



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
PRS:14	
EFFECTIVE DATE: 11/01/1991	ORIGINAL ISSUED ON: 11/01/1991
REVISION NO:	
ORIGINAL	

SUBJECT: HOLIDAY DUTIES

1.0 PURPOSE

The purpose of this policy is to identify specific duties permitted, as well as disallowed, during a holiday.

2.0 POLICY

It is the policy of the Department of Public Safety that only law enforcement operational duties are the focus of all efforts during the holidays and any administrative conduct, not directly related to law enforcement operations, is prohibited.

3.0 APPLICABILITY

This policy applies to all commissioned officers and communications specialists who are eligible for the two and a half times holiday-compensation pay rate.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. **Common Workday** – The one day each week when all commissioned officers in the district are scheduled to work.
- B. **Legal Holiday** - A holiday approved by the Office of State Personnel and the Secretary and does not include the employee's personal leave day. Legal holidays may be identified through calendars distributed by Personnel Management Bureau.

6.0 PROCEDURE

- A. Specifically prohibited are District/Sub-District meetings, physical fitness time, educational leave, pistol qualifications, and any other administrative function not directly related to a specific law enforcement duty.
- B. All Communications Specialists scheduled to work will perform those duties normally assigned and not the activities prohibited by this policy.
- C. All supervisors and commanders will assure that the specifics of this policy are applied during a holiday. Supervisors and commanders will also reschedule any common work day that initially falls on a holiday.
- D. All supervisors and commanders will assure that the specifics of this policy are applied during a holiday. Supervisors and commanders will also reschedule any common work day that initially falls on a holiday.

7.0 ATTACHMENTS

NONE

HOLIDAY DUTIES

8.0 APPROVAL

APPROVED BY: s/Richard CdeBaca
DPS Cabinet Secretary

DATE: November 1, 1991