

HOURS OF OPERATIONS – CIVIL DIVISION

STANDARD NO(S):

NYSSACD # 98

DATE:

September 1, 2010

REVIEWED: 03/30/2017

REFER TO:

David Smith

I. OBJECTIVE:

It is the objective of the Seneca County Sheriff's Civil Division to establish hours of operations in compliance with the provisions of the law and coverage, exclusive of Sundays, sufficient to serve and execute all mandates and other process delivered to the Civil Office.

II. DETAILS:

A. Reporting times -

1. The Seneca County Sheriff's Office Civil Division will be open to conduct business from at least 8:00 A.M. to 4:00 P.M. daily except Saturday, Sunday and Holidays.
2. The office hours may be extended as authorized by the Sheriff.
3. Members are expected to report for duty as scheduled. If a member expects to be late, they shall notify the Civil Office as soon as possible in advance. Tardiness may constitute grounds for disciplinary action.