

PROBATION E-GRAM



Official publication, L.A. County Probation Officers Union, Local 685, AFSCME/AFL-CIO.

May 8, 2017

Probation Newsroom

ATTN: Juvenile Hall Staff

If you are not fully aware of the policies that govern the Hold Over/One for One/Late Relief Policies that have recently impacted you, glance over this policy and read the DSB Pages (below) concerning Overtime and Holdover Policy in Juvenile Hall, perhaps you will be better informed.



The Detention Services Bureau Manual; Section DSB 66.6 "Overtime and Holdover Policy in Juvenile Halls" states the following as it pertains to utilizing the "Holdover List."

When a facility is unable to meet mandated staffing levels, or an emergent or critical situation exists, the following procedures shall go into effect:

Holdover List

If there remains inadequate coverage, the holdover list shall be used. All employees shall be included on the holdover list; which shall be sorted by shift and classification. Once an employee is held over, the employees name is placed on the bottom of the holdover list. Employees shall be held over only when needed.

Exceptions

- Any employee who has completed two shifts (16 hours).
- Any employee who is scheduled to work the shift following the holdover shift. (Creating 24 consecutive hours of work).
- The Superintendent or designee shall approve any emergency where an employee may be excluded from being held over.
- Two-hour notice shall be given for possible.
- One-hour notice shall be given for confirmed holdover.

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Calendar of Events

MAY

General Membership Meeting: May 11; 7:30 PM

Stewards Meeting: May 25, 7:30 PM

JUNE

General Membership Meeting: June 8; 7:30 PM

Stewards Meeting: June 29, 7:30 PM

JULY

General Membership Meeting: July 13; 7:30 PM

Scholarship & Awards Banquet: July 14; 6:00 PM

Stewards Meeting: July 27, 7:30 PM

AUGUST

General Membership Meeting: Aug. 10; 7:30 PM

Stewards Meeting: Aug. 31, 7:30 PM

Send Us Your Stories!

We welcome any story ideas - anything from success with a probationer, to the birth of a

At the end of each pay period, a supervisor or manager is to sign their staffs completed timecards signifying that they have reviewed and confirm the indicated hours worked. A completed and approved timecard shall never be returned to the employee. All hours shall be supported by an appropriate internal control structure that includes a secondary record trail such as schedules, logs, time-off approvals, and/or shift condition notations. Uncertainties about regular and/or overtime hours actually claimed should be confirmed with applicable records before approving a timecard. The supervisor's or manager's approval signature indicates they are sufficiently aware of and agree that the claimed hours and overtime were in fact worked. When in doubt, the supervisor or manager should seek a secondary record to confirm the hours and overtime claimed were in fact worked.

WORK HOURS

Employees are expected to arrive and depart the workplace as scheduled. The employee is responsible for keeping his/her supervisor informed if arriving or leaving other than as scheduled. Generally the supervisor should be informed of schedule deviations in advance, and in writing when practical.

With certain regulatory or industry-specific exceptions (such as some peace officer assignments supervising detained youth in halls or camps), California Labor Code requires that employees take a meal period of at least 30-minutes in length if the employee's workday is more than five hours. The meal period must be provided by the fifth hour. A specific meal period may be waived by mutual written agreement if the workday is not longer than six hours. Employees working over six hours must take a 30-minute meal period (excluding peace officers working in custody supervision positions). California law specifically states that an employee and/or the supervisor are not permitted to arrange a meal period at the beginning or end of the day in order to shorten their workday. Meal periods are not part of the eight-hour workday. Thus, an eight-hour workday consists of eight hours of work plus the required 30-minute meal period. An eight-hour workday is not 7 1/2 hours of work plus a 1/2 hour lunch.

With the exception of peace officer assignments supervising detained youth in halls and camps, employees are entitled to two fifteen-minute break periods in an eight-hour shift. The availability of breaks for hall and camp peace officers is based on operational need, and the need to allow staff reasonable opportunities to use the restroom. Like meal periods, break periods may not be arranged at the end of the day in order to shorten the workday. Two break periods may not be combined to create one longer break, and the meal period may not be combined with a break period(s) to create a longer meal period.

66.6 OVERTIME AND HOLDOVER POLICY IN JUVENILE HALLS

The Detention Services Bureau fosters a safe and secure environment for minors and staff and maintains compliance with established standards as they relate to institutional staffing.

When a facility is unable to meet mandated staffing levels, or an emergent or critical situation exists, the following procedures shall go into effect:

The Officer of the Day shall take proactive steps to fulfill staffing requirements by hiring additional staff in the following order:

AS-NEEDED EMPLOYEES

- Each hall shall establish and maintain a current list of as-needed staff along with at least two contact numbers for each staff. As needed staff shall be called in order of their appearance on the list and moved to the bottom of the list once they have worked a shift.

VOLUNTEERS, UTILIZING THE OVERTIME LIST

- Each hall shall establish and maintain lists of volunteers who can make themselves available to work overtime shifts. Overtime shall be offered in a fair and equitable manner. Once a staff has worked an overtime shift their name shall be placed at the bottom of the list.

HOLDOVER LIST

If there remains inadequate coverage, the holdover list shall be used. All employees shall be included on the holdover list; which shall be sorted by shift and classification. Once an employee is held over, the employee's name is placed at the bottom of the holdover list. Employees shall be held over only when needed.

Exceptions:

- Any employee who has completed two shifts (16 hours)
- Any employee who is scheduled to work the shift following the holdover shift. (Creating 24 consecutive hours of work)
- The Superintendent or designee shall approve any emergency situation where an employee may be excluded from being held over.
- Two-hour notice shall be given for possible holdover
- One-hour notice shall be given for confirmed holdover

Each facility shall make every reasonable effort to ensure that employee holdover is the means of last resort to ensure adequate coverage and used only when the safety and security of minors and staff is in jeopardy.

DPO Jimall Thrower Honored by Board of Supervisors

LA County Supervisor Sheila Kuehl led the way in arranging a presentation recognizing the dedicated work of the Team of 12, which includes DPO Jimall Thrower. He has been a part of the Team of 12, which has worked on Campus Kilpatrick and development of the LA Model for more than two years. Their goal is to articulate a shared vision for the new therapeutic, small group treatment approach to Juvenile Justice, the LA Model.

The Los Angeles County Board of Supervisors commends Local 685 member Jimall Thrower for his Leadership and Dedicated service.

child or retirement of a co-worker, to the effect of staffing shortages or workload requirements on your ability to do your job.

Please email your story ideas to Cookie Lommel at clommel@afscme685.com.

[Email story ideas!](#)

Member Benefits

AFSCME Advantage

Discounts and benefits for AFSCME members that can help stretch your dollars and make life a little easier.

- * AT&T Wireless Discounts
- * Energy Efficient Rebates
- * Health Club Discounts
- * Vacation Tours
- * AFSCME Credit Card

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Scholarships

Several scholarship programs are available for AFSCME members and their children. Select an individual scholarship for information on requirements and deadlines.

[Click here for details](#)

Education & Trainings

Our union is only as strong as our activist core. That's why AFSCME is dedicated to working with our affiliates to provide high-quality training for AFSCME leaders.

Online Learning

- See upcoming live online workshops
- See available self-paced courses
- Investor education for working families

Classroom Learning

- See AFSCME programs for info

Women's Leadership & Training

Additional Resources



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AFSCME Local 685 Legislative Corner

by Timothy Yaryan, Legislative Counsel and Advocate

The Legislature is nearing the midway point of the 2017 Legislative Session. Policy Committees have heard most of the bills introduced. Those bills that have passed policy committee are on track for passage this year.

Those bills, which have not passed policy committee, will become two-year bills, and may be heard next January.

[Read more](#)



Save the Date!

AFSCME Local 685, Los Angeles County Deputy
Probation Officer's Union, AFL-CIO,
Is Proud to Announce the
14th Annual Scholarship and Awards Banquet

**Please Join Us
Friday, July 14, 2017**

**Sheraton Universal Hotel
333 Universal Hollywood Drive
Universal City, CA 91608**

**Cocktail Reception: 6-7PM
Event: 7 PM**

[Ticket & Parking Information](#)

- Member tickets are \$35 (includes member + 1 guest).
- All member tickets after July 1, 2017, will be \$35 each (does not include guest).
- On the day of the event, member tickets will be \$55 per member.
- All non-member tickets are \$100 (except member's guest).

- All attendees will pay for their own parking at the hotel.

RSVP

For group sales and to RSVP, please contact Local 685 at (213) 386-5860, or via email at: clommel@AFSCME685.com or dbraxton@afscme685.com.

Local 685 News

NJ candidate for governor:

For-profit prisons are how US gets away with keeping slavery alive

From RawStory.com

A candidate for New Jersey governor said this week that corporate for-profit prisons are how the United States maintains its legacy of slavery without consequence or censure from the rest of the world.

[Read more](#)

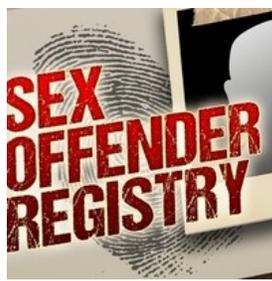


Senate Bill 412 May Help Reduce Your Sex Offender Case Load

From KCRA News

California Sen. Scott Wiener (D-San Francisco) introduced Senate Bill 412, which would limit the amount

of time sex offenders are included in the online registry based on the seriousness of their sex crime and the risk they pose to others.



Under SB 412, sex offenders would be divided into three tiers:

- Tier 3: Violent sex predators who will remain on the list for the rest of their lives
- Tier 2: Convicts who committed serious or some violent offenses would remain on the list for 20 years
- Tier 1: Misdemeanor or non-violent sex offenders would have to register for 10 years

"If someone, particularly the lower level offenders, if they've lived a clean life for 10, 20, even 30 years, there's no point in keeping them on the registry," Wiener said. California has over 100,000 people registered as sex offenders.

For Mika Moulton, it's a sensitive subject. Her 10-year-old son Christopher Meyer was kidnapped and killed by a convicted sex offender. She agrees with reforming the current registry, but she hopes California does not make it easier to remove certain offenders from the list.

"I know that there are people on this system that probably shouldn't be," Moulton said. "But, let's take it down a notch and slow down before we push things too fast."

SB 421 has support from victim rights groups and law enforcement, like the Los Angeles District Attorney's Office. They want a more effective system that focuses attention and resources on high-risk, violent sex offenders.

Los Angeles County Deputy District Attorney Bradley McCart said they're using 60 percent of their law enforcement resources on registering low-level sex offenders instead of monitoring high-risk offenders and solving crimes that have been committed.

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