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.