Unit Order 2 â€“ Duty Status

PURPOSE
Sworn personnel assigned to the Emergency Operations Bureau (EOB) are routinely called upon, often after hours of business, to provide subject matter expertise and/or resource support during emergencies.

The purpose of this unit order is to ensure all EOB personnel assigned Duty Status or assisting with response/resource coordination outside normal work assignment and duties are appropriately compensated if such work is performed during off-duty hours.

SCOPE
This Unit Order applies to all sworn personnel assigned to the EOB.

ORDER
To provide coverage after regular business hours and weekends, all sworn personnel assigned to EOB shall be available to be placed on to Duty Status periodically, on a rotational basis.

Each sworn member will be assigned a take-home vehicle to facilitate timely response to large-scale emergencies.

In instances during off-duty hours, if a Duty Status employee receives a telephone call, notification by Department personnel, or a callout for their subject matter expertise, they shall be compensated in accordance with the Department's Call-Back Time/Early Shift Start procedures as outlined in the Department's Manual of Policies and Procedures (MPP) section 3-02/310.00. Following the Los Angeles County Sheriff's Department's Time and Attendance Manual, TK-01/003.50 Flexible Work Schedule, employees are permitted to work Duty Status on overtime before meeting the 40-hour threshold.

All personnel shall keep a detailed log regarding the telephone calls, notifications, and callouts they receive when submitting for overtime compensation. Employees shall complete a detailed narrative on their overtime slip shall be completed on the overtime worked report.
Any Duty Status employee who is unable to complete their required Duty Status period shall notify their supervisor (the next highest ranking Duty Status employee) immediately, and absent exigent circumstances, before the beginning of their Duty Status rotation.

Notwithstanding a personal emergency, Duty Status employees shall self-identify coverage for any Duty Status rotations they cannot complete. Partial coverage of Duty Status is permitted with prior supervisor approval and notification to the Department's 24-hour Watch Center.

If any of these guidelines conflict with a Memorandum of Understanding, the Memorandum of Understanding shall take precedence.