

## **Section 2 - Personnel/Training/Scheduling**

- **3-02-005 Scheduling**
- **3-02-010 Mandatory Rotation Of Line Personnel In Custody**
- **3-02-020 Overtime Hiring and Cancellation**
- **3-02-025 Film Security Overtime**
- **3-02-030 Overtime Vacancies Worked by Scheduling Supervisors**
- **3-02-040 Employee Absence Tracking**
- **3-02-045 Accessing Scheduling Management System (SMS)**
- **3-02-050 T.O. Selection and Training**
- **3-02-060 Training Procedure**
- **3-02-070 Drug and Alcohol Testing for Commercial Drivers**
- **3-02-080 Searches of Sworn Personnel, Custody Assistants, Professional Staff and Their Property on the Facility**
- **3-02-090 Off Facility Errands**
- **3-02-100 Searches of Vendors, Volunteers, Contractors and Tours**
- **3-02-110 Out of Security Log**
- **3-02-120 Staff/Employee Meals**
- **3-02-130 On-Duty Gym Use**
- **3-02-140 South Facility Employee Fund**
- **3-02-150 Photocopy Machine Regulations**
- **3-02-160 Trailer and Motorhome parking at the PDC Equestrian Center**