3-02-090 Off Facility Errands

Reference: MPP 3-02/010.10

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding personnel leaving the Pitchess Detention Center (PDC) property while on duty.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

ORDER:

There will be no "chow runs" or other personal errands made by on-duty personnel, in either County-owned or personal vehicles, unless the employee has a specific lunch period allotted during their shift. Employees may only leave PDC South Facility for lunch or personal errands, in their personal vehicle, during this specified allotted lunch period.

An allotted lunch period is a thirty (30) minute meal period exclusive of an eight (8) hour workday. For example, an eight (8) hour shift does not have an allotted lunch period if the entire shift is no more than eight (8) hours. An eight and one-half (8 ½) hour shift includes a thirty (30) minute allotted lunch period.

An eight (8) hour post position, which does not include a specific lunch period allotted within that time-frame, is defined as one whose continued presence is essential to the operation of the facility. An employee assigned to one of these positions shall remain on PDC property during his/her tour of duty.

Personnel working consecutive eight (8) hour shifts are specifically prohibited from leaving PDC during their assigned shift for any personal errands or "chow runs."

Any exceptions to this policy must be authorized by the on-duty watch commander.