

Overtime Compensation

820.1 ADULT REINTEGRATION AND COMMUNITY SUPERVISION SERVICES (ARCSS) INVESTIGATIONS OVERTIME

820.1.1 OVERVIEW

When referrals exceed the number of staff available to complete the reports, Intake and Investigations have the discretion to adjust due-to-supervisor dates within the region and submit requests for continuance. Reports will then be offered first as voluntary overtime (OT) (as prioritized below in 820.1.2), and then as ordered overtime utilizing reverse rotating seniority through the overtime wheel (as described in 820.1.3).

820.1.2 VOLUNTARY OVERTIME

Interested officers should email Intake to request an overtime (OT) case. They will be placed on a list on a first-come, first-served basis. Officers will be assigned one OT case at a time. They may not pre-request overtime and will only be placed on the list once they respond to the official overtime email. Officers will be assigned the next case in line and may not request a specific type of report. They should notify Intake if they are not eligible to receive certain types of cases (e.g., sex cases, domestic violence) when requesting overtime. Officers that are on modified or reduced caseloads are not eligible to request overtime.

To achieve the highest level of efficiency and quality, prioritization will be as follows for officers signing up for voluntary overtime:

- (a) Investigations voluntary OT email notification sent to all Deputy Probation Officers (DPOs) and Senior Probation Officers (SrPOs) currently assigned to Adult Investigations
- (b) Investigations voluntary OT email notification sent to all DPOs and SrPOs in Adult Services
- (c) Investigations voluntary OT email notification sent to all Supervising Probation Officers (SPOs) in Adult Services

820.1.3 ORDERED OVERTIME

Should the "overtime wheel" be activated, assignment of reports will be based on seniority following the protocol below. (SPOs are not included in the "overtime wheel.")

- (a) Investigators ranked by least to most seniority followed by other Adult Services officers ranked by least to most seniority
- (b) Officers who volunteer for overtime in the same week they would have received ordered overtime will not receive ordered overtime for that week. The officer will maintain their seniority ranking on the assignment list
- (c) If the overtime wheel is not used for a period of six months or more, it will begin again as indicated in (a)

San Diego County Probation Department

Administrative Services Procedure Manual

Overtime Compensation

- (d) Officers who have three days or more of vacation for the week before, the week of, or the week after the OT wheel is implemented are exempt from ordered overtime
- (e) SrPOs who provide SPO coverage for the full week the OT wheel is implemented are exempt from ordered overtime for that week
- (f) An officer may not take an ordered overtime case that has been assigned to another officer. (There may be extenuating circumstances that the unit supervisor will address in coordination with the Intake supervisor on a case-by-case basis.)
- (g) If an ordered overtime case is assigned outside of Investigations to an Adult Services officer who is on vacation, leave, or modified duty and cannot complete the case, the supervisor or designee must notify Intake within 24 hours. Outside of 24 hours, it will become the responsibility of the supervisor or designee to assign that case within their own unit