Clark County Sheriff's Office

Patrol Reserve Division

Work Rules

Effective Date: July 20, 2022

CONTENTS

Hours of work……3

Call in procedures……3

Training……4

Scheduling……4

Tardiness……..4

Uniforms……5

Task Assignments……5

Employee Compensation……5

HOURS OF WORK

The pay period for employees assigned to the Reserve Patrol Deputy vary based on open shifts and needs of the department.

Reserve employees will work the same work schedule working between 4-12 hours per day. Reserves shall be expected to work a minimum of 24 hours quarterly (3 months) with few exceptions and only if approved by the Patrol Captain. Department trainings will not count towards the 24 hours. Reserves working patrol shifts must keep TIME System and all reserves are to attend all required trainings.

Employee's time sheets will be itemized daily.

Shifts worked which cross over into the next day will be credited to the date the hours were worked (i.e. If you begin your shift on Saturday at 5:00 pm and work until 5:00 am the following morning, 5:00 pm to 12:00 am will itemized to Saturday and 12:00 am to 5:00 am will be itemized to Sunday.)

All employees must clock-in and clock-out using a punch clock or Executime.

Call-In Procedures

1. Call-In's
    a. Notification of shifts will be sent by e-mail, phone call and/or text message to all qualified reserves on the day the new monthly schedule is posted. Notification will include the date and time of the shift that needs to be filled along with a prioritized list of reserves who can fill the shift.
    b. The first available reserve will decide on whether or not they wish to fill the shift and notify the Patrol Sergeant or Captain of their decision. If they choose not to fill the shift or no notification is made to the next available reserve will be notified.

    c. As set by the union contract, reserves will be offered shifts prior to offering the open shifts to another union employee based on the following:
        - An open shift occurring with 30 days or more days of notice may be offered to any employee of the reserve division by the office administration.
        - An open shift occurring with 29 days or less days of notice may be offered to any employee of the reserve division by office administration within 48 hours of

notification. If no reserve patrol deputy accepts, the position will be made available to the union patrol deputies as overtime.

- Any reserve patrol deputy accepting an open shift are not subject to losing an accepted open shift to union deputies exercising seniority.

2. Once the shift has been offered to everyone on the reserve list and is not filled, it will then be offered to the full-time employees.
3. The Clark County Sheriff's Office provides service to its citizens 24 hours a day, 7 days a week for 365 days a year. Because of this service, employees are subject to call 24 hours a day, 7 days a week.

TRAINING

1. Employees may request training outside the Sheriff's Office by submission of a training request form.

SCHEDULE

The schedule will be handled by the Patrol Captain and/or his/her designee.

Schedules will be posted up to 3 months in advance whenever possible.

Only the Patrol Captain and/or his/her designee are allowed to make alterations to the schedule. The only exception would be when there is need to fill unplanned PTO (sick call.)

TARDINESS

Employees are expected to report on time for work and must be in full uniform and ready for the start of the shift.

An employee who is late for work for any reason shall notify the patrol shift supervisor as soon as possible and provide a reasonable justification.

a. An excused tardiness occurs when an employee provides sufficient notice and the reason is found credible/acceptable.
b. If the tardiness is unexcused, the employee is expected to take time off without pay in 15 minute increments based on the total work time missed.
c. If a pattern of tardiness exists, progressive disciplinary action will be initiated.

UNIFORMS

All Patrol Reserve Employees will report to work wearing the required uniform:

1. Button or zip-up black shirt with Clark County patches, a flag, Clark County Sheriff's badge, name tag and S.O. collar brass. A black shirt must be worn underneath.
2. Black BDU style pants.
3. Outer vest carriers are allowed but need to be approved by office administration.
4. Tactical boot or shoe. No slip-on shoes of any type will be allowed.
5. A belt must be worn displaying hand-cuffs and other law enforcement equipment.

New employees who have not yet received a uniform must wear appropriate casual attire, such as khakis and a dress shirt. No jeans, leggings, sweatshirt, t-shirts, tank tops or form fitting clothing will be allowed.

TASK ASSIGNEMENTS

On-duty Patrol Reserve Employees are expected to work cooperatively with one another to complete necessary tasks during the course of their shift.

EMPLOYEE COMPENSATION

Reserve wages are based upon the scale below:

Sheriff's Office		
Reserve Position	**Untrained/uncertified**	**Trained/Certified**
Telecommunicator	$19.32	$20.53
Corrections	$19.32	$20.53
Patrol Deputy	$19.32	$23.43
Night differential an additional $2.00 per hour from 5p to 5a Trainor Compensation an additional $1.00 per training hour		