3-02-025 Film Security Overtime

REFERENCE: MPP 3-02/010.16, MPP 3-02/020.23

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding overtime for private entity contracts (i.e., film security).

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

ORDER:

The PDC South Facility movie job coordinator is responsible for facilitating tours of the PDC property to private entities scouting for potential filming locations. Department policy requires any work related to private entity contracts be on overtime. All overtime worked in this capacity will be recorded in the Scheduling Management System (SMS) at the time it is worked to ensure all future overtime hired at South Facility is in accordance with Department policy.

The South Facility movie job coordinator will communicate the requirements of all movie contracts to the South Facility scheduling sergeant. Information provided shall include filming date(s), time(s), location(s), any special requirements and the number/classification of personnel required to fulfill the contract. South Facility scheduling personnel will notify all eligible personnel of the upcoming movie job overtime via email.

Personnel desiring to work the overtime shall sign up in SMS and note “Film Security” in the comments. Due to the long hours and unpredictability of filming, personnel assigned to line positions should be on a regular day off (RDO) to avoid scheduling violations. Personnel may not adjust off to work film security overtime unless they are on a “flex” schedule. Except for the South Facility movie job coordinator, personnel working in a supervisory capacity (i.e., providing supervision of line personnel) may not adjust off to work film security overtime unless authorized by the unit commander.

The South Facility movie job coordinator, having special knowledge of the contract details and legal requirements pertaining to filming, may be scheduled to work the date(s) and time(s) required for filming on overtime. When necessary, the South Facility movie job coordinator’s schedule may be modified to avoid timekeeping violations. Exceptions may be made based on facility staffing requirements, complexity of the contract, or other circumstances

In some instances, South Facility personnel may have limited knowledge regarding the facility where filming is

taking place (e.g., PDC East Facility, Fire Camp, etc.). In these cases, one individual who is assigned to the facility where filming is taking place may be hired to work film security overtime. Exceptions may be made (e.g., specialized knowledge or skillset, size/complexity of movie shoot, etc.) at the discretion of the unit commander.

In all other cases, film security overtime will be hired by South Facility scheduling personnel using SMS in accordance with Department policy. If South Facility scheduling personnel are unable to hire enough deputies or custody assistants to fulfill the contract, outside personnel or sergeants may be hired to work film security overtime. If the contract requires that a sergeant be hired, all policies pertaining to overtime hiring shall be followed.