

3-02-020 Overtime Hiring and Cancellation

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Effective Date: 11-10-09

Reviewed Date: 02-01-24

Reference: MPP 3-02/010.15, 3-02/010.16

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the hiring of all personnel for overtime.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at Pitchess Detention Center (PDC) South Facility.

ORDER:

HIRING OF PERSONNEL FOR OVERTIME

The scheduling sergeant shall be responsible for hiring all pre-scheduled overtime.

The following criteria shall be adhered to for the hiring of overtime for deputy and custody assistant personnel:

- The employee with the least total number of overtime hours worked at the unit for the current month shall be hired first.
- If two or more employees have the same amount of overtime hours worked at the unit for the current month and previous month combined (in instances of last-minute involuntary hiring), the secondary determining factor shall be Department seniority.
- The hiring of personnel shall be in line with the provisions set forth by the Department Manual of Policy and Procedures (MPP) section 3-02/010.16. Any exceptions to this policy shall be at the discretion of the on-duty watch commander and shall be authorized by the affected Division chief.

Personnel may sign up and make themselves available to be hired for overtime shifts in the Scheduling Management System (SMS). Prior to being hired for any overtime shifts, personnel are responsible for cancelling any positions that will conflict with personal issues or that will create any overtime violations as outlined in MPP section 3-02/010.16.

CANCELLING OF OVERTIME

Personnel shall not give away a voluntary overtime position they have been hired for. If personnel are unable to work the voluntary overtime shift, they shall immediately notify the scheduling sergeant, on-duty watch commander, or the on-duty watch sergeant. Scheduling personnel or the on-duty watch sergeant shall

designate alternate personnel to fill the overtime shift.

The supervisor notified of the overtime cancellation shall ensure an entry is made in the overtime cancellation log (located in the following South Facility shared file: [REDACTED TEXT]).

HIRING OF SERGEANTS AND LIEUTENANTS FOR OVERTIME

The scheduling sergeant is responsible for the hiring of all pre-scheduled overtime shifts for sergeants and lieutenants. The same overtime hiring criteria for deputies and custody assistants, as described above, shall be used for sergeants and lieutenants.

For any last minute or unforeseen sergeant and/or lieutenant vacancies, the on-duty watch commander shall hire/fill any necessary vacancies on a shift-by-shift basis.

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