

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

12.01 REPORTING FOR DUTY

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All employees shall report for duty at the time and place specified by their superior officer(s). All employees shall be physically and mentally fit to perform their duties, shall be properly attired in the uniform of the day or in appropriate plainclothes attire, and shall have in their possession all necessary issued equipment.

“Place” includes the main Sheriff’s Office building, any Sheriff’s Office substation, or any other location as directed by a supervisor.

To provide for the most efficient delivery of public safety services, the Sheriff and certain Deputy Sheriffs, particularly those assigned to the Patrol Division of the Sheriff’s Office, may be assigned vehicles to be utilized in the performance of their duties. Those employees assigned vehicle will report to their designated reporting place in their assigned vehicle no later than the start of their specified reporting time, unless otherwise directed by a supervisor.