

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

TO: ALL STAFF

BULLETIN #: D-205

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REPLACES: 12/01/00

ISSUE DATE: 10/30/02

SUBJECT: WORK HOURS

REST PERIODS

Section 2538 of the County Administrative Manual states that “when County operations permit, each employee shall be entitled to two (2) rest periods, not exceeding fifteen (15) minutes each, during a regular eight (8) hour shift. When County operations permit, such rest periods are to be taken as nearly as possible to the middle of each four (4) hour segment of each employee’s work day.”

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

LUNCH PERIODS

Employees working a full day must choose a lunch break of between 30 and 60 minutes. Institutional and other identified staff 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 will be authorized on a need basis only and requires prior approval of the supervisor, except under emergency situations, which must be reported to the responsible supervisor the next working day. 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, permit timely completion of work and handle after-hours emergency situations.

Authorization for all overtime requires the approval of a JDFS 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. Full time employees earn overtime after an eight-hour day or 40 hours per work week (Monday through Sunday). Part-time employees earn overtime after a 12-hour workday or 80 hours of work in any pay period.

Probation Officers and Pretrial Services shift supervisors who are called during off-duty hours by Pretrial Services, jail, or Juvenile Detention staff to provide information or make

decisions regarding clients who are in custody, are authorized ¼ hour overtime for each incident or ¼ multiples to cover the actual time spent resolving the issue.

Except for employees who are assigned to work holidays as a result of scheduled shifts, employees are not to work on holidays unless there is a dire emergency.

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

Mandatory Overtime for Detention Staff

The Department Head may direct employees to work overtime. When staffing shortages create issues of safety and security for detention staff and children, the Duty Officer may direct staff to work overtime. When this appears necessary, the Duty Officer shall attempt to fill shifts with staff using the following sequence of options:

1. Standby staff listed on the *Juvenile Detention Staff Schedule* (Voluntary O.T.)
Listed on-call Juvenile Detention Officers (Full-Time
2. Overtime Availability List, and Part-Time JDO Overtime (Voluntary O.T.)
Availability List)
3. Listed on-call Probation Officers (P.O. Availability List) (Voluntary O.T.)
4. Contact the unit with the open shift to let them know their following shift has an opening *Advisement*
5. Contact facility staff on duty via radio or walking rounds to solicit staff willing to work a double shift (Voluntary O.T.)
6. Call on the unit with the open shift to fill the opening with the next person on the unit's internal rotation agreement* (Voluntary O.T. or Mandatory O.T.)
7. Utilize the JDFS/Duty Officer Rotation List (Mandatory O.T.)

* Each active shift on each unit is strongly encouraged to develop its own internal rotation, so when it is necessary for a staff to hold over, the burden is distributed predictably and fairly to each staff on that unit.

The JDFS/Duty Officer Rotation List. This list is maintained in the Duty Officer's Office.

1. The Rotation List is based on the current *Juvenile Detention Staff Roster* issued by the Division Office Secretary.
2. Whenever possible, assignment to an overtime shift based the JDFS/D.O. Rotation List shall be based on seniority rotation based on date of hire.
3. Line staff have a right to view the Rotation List.
4. Use of the Rotation List:
 - a. When a staff is held over mandatorily, the name of the staff shall be placed on the *Daily Shift Report* and the *D.O. Rotation List File*
 - b. The next following staff member on the *Juvenile Detention Staff Roster* shall be next up for mandatory overtime.

In filling overtime shifts, Duty Officers shall follow these guidelines:

1. Utilize voluntary holdovers whenever possible.
2. Utilize alternative means of filling a shift whenever possible. Such means might include shift-splitting, and use of JDFSs on program day.
3. Spread the burden among staff. For example, if a staff on a given unit calls off regularly, the assigned staff on that unit should not always have to bear the burden of mandatory overtime; the burden should be shared by staff on all units of the Juvenile Detention Division.
4. Any staff in the Juvenile Detention Officer series can be held over. This includes JDUS and JDFS.
5. Avoid these situations:
 - a. JDOAs on probationary status may not work unsupervised, and this includes working on graveyard;
 - b. Staff cannot be held over when they have only eight hours off between scheduled shifts. (For example, a staff works 2-10 with a scheduled double-back 6-2, cannot work an overtime shift.)

Individual Responsibility for Checking Staff Schedule

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