

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 018
SUBJECT: REPORTING AS DIRECTED**

I. PURPOSE

To establish guidelines concerning employees scheduled to be present for duty at locations other than their normal workstations.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that employees shall promptly proceed to any scheduled activity on duty as directed.

III. PROCEDURE

- A. An internal assignment memorandum or verbal direction of a supervisor is valid means of directing an employee's presence at a certain place on a specified date and time. Barring compelling reasons, the employee shall proceed as directed.
- B. Reasons which require an employee to be away from his desk or post or to report on what otherwise might be a day off include, but are not limited to:
 - 1. Court participation.
 - 2. Physical examination.
 - 3. Mandatory meetings.
 - 4. Training or training support.
 - 5. Overtime commitment.
 - 6. Off-Duty Employment.
- C. Employees scheduled to be present at any activity or assigned any duty will not be relieved from that assignment until his or her Branch Chief or above has evaluated their reason for missing the assignment in question. If the reason is deemed to be valid, the employee's Branch Chief or above will contact the initiator of the assignment and request deletion or rescheduling of the employee.
- D. The scheduling authority shall not delete, change, or substitute any assignment on the request of the scheduled employee. Such requests must be made, either verbally or in writing, by the employee's Branch Chief or above.
- E. All instances of failure to appear will be reported to the offending employee's division commander. Upon receipt of such notification, division commanders will conduct an investigation and make recommendations to the appropriate chief deputy for discipline of sustained occurrences.
- F. In the cases of off-duty employment, the special events coordinator or designee will make notification.

**12/12/00
DATE APPROVED**



**12/15/00
EFFECTIVE DATE**

**STACEY A. KINCAID
SHERIFF**

Revised: December 2000