

Memorandum

Date: January 19, 2018
To: All Sheriff's Employees
From: Bernard Melekian
Subject: Emergency Response Timekeeping Policy
Sheriff's Bulletin: 18-2



First, let me thank all of you for the extraordinary effort that you have expended in responding to the Thomas Incident (both fire and debris flow). This tragedy has been the most extended and difficult of my entire career. You should all be very proud of your efforts. You have saved lives and made a difference in the lives of countless people.

I have received several inquiries about timekeeping for these major events. I hope that the following will help provide some answers:

- When you are off duty and are requested to immediately respond to an emergency, your shift starts once you answer the phone. This section applies to the first day of an event.
- If you are assigned to an event for multiple days, your shift starts when you arrive at, or pass by, your assigned duty station.
- If you are required to respond to a different location prior to reporting to the incident (e.g. to pick up equipment, a vehicle, etc.), your shift is deemed to have started upon your arrival at that location.
- If the event is of extended duration and you are assigned to that incident, you are considered to be transferred to that location beginning on the 15th day of such assignment. At that point, the Incident Command Post will be considered your duty station.
- Regardless of your Branch assignment (i.e. Custody, LEOP's), you are not permitted to code OTA for overtime. This is because accrued time is not reimbursable.

I hope this provides some clarification.

BERNARD MELEKIAN
Undersheriff