

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.27	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7D-13 P&P 3.10, 3.14 G.O. 4.08, 8.08	
	ISSUED DATE: April 29, 1997	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: December 23, 2015	
CHAPTER: Personnel	SUBJECT: Position Control	

- I. **PURPOSE:** To establish policy and procedure delegating responsibility and accountability regarding staffing requirements for the Detentions and Corrections (D&C) Division.
- II. **POLICY:** The Management Services Division shall be responsible for regulating position control regarding position allocation, budget authorization, personnel records, and payroll. Information on the number and type of positions filled and unfilled shall be available at all times, through the Departmental Personnel Officer (DPO). The Agency Payroll Supervisor and assigned Management Services Division personnel shall verify that all payroll positions are authorized in the budget, that personnel on the payroll are legally employed, that attendance records support the payroll, and that needed funds are available. The payroll shall be based on timekeeping records.
- III. **PROCEDURE:** The Management Services Division shall be responsible for position control for the Alameda County Sheriff's Office (ACSO). Personnel functions are as follows:
- A. **BUDGET:** The Finance Section, Administrative Services' Officer, in conjunction with the Executive Management Team and the County Auditor's Office, shall prepare and present the annual budget with the appropriately required personnel positions identified.
 - B. **PERSONNEL:** The Departmental Personnel Officer maintains position control information through access of Salary and Employee Benefit Sheets (S&EB Sheets). The DPO is also responsible for liaison with County Personnel and Labor Relations in the maintenance of personnel records.
 - 1. Salary and Employee Benefits Sheets identify every budget unit on a quarterly basis, identifying specific positions, job classifications and level of funding.
 - 2. The DPO shall conduct a quarterly personnel audit regarding personnel positional allocation.
 - 3. Personnel files are maintained and retained pursuant to General Orders 4.08, Personnel Files, and 8.08, Retention of Records - Management Services Division and all applicable laws, rules and regulations.
 - C. **PAYROLL:** The Agency Payroll Supervisor shall ensure that all payroll positions are authorized, that all personnel on the payroll are legally employed, and that payroll is based on timekeeping records.

1. Legal employment shall be verified by completion and maintenance of an employee information sheet, a standard Alameda County Oath of Office, and copies of the employee's birth certificate, driver license and social security card.
2. Time keeping, for the purpose of payroll, shall be based on the daily attendance report and submission of the Fair Labor Standards Act (FLSA) form, pursuant to Detention and Corrections Policy and Procedures 3.10, Daily Attendance Report, and 3.14, Fair Labor Standards Act (FLSA) Form and Review.