

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

TO: ALL STAFF BULLETIN #: D-217

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER

REPLACES: 3/22/2016

ISSUE DATE: 1/28/2019

SUBJECT: LATE NOTICE

POLICY

To ensure that services provided and institutional functions remain continuous, staff are responsible for reporting to work on time and as directed. If an employee is aware that he/she will be unable to report to work on time, he/she must advise the Duty Officer.

PROCEDURES

A. Late Notice

1. Employees, who report to work late, will be issued a Late Notice (Attachment A).
2. The employee must complete his/her section of the Late Notice and submit the notice to the Duty Officer by the end of his/her shift.
3. The Duty Officer will determine whether or not the employee had a reasonable excuse for being late and also determine if the employee has a history of reporting to work late. Based on this information, the Duty Officer will recommend whether the employee should be allowed to submit a time off slip allowing the employee to 1) use accrued time or 2) have the absent time charged to leave without pay.
3. The recommendation of the Duty Officer will be documented on the Late Notice and forwarded to the Administrative Assistant Deputy Chief Probation Officer (ADCPO) for final authorization.
4. An employee who receives six late notices during his/her annual rating period will be issued a Counseling Memo by his/her immediate supervisor. Thereafter, any further late notices may subject the employee to progressive discipline.

B. Monitoring

1. The Duty Officer is responsible for ensuring that all employees who arrive to work late are issued a Late Notice.

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION FACILITY**

LATE NOTICE

Duty Officer:		Date:	
Staff Involved:			
Scheduled Time:		Arrival Time:	
Unit:		Unit Supervisor:	
DUTY OFFICER COMMENTS:			
PLEASE EXPLAIN BELOW WHY YOU REPORTED LATE FOR DUTY. RETURN TO DUTY OFFICER BY THE END OF YOUR SHIFT.			
RECOMMENDATION OF FACILITY SUPERVISOR:			
ADCPO:		<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
COMMENTS:			
			Date:
Final Distribution:	Original -	Employee File	
	Copy -	Employee (Green)	
		ADCPO (Canary)	
		Compliance Officer (Pink)	
		Supervising JDFS (Goldenrod)	