

5-02-008 Facility Job Rotation



PURPOSE OF ORDER:

The purpose of this order is to establish procedures for job rotations at the Men's Central Jail (MCJ).

SCOPE OF ORDER:

This order applies to all custody assistants and deputies assigned to and working at MCJ.

ORDER:

Unless approved by the Chief of Custody Services Division – General Population or otherwise noted in the implementation plan, all line personnel shall have their job assignment rotated at least once every six (6) months. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn about various job positions and functions throughout the jail.

Pursuant to the procedures outlined in Custody Division Manual (CDM) section 3-01/020.05, "Mandatory Rotation of Line Personnel in Custody," the unit commander shall review this unit order semi-annually.

Implementation Plan

Line Personnel - Six (6) Month Rotation

All line personnel under the six (6) month rotation policy will experience a new job assignment once every three (3) cycle changes (scheduling cycles occur every other month). These positions include those in the 2000, 3000, 4000, 5000 floors, 2000 Rover #4 Inmate Meal Security, 3000 Rover #1, relief personnel, 5000 MOH dorm security #1, #2, #3, #4, #5, 5550 Hope Dorm deputies 1 and 2, 5000/9000 MOH security, and 9000 floor. Please see below for exceptions to the six (6) month rotation rule.

One (1) Year Rotation

Due to the specialized knowledge and training required to work in the following locations, personnel assigned to the following positions and/or areas will rotate once a year: 2000 Inmate Meal Security, 3000 Inmate Meal Security Rover #3, 4000 Inmate Meal Security, 4000 Rover #2 Inmate Meal Security, 5000/9000 Inmate Meal Security, clinic related positions, Module 3500/3700 related positions, roof positions, and training officer (T.O.) positions on each floor.

Two (2) Year Rotation

Due to the reduced amount of inmate contact and alternative schedules, personnel assigned to visiting front #2 through #7 and visiting rear #3 through #4 will rotate jobs once every two (2) years. The visiting sergeants will rotate their personnel from the non-secured to secured areas of these assignments at least once every six (6) months.

Due to the safety and security requirements necessary in the following locations, personnel assigned to these areas will rotate jobs once every two (2) years: Module 4500/4600, 1700/1750, 1800 recreation room, 3100/3300 related positions, and all DMH Security positions.

Hospital Rotation

Due to the medical needs of the inmates housed on the hospital floors of the jail (6000, 7000, and 8000) and the specialized nature of the clinic, personnel will rotate positions between hospital floors yearly and will

remain in the hospital area for a total of twelve (12) months.

Three (3) Year Rotation

Due to the specialized training specific to the Americans with Disabilities Act (ADA) and experience necessary for the position of an ADA deputy, personnel will rotate positions once every three (3) years.

Non-Rotating Position

Due to the specialized nature of the below listed assignments, rotation of these positions will be at the direction of the unit commander:

Legal, Attorney Room, Operations, Scheduling, Parole Hearings, Prisoner Personnel Office (PPO), Main Control, Facility Accountability Services (FAS), Cell 40 positions, watch deputy, training offices, senior line deputy (SLD) positions, Logistics (includes various logistics related in-service positions), Grievance Team, mail room, Clinic ATC Liaison deputy, Discipline C/A 1 and 2, 2000 clinic security #1 and #2, 5000 clinic security #1 and #2, 3000, visiting front #1, visiting rear #1, 4000 school personnel, and basement / kitchen.

** These positions are typically staffed by a team of two or more Department members. One of the team members shall be replaced every year so that the rotation will be offset to ensure an adequate training period with the remaining member(s).*