working more than 24 hours of outside overtime per month.

No “double shifts” are allowed at outside overtime assignments.

All standard notification requirements regarding call-ins are in effect for overtime assignments.

Personnel must obtain Unit Commander authorization prior to working any overtime. The Unit Commander will evaluate the amount of time required. Overtime will be approved in one (1) hour increments, unless less time is needed. The Unit Commander will sign his name in the space provided on the overtime slip labeled “supervisor pre-approving o.t. and briefing.” The approving supervisor shall review all overtime slips to ensure accuracy.

## **Minimum Staffing**

In an attempt to avoid all unnecessary overtime, each supervisor needs to be cognizant of staffing levels for their sections. The minimum staffing levels for acceptable service should act as a general guideline for each supervisor to assess their manpower requirements. Staffing levels should be evaluated by the Unit Commander based upon level of service to be maintained, anticipated workload, and the manpower available. The Unit Commander shall have discretion to approve overtime for additional personnel to provide required services in the accomplishment of Department objectives. Additionally, the Unit Commander may allow staffing levels to fall below minimum by allowing personnel time off if he deems it appropriate.

Where appropriate the supervisors shall use staff from other sections for planned vacancies to minimize the use of overtime.

## **Time Off Request/Sick Call-Ins**

All routine request for time off should be submitted to the supervisor at least seven (7) days in advance to allow for changes in work assignments.

All sick call-ins shall be referred to the supervisor and should be made by the employee's reporting time.

Denied time off slips will be placed inside a folder labeled "denied time off slips." The Unit Commander will be responsible for monitoring the denied time off slips and sick call-ins for any possible abuse.

## **Timely Submission of Overtime Slips**

Due to weekly and monthly deadlines that timekeepers must meet, it is imperative that all overtime slips are filled out correctly and submitted in a timely manner. Overtime slips shall be turned in to the approving supervisor as soon as possible following the overtime hours worked. Under normal circumstances, this is either the same day or the next day. However, overtime slips shall never be turned in later than four (4) calendar days following the overtime hours worked.

## **Exigent Circumstances**

Any policy deviation due to exigent circumstances must have the approval of the unit commander.

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### **• 10/06 Unit Roster**

### **Unit Order 10/06**

### **Subject: Unit Roster**

Unit personnel rosters shall be maintained by the following authorized personnel: Assistant Director, Bureau



Personnel Aide (OA III), Unit Commander, Supervising Operations Assistant II, Unit Commander's aide(OA III). The rosters will contain personal information on each individual employee. The information will include: the employee's name, address, telephone numbers, and the names of people to contact in an emergency.

There shall be no duplication of the above personnel rosters.

The Unit Commander will decide if any additional assignments or positions have a need for personnel roster listing employees' home addresses and telephones. Only personnel authorized by the Unit Commander may maintain a personnel roster.

Home telephone numbers and addresses are not to be given to anyone without the personal authorization of the individuals involved. This does not include Department reports that mandate the listing of personal information.

Rosters are available that list the employee's employee number and/or telephone number if there is an expressed need.

All rosters are considered confidential and shall not be duplicated. Rosters shall not be taken out of the facility.

Old rosters will be destroyed upon receipt of updates. This order is in compliance with the Manual of Policy and Procedures Section 3-01/050.55.

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