

Chapter 3 - Scheduling and Training

- **3-02/003.00 Punctuality**

PURPOSE OF ORDER:

The purpose of this order is to establish policy and expectations for punctuality at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

On-duty custody personnel shall not leave their assigned position unless properly relieved and no earlier than fifteen (15) minutes prior to the end of their shift, or at the direction of the watch commander or their designee.

Proper Relief

On-duty personnel shall only be relieved by the incoming personnel assigned to the same position on the in-service for the oncoming shift. For positions that do not have relief for the oncoming shift (e.g., PM shift at the release area), on-duty personnel shall only leave their assignment once sufficient personnel assigned to the appropriate work location have arrived. Under no circumstances shall personnel leave earlier than fifteen (15) minutes before the end of their shift.

On-duty personnel shall verbally notify incoming personnel of the count, pending movement, notable incidents, and any other pertinent information necessary in order to maintain safety and security in the facility.

Incoming personnel shall be at their assigned work location no later than the start time of their shift.

Supervisor's Responsibilities

The floor sergeant and supervising line deputy shall determine whether an employee's tardiness warrants counseling and/or documentation.

If documentation is warranted, the floor sergeant shall make an entry in the unit Performance Log (PLE).

Personnel whose tardiness is excessive, even after counsel and documentation, may be subject to discipline.

Recommended Counseling/Documentation Steps

1. Verbal counseling with the floor sergeant
2. Counseling and unit PLE by the floor sergeant
3. Counseling and unit PLE the watch commander
4. Referral to operations for possible disciplinary action

02/20/2026

08/03/2021

• 3-03/001.05 Mandatory Line Rotation for Custody Personnel

PURPOSE OF ORDER

The purpose of this order is to establish procedures regarding mandatory job assignment rotation of line personnel. Job rotations are used to develop skills and knowledge of custody personnel by exposing them to a variety of duty assignments.

SCOPE OF ORDER

This order shall apply to all custody personnel assigned to the Inmate Reception Center (IRC).

ORDER:

Mandatory job assignment rotations shall be done in a manner which upholds safety and efficiency, while allowing personnel to learn numerous job functions at different work locations. Compliance with the procedures outlined in this order do not mandate the changing of regular days off or shift assignments. The mandatory rotation of job assignments will occur no less than [REDACTED TEXT]

The unit commander, with the approval of the Chief of Custody Services Division – General Population, may use discretion for exempting key positions (e.g. Main Control) which require additional training and/or experience that may impact the effectiveness of line operations.

IMPLEMENTATION

- A consistent influx of newly assigned personnel will aid in the mandatory job assignment rotation process.
- The use of compressed work schedules (county doubles) will assist with providing employees different work assignments on a weekly basis.
- Random daily assignments within IRC will provide employees with additional specialized training in the

procedures of different work areas.

- Random assignment changes by shift sergeants, coupled with monthly meetings with watch commanders regarding personnel on their shifts and assignment, will ensure supervisors are monitoring and implementing the mandatory job assignment rotation requirements for personnel.
- The scheduling office will maintain an IRC Job Rotation Tracking Matrix to ensure compliance with ***Custody Division Manual (CDM) section 3-01/020.05, "Mandatory Rotation of Line Personnel in Custody."*** Additionally, the scheduling office will also maintain rotation compliance records for two (2) years to show adherence to Departmental policy.
- The unit commander shall review this unit order semi-annually.

[REDACTED TEXT] ROTATION POSITIONS

While the [REDACTED TEXT] rotation applies to all line positions, all non-coveted specialized positions shall rotate every [REDACTED TEXT], unless otherwise specified below.

Old Side

Old Side personnel are required to process approximately 800 to 1300 inmates to and from court every weekday with the responsibility of ensuring ninety-five (95) percent of all inmates designated for court attend. They must ensure there is a failure rate of less than five (5) percent in court attendance, which requires them to coordinate with numerous housing locations and handle inmates of varied classifications at multiple facilities.

Old Side personnel are required to know over sixty (60) court codes to ensure each inmate is transported to the correct court building. This requires them to know the locations of approximately fifty (50) cells designated for different courts, classifications, races, and keep-away statuses.

Old Side personnel are responsible for coordinating inmate movement, and maintaining a good working relationship with Court Services Transportation (CST) personnel. They must also contact the courts,

specifically bailiffs, and court security personnel to confirm inmates are present in court. With the amount of inmate movement required for inmate court attendance, Old Side personnel must stay vigilant to account for each inmate that passes through its doors.

Due to the area-specific knowledge required to work IRC Old Side, all positions at this work location, both AM and PM shifts, shall be on a [REDACTED TEXT]

Old Side Custody Line Lead / Old Side Court Line Lead

The Old Side Custody Line Lead is responsible for the intake of inmates scheduled for court. Their duties include controlling inmate movement, the direction of inmates into designated holding cells, coordinating Wayside Transfer Lines, and conducting routine searches on inmate court returnees. The position is fast paced and requires a high level of specialized knowledge and attention to detail.

The Old Side Court Line Lead is responsible for the coordination of inmate transportation to court. This includes accounting for all inmates sent/returned from court. This position requires consistency, unit specific knowledge, and for the assigned deputy to be familiar with court transportation procedures and the refusal process.

For these reasons, the positions are considered specialized and will require minimal rotation. Personnel assigned to these positions shall be rotated every [REDACTED TEXT]

Booking Front Lead Deputy

The Booking Front Lead Deputy is responsible for overseeing all aspects of the booking process for an inmate entering IRC. This position plays a vital role in the facility's operations, and requires familiarization of the area, unit specific knowledge, and experience. For these reasons, this position is considered specialized and will require minimal rotation. Personnel assigned to this position shall be rotated every [REDACTED TEXT]

Class Rear Lead Deputy

The Class Rear Lead Deputy ensures all inmates processing through IRC are live scanned, classified, and showered. They will ensure every inmate has a wristband with the correct classification, and accompanying jail record card (JRC). The Class Rear Lead Deputy will also ensure, each inmate's personal property is accounted for and properly stored prior to delivering it to the clothing and property storage room. This position is vital in processing inmates through IRC, and requires unit specific knowledge and experience to ensure all inmates are classified and processed efficiently and properly. For these reasons, this position is considered specialized and will require minimal rotation. Personnel assigned to this position shall be rotated every [REDACTED TEXT]

231 Temporary Medical Holding Module Lead Deputy

Module 231 exists as an overflow of the main IRC Clinic. This temporary housing location houses inmates who are awaiting further medical evaluation or treatment, as identified during the initial screening process in the main IRC clinic. The 231 Lead Deputy position plays a vital role in the daily processing of inmates awaiting medical clearance at IRC, and requires unit specific knowledge. This position is considered specialized and will require minimal job rotations of every [REDACTED TEXT], to ensure consistency amongst personnel. Having a deputy assigned to this position on an extended rotation will allow them to become familiar with, processing paperwork, monitoring time restrictions, and communicating with supervisors and Correctional Health Services (CHS) staff.

ROTATION EXEMPTIONS

Administrative Positions

The following administrative positions shall be exempt from the mandatory job assignment rotation:

- Operations
- Training
- Scheduling
- Records
- Records watch deputies
- Logistics

First Floor Main Control Watch Deputies

IRC First Floor Main Control is the central hub for information pertaining to IRC and requires a wealth of unit-specific knowledge. The deputies working IRC First Floor Main Control act on the watch commander's behalf to approve new bookings brought into IRC. They are responsible for collecting the inmate count from each Department custody facility, and for coordinating emergency procedures at IRC in the event of a large-scale emergency. First Floor Main Control watch deputies monitor the closed circuit television (CCTV) and coordinate the transportation of records or inmates to various locations at the request of records office personnel and healthcare personnel. IRC First Floor Main Control deputies do not have inmate contact. Personnel assigned to the IRC First Floor Main Control position are exempt from the mandatory job assignment rotation.

Overlap Booking Front (BF) Body Display Scanner Custody Assistant, Scanner Deputy, and Rover

The Overlap Booking Front Body Display Scanner Custody Assistant, Scanner Deputy, and Rover positions require a regularly assigned employee, due to training and tracking of ultra-ray exposure from the body scanner machines. The employees assigned to this position are trained in operating the body scanner machines and in analyzing images. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

Booking Front Body Display Scanner Custody Assistant and Scanner Deputy

The Booking Front Body Display Scanner Custody Assistant and Scanner Deputy positions require a regularly assigned employee, due to training and tracking of ultra-ray exposure from the body scanner machines. The employees assigned are trained at operating the body scanner machines and in analyzing images. For these reasons, this position is considered specialized and is exempt from the mandatory job assignment rotation.

Old Side Body Scanner 1 & 2 and Old Side Body Scanner Display 1

The Old Side Body Scanner positions require regularly assigned employees, due to training and tracking of ultra-ray exposure from the body scanner machines. The employees assigned to this position are trained in

operating the body scanner machines and in analyzing images. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

Clinic Lead Deputy

The main clinic is the main hub for processing inmates from the IRC clinic to housing. This position plays a vital role in the daily processing of inmates at IRC and requires unit specific knowledge. The Clinic Lead Deputy position is considered specialized and is exempt from the mandatory job assignment rotation to ensure consistency amongst personnel assigned to this position. Permanently assigning a deputy to this position will allow them to become familiar with processing paperwork and communicating with supervisors and CHS staff. Clinic Lead deputies assist in maintaining compliance with established processing time restrictions by expeditiously clearing inmates for housing.

Custody Line Lead Deputy

The Custody Line Lead Deputy monitors and controls the flow of inmate movement exiting the IRC health screening process, and inmates leaving as open ward releases or in-custody releases. This position requires consistency and experience. The deputy assigned to this position must be familiar with the release process to avoid error.

Additionally, the Custody Line Lead Deputy is responsible for monitoring inmates' cell times to ensure they're being processed to housing or as an in-custody release within a timely manner, as required by the Rutherford TRO. Having a deputy permanently assigned to this position will mitigate risk management concerns associated with the Rutherford TRO and the liability to the department regarding releases. Permanent assignment of this position will allow them to become familiar with processing paperwork, TRO requirements, communicating with supervisors, release clerks, outside agencies, and CHS staff. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

Release Lead Deputy

The Release Lead Deputy monitors and controls the flow of inmate movement in and out of the IRC Release Area. The Release Lead Deputy achieves this by partnering with the release clerks, property workers, and CHS staff. This position requires consistency, unit specific knowledge, and for the assigned deputy to be familiar with the release process to avoid error. The Release Lead Deputy is also responsible for monitoring inmates' cell times to ensure they're being processed in a timely manner, as required by the Rutherford TRO.

Having a deputy permanently assigned to this position will mitigate risk management concerns associated with the Rutherford TRO and the liability to the department regarding releases. Permanent assignment of this position will allow them to become familiar with processing paperwork, TRO requirements, communicating with supervisors, release clerks, and CHS staff. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

DNA Custody Assistant

The DNA Custody Assistant position collects all DNA samples in the facility, whether court ordered, qualified per the current collection guidelines, or required per the Department of Justice (DOJ). Every DNA sample must be collected and submitted to DOJ. This position requires consistency and familiarization due to the training and expertise in knowing the qualifications and method for DNA collection. For these reasons, this position is considered specialized and is exempt from the mandatory job assignment rotation to ensure consistency amongst personnel assigned to this position. Permanently assigning personnel to this position will allow them to become familiar with identifying inmates needing DNA collection, submitting DNA paperwork, re-ordering DNA kits, and communicating with supervisors when inmates refuse to provide a DNA sample.

Court Liaison Officers

IRC Court Liaison Officers are responsible for ensuring all IRC inmates who are required to go to court, appear in court as scheduled. This is a specialized position scheduled to work during weekdays on EM and AM shifts. Due to the importance of the court process, and the specialized area of procedural knowledge, court liaison officers are considered specialized and are exempt from the mandatory job assignment rotation, to ensure consistency amongst personnel assigned to this position.

Court Refusal Team

The Court Refusal Team is responsible for tracking and monitoring all inmates scheduled to appear in court, medical refusals, and court refusals "miss-outs." The team monitors this procedure for all of the facilities within Custody Services Division. Personnel assigned to this position track, monitor, and retain all court ordered extraction files, document daily court count, and file and distribute tracking lists. Additionally, they communicate with CHS staff, transit services, and judges to ensure inmates scheduled to appear in court are sent to court and are accounted for. This position is considered specialized and is exempt from the mandatory job assignment rotation due to the required expertise and familiarization of the court transportation

and refusal process.

Module [REDACTED TEXT] Control Booth

Module [REDACTED TEXT] Control Booth officers are responsible for ensuring all inmates assigned to Module [REDACTED TEXT] are properly housed, coordinating movement for inmates who have passes issued by CHS, monitoring inmates and personnel within the module, coordinating responses to medical emergencies, and acting as a liaison with a variety of units and personnel to ensure inmates with sensitive medical and/or mental health needs are housed appropriately. The position is fast paced and requires a high level of specialized knowledge and attention to detail. As a result, this position is considered specialized and is exempt from the mandatory job assignment rotation.

Release/Rehabs 1 Deputy and Release/Rehabs 2 Custody Assistant

The Release/Rehabs 1 Deputy and Release/Rehabs 2 Custody Assistant positions require a permanently assigned deputy and custody assistant, due to processing, tracking, and communication with outside agencies for the release of inmates into a program. This position requires expertise in the placement of inmates into various court ordered programs and in the release process. The risk of error, both through over detentions and erroneous releases, is significantly higher than standard releases. For these reasons, this position is considered specialized and is exempt from the mandatory job assignment rotation. Permanently assigning personnel to this position will allow them to become familiar with processing paperwork, communicating with supervisors, release clerks, outside agencies, and CHS staff.

[REDACTED TEXT]
