

3-05-030 Tardiness Policy



PURPOSE OF ORDER:

To establish standards and expectations for punctuality.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

ORDER:

The Department's Manual of Policy and Procedures Section 3-01/050.45, *Punctuality*, states: A member shall be punctual in reporting for duty at the time and place designated by their supervisor. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

This Unit Order embraces the spirit of that directive and the Department's Safety Policy (3-01/110.55) which states in part, "The Sheriff's Department regards the personnel of this Department as our most valuable asset." This order also explains the Unit's procedure for tracking, counseling, and the progressive discipline which may be imposed for chronic tardiness by an employee.

A "late roster" ledger shall be maintained in the Watch Sergeant's Office and updated daily by the Watch Deputy during each shift. This roster shall contain the names of all Deputies and Custody Assistants assigned to MCJ in alphabetical order.

It shall be each Sergeant's discretionary responsibility to determine if the tardiness of an employee warrants documentation and/or counseling. Information from the "late roster" ledger and other supervisors may be helpful in making a determination of adjudication.

If the Sergeant determines the tardiness warrants documentation, it shall be noted on a Unit Performance Log form.

The Sergeant shall document the occurrence in the "late roster" ledger after the employee signs (or is given the opportunity to sign) the Unit Performance Log.

Supervisors who become aware of personnel whose punctuality is perceived to be worthy of discipline shall request an inquiry/investigation be initiated to determine if the employee's performance is significantly substandard to uphold the perception. The request shall contain a description of the documented tardiness.

Nothing in this Unit Order shall preclude the Unit Commander from recommending or imposing discipline on any employee who demonstrates incompetence or willfully neglects their duty.

