

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-205

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SUBJECT: STAFF SCHEDULING

REST AND LUNCH PERIODS

Rest and Lunch Period provisions are governed by the County Administrative Manual, MOU's, and/or state or federal laws.

Break periods are not cumulative and are to be taken as authorized. If they are not used, they are lost.

Members working a full day must choose a lunch break of between 30 and 60 minutes. Institutional and other identified members who must remain "on the job" may be authorized, by Memorandum of Understanding (MOU) or the Department, to work through and be paid during a brief lunch period.

OVERTIME

Overtime provisions are governed by the County Administrative Manual, MOU, and/or state or federal laws.

Overtime will be authorized on a department need basis only and requires prior approval of a supervisor, except under emergency situations, which must be reported to the responsible supervisor the next working shift. The number of assigned cases or other workload is not by itself the criteria for the use of overtime. Overtime is to be authorized to meet legal deadlines and requirements, permit timely completion of work and handle after-hours emergency situations.

Authorization for all overtime requires the approval of a Juvenile Detention Facility Supervisor or Duty Officer prior to the employee working the overtime. The overtime slip is to be submitted with the JDFS/Duty Officer's signature of approval. Members shall follow how overtime is earned process as outlined in their respective MOU which controls over this policy in the event of any conflict.

The Department Head, or authorized designee may direct members to work overtime. When staffing shortages create issues of safety and security for detention members and youth, the Duty Officer may direct members to work mandatory overtime.

The Duty Officer shall fill open shifts with staff using the following options whenever practical:

1. Send an announcement of an available open shift through the online scheduling system.
2. Make a radio announcement for Voluntary Overtime
3. Utilize the Mandatory Holdover Rotation list

In filling open shifts, Duty Officers shall adhere to the following guidelines:

1. Utilize part-time staff prior to full-time staff when available.
2. Utilize voluntary overtime whenever possible.
3. Utilize alternative means of filling a shift whenever possible. Such means may include; shift-splitting, moving ancillary staff, or using JDFSs on Administrative Program Days.
4. Any staff in the Juvenile Detention Officer series can be held over.
5. Staff must have 8 hours off between shifts and may not work more than 16 hours unless an emergency circumstance and approved by an administrator

The Duty Officer assignment shall be scheduled with JDFSs unless approved by an administrator. In filling an open Duty Officer shift due to a call off, the shift may be filled with a JDUS who is approved to work above class and shall adhere to the following guidelines:

1. Utilize JDFSs on program days
2. Utilize voluntary overtime whenever possible, including contacting JDFSs on their day off to inquire if they are able to report to duty
3. Utilize alternative means of filling a shift whenever possible. For example, shift-splitting.

Individual Responsibility for Checking Schedule

The schedule frequently changes due to call-ins, training and reassignments. While the Duty Officers and the Scheduler will attempt to notify members of potential schedule changes, it is each member's individual responsibility to verify their work hours on the schedule.