10/00 Administrative Procedures

• 10/01 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)

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." 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.

Rev. 01/21

• 10/02 Staff Collateral Duties

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.

• 10/03 Personnel Evaluations

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.

Staff Activity Logs

Each member of the staff shall maintain an activity log containing information regarding tasks, projects, and assignments. When an employee's performance evaluation is due to be written, the employee may submit to their supervisor information regarding personal accomplishments to be included in the performance evaluation.

Rev. 01/21

• 10/04 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 Central Property and Evidence Warehouse, 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.

• 10/05 Overtime Policies and Time Off Requests

- An eight-hour work day shall constitute a work day.
- A 40-hour work week shall constitute a work week.
- A work week is defined as a seven-day period beginning Sunday and ending Saturday during which an employee is scheduled to work a total of 40 hours.

- Employees, if authorized and directed, may work 40 hours a week in less than or more than five days (4/40, 9/80, 12/80).
- The exceptions to the work week definition are alternate work schedules, such as the 9/80 and 12/80 schedules. The work week for these two schedules begins and ends at the mid-shift of the alternate day worked/alternate day off. “Mid-Shift” is defined as four hours after the start of the alternate day on shift.
- No employee shall work more than 96 hours of overtime per calendar month (excluding on-call court time).
- No employee shall work more than 12 consecutive days without a day off, except when necessary to appear in court.
- No employee shall work more than 19 hours consecutively.
- No employee shall work back-to-back doubles except when necessary to appear in court. A back-to-back double is defined as working 16 hours or more (consecutively or non-consecutively), irrespective of start time, followed or preceded by another work period in excess of 12 hours (consecutively or non-consecutively) in any 48-hour period.

  NOTE: The 48-hour period begins at the start of any shift worked.

Prior to an employee working overtime at any unit other than their permanent unit of assignment, employees shall receive prior written consent from their unit commander to work overtime at other unit(s) of assignment.

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 Requests/ Sick Call-Ins

Supervisors shall only approve changes of an employee's regular-day-off (RDO) with sufficient, requisite, prior notice to the unit time accountant (as dictated by the *Los Angeles County Code* or MOU, which typically ranges from five to 10 days depending on the employee's job classification, based on the business needs of their unit. Supervisors shall not approve RDO changes when the sole purpose is to allow the employee to accrue deferred Holiday (F) Time.

All sick call-ins shall be referred to the supervisor and should be made before 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.

• 10/06 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.

• 10/07 After Hours Call-Out Overtime Assignments Procedures

Procedures

The After-Hours Call-Out Overtime List will be comprised of personnel currently working the Central Property and Evidence (CPE) Disposal Team, Receiving Team and Narcotics Team. Personnel will be listed based on their unit seniority.

The After-Hours Call-Out Overtime List will be given to the on-call supervisor for that week. When the supervisor receives an after-hours call-out, he or she will determine the number of personnel needed, based on the information received by the handling unit, and will attempt to fill the positions by calling personnel on the list. The supervisor will begin with the first name on the list and continue calling personnel, in the order they are listed, until all the needed positions have been filled.

As the supervisor calls personnel, he or she will document who they have contacted and their availability to work the overtime. If someone is unable to work the overtime, the supervisor will document the reason on the list and move on to the next name. Once the last name on the list has been called, the supervisor will again start with the first name on the list and work their way down.

When the current on-call supervisor reaches the end of their shift, he or she will pass the list onto the next on-call supervisor. When the new supervisor receives an after-hours call-out, he or she will begin calling personnel from the last name called by the previous supervisor.

If no personnel volunteer to fill the needed positions, the supervisor will fill the positions at his or her discretion, including the use of ordering personnel to work. Those who are ordered to work will be documented on the list.

If the after hours call-out involves narcotics, and there is no CPE narcotics personnel on the call-out team, the on-call supervisor will contact the CPE Narcotics Supervisor so he or she can have someone from their team to respond to CPE.

The After-Hours Call-Out Overtime List will be regularly reviewed by the Unit Manager to ensure it is properly being utilized and all personnel are given equal opportunity to work overtime.

Additional Information

Any exceptions to this policy shall be made by the Unit Manager. All overtime which, in the Unit Manager's

judgment, is necessary to provide required services to accomplish Central Property and Evidence's missions will be assigned.

• 10/08 Evidence/Property Manager Rotation

All Central Property and Evidence (CPE) Supervisors are responsible for maintaing the on-call phone for the purpose of after-hours call-outs and CPE security response. Compensation for such service shall conform to *County Code* Section 6.10.120A, regulations for Standby Pay.