



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 02-102	PAGE NUMBER 1 of 4
		SUBJECT: HUMAN RESOURCES: Security Post Rotation and Shift Assignment	
Approved By:  Secretary of Corrections		Original Date Issued: 10-15-90	
		Current Amendment Effective: 04-21-09	
		Replaces Amendment Issued: 05-16-05	

POLICY

Post rotation of certain classifications of facility security personnel shall be adopted to provide a balance of qualified, experienced staff throughout the facilities at all times. Each warden shall develop procedures, listing all security posts to be included in the rotation plan, which will implement this policy in an equitable manner and ensure that the safety and security needs of the staff, inmates, and facility are addressed. At a minimum, rotation shall occur in designated posts every twenty-four months. The affected staff shall receive sufficient notification of the rotation cycles to permit an opportunity to plan and make provisions for adjustments to their work schedule.

Employees' experience, qualifications, performance, length of service, and job preference shall be considered in requests for transfers to posts within shifts and other shift assignments of security staff.

Except as provided in a Memorandum of Agreement entered into with an employee bargaining unit, the policy set forth herein shall apply. If a Memorandum of Agreement has been entered into, the terms of the MOA shall apply.

DEFINITIONS

Bona Fide Occupational Qualification (BFOQ): For purposes of this policy, any prerequisite that has been demonstrated valid as a minimum qualification for assignment to a particular post and is reasonably necessary to the normal operation of the facility or office in compliance with the provisions of Title VII.

Post rotation: The reassignment of security staff from one post to another within the same shift.

Security staff: Employees in Correctional Facilities who work in positions with designated Civil Service Classifications, including Corrections Officer I A/B (CO I), Corrections Officer II (CO II), Corrections Specialist I (CS I), Corrections Specialist II (CS II), and Corrections Specialist III (CS III). Corrections Manager I and II (CM I and II) classifications are also considered security staff, if functioning as the chief of security for a facility.

PROCEDURES

I. Applicability

- A. The procedures established herein shall apply to security staff only as defined in this policy.
- B. The procedures established herein shall not apply to routine post or shift rotations currently established by facility General Order for non-uniformed personnel or supervisory staff.

II. Post Rotation Procedures

- A. Wardens shall develop facility General Orders, which will implement this policy in an equitable manner and ensure that the safety and security needs of the staff, inmates, and facility are addressed.

1. The General Order shall include a list of all security posts to be included in the rotation procedure.
- B. Rotation shall occur in designated CO A/B I, CO II, and CS I posts, at a minimum, every twenty-four months. Rotation shall occur in designated CS II and CS III positions at the direction of the warden.
1. A schedule for implementation of post rotation shall be developed which ensures the availability of trained and experienced staff in critical positions at all times.
 2. The rotation schedule provides for staff to be rotated at intervals that avoid the rotation of all staff in the same cycle and to ensure each area will retain continued coverage by experienced staff.
 3. Except for posts, positions, or classifications specifically exempted from this requirement, the rotation schedule provides that rotation of staff in a given classification does not occur any more frequently than twelve months or any less frequently than twenty-four months.
 4. Post rotation is valid only when an actual change of post occurs. Retaining an employee in the same post, but assigning that person to a different shift or days off does not constitute post rotation.
 5. Posts assigned to work with segregation or mentally ill inmates shall be reviewed every six months and may be rotated at the officer's request or at the warden's discretion.
- C. Rotation cycles shall be developed, announced, and implemented on a schedule which will permit staff the opportunity to plan and make provisions for adjustments resulting from a changing work schedule and/or days off.

III. Coordination of Training and Staff Development with Rotation

- A. The warden shall require the facility Staff Development Coordinator to develop procedures to provide, at a minimum, appropriate advance on-the-job training and placement of staff in relevant areas consistent with the individual staff member's rotation schedule and training needs.
- B. Such training assignments shall be developed in accordance with provisions of IMPP 03-104.

IV. Exemptions From Post Rotation Procedures

- A. The warden may recommend to the Deputy Secretary of Facility Management exemptions from the post rotation procedure established in Section I. of this policy by specifically identifying:
 1. Posts which work closely with the facility administration;
 2. Posts which require a unique skill; and/or,
 3. Posts in which the Department has a substantial training investment in the incumbent.
- B. Provisions shall be made in the facility's General Order to provide for line level security staff rotation into exempt positions or areas supervised by exempt posts.

V. Limited Eligibility for Posts Due to Bona Fide Occupational Qualification(s) (BFOQ)

- A. When deemed necessary and appropriate, the warden may request a bona fide occupational qualification (BFOQ) be established for a particular post. Such requests shall be submitted to the Deputy Secretary who shall review the request with the Director of Human Resources and render a decision in writing within ten working days of receipt of the request.

1. Requests for establishment of a gender based BFOQ shall be based on valid, demonstrable criteria where respect of privacy is necessary to a primary purpose of a post and or duty assignment.
2. A gender based BFOQ shall not be allowed for posts where privacy is an ancillary duty that might be avoided by a reasonable restructuring of the post or duty assignment.

VI. Job Preference Sheet

- A. Requests for a change in post or shift assignment shall be submitted to the warden or designee using a Post Preference Sheet (Attachment A Form #02-102-001).
- B. Except in those instances where a vacancy occurs, an employee may not submit a Post Preference Sheet more frequently than once every ninety (90) days unless otherwise specified by an approved Memorandum of Agreement.
- C. An employee may not submit a Post Preference Sheet more frequently than once per rotation cycle, if their first preference has been granted.

VII. Determination of Shift/Post Assignment

- A. For the purposes of this policy, each warden or designee shall be responsible for determination of shift/post assignments with the needs and goals of the facility given primary importance. Post assignments involving any vacant post that is exempt from rotation and for which there is more than one qualified candidate, shall be handled in compliance with the provisions of Section X. of IMPP 02-126.
- B. In determining shift/post assignments, the warden or designee shall consider an employee's:
 1. Experience;
 2. Qualifications;
 3. Performance;
 4. Length of service;
 5. Post preference scores; and,
 6. Post/shift preference.
- C. Preference of post and shift assignments of employees shall be considered as openings/vacancies occur.

VIII. Emergency or Temporary Assignments (ACI 3-4058)

- A. The warden or designee may make temporary or emergency post assignments, as necessary, to maintain the orderly operation of the facility.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and

procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

Memoranda of Agreement
Title VII of the Civil Rights Act of 1964
IMPP 03-104
ACI 3-4058

ATTACHMENTS

Attachment A - Post Preference Sheet, 1 page

POST PREFERENCE SHEET

(PRINT) NAME: _____

DATE OF HIRE: _____

RANK: _____

PRESENT ASSIGNMENT: _____

POST PREFERENCE (LIST UP TO THREE POSTS, BE AS SPECIFIC AS POSSIBLE)

1. _____

2. _____

3. _____

IF YOU WISH TO HAVE SPECIFIC DAYS OFF, PLEASE VERIFY THE SCHEDULED DAYS OFF FOR THE POST FOR WHICH YOU ARE STATING A PREFERENCE.

SHIFT CHANGE REQUEST? YES OR NO (PLEASE CIRCLE ONE)

IF YES, STATE PREFERRED SHIFT:

1. _____

2. _____

COMMENTS: _____

SIGNATURE

DATE