

## 3-02-030 Overtime Vacancies Worked by Scheduling Supervisors

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**Effective Date:** 03-05-13

**Revision Date:** 02-12-20

**Review Date:** 02-12-22

**Reference:** MPP 3-02/280.00, 3-02/280.10; CDM 3-01/060.00

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures and guidelines for hiring utilizing supervising scheduling personnel to be hired for overtime vacancies.

### SCOPE OF ORDER:

This order applies to all scheduling supervisors at Pitchess Detention Center (PDC) South Facility.

### ORDER:

While all personnel may volunteer and/or be required to fill vacancies, as necessary, to fulfill the minimum staffing requirements at South Facility, personnel who supervise scheduling personnel shall adhere to the following guidelines:

- Any overtime assigned to, or worked by the scheduling supervisor(s) shall be approved directly by the unit commander prior to commencing work.
- The South Facility unit commander shall ensure:
  - The accuracy of the entire Overtime Worked Report (SH-R-251)
  - The necessity for working the overtime
  - The overtime worked conforms to unit and Department policy
  - The balancing of staffing on each shift to ensure maximum utilization of the Cadre of Administrative Reserve Personnel (C-A-R-P-)
- All Overtime Worked Reports (SH-R-251) submitted by scheduling supervisors shall then be forwarded to the unit commander for review.

Pitchess Detention Center - South Facility : 3-02-030 Overtime Vacancies Worked by  
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**Revision Date 02/12/20**

**Revision Date 01/03/17**

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