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 [REDACTED TEXT]. 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 - [REDACTED TEXT] Rotation

All line personnel under the [REDACTED TEXT] month rotation policy will experience a new job assignment once every [REDACTED TEXT] changes (scheduling cycles occur every other month). These positions include those in the [REDACTED TEXT]. Please see below for exceptions to the [REDACTED TEXT] rotation rule.

[REDACTED TEXT] Rotation

Due to the specialized knowledge and training required to work in the following locations, personnel assigned to the following positions and/or areas shall rotate once a year: [REDACTED TEXT].

Hospital Rotation

Due to the medical needs of the inmates housed on the hospital floors of the jail [REDACTED TEXT] 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 [REDACTED TEXT].

[REDACTED TEXT]

Due to the reduced amount of inmate contact and alternative schedules, personnel assigned to visiting [REDACTED TEXT] and visiting [REDACTED TEXT] will rotate jobs once every [REDACTED TEXT]. The visiting supervising line deputy (SLD) will rotate their personnel from the non-secured to secured areas of these assignments at least once every [REDACTED TEXT].

Due to the safety and security requirements necessary in the following locations, personnel assigned to these areas will rotate jobs once every [REDACTED TEXT]: Module [REDACTED TEXT] recreation room, [REDACTED TEXT] related positions, training officer (T.O.) positions on the [REDACTED TEXT].

[REDACTED TEXT] 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 shall rotate positions once every [REDACTED TEXT].

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:

[REDACTED TEXT]