

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.03 PAGES: 1 of 1
	RELATED ORDERS:
	ISSUED DATE: May 1, 1993
	REVIEW DATE: October 20, , 2015
	REVISION DATE: October 1, 2010
CHAPTER: Transportation	SUBJECT: Work Schedules

I. **PURPOSE:** To establish work, assignment, and rotation schedules for personnel assigned to Transportation.

II. **POLICY:** Personnel shall work duty assignments and hours based upon operational needs and consistent with Memorandums of Understanding.

III. **PROCEDURE:**

- A. Work assignments will be rotated on a monthly basis, and will take effect at 0001 hours on the first Sunday of each month.
- B. Transportation deputies may mutually agree to exchange monthly assignments only with permission of the Sergeant prior to posting of the monthly schedule.
- C. Transportation deputies may exchange watches within this unit with permission of the Sergeant and only under the following provisions:
 - 1. The exchange of both watches occurs within the same pay period.
 - 2. Neither deputy is scheduled to work more than (12) hours in a 24-hour period as a result of the watch exchange.
 - 3. Both deputies agree to the dates and hours to be worked prior to submitting the request.
- D. **SHIFT ASSIGNMENTS:**
 - 1. Shift assignments will generally be made according to bid, based on seniority. Seniority is defined as the time one has in a particular classification with the Sheriff's Office.
 - 2. Bid date is the first Sunday in January.
 - 3. Although no exempt positions currently exist in Transportation, the Unit Commander may create exempt positions, and may make shift assignments for the sole purpose of maintaining operational effectiveness. Such assignments shall be without regard for seniority and shall affect no more that 25% of the personnel assigned to each shift.