

Police Services Steering Committee
Court Time and Shift Coverage

POLICY # PSSC 08-03
TOPIC: Court Time and Shift coverage
DATE ADOPTED: Adopted by resolution during the August 6, 2008, meeting
EFFECTIVE DATE: This Policy will take operational effect on August 7, 2008

PURPOSE:

To establish a policy regarding:

- The level to which positions are backfilled to provide staffing coverage while an on duty Deputy is in Court.
- The responsibility of paying the costs associated with overtime for time spent in Court.

POLICY GENERAL:

Sheriff's staff must attend court as part of their regular duties. Court may be during the regular shift of the Deputy or on an overtime basis depending on the day of the week and time of the court appearance. Any overtime or regular time costs associated with a court case originating out of a contracting jurisdiction will be the responsibility of the jurisdiction in which the case originated. The rate charged to the contracting jurisdiction will be the rate specified in the police services contract between the County and the contracting jurisdiction. Court time associated with personnel assigned to the following core services: (Detective Bureau, SWAT, CNT, Major Crimes Unit, Marine Safety, Auto-Theft, LАWNET, Secondary Road Patrol and TEAM/Crime Prevention) will be borne by the County.

DEFINITIONS:

Contracting Jurisdiction – A “contracting jurisdiction” is a local unit of government or school system which contracts for law enforcement services with the County and Sheriff's Office.

Court “Regular Time” –“Regular Time” is the time during a Deputy's regularly scheduled work shift, which involves the preparation for court and the time spent in court regarding a Civil Infraction, Misdemeanor or Felony prosecution related to an incident.

Court “Overtime” –Court “Overtime” is the time spent by a Deputy that **is not** during the regularly scheduled work shift, which involves the preparation for court and the time spent in court regarding a Civil Infraction, Misdemeanor or Felony prosecution related to an incident.

COURT “REGULAR TIME”:

- A. When a Deputy is required to appear in court on a case originating in the jurisdiction in which the Deputy is currently working, backfill of the court “regular time” will be at the discretion of that contracting jurisdiction. The cost of any overtime will be billed to the jurisdiction.
- B. When a Deputy is working in a contracting jurisdiction and has to appear in court on a case from a different jurisdiction any overtime backfill for the “regular time” spent in conjunction with the court case will be charged to the contracting jurisdiction in which the court case originated.
 1. The jurisdiction responsible for the backfill of a deputy appearing in court on “regular time” may provide for the backfill of resources with other on-duty staff whom can be temporarily assigned to the other jurisdiction or with overtime at the option of the financially responsible jurisdiction.

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- C. When a Deputy is working in a contracting jurisdiction and is required to appear in court on a case which is not associated with a contracting jurisdiction, any required backfill for the Deputy's "regular time" will be paid by the County or provided for with County funded resources.

COURT "OVERTIME":

- A. When a Deputy is required to appear in court on "overtime" the associated overtime will be charged to the contracting jurisdiction in which the case originated.
- B. When a Deputy is assigned to a contracting jurisdiction and is required to appear in court on overtime, but the case is not associated with a contracting jurisdiction, any "overtime" will be the responsibility of the County.