



Kern County Sheriff's Office
Investigations Division

TITLE: Holiday Leave & Overtime Policy		NO: A-800	
APPROVED: Lieutenant Kenzo Lackey			
EFFECTIVE: 1/17/2020	REVIEWED: 03/24/2023	REVISED: 08/04/2020	UPDATED: 05/26/2026

POLICY

The Kern County Sheriff's Office recognizes that Holiday Leave is an important benefit earned by members of the Sheriff's Office. It is recognized personnel assigned to the Investigations Division perform their duties on an administrative schedule, with holidays off, except as otherwise established by County Administrative Policy (Chapter 16-Emergency Preparedness), state/local law (Disaster Service Workers - CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services), and MOU (Standby & Availability Pay).

Personnel assigned to the Investigations Division will adhere to the following procedures regarding Holiday Leave and overtime.

DIRECTIVE A

For the purposes of scheduling, the Investigations Division is considered an administrative assignment with no minimum staffing requirement. Although Holidays may fall on an employee's "regular day to work," personnel assigned to the Investigations Division will have Holidays off as paid leave and will not be considered regularly scheduled to work on a Holiday.

The following is a list of exceptions, in which Holiday overtime is authorized:

- Callouts, emergencies, or other orders as issued by a supervisor.
- Pre-approval from a supervisor for work on significant or time-sensitive cases. If such approval is given, the reason will be clearly articulated on timesheet entry.
- Other unforeseen circumstances or investigations that may arise, with supervisor approval.

DIRECTIVE B

In no circumstance will an employee work on a Holiday on a discretionary basis, without supervisor approval. Supervisors authorizing and approving such overtime shall give due consideration to availability of resources, operational needs, impact to employees and the Sheriff's Office, and whether there is a compelling need for such overtime on a Holiday.

DIRECTIVE C

Nothing in this policy is intended to absolutely prohibit overtime on the Holidays within the Investigations Division, or preclude employees from working voluntary Holiday overtime in other critical areas of the Sheriff's Office with proper approval (e.g. Patrol, Detentions, Hospital Guard, etc.).

DIRECTIVE D

Any attempt to circumvent this policy is prohibited and will not be tolerated. In accordance with DPPM B-100, if there are any questions about this policy, employees shall seek information about their duties from their supervising and commanding officers, not from any source outside the Sheriff's Office, unless directed to do so.

DIRECTIVE E

All timesheet overtime entries by employees will be thorough and complete. When feasible, a case number shall be included. If there is no associated case number, employees shall enter sufficient detail that clearly identifies the type of work being performed, as well as the reason.

For example:

- *2020-00011111/Homicide Callout*
- *2020-00022222/OIS Callout*
- *SVU Special Operation - 290 Sweep*
- *2020-00033333/PC 245 Follow-up/Interviews & Search Warrant*
- *AOD for LASO/Surveillance & Search Warrant (Rosamond)*
- *2020-00044444/Cell Phone Download Analysis*
- *Ops Plan for Fugitive Apprehension*