

## 3-02-010 Mandatory Rotation Of Line Personnel In Custody

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**Effective Date:** 02-01-2014

**Reviewed Date:** 05-23-25

**Reference:** Custody Division Manual (CDM) sections 3-01/020.05

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the rotation of all Pitchess Detention Center (PDC) South Facility line personnel.

### **SCOPE OF ORDER:**

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

### **ORDER:**

South Facility's unit commander shall ensure line personnel are rotated between job assignments at least once every [REDACTED TEXT] The Unit commander has the discretion to exempt the rotation of personnel who are not subjected to inmate contact and have less frequent rotations of personnel in non-coveted specialized positions, with the approval of the respective division chief. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn numerous job functions.

It is the policy of South Facility to rotate personnel in a fair and impartial manner. All line personnel assignments at South Facility are separated into four categories: [REDACTED TEXT] month rotational line positions; specialized [REDACTED TEXT] month rotational positions; specialized [REDACTED TEXT] month rotational positions; and fully exempt positions.

An example of an acceptable rotation would be a deputy working [REDACTED TEXT] rotating to [REDACTED TEXT]. Personnel movement shall be monitored by the training and scheduling office for compliance. For additional information regarding mandatory rotation of line personnel, refer to the Custody Division Manual (CDM) section 3-01/0200.05, "Mandatory Rotation of Line Personnel in Custody."

The following tables show all South Facility positions, position type, and length of tenure. Specialized positions were identified as requiring critical knowledge to the operation of the facility and will be subject to review by the unit commander prior to the twelve (12), or [REDACTED TEXT]

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[REDACTED TEXT]

NOTE: The rotational periods listed are the maximum time allowed in that position, not a guaranteed length of time in which the person will stay in that position.

Any person assigned to PDC South Facility may be rotated from any position, at any time, due to the needs of the unit at the discretion of the Unit commander.

**Revision Date 04/25/24**

**Revision Date 09/20/23**

**Revision Date 05/17/23**

**Revision Date 01/24/23**

**Revision Date 06/23/22**

**Revision Date 03/18/22**

**Revision Date 04/15/21**

**Revision Date 09/24/20**

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**Revision Date 11/05/18**

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**Revision Date 12/14/17**

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