

3-05-400 Custody Assistant Work Assignments

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for resolving incorrect work assignments.

SCOPE OF ORDER:

The purpose of this order shall apply to all personnel assigned to and/or working in Twin Towers Correctional Facility (TTCF).

ORDER:

Custody assistants shall only be assigned to in-service positions intended for custody assistants, and shall not work positions intended for deputy sheriff generalists. It shall be the responsibility of the on-duty supervising line deputies and/or the watch sergeant to ensure custody assistants are assigned to an appropriate position.

Custody assistants are should review their monthly work calendar on a daily basis. If a Custody Assistant identifies an assignment that is designated for a Deputy Sheriff Generalist or a higher-ranking position, they should promptly contact TTCF Scheduling for reassignment.

In the event a Custody Assistant discovers during sign-in that they have been assigned to a Deputy Sheriff Generalist position, they shall immediately inform their floor's Supervising Line Deputy and/or the Watch Sergeant to be reassigned to an appropriate Custody Assistant assignment.

REVISED 03-12-25

10-01-24 TTCF
