3-02-045 Accessing Scheduling Management System (SMS)

REFERENCE: MPP 3-07/210.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures regarding employee access to Pitchess Detention Center (PDC) South Facility's Scheduling Management System (SMS).

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility who are authorized users of SMS.

ORDER:

South Facility employees who are authorized users of the SMS are responsible for viewing their calendar (including overtime schedule) and briefings in a timely manner. Personnel shall view SMS no less than once per day, or notify their supervisor if they are unable to. This is to ensure PDC South Facility employees are consistently up to date on noteworthy departmental, or unit specific information which affects them.

In addition, it is the responsibility of every employee to understand additions, amendments, or deletions to Department policy. Employees who fail to understand any change to Department policy shall immediately contact their immediate supervisor for

clarification.

If an employee experiences issues regarding SMS, the employee shall notify their supervisor and submit a help desk ticket via the Cherwell Portal located here: [REDACTED TEXT]