

01-11 Work Schedules



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-11

Subject: WORK SCHEDULES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to clarify already established policy and procedures regarding work schedules. This order is not all-inclusive. It shall be the responsibility of all investigators and supervisors to be knowledgeable of all applicable Department rules and regulations regarding timekeeping.

GENERAL GUIDELINES

The purpose of allowing Fraud & Cyber Crimes Bureau personnel to work flex or modified work schedules are for the betterment of service to the citizens of Los Angeles County and/or the Department.

All personnel shall, whether they are on a modified schedule or not, have a general work pattern of Monday through Friday during regular business hours.

Note: For example, if an investigator is on a flex schedule, his regular work pattern may be a 4/1 0 with Fridays off. Caseload requirements may force that employee to adjust his hours on any given week, but if no adjustments, they would work the 4/1 0 pattern.

All personnel shall be assigned a general work pattern by their direct supervisor. Any changes to this work pattern shall be pre-approved by their direct supervisor, or the team lieutenant if the direct supervisor is unavailable, unless an emergency prevents this. If a change in schedule is unavoidable due to an emergency, the employee shall notify their direct supervisor as soon as possible.

There are numerous timekeeping and Policy and Procedures Manual sections that deal with this issue. Here are a few Timekeeping policies that are applicable (this list is not all inclusive):

TK-01/003.55 Overtime and Adjusting Schedules

Employees who work flex schedules, including positions where starting and ending times vary due to requirements and commitments associated with the position shall not adjust their schedules for the purpose of working an overtime assignment. Schedule adjustments may be made to meet the needs of the Department, and if, doing so, the opportunity presents itself to work an overtime assignment, the employee may be permitted to do so with the approval of the employee's Unit Commander or Designee.

TK-01/003.60 Changing Work Schedules

Every schedule has an assigned code, which is called a Work Pattern. A work pattern is determined by considering all aspects of an assigned schedule, such as the shift, the number of working days per week, number of hours worked per day, and the days of the week identified as regular days off (RDO).

The scheduling unit and/or supervision may adjust an employee's work schedule to meet the needs of the Department.

MPP-3-02/290.05 General Guidelines

County employees shall not work overtime while using vacation time or during the same shift they elected to take off, except on two specific circumstances:

1. Pre-approved special projects
2. Court time

Note: Court time referred to above is a subpoenaed court appearance, not Department court overtime.
