30/00 PERSONNEL PROCEDURES

• 30/01 Duty Statements

Every pay title classification within Los Angeles County has a Class Specification describing the definition, example of duties, and minimum requirements for that classification. Duty Statements are documents derived from the Class Specifications, Manual of Policy and Procedures, and the requirements of the unit assignment.

Duties and responsibilities specific to the individual assignment are described in the Duty Statement.

Central Property & Evidence Unit has a Duty Statement for each position in the unit. Members of the unit are encouraged to view their Duty Statement so as to be familiar with their own responsibilities.

Duty Statements will be maintained and may be viewed in the office of the Unit Commander's aide (OA III).

• 30/02 Temporary Employees

Temporary employees do not actually work for the County. Instead, they are employed by a temporary agency, such as AppleOne, and perform work through a contractual agreement.

Because temporary employees are not County employees, they shall not have access to County computer systems. They shall not work on systems such as eCAPS, FMS, or any law enforcement systems. They may have access to the Sheriff's Outlook for the purpose of sending and receiving email that will aid them in completing their work assignments. They may also work on in-house databases, such as EPIC.

County agreements with labor unions prevent any temporary employee from working more than 720 hours on any one assignment. Please keep the time limitation in mind when assigning projects to temporary employees.

• 30/03 Off -The-Streeters

"Off-the-Streeters" is a term used by the Department for County employees who have been hired and are waiting to attend the Academy. These employees are temporarily assigned to work at various units within the Department. Once the individual employee's academy start date approaches, the employee will permanently leave the temporary unit of assignment and attend the academy.

County employees temporarily assigned to this unit will work in the Warehouse and Office Section. They will

work under the supervision of the Warehouse supervisor and the Sergeant. Their duties will include, but will not be limited to:

1. Assisting in disposal efforts
2. Property Control Cards
3. Cleaning and straightening up the warehouse and storage areas
4. Answering telephones
5. Filing
6. Any other duties assigned by their supervisors or the Unit Commander.