

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

**CHAPTER 2 - OPERATIONS
GO-02-25
PAGE 1 of 2**

DATE: 5-16-12

OVERTIME ASSIGNMENTS

POLICY

Overtime may be authorized when necessary to have sufficient personnel on-duty to fulfill the mission and responsibilities of the Sheriff's Office or to address a specific need. It is the policy of the Sheriff's Office to manage the use and amount of overtime that employees can work during specified time periods. The need for overtime work must be approved, in advance, by a supervisory officer, unless in response to a court subpoena.

DEFINITIONS

OVERTIME may be defined differently for different work groups. For the purposes of this order, the definition of overtime shall be the same as that described in a respective employee's collective bargaining agreement.

PROCEDURE

Unless there are exigent circumstances, as determined by the Sheriff and/or his/her specific designee, or in order to comply with an official court order or subpoena, no employee is eligible to work an overtime shift if he or she is currently off work on either approved paid or unpaid leave, which includes, but is not limited to vacation, sick or administrative time off.

No member or employee shall work more than 48 hours of overtime in any given bi-weekly pay period without the prior written authorization of a supervisor or higher authority.

A Sheriff's Lieutenant/Professional Staff Manager, or the Watch Commander during non-business hours, may authorize an exception to the forty eight (48) hour overtime cap in a given pay period if he/she determines that conditions necessitate such an exception and other options for filling the required overtime hours have been exhausted. In such a case, a memorandum will be forwarded to the Bureau Commander of the employee working in excess of the forty eight (48) hour limit advising of that authorization and setting forth the circumstances that necessitating the exception to that rule.

No member or employee shall work more than sixteen (16) consecutive hours in a single 24 hour period, including work performed during approved outside employment, and no member or employee shall report for duty with less than eight (8) consecutive hours of off-duty time before or after his/her regular or overtime shift, unless required to by circumstances as determined by a Lieutenant/Professional Staff Manager or higher authority. When such an exemption has been granted by a Lieutenant/Professional Staff Manager, a memo explaining the reason(s) for granting that exemption will be prepared and forwarded to the Bureau Commander of the affected member/employee.

Notwithstanding the above restrictions, personnel assigned to twelve (12) hour shifts may work up to eighteen (18) consecutive hours, including approved outside employment providing:

- They are scheduled for, and do in fact realize, a full regular day off (RDO) immediately following the eighteen (18) hour shift worked, or

- They utilize the Custody Division Bunkroom and receive a minimum of six (6) consecutive hours of rest before their next assigned shift.

It is the the individual employee's duty to track his/her work hours and to inform his/her supervisor when the aforestated time limitations have been, or will be, reached

Supervisors are authorized to order personnel to work beyond their normal duty hours, or if they are off duty, to report for duty during their off-duty hours, when they believe conditions exist that require such measures. Those personnel ordered to work shall do so unless excused by the ordering supervisor for good cause.

RELATED STANDARDS

None

AFFECTED DIVISIONS:

All

REVISIONS

None

By order of:

**ROBERT T. DOYLE
SHERIFF-CORONER**