
	<b>Department of Public Safety Standard Operating Guidelines</b>	
	<b>Subject:</b>	Routine Work Hours
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	232
	<b>Effective Date:</b>	July 1, 2013
	<b>Revised Date:</b>	October 1, 2024
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety	

**PURPOSE**

To ensure that the citizens of Accomack County are provided with a consistent and dependable level of service, it is the policy of the Accomack County Department of Public Safety (DPS) that all employees are to report for work on time.

Unless specifically granted permission by their supervisor (Captain/Battalion Chief/Director) to deviate from the routine work schedule, personnel shall be available at the times specified below.

**SCOPE**

This procedure applies to all uniformed DPS personnel.

**WORK HOURS**

- 212-Hour Employees (0800 to 0800, Sunday - Saturday)
- 40-Hour Employees (0800 to 1630, Monday - Friday)

**CONTENT**

Operations Personnel assigned to 212-hour work periods

212-hour employees will report at their assigned station at or prior to 0800 hrs. on their scheduled workday. The regular and normal workday assignment for 212-hour employees shall be 24 hours. For leave purposes, 24-hour shifts may be broken down into either day shift (8 am – 5 pm) or a 12-hour shift (8 am – 8 pm).

As granted by their respective supervisor and in accordance with Department and County leave policy, those employees granted permission to report at any time other than 0800 hrs. (e.g. 2000 hrs.) shall be at their assigned station at or prior to the required time.

When reporting for work, the employee shall be ready to perform the tasks assigned by their supervisor. The employee will have all personal protective equipment necessary to perform the job requirements (i.e. helmet, bunker coat, bunker pants, boots, gloves, flash hood, SCBA face piece, etc.).

If individuals assigned to Operations are unable to be at a location when assigned, the employee will notify the On Duty Battalion Chief. This notification shall take place a minimum of 1 hour prior to scheduled shift. This requirement is made so that management is able to make the essential adjustments to ensure that all required assignments are covered without placing the citizens and personnel at risk. The employee shall at the time of this notice, notify the supervisor as to how the employee would like the supervisor to record the time away from work in department records (i.e. Sick, Bereavement, etc.).

Failure to notify the supervisor as indicated above shall be considered a violation of Department policy.

In the event it is necessary to change the employee's work location, the supervisor shall attempt to give the employee a minimum of 24-hour notice. When 24-hour notice is given, all conditions discussed above shall be applicable. In the event the situation does not allow for 24-hour notice of altered work location, the employee will be allowed appropriate time to relocate to the assigned location.

An employee who anticipates being absent from work as a result of a medical condition (such as scheduled surgery, pregnancy, etc.) should inform management as early as possible to assist management in planning for the employee's absence. The employee shall at the time of this notice, notify the supervisor as to how the employee would like the supervisor to record the time away from work in department records i.e. sick, annual, etc.)

Failure to notify the supervisor as indicated above shall be considered a violation of Department policy.

### **Consecutive Work Hours**

As a measure to ensure safety of personnel and operations, DPS personnel may not work more than **72** consecutive hours of shift work. This includes, but is not limited to, scheduled shift time, trade time, and overtime.

A minimum of a 24-hour break is required after working 72 consecutive duty hours.

Under extenuating circumstances, individuals may be required to work in excess of 72 hours with the approval of the Director or designee.