

## Off Facility Errands #0052

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines regarding personnel leaving the Pitchess Detention Center (PDC) property while on duty.

### **SCOPE OF ORDER:**

All personnel

### **ORDER:**

There will be no "chow runs" or other personal errands 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 leave Pitchess Detention Center for lunch or personal errands in their personal vehicle only during this specified allotted lunch period.

An allotted lunch period is that one-half hour meal period exclusive of the 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 has a 30 minute allotted lunch period.

An eight (8) hour post position, which does not have a specific lunch period allotted, is defined as one whose continued presence is essential to the operation of the facility. An employee working one of these positions shall remain on Pitchess Detention Center property during his/her tour of duty.

Those personnel working straight eight (8) hour shifts are specifically prohibited from leaving Pitchess Detention Center 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/Sergeant.

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