

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

TO: ALL STAFF

BULLETIN #: D-217

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SUBJECT: TARDINESS

POLICY

To ensure that services provided and institutional functions remain continuous, detention officers are responsible for reporting to work on time and as directed. If a detention officer is aware that they will be unable to report to work on time, they must advise the Duty Officer.

PROCEDURES

A. Tardiness

1. The Duty Officer will document staff tardiness on the Daily Shift Report and communicate to the employee's assigned Juvenile Detention Facility Supervisor (JDFS). The assigned JDFS will determine whether or not the detention officer had a reasonable excuse for being tardy and determine if the detention officer has a history of tardiness. Based on this information, the JDFS will determine whether the detention officer may be allowed to submit a time off slip allowing them to 1) use accrued time or 2) have the absent time charged to leave without pay.
2. A detention officer who is tardy more than once a month may be subject to progressive discipline.

B. Monitoring

The JDFS's are responsible for monitoring the tardiness of detention officers in their chain of command.