



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
General Attendance	2.10	12/01/11

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I. Definitions

- A. Tardiness - Arriving on the job after the scheduled starting time.
- B. *Excusable* Tardiness - Lateness for valid reasons and for which prior approved leave has not been granted. Determining validity of the excuse may include whether it can be verified through another source and whether a responsible course of action by the employee could have avoided the lateness.
- C. Inexcusable Tardiness - Absent Without Official Leave (AWOL) - A non-pay status in which an employee is placed who fails to report for duty as scheduled or who leaves the work site prior to the end of the scheduled workday without the approval of a supervisor. An employee considered absent without leave shall be placed in a non-pay status for the period in question and be subject to appropriate disciplinary action or termination. (Montgomery County Personnel Regulations, Section 15-8)

II. Punctuality

- A. Employees *must* be punctual, *properly attired, and equipped when* reporting for duty at the time and place specified by their supervisor.
- B. No employee will be absent from duty without leave or without authorization from their supervisor.
- C. No employee will leave the work site prior to the end of *their* scheduled *shift* without the approval of a supervisor.
- D. Any employee who fails to report for duty or who leaves the work site during the work day, or prior to the end of *their* scheduled *shift* without the approval of a supervisor may be considered absent without leave and placed in a non-pay status for the period in question, and be subject to appropriate disciplinary action.

- E. *The normal work day for Montgomery County Sheriff's Office employees is not less than eight (8) hours or more than ten (10) hours, totaling a forty (40) hour workweek. Employees must not leave the work site until their eight or ten hour shift is complete, except when having pre-approved leave.*

III. Tardiness of Employees

- A. Whenever an employee arrives *past their scheduled reporting time, the employee must notify the section supervisor or the highest ranking supervisor on duty of their arrival time.*
- B. The supervisor will make a proper inquiry regarding the employee's tardiness and determine if it is excusable or inexcusable. **(26.1.5)**
- C. If the tardiness is excusable, the employee will be given the option of taking appropriate leave for the entire period of tardiness or being placed in a leave without pay status.
- (1) *If a pattern of excusable tardiness is suspected, the supervisor must document this on the Supervisor Documentation Form (MCS090).*
- D. If the tardiness is inexcusable, the supervisor *must*:
- (1) Complete a *Supervisor Documentation Form (MCS090)* noting that the tardiness is inexcusable and the employee was considered AWOL and counseled by the supervisor. *The employee will be placed in a non-pay status (AWOL) for the entire period of tardiness.*
- (2) *Notify the Division Captain if a pattern of abuse is suspected. It is the responsibility of the Division Captain to determine the appropriate action.* **(26.1.5)**

IV. Inclement Weather Conditions

- A. Inclement weather conditions sometimes cause delays and inconveniences to everyone; however, all employees of this office are required to report to work on time as scheduled. *Employees who* are late during such periods, will be considered tardy.
- B. Media announcements that state a Liberal Leave Policy is in effect, do not apply to *essential employees* of this office.
- (1) *Essential employees include all sworn deputies and the Public Safety Telephone Reporting Aides I and II assigned to the Domestic Violence Section.*
- (2) *The Sheriff may designate a non-essential employee to be an essential employee during a particular general emergency to:*
- (a) *Provide essential services; or*
- (b) *Perform other work that is critical to the Sheriff's Office mission but unrelated to the general emergency.*

- C. *All essential employees will report to work on time unless on pre-approved leave.*
- D. *Non-essential employees who are granted liberal leave must notify their supervisor at least thirty (30) minutes before their scheduled reporting time of their leave status.*
- E. *When Montgomery County Courts are closed due to inclement weather conditions, each section supervisor, or senior ranking deputy in their absence, must:*
 - (1) *Provide to the Court and Transportation Section Supervisor the names and schedules of deputies available for assignment.*
 - (2) *Attempt to contact any deputy assigned to their section who has not reported for duty as scheduled and is not on scheduled leave. Contact must be made to check the deputy's welfare and to ascertain their reporting status.*
 - (3) *Direct all available deputies to attend roll call in the Court and Transportation Section.*
 - (a) *Deputies who arrive late or who are scheduled for a later shift must be directed to report to the Court and Transportation Section Supervisor for possible assignment.*
- F. *The Court and Transportation Section Supervisor will conduct roll call and designate assignments provided by the Chief Deputy or his designee. Deputies will report to the Court and Transportation Section supervisor before securing at the end of their shift. The Court and Transportation Section supervisor is responsible for the accounting of all deputies.*

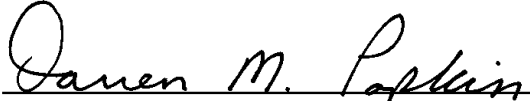
V. CALEA Standards

26.1.5

VI. Cancellation

This General Orders/Personnel Procedures cancels and replaces General Orders/Personnel Procedures 2.10, Effective *05/01/95*. *Shred replaced directive.*

AUTHORITY:


Darren M. Popkin, Sheriff
12/01/2011