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ADMINISTRATIVE ORDER NO.77-4
OF THE
JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following administrative order is hereby issued:

PURPOSE

To formalize and establish procedures for holiday pay and overtime pay for court appearances for the Patrol Division of the Jefferson County Sheriff's Department.

1. Background. Patrol Division personnel in the Sheriff's Department are assigned to patrol beats to meet law enforcement needs. Absences from duty of patrol personnel reduces the law enforcement capability of the Department. The following policy provisions are established to reduce absences of patrol personnel by eliminating overtime leave (OTL) for holidays and court appearances.
2. Policy. All sworn personnel below the rank of Captain in the Patrol Division of the Sheriff's Department shall be compensated in cash at their current daily rate for all overtime accruing for regularly scheduled Jefferson County holidays.

All sworn Patrol Division personnel below the rank of Lieutenant who appear in court on their regularly scheduled off time shall be compensated at their current daily (hourly) rate for court time. One hour shall be credited for travel for each day court appearances are made.
3. Implementation. In accordance with this policy, appropriate forms will be developed by the Sheriff's Department, Planning and Fiscal Management Division, and distributed to the appropriate Patrol Division supervisors.
4. Procedure. In accordance with this policy, court appearances shall constitute appearances for the purposes of obtaining warrants, Criminal Court, Traffic Court, and Grand Jury Proceedings. Payments shall be made only when an officer appears in Court at a time other than his regularly scheduled shift. Other overtime worked for late call, etc. will be compensated in the form of overtime leave.

ORDERED AT THE COUNTY COURTHOUSE, Jefferson County, Alabama, to be effective October 1, 1977.



Tom Gloor, President
Jefferson County Commission