NEVADA COUNTY SHERIFF'S OFFICE

DIVISION DIRECTIVE 8
Effective Date 08/01/93

SUBJECT **SCHEDULED OVERTIME**

POLICY Contractual and shift overtime will be assigned when necessary.

PURPOSE To ensure minimum staffing levels and fulfill contractual obligations.

CODE REFERENCE

CASE LAW

DEFINITIONS

PROCEDURE

A. Scheduled overtime slots, contractual and normal patrol, will first be posted for voluntary sign-up or assigned per the following policy:

1. Overtime sign-up sheets shall be posted.

2. Shifts not signed up seventy-two (72) hours prior to the date the overtime is to be worked will be assigned. Overtime will be assigned based on deputy availability and seniority. Assignment of overtime shifts will be done by the patrol lieutenant.

3. Maintaining shift minimum staffing levels is the responsibility of the affected shift supervisor