

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

TO: ALL STAFF BULLETIN #: D-208

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REPLACES: 3/22/2016

ISSUE DATE: 1/28/2019

**SUBJECT: TIME CLOCK**

**POLICY**

Staff shall clock-in and out to ensure accurate and timely submission of hours worked.

**PROCEDURES**

A. Clocking In/Clocking Out

1. Employees in the Juvenile Detention Officer series are required to clock-in before starting work and clock-out upon completion of a workday.
2. For payroll purposes, a staff member required to use the time clock shall be considered on duty only when “clocked-in.”
3. In compliance with Fair Labor Standards Act, an employee shall not “clock in” 15 minutes or more prior to the start of, or “clock out” 15 minutes or more past the end of a shift unless specifically authorized by management.
4. Staff are permitted to clock-in and clock-out for themselves only. They may not clock-in or clock-out for another staff.
5. Exception: The Duty Officer or Juvenile Detention Facility Supervisor (JDFS) may sign in or out another staff member when appropriate.
6. Falsifying time records is fraudulent and will subject the employee to discipline.

B. Responsibilities

1. Juvenile Detention Officers (JDOA, JDO, JDUS)
  - a. Clock-in and clock-out for all on-site workdays, except eight-hour training days.
  - b. Check the card to see that the punch is clear and legible.

- c. Time cards are not to be taken out of the time clock room except by payroll staff.
- d. Double punches, omitted punches, or illegible punches shall be documented with the date and time an employee reported or left the work site and initialed by the Duty Officer.
- e. If a JDFS is unavailable in the time clock room, the employee shall notify the JDFS as quickly as possible, but always prior to leaving the work site to document and initial double punches, omitted punches, or illegible punches.
- f. Failure to correct problem time cards on or before each Monday at 8:30 a.m. may result in the employee not being compensated for the time in question until the time card problem is resolved.
- g. Employees that have questions regarding their time card shall address their concerns with the appropriate JDFS.

2. Duty Officers (JDFS, and JDUS trained as duty officers)

- a. Be available in the time clock room at shift change. (This applies to both JDFSs working as duty officer and to acting duty officers)
- b. The JDFS of a shift to which an employee is assigned is responsible to document and initial the date and time an employee reported or left the work site and to initial time cards that have double punches, omitted punches, or illegible punches.
- c. New timecards are issued by the Payroll Specialist every Friday. Prior to the end of the graveyard shift, the Sunday graveyard duty officer pulls the previous weeks' time cards and separates the time cards of employees on duty that are required to clock out at 6:00 a.m. The Duty Officer will then place the new time cards in their slots. The graveyard Duty Officer shall ensure that staff completing their workday clock out on the appropriate time card.
- d. The Payroll Specialist picks up the time cards every Monday.

3. Administrative (ADCPO)

- a. Overall responsibility in the Detention Division for time card and time clock issues.
- b. Resolve any on-going problem time cards with the appropriate JDFS and the Payroll Specialist.
- c. Report any malfunctions of the time clock to the Payroll Specialist.
- d. Authorize time off requests and promptly forward to the Payroll Specialist.