ALAMEDA COUNTY SHERIFF'S OFFICE **DETENTION AND CORRECTIONS** **POLICY AND PROCEDURE**	**NUMBER:** 3.01	**PAGES:** 1 of 2
	RELATED ORDERS: R&R 2.1.9, 2.1.38, 2.1.39, 2.1.40, 2.1.41, 2.2.9, 2.2.38, 2.2.39, 2.2.40, 2.2.41 P&P 3.17 MOU	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
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CHAPTER: Personnel	**SUBJECT:** Duty Hours	

I. **PURPOSE:** To establish policy and procedure to ensure the efficient operational needs of the Santa Rita Jail (SRJ) and Glenn E. Dyer Detention Facility (GEDDF) are met.

II. **POLICY:** All Detention and Corrections (D&C) Division personnel shall be aware of all duty hours, schedules, shift assignments, and relief procedures as outlined herein.

III. **DEFINITIONS:**

A. DUTY HOURS: Schedules of five and a half (5.5), seven and a half (7.5), eight (8), eight and a half (8.5), nine (9), ten (10), eleven and a half (11.5), and twelve (12) hour shifts are available at GEDDF and SRJ. Schedule hours vary based on job classification and assignment. Specific information regarding shift and schedule hours can be found at the employee information centers located at both facilities.

B. FIXED POSITION: Any position that must be filled and requires relief for meals, breaks, shift change, and leave.

C. NON-FIXED POSITION: Any position that may be filled and does not require relief for meals, breaks, shift change, and leave.

IV. **PROCEDURE:** To provide all personnel with an understanding of duty hours, reporting for duty, briefings, musters, and relief of duty hours.

A. DUTY HOURS:

1. The Administrative/Personnel Lieutenant will post and make available shift and schedule assignments, including any changes in schedule hours.

2. Changes in assignments will take into consideration the employee's educational and training needs.

3. Request for any change of shift schedules or assignments will be done by the following:

a. Personnel are to access Transfer Requests and Intra-Unit Transfer Requests through the

Alameda County Employee Database (ACED). ACED is located on the Sheriff's Intranet, on the Main Menu.

b. Transfer Requests and Intra-Unit Transfer Requests remain active for twelve (12) months from date of submission, however, active Intra-Unit Transfer Requests are purged with the completion of the Annual Position Bid Process. The Administrative/Personnel Lieutenant will approve or deny Intra-Unit Transfer Requests based upon the operational needs of the facility.

B. OVERTIME HOURS:

1. Mandatory Overtime may not exceed four (4) hours beyond an eight (8) hour shift, or six (6) hours beyond a five and a half (5.5) hour shift. In no circumstance shall personnel be required to work over twelve (12) hours without exigent circumstance(s).

2. Non-Mandatory Overtime is voluntary. Non-Mandatory Overtime assignments will be posted at the discretion of the Administrative Sergeant, or their designee(s).

C. REPORTING FOR DUTY:

1. Personnel shall report to their assignment on time and relieve the prior shift punctually.

   a. When unable to report for duty, personnel shall provide notice at least one hour prior to his/her scheduled reporting time as stated in D&C Policy and Procedure 3.17, "Sick Leave."

2. Personnel shall be responsible for maintaining awareness of changes, announcements, training, and muster information posted on staff bulletin boards.

3. Employees shall report to their assignments through appropriate facility entrances.

D. BRIEFINGS AND MUSTERS: All briefings and musters shall take place on duty hours.

E. RELIEF AND DUTY HOURS:

1. Any position that is fixed requires relief. When relief is not received timely, personnel will notify the appropriate supervisor and remain in their assignment until relieved.

2. Any position that is non-fixed requires no relief.

F. MEALS/BREAKS:

1. All meals/breaks will be taken in accordance with the applicable Memorandum of Understanding (MOU).

2. The ability to leave the facility during meals/breaks shall be discretionary based upon position assignment.