

## 3-50-120 Mandatory Duty Rotation for Custody Personnel

### PURPOSE OF ORDER:

The purpose of this order is to establish duty rotation positions for custody personnel assigned to the Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

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

### ORDER:

The unit commander shall ensure a mandatory rotation is completed for personnel assigned to non-coveted, non-specialized positions every six (6) months. The unit commander, with the concurrence of the division chief, may use discretion for non-coveted specialized positions that require additional training and experience, which in the absence thereof, may compromise the safety or effectiveness of custody personnel and/or inmates under their supervision. All personnel rotation periods and job assignments are subject to change at the discretion of the unit commander.

### ROTATION SCHEDULE:

All non-coveted, non-specialized positions in TTCF shall rotate every six (6) months. The non-coveted specialized positions listed below are exempt from the mandatory six (6) month rotation of personnel:

#### Twelve (12) Month Rotation

- Cleaning Crew: Requires specialized training, knowledge, and skills.
- Mental Health Escort: Specializes in movement of High Observation Housing (HOH) inmates and expediting access to health care passes. Requires specialized training, knowledge, and skills.
- Small Management Yard (SMY) Positions: HOH; requires specialized training, knowledge, and skills.
- Clinic F/1 and A/1: Tower 1 and Tower 2 clinic personnel require specialized training, knowledge, and are in constant collaboration with medical personnel.
- G/1 and G/2 Positions: HOH, Moderate Observation Housing (MOH), and Correctional Treatment Center (CTC); requires specialized training, knowledge, and skills.
- In-Take HOH: Requires specialized training, knowledge, and skills.
- Restrictive Housing (RH) Modules 142 and 252: Requires deputies and custody assistants specifically selected for management of extremely hostile inmates.
- Transfer Center (TC) Deputies: Coordinates inmate movement throughout the facility and from the Inmate Reception Center (IRC).

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Twenty-Four (24) Month Rotation

- Kitchen: Requires specialized training, knowledge, and skills.
- Inmate Answering Service (IAS): Requires specialized training, knowledge, and skills.
- Enhanced Mental Health (EMH) Module 261: Requires specialized training, knowledge, and skills while dealing with inmates referred to EMH by mental health clinicians.
- Forensic Inpatient (FIP) Step-Down Deputies: Specially funded mental health program based on a cohesive relationship between FIP Step-Down Deputies and assigned clinicians to foster a rehabilitative environment for FIP Step-Down patients.

Thirty-Six (36) Month Rotation

- Americans with Disabilities Act (ADA) Housing: Requires specialized training, knowledge, and skills related to ADA laws and regulations.

Non-Rotating Positions / Unit Commanders Discretion

- Legal Office: Administrative;
- Logistics Office: Administrative;
- Inmate Programs: Administrative;
- Grievance Team: Administrative;
- Training Unit: Administrative;
- Operations Office: Administrative;
- Scheduling Unit: Administrative;
- Facility Control: Specialized position with no inmate contact;
- CTC Control: Specialized position with no inmate contact;
- Tower II Control: Specialized position with no inmate contact
- Medical Liaison: Specialized position with no inmate contact;
- F-8: Specialized position with tenured experienced deputies needed for transport;
  
- TC Custody Assistant: Specialized position; coordinates inmate movement throughout the facility and from IRC;
  
- Disciplinary Custody Assistant: Requires knowledge of the Discipline Review Board (DRB) process, discipline packet requirements, and discipline housing policies.
  
- Department of Mental Health (DMH) Liaison Deputy: Manages and coordinates housing availability with custody personnel assigned to HOH and MOH modules. Provides vital information to DMH clinicians to facilitate the movement of HOH and MOH inmates.
- Mental Health Sweep: HOH, MOH; requires specialized training, knowledge, and skills.
- Tower I and Tower II Dock Deputy: Minimal inmate contact and requires specialized knowledge about delivery schedules and final delivery locations.
- X-Ray: Requires specialized training, knowledge, and skills.
- Visiting: Specialized position with specific hours that require specialized training, knowledge, and skills

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to facilitate visiting operations and citizen contacts.

The TTCF scheduling staff shall ensure all rotation compliance records are maintained for two (2) years to show adherence to this policy. The unit commander shall audit this unit order semi-annually.

08/21/25

05/29/25

03/19/25

01/07/25

07/26/24

12/06/23

01/15/23

08/26/21

02/26/19

04/12/18

11/02/17

11/06/13