PROCEDURE NUMBER: 208.007

PROCEDURE TITLE: EXTENDED WORKDAYS FOR CORRECTIONAL OFFICERS

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCE MANAGEMENT

EFFECTIVE DATE: JULY 20, 2010

INITIAL ISSUE DATE: JULY 31, 2000

SUPERSEDES: P.P.D. 4.06.09

RELEVANT DC FORMS: DC2-821 AND DC6-210

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: NONE

FLORIDA ADMINISTRATIVE CODE: CHAPTERS 60L-34 AND 33-208, F.A.C.

SECURITY SERVICES BARGAINING UNIT AGREEMENT: ARTICLE 23
PURPOSE: To provide guidelines for implementing an extended workday to meet staffing needs for a correctional officer assigned to security within an institution or facility.

DEFINITIONS:

(1) **Chief of Security**, where used herein, refers to the person chosen by the warden or her/his designee to be in charge of security at a correctional institution or facility. This person will usually be the colonel at major institutions and the major at other facilities.

(2) **Correctional Officers**, where used herein, refers to employees who hold the titles of:

(a) correctional officer,

(b) correctional officer sergeant,

(c) correctional officer lieutenant, and

(d) correctional officer captain.

(3) **Exceptional Circumstance**, where used herein, refers to a situation affecting a correctional officer’s ability to participate in working a mandatory extended workday, including, but not limited to:

(a) personal or family illness,

(b) critical training obligations,

(c) unavoidable transportation problems, or

(d) child care difficulties.

(4) **Extended Workday**, where used herein, refers to instances when an employee’s actual hours worked are more than the regularly scheduled eight (8)-hour workday.

(5) **Overtime**, where used herein, refers to the actual hours of work, which exceeds the regularly scheduled forty (40)-hour workweek for correctional officers and sergeants and the eighty (80)-hour biweekly period for lieutenants and captains. This excludes holidays and leave with or without pay.

(6) **Shift Supervisor**, where used herein, refers to the officer chosen by the warden or her/his designee as the officer in charge of the shift. The shift supervisor will generally be a correctional officer lieutenant or a correctional officer captain.
SPECIFIC PROCEDURES:

(1) The department may require that correctional officers work an extended workday in times of critical staffing shortages or emergencies.

   (a) The chief of security at each institution or facility will establish the “Extended Workday Roster for Correctional Officers,” DC2-821. The DC2-821 will be in alphabetical order by name and class for each shift with the exception of entries added to the top of the list in accordance with section (3)(n) of this procedure.

   (b) This list is used to record when a correctional officer volunteers to work an extended workday, or when a correctional officer is required to work an extended workday at the request of the shift supervisor.

   (c) Every correctional officer and correctional officer sergeant’s name will be on the DC2-821. Officers who are on approved extended leave (i.e., Family Medical Leave Act, military leave, or workers compensation leave, etc.) will be excluded from this list.

   (d) At an institution with two (2) or more units, a separate DC2-821 will be established for each location (i.e., work camp, annex, etc.) and each shift where security personnel are assigned.

   (e) The chief of security will ensure that a copy of each DC2-821 is posted where the daily rosters are located.

(2) Unless emergency circumstances dictate otherwise, a correctional officer who works an extended workday will cover an absence for a correctional officer within the same class. The officer will not work more than sixteen (16) hours total of extended workday time in a workweek. This hourly restriction applies whether the correctional officer volunteers or is selected to work an extended workday.

(3) SELECTION OF A CORRECTIONAL OFFICER OR CORRECTIONAL OFFICER SERGEANT FOR AN EXTENDED WORKDAY:

   (a) The shift supervisor will initially use volunteers on the shift and volunteers in staff housing to meet security staffing needs. If such methods are not sufficient, the shift supervisor will choose the name of a correctional officer from the DC2-821.

   (b) A correctional officer who works an extended workday will be permitted to use a telephone at the institution to make personal arrangements in order to stay.

   (c) A correctional officer who is assigned to the administrative (8 a.m. to 5 p.m.) shift will be included on the DC2-821. S/he will be selected to work an extended workday just as a correctional officer assigned to the second (2nd) shift is selected.

   (d) A correctional officer may give a memo to the shift supervisor stating those day(s) s/he would prefer to work an extended workday. Unless staffing needs require otherwise, the shift supervisor will make every effort to meet the correctional officer’s preference when scheduling.
The shift supervisor will select a correctional officer’s name on the DC2-821 by order of appearance on the list. This process will continue until a sufficient number of correctional officers have been selected to work an extended workday.

A correctional officer who has worked an extended workday will not be chosen to work more extended workdays until all other correctional officers on that shift have fulfilled the extended workday requirement. The only exception to this will be an emergency.

A correctional officer will not be required to work extended workdays in conjunction with pre-approved leave and/or days off.

When a correctional officer is chosen to work an extended workday and is scheduled to be off or is on authorized or unauthorized leave, s/he will be selected to work the next time the need for an officer to work exists.

If a correctional officer works eight (8) minutes or more of an extended workday, s/he will have fulfilled the requirement. S/he will not have to work an additional extended workday until all other correctional officers on the DC2-821 have worked.

If the shift supervisor determines that the correctional officer is no longer needed to work an extended workday, the officer will be given the option of leaving or working up to two (2) hours on that shift.

An officer who has worked overtime to complete other duties such as a medical-transport will not be deemed to have fulfilled the extended workday requirement.

A shift supervisor may excuse a correctional officer from working an extended workday due to an exceptional circumstance.

1. The shift supervisor will tell the chief of security and the warden of the situation. The shift supervisor will complete an “Incident Report,” DC6-210.
2. A correctional officer who is excused from working an extended workday will be chosen to work the next time an officer is needed.

If a correctional officer refuses to work an extended workday and is unable to provide a reason that would constitute an exceptional circumstance, s/he must complete a DC6-210 and will be subject to disciplinary action for failure to follow oral and written instructions.

When all correctional officers listed on the DC2-821 have worked an extended workday or there are no other correctional officers available to work due to being on authorized or unauthorized leave, the chief of security will start a new DC2-821. The names of the correctional officers who were unable to work will be added to the top of the new DC2-821. This will be done by the chief of security.

**SELECTION OF A CORRECTIONAL OFFICER LIEUTENANT OR CAPTAIN FOR AN EXTENDED WORKDAY:**

The shift supervisor will initially use volunteers on the shift and in staff housing to meet an institution’s or facility’s security staffing needs. If there are no volunteers, the current on-
duty correctional officer lieutenant or captain will be required to work the extended workday.

(b) A correctional officer who is selected or who volunteers to work an extended workday will be permitted to use a telephone at the institution to make personal arrangements in order to stay.

(5) The shift supervisor will make every effort to avoid having the correctional officer incur overtime while fulfilling the extended workday requirement.

(a) The shift supervisor will adjust a correctional officer’s scheduled work hours during any workweek (Friday through Thursday) that s/he worked additional hours outside of her/his regular work schedule.

(b) If a correctional officer’s schedule cannot be adjusted, s/he will be paid for overtime worked in accordance with section 60L-34.0031, F.A.C.

(6) DOCUMENTATION OF AN EXTENDED WORKDAY:

(a) The shift supervisor will document on the DC2-821 the date, time, and number of hours that a correctional officer works an extended workday.

(b) The shift supervisor will indicate the hours worked by an officer who volunteers to work by writing “yes” in the appropriate field on the DC2-821. The shift supervisor will write “no” in the same location on the DC2-821 when an officer is selected to work an extended workday.

(c) The correctional officer and the shift supervisor will ensure that all hours documented on the People First timesheet are the actual hours worked by a correctional officer during an extended workday.

(7) The chief of security will ensure that correctional officers are given information regarding extended workdays during the new employee orientation and will ensure that when an officer is selected to work an extended workday, the selection process is consistent with this procedure.

(8) Once all of the correctional officers listed on a DC2-821 have worked an extended workday, the DC2-821 will be filed and retained in the chief of security’s office. This will be done in accordance with “Records Retention and Disposition,” Procedure 604.605.

/S/ Secretary 7/16/10 Date
PROCEDURE NUMBER: 208.016  

PROCEDURE TITLE: OFFICERS IN TEMPORARY EMPLOYMENT AUTHORIZATION (TEA) STATUS  

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCE MANAGEMENT  

EFFECTIVE DATE: JULY 29, 2010  

INITIAL ISSUE DATE: JUNE 19, 2002  

SUPERSEDES: NONE  

RELEVANT DC FORMS: NONE  

OTHER RELEVANT FORMS: CJSTC 65 AND CJSTC 68  

ACA/CAC STANDARDS: NONE  

STATE/FEDERAL STATUTES: SECTIONS 943.13(1)-(10), 943.131, AND 943.17(1)(A), F.S.  

PURPOSE: To set requirements for individuals to be placed in temporary employment authorization status and to establish restrictions governing an officer in such status.

DEFINITIONS:

(1) **Automated Training Management System**, where used herein, refers to the statewide database maintained by the Florida Department of Law Enforcement and used by the department for correctional, correctional probation, and law enforcement officers to manage:

   (a) certification,

   (b) employment, and

   (c) training records.

(2) **Basic Recruit Training Program**, where used herein, refers to the training program approved by the Criminal Justice Standards and Training Commission. This program is provided for the achievement of employment skills necessary for officer certification and employment.

(3) **Commission**, where used herein, refers to the Criminal Justice Standards and Training Commission, the Governor-appointed commission within the Department of Law Enforcement, which has statutory authority for the establishment of employment, education, training, and discipline standards for all law enforcement, correctional, and correctional probation officers.

(4) **State Officer Certification Examination**, where used herein, refers to the Commission-approved examination taken by an officer after s/he successfully completes the basic recruit-training program. The examination must be passed with an acceptable score, as determined by the Commission. This will be done within 180 days from completion of the basic recruit training program before being removed from temporary employment authorization status.

(5) **Temporary Employment Authorization**, where used herein, refers to the status of an officer who:

   (a) the department temporarily employs or appoints;

   (b) complies with the qualifications for employment in section 943.13 (1)-(8), F.S.; and

   (c) has not successfully completed the basic recruit training program or passed the state officer certification examination.
SPECIFIC PROCEDURES:

(1) The department may temporarily employ or appoint an officer on temporary employment authorization status if:

(a) the officer complies with the qualifications for officer employment in section 943.13(1)-(8), F.S., but has not fulfilled the requirements of section 943.13(9) and (10), F.S.

(b) a critical need exists to employ or appoint the officer; and

(c) the officer is or will be enrolled in the next approved basic recruit training program available in the geographic area.

(2) The department will maintain a “Temporary Employment Authorization Statement,” CJSTC 65, which demonstrates that a critical need exists to employ that officer in temporary employment authorization status. The servicing personnel office will ensure the form is filed in the officer’s personnel file.

(3) TEMPORARY EMPLOYMENT AUTHORIZATION PREREQUISITE: In order to be hired as an officer in temporary employment authorization status, the applicant must meet the following statutory criteria:

(a) Be at least nineteen (19) years of age.

(b) Be a citizen of the United States, notwithstanding any law of the state to the contrary.

(c) Be a high school graduate or its equivalent for correctional officers or be a college graduate (four [4] year degree from an accredited college or university) for correctional probation officers.

(d) Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States (Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged will not be deemed ineligible for employment or appointment as an officer).

(e) Have documentation of her/his processed fingerprints on file with the department.

(f) Have passed a physical examination by a licensed physician.

(g) Have a good moral character as determined by a background investigation under procedures established by the Commission.
Execute and submit to the department an “Affidavit of Application,” CJSTC 68. The affidavit will be executed under oath and constitutes an official statement per section 837.06, F.S.

In addition to meeting the requirements in section (3)(a-h) of this procedure the officer must:
1. comply with all requirements for entrance into the basic recruit training program, and
2. pass the basic abilities test (required for correctional officers only).

Prior to placing the officer in temporary employment authorization status, the servicing personnel office will:
1. ensure compliance with all requirements for employment and temporary appointment,
2. review the automated training management system for:
   a. any prior employment by another law enforcement agency and the certification status, and
   b. previous employment with a temporary employment authorization appointment; and
3. ensure the officer is paid at an amount ten percent (10%) less than the base salary for the position, in accordance with the department’s established pay procedures.

An officer who has had a previous temporary employment authorization registered with the Commission can be reemployed on temporary employment authorization status in the same discipline if s/he was previously:

(a) certified as a full or part-time officer (meeting all requirements of section 943.13, F.S.), and has had a break in service from her/his last certified employment for a minimum of four (4) years; or

(b) hired on temporary employment authorization status, separated from the employing agency or discontinued training while still in good standing, and has had a break-in-service from the last employment for a minimum of four (4) years. Such individual must comply with the firearms training requirement (except correctional probation officers) and begin a Commission-approved basic recruit training program within 180 days of employment or begin the first training program offered in the geographical area.

Any officer employed or appointed on temporary employment authorization status must comply with the firearms training requirement established in section 943.17(1)(a), F.S.; and the basic recruit training requirement established in section 943.13(9).

The department may temporarily employ or appoint a correctional or law enforcement officer prior to completion of the firearms training requirement.
1. The officer will not be permitted to carry a firearm while on duty until s/he has met the Criminal Justice Standards and Training Commission firearms requirements established in section 943.17(1)(a), F.S.
2. The “Temporary Employment Authorization Statement,” CJSTC 65, maintained in the officer’s personnel file will document and confirm the officer will not be permitted to carry a firearm while on duty until fulfillment of the firearms training requirement.

(b) Correctional probation officers are not required to meet the Criminal Justice Standards and Training Commission firearms training requirement prior to being placed in temporary employment authorization status. However, any correctional probation officer who elects to carry a firearm while on duty will not be authorized to do so until s/he complies with the firearms training requirement.

(c) Any officer employed or appointed in temporary employment authorization status must:
   1. attend the first basic recruit-training program offered in the geographic area, subsequent to her/his employment or appointment,
   2. begin the basic recruit training program within 180 consecutive days of beginning her/his temporary employment authorization status, and
   3. successfully complete the basic recruit training program within eighteen (18) months of beginning the training program.

(6) STATE OFFICER CERTIFICATION EXAMINATION: Any officer employed or appointed in temporary employment authorization status must achieve an acceptable score on the state officer certification examination, given by the Commission, within 180 consecutive days after completing the basic recruit training program.

(a) Any officer in temporary employment authorization status who does not pass the state officer certification examination on the first attempt may, per section 943.131(b)(3), F.S., be retained up to 180 days from completion of the basic recruit training program while preparing to re-take the certification examination.

(b) Any officer in temporary employment authorization status may have up to three (3) total opportunities (within the 180 day time period following the completion of basic recruit training) to pass the state officer certification examination (original examination, plus two [2] re-take opportunities).

(c) The officer will be responsible for registering to take the first state officer certification examination offered in the geographic area. Any exceptions must be approved by the warden or circuit administrator.

(d) Any officer who has registered for the state officer certification examination, but is unable to take the examination due to circumstances beyond her/his control (military duty, death in the family, serious illness, etc.) will:
   1. notify the warden or circuit administrator; and
   2. reschedule the examination through the FDLE on-line registration website or submit a written request to reschedule the examination to FDLE prior to the examination deadline date.

(e) An officer will not be employed or remain in temporary employment authorization status for more than 180 consecutive days after completion of the basic recruit-training program.
If an officer in temporary employment authorization status fails to pass the state officer certification examination by the third attempt or within the required 180 days, whichever comes first, s/he will be immediately removed from temporary employment authorization status.

(7) An officer may continue to be temporarily employed or appointed until one (1) of the following occurs:

(a) the officer successfully completes the basic recruit training program and achieves an acceptable score on the state officer certification examination;

(b) the officer withdraws from or fails to successfully complete the basic recruit training program within the timeframe specified in chapter 11B-35, F.A.C.;

(c) the officer fails to achieve an acceptable score on the state officer certification examination by the third attempt or within the allowable timeframe; or

(d) the officer is separated (terminated employment voluntarily or involuntarily) from employment or appointment by the department for other than academic reasons.

(8) An officer who exits the basic recruit training program before completion or is removed from temporary employment authorization status may be considered for appointment to a non-certified position.

(9) WORK RESTRICTIONS: An officer in temporary employment authorization status will not be permitted to perform the duties of an officer unless supervised by another individual who holds the rank of at least correctional officer in an institution or correctional probation officer in a probation office.

(a) Correctional officers in temporary employment authorization status in an institution will not be placed in the following posts/assignments under any circumstances:

1. tower/vehicle/stationary perimeter posts,
2. vehicular gates (may assist in searches of in-coming work squads under the supervision of a certified uniformed employee of at least the rank of correctional officer),
3. outside work squads (public work squads, Department of Transportation work squads, institutional work squads),
4. outside inmate transport/medical escort,
5. medical isolation/self-harm observation status,
6. canine, or
7. death row.

(b) Correctional probation officers in temporary employment authorization status in a community corrections office will be permitted to do the following:

1. assist certified officers with gathering and compiling information to conduct investigations;
2. accompany certified officers in the field and court;
3. assist with drug testing after completing required drug testing training;
4. participate in counseling or instructing offenders with a certified officer present; and
5. assist the certified officer with routine tasks under their direction, including entering electronic case notes.

(c) The correctional probation officer in temporary employment authorization status will not:
1. be assigned a caseload, or
2. sign off on investigations.

/S/ ________________________  7/28/10
Secretary  Date
PROCEDURE NUMBER:  208.023

PROCEDURE TITLE:  REQUEST FOR SHIFT CHANGE

RESPONSIBLE AUTHORITY:  OFFICE OF HUMAN RESOURCE MANAGEMENT

EFFECTIVE DATE:  OCTOBER 7, 2010

INITIAL ISSUE DATE:  APRIL 8, 2002

SUPERSEDES:  PERSONNEL PROCEDURE, VOLUME VII, CHAPTER 6

RELEVANT DC FORMS:  DC2-838

ACA/CAC STANDARDS:  NONE

STATE/FEDERAL STATUTES:  NONE

FLORIDA ADMINISTRATIVE CODE:  CHAPTER 60L-34, F.A.C.

OTHER:  ARTICLES 9 AND 23, SECURITY SERVICES BARGAINING UNIT
PURPOSE: To establish guidelines for employees to submit requests for a shift change.

DEFINITIONS:

(1) **Employee**, where used herein, refers to a Florida Department of Corrections’ staff member who has attained permanent status in career service whose job class is covered by the security services collective bargaining unit and who is a correctional officer, correctional officer sergeant, correctional officer lieutenant, or correctional officer captain.

(2) **Experienced Officer**, where used herein, refers to a correctional officer and correctional officer sergeant who have at least two (2) years of experience in her/his class in permanent status.

(3) **Post**, where used herein, refers to a security post that is necessary to operate an institution.

(4) **Seniority**, where used herein, refers to services in the job classification/occupational level with no break in service; provided, however, that an employee will be considered to have a break in such service when the employee separates, and is not on any payroll for at least thirty-one (31) calendar days following the separation.

(5) **Shift**, where used herein, refers to an employee’s regular daily work period.

SPECIFIC PROCEDURES:

(1) **GENERAL GUIDELINES:**

   (a) A shift vacancy that occurs on the first (1st), second (2nd), or third (3rd) shift will be given to the correctional officer or correctional officer sergeant with the greatest length of cumulative service in her/his current class and who has a valid shift change request on file provided the twenty-five percent (25%) or adjusted benchmark is reached or exceeded.

   (b) Any employee may apply for a shift change by completing a “Request for Shift Change,” DC2-838.

   (c) The institution is responsible for ensuring that an adequate supply of the DC2-838 is in a location accessible to employees. Staff may download and copy the form (as necessary) from the Florida Department of Corrections’ Intranet at [http://dcweb/policies.html](http://dcweb/policies.html).

   (d) An employee may submit a request for shift change at any time. A request for a shift change becomes effective on the same date it is submitted.

   (e) All requests for shift changes automatically expire on May 31 of each calendar year.

(2) For all shifts, a minimum of twenty-five percent (25%) or adjusted benchmark of staff should consist of experienced correctional officers and correctional officer sergeants.
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(a) To determine the number of experienced officers required to meet the twenty-five percent (25%) benchmark multiply each of the three (3) shifts by twenty-five percent (25%). For example, the:

1. first (1st) shift has thirty (30) officers/sergeants posts, which requires a minimum of seven (7) experienced officers. (Thirty [30] officers x 25% = 7.5, rounded down to seven [7] officers);
2. second (2nd) shift has forty (40) officers/sergeants posts, which requires ten (10) experienced officers (forty [40] officers x 25% = ten [10] officers); and
3. third (3rd) shift has thirty-five (35) officers/sergeants posts, which requires eight (8) experienced officers (thirty-five [35] x 25% = 8.75, rounded down to eight [8] officers).

(b) If the same institution has less than the twenty-five percent (25%) benchmark on one (1) or more shift(s), then the new benchmark must be determined by totaling all of the experienced officers on all three (3) shifts and multiply the number by twenty-five percent (25%). The result will provide the required number of experienced officers on all three (3) shifts. For example, if there are ninety (90) experienced officers, multiply ninety (90) officers x 25% = 22.5 ÷ three (3) shifts = 7.5, rounded down to seven (7) officers. Therefore, seven (7) experienced officers must be evenly distributed on all three (3) shifts.

(c) Experienced officers will not be reassigned or have their shift changed solely to achieve the twenty-five percent (25%) benchmark on a shift.

Note: When making these calculations, the number of experienced officers will be rounded down to the closest low, whole number when determining the required number of officers on a shift.

(3) Management is responsible for filling all shift vacancies that occur on the administrative shift, and for assigning correctional officer lieutenants and correctional officer captains to all three (3) shifts. Management agrees to consider seniority as one (1) factor when making such assignments.

(4) Correctional officers in trainee or probationary status may be evenly distributed among all three (3) shifts or rotated as necessary based on the needs of the agency.

(5) An employee may not request a specific post when requesting a shift change.

(6) PROCESS FOR REQUESTING A SHIFT CHANGE:

(a) An employee who wishes to apply for a shift change under the provisions of the security services bargaining unit will apply by completing a DC2-838 supplied by the chief of security or designee.

(b) Requests will be submitted directly to the chief of security. The chief of security will acknowledge her/his receipt of the employee’s request by date stamping the DC2-838 and providing a copy to the employee.

(c) When the chief of security decides to fill a shift vacancy, s/he will first (1st) determine the current benchmark of experienced officers. If the benchmark is twenty-five percent (25%) or adjusted benchmark, the correctional officer or correctional officer sergeant with the
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...greatest seniority as defined herein and who has a valid request for shift change on file will be assigned to the shift.

(d) When a request is granted, the chief of security will notify the employee as follows:
   1. An employee will be given a minimum of fourteen (14) calendar days notice prior to the institution effecting the shift change.
   2. This notice will not be required during emergencies or other extraordinary conditions.
   3. An employee may choose to waive the fourteen-(14) calendar day notice by signing a DC2-838.

/S/ ___________________________  10/4/10 _______________________
Secretary                              Date
PROCEDURE NUMBER: 208.025

PROCEDURE TITLE: ON-CALL PROCESS AND PAYMENTS

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCE MANAGEMENT

EFFECTIVE DATE: MARCH 10, 2011

ISSUE DATE: JUNE 19, 2002

SUPERSEDES: PERSONNEL OPERATING PROCEDURE, VOL II, CHAPTER 6, SECTION V(D)

RELEVANT DC FORMS: DC2-819

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: SECTIONS 110.205 AND 110.2035, F.S.

FLORIDA ADMINISTRATIVE CODE: CHAPTERS 60L-32 AND 60L-34, F.A.C.
PURPOSE: To establish guidelines for approval, record keeping, and payment of on-call fees.

DEFINITIONS:

(1) **Approving Authority**, where used herein, refers to the following individuals:
   
   (a) for institutional and regional office (except for regional health service staff), the regional director;

   (b) for community corrections staff, the regional director;

   (c) for regional health services staff, the regional medical executive director; and

   (d) for central office staff, the applicable bureau chief.

(2) **Call Back**, where used herein, refers to a status wherein an employee is required to physically return to work beyond the employee’s scheduled hours of work for that day.

(3) **Career Service** refers to all state authorized and established positions not exempted by section 110.205, F.S.

(4) **Global Positioning Satellite (GPS)**, where used herein, refers to a form of electronic monitoring that uses satellite tracking.

(5) **On-Call**, where used herein, refers to the time an approved employee is instructed to remain available for work when s/he is off duty.

(6) **On-call Pay**, where used herein, refers to a salary additive paid to a career service employee who is in a position approved for on-call status.

(7) **PeopleFirst Timesheet**, where used herein, refers to the manual or on-line document used for reporting employee attendance and leave.

(8) **Personnel Action Request (PAR)**, where used herein, refers to the official form used to request and receive approval for all personnel actions.

(9) **Saturday, Sunday, and Holidays**, where used herein, refers to the twenty-four (24) hour period beginning at 12:01 a.m. and ending at 12:00 midnight of any Saturday, Sunday, or paid holiday as described in 110.117, F.S.

(10) **Selected Exempt Service (SES)**, where used herein, refers to positions in the executive branch, pursuant to section 110.205(2), F.S., which are:

   (a) exempt from the career service system and have a salary set in accordance with the selected exempt service classification and pay plan; and

   (b) designed to provide the delivery of quality performance in selected exempt classifications by helping the state’s ability to attract and keep qualified personnel in these positions.
while also providing enough management flexibility to make sure that the work force is responsive to agency needs. Members of the selected exempt service will:

1. serve at the pleasure of the agency head; and
2. be subject to suspension, dismissal, transfer, reduction in pay, or other personnel actions at the discretion of the agency head.

(11) **Senior Management System (SMS)** refers to positions in the executive branch, pursuant to section 110.205(2), F.S., or other applicable law that:

(a) are exempt from the career service system and have a salary set in accordance with the senior management service classification and pay plan;

(b) are designed to attract, retain, and develop highly competent senior-level managers for the highest executive-management-level agency positions;

(c) will serve at the pleasure of the agency head; and

(d) will be subject to suspension, dismissal, transfer, reduction in pay, or other personnel actions at the discretion of the agency head.

**SPECIFIC PROCEDURES:**

(1) Selected exempt service and senior management service employees do not receive on-call payments.

(2) When possible, selected exempt and senior management positions will be used for rotation of on-call.

(3) On-call pay will be approved for career service employees who are instructed by management to remain available to work during an off-duty period.

(4) An employee approved for on-call pay will provide information as to where s/he will be available by phone or electronic signaling device.

(5) The employee approved for on-call pay must be available to return to her/his work location, or other location as required, on short notice to perform assigned duties.

(6) An employee placed in on-call status for more than twenty-four (24) hours must be notified in writing. The approving authority will make sure that this is done via memorandum, schedule, or other documentation.

(7) Employees living in state-owned housing are not normally placed on-call. Therefore, the callback provisions do not apply in instances where the employee is living in state-owned housing or property on or adjacent to the facility where the employee works and is called back.

(8) On-call will not be approved during covered office hours. Flexible work schedules will also be taken into consideration. If an employee goes on duty prior to covered office hours or works
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beyond her/his regular schedule, such time is not considered on-call and is considered hours worked.

(9) Correctional probation officers in on-call status for Global Positioning Satellite monitoring are eligible to receive pay for “waiting time” for up to fifteen (15) minutes (or more, if approved) for each separate incident. While the statewide average to clear a call is twelve (12) minutes, occasionally, a call can take longer than fifteen (15) minutes to clear. Should this occur, the employee will document the reason for the additional time worked and obtain supervisory approval.

(10) A supervisor will not require an employee to “stand by,” be available, or be ready for duty to avoid placing the employee on-call.

(11) An employee who is issued a department cellular telephone or other communication device will:

(a) be instructed to keep the telephone or device on without being placed on-call, and

(b) not be required to remain available for work or remain within receiving range of the communication device. (However, any time the employee spends responding to a communication initiated by management in these circumstances will be considered time worked.)

(12) If an employee is called back to her/his work location while in on-call status, travel time to and from the work site is not considered actual time worked.

(13) **ON-CALL AND LEAVE STATUS**:

(a) In emergency circumstances, the approving authority may authorize an employee who is on approved annual or compensatory leave to remain in on-call status if they are available for on-call duty and able to return to the work site if required. Regardless of the amount of leave originally approved, the employee will only be charged with or granted the amount of leave necessary to bring the employee up to a forty (40)-hour workweek, the regular hours for an approved extended work period, or regular work period for excluded employees.

(b) An employee who qualifies for and is on approved sick leave will **not** remain in on-call status.

(c) An employee who has been approved to use her/his personal holiday may **not** be placed on-call.

(14) **APPROVAL PROCESS**:

(a) The warden, circuit administrator, or regional section supervisor will request positions to be placed on-call by providing a “Personnel Action Request,” DC2-819, to the servicing personnel office with the office, location, class title, class code, and position number.
sections completed as well as the following (the PAR will be initiated by the servicing personnel office directly upon consultation with the warden or circuit administer):

1. justification indicating the rotation of the on-call;
2. the benefits to the department; and
3. the purpose of the on-call, including:
   a. who will be contacting the employee,
   b. the reason(s) why the on-call is needed,
   c. the date(s) and time(s) for which the on-call pay is being requested, and
   d. an estimate of annual cost.

(b) The servicing personnel office will:
1. make sure the approving authority signatures are obtained on the PAR, and
2. forward the DC2-819 to the central office Bureau of Personnel for approval for all on-call payments.

(c) If approval for on-call pay is being sought for more than one (1) position, only one (1) DC2-819 will be completed. The DC2-819 will include all position numbers under consideration.

(d) The DC2-819 will be approved prior to placing an employee on-call.

(15) **PAYMENT SYSTEM:**

(a) Employees placed on-call will be compensated in accordance with the applicable collective bargaining unit agreement. If not covered by a collective bargaining agreement, the employee will be compensated:
   1. one dollar ($1.00) per hour from midnight, Sunday until midnight, Friday, and
   2. one-fourth (¼) of the statewide minimum of the class for Saturday, Sunday, and holidays.

(b) The employee will make sure that the online PeopleFirst timesheet or manual PeopleFirst timesheet used indicates the following:
   1. time worked, including time spent on the telephone while in on-call status using code 1000, regular work;
   2. actual on-call time using code 1002; and
   3. actual time worked on-call back using code 1004.

(c) The supervisor is responsible for ensuring that the timesheet is accurate and complete.

(d) **Call Back Calculation:**

a. If an employee is called back to her/his work location during any period of time while on-call and returns to on-call status once that work is completed, the work:
   i. is considered “time worked,” and
   ii. will be recorded as code 1004 on the timesheet.

b. If an employee is called back to the work location and works less than two (2) hours, s/he is paid for two (2) hours or the actual time worked, whichever is greater. Actual hours worked will be recorded as “on-call/call-back” status using
Procedure 208.025

code 1004. The PeopleFirst system will automatically calculate the difference if less than two (2) hours.

c. An employee will continue to receive on-call pay during the entire period of time spent on-call, but will also be compensated for the call back.

d. The difference between actual time worked and the two (2)-hour minimum will not be used in computing overtime.

2. **No Return to On-call Status:**
   a. If an employee is called back to her/his work location during any period of time while on-call and does not return to on-call status once that work is completed, the on-call status ends at the time s/he is called back to the work location.
   b. The employee will be compensated for the actual hours worked at the work location and the hours should be recorded using code 1000.

3. A two (2)-hour minimum call back is only applicable if the employee is actually required to travel to the work site. If the employee is already present at the assigned work site or is able to render assistance without returning to the assigned work site, the employee is entitled only to the actual hours worked.

4. All hours worked must be totaled at the end of the workday.
   a. The total will be rounded to the nearest quarter (1/4) of an hour.
   b. Telephone calls and actual work will be shown on the worksheet as actual work time.
   c. The total will be rounded off to the nearest quarter hour as shown:

<table>
<thead>
<tr>
<th>Minutes Worked</th>
<th>Quarter (1/4) Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-07</td>
<td>.00</td>
</tr>
<tr>
<td>08-22</td>
<td>.25</td>
</tr>
<tr>
<td>23-37</td>
<td>.50</td>
</tr>
<tr>
<td>38-52</td>
<td>.75</td>
</tr>
<tr>
<td>53-60</td>
<td>1.00</td>
</tr>
</tbody>
</table>

5. If overtime occurs because of on-call work, only the hours actually worked can be considered as overtime for included employees and regular compensatory time for excluded employees.

(e) Below are some examples of on-call work and how payments will be made.

1. **Example #1:** A systems programmer III is on-call from Friday, 5:00 p.m. to Monday, 8:00 a.m. At 1:00 a.m. on Saturday, s/he receives a telephone call that requires her/him to use the remote access server. The total time spent working is fifteen (15) minutes. S/he will record .25 hours for Saturday as hours worked and will be compensated accordingly. S/he is not entitled to the two (2)-hour minimum, as s/he is not required to physically return to the work location.

2. **Example #2:** A senior registered nurse-F/C at Anywhere Correctional Institution is on-call from 5:00 p.m. Monday until 8:00 a.m. Friday. Tuesday night, s/he receives a call at midnight and is required to return to the institution. S/he arrives at the institution at 12:30 a.m. and works until 1:30 a.m., then returns to on-call status. Her/his timesheet will reflect one (1) hour as “call-back” code 1004. A two (2)-hour minimum payment will be calculated by the PeopleFirst system. Since s/he returned home and was placed back on on-call s/he will still receive on-call pay for fifteen (15)
hours for that day. S/he will receive on-call pay continuously, and if her/his time worked results in overtime, s/he is entitled to receive overtime for the time actually worked and not the two (2)-hour minimum.

3. **Example # 3:** A correctional probation senior officer is on-call from Friday at 5:00 p.m. until Monday at 8:00 a.m. S/he receives a telephone call at 7:15 a.m. on Saturday from the monitoring system that a probationer has left her/his residence. The officer then makes a telephone call to the probationer’s residence and verifies that s/he is at her/his residence. When s/he is done, s/he calls Global Positioning Satellite; however, the violation is not yet cleared. S/he waits five (5) minutes and calls back, and the violation is cleared. The four (4) telephone calls and waiting time take approximately thirteen (13) minutes.

**Telephone and related work time:** 7:15 a.m. until 7:28 a.m.
**Total telephone work time:** thirteen (13) minutes (rounded to .25 hours).
Record .25 as hours worked, using code 1000.

The timesheet will reflect on-call status from 5:00 p.m. Friday until 8:00 a.m. Monday. S/he will be paid for fifteen (15) hours at one dollar ($1.00) per hour and forty eight (48) hours at one (1) quarter (1/4) of the statewide minimum of the class for a correctional probation senior officer.

_/S/___________________ 3/7/11__________________
Secretary Date
PROCEDURE NUMBER: 208.035

PROCEDURE TITLE: CORRECTIONAL OFFICERS’ NOTIFICATION OF UNSCHEDULED ABSENCE

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCE MANAGEMENT

EFFECTIVE DATE: JANUARY 5, 2011

INITIAL ISSUE DATE: JULY 27, 2004

SUPERSEDES: NONE

RELEVANT DC FORMS: DC2-836

OTHER RELEVANT FORMS: PEOPLE FIRST TIMESHEET (ONLINE OR MANUAL)

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: NONE

FLORIDA ADMINISTRATIVE CODE: CHAPTERS 60L-34 AND 33-208, F.A.C.

OTHER: SECURITY SERVICES COLLECTIVE BARGAINING UNIT, ARTICLE 18, SECTION (B)
**PURPOSE:** To establish a standard policy regarding correctional officers’ notification of their unscheduled absences during scheduled hours of work.

**DEFINITIONS:**

1. **Immediate Supervisor**, where used herein, refers to the incumbent assigned to the position designated on the official approved organization chart. In most cases, the immediate supervisor will be the shift supervisor.

2. **Shift Supervisor**, where used herein, refers to the highest ranking correctional officer of the on-duty shift.

3. **Unscheduled Absence** refers to an employee’s failure to report for duty as scheduled or leaving early when s/he did not have prior approval.

4. **Unscheduled Late Arrival** refers to an employee’s failure to report for her/his scheduled shift on time without prior approval.

**SPECIFIC PROCEDURES:**

1. This procedure applies to all employees in the correctional officer series, and may not be used to request leave for vacation or other non-emergency reasons.

2. Employees are expected to report to their designated assigned posts on time.

3. Employees will request leave through their immediate supervisor, who must approve prior to leave being taken. An employee's leave balance may be audited at any time.

4. Employees are not required to call in daily when leave has been approved in advance.

5. When an employee becomes aware that s/he will not report to her/his assigned shift due to illness, injury, or other emergency, s/he will notify her/his immediate supervisor by telephone prior to her/his scheduled work shift.

   (a) If the immediate supervisor is not on duty, the employee will report her/his unscheduled absence to the shift supervisor on duty.

   (b) If the shift supervisor is not available, the employee will report her/his unscheduled absence to an employee designated by the shift supervisor or immediate supervisor to receive employee reports of unscheduled absence.

   (c) E-mails and faxes, to include any medical notes, are not acceptable notification.

6. The immediate supervisor will:

   (a) ensure completion of a “Report of Unscheduled Absence/Late Arrival,” DC2-836, and
(b) forward the DC2-836 to the chief of security to document the employee’s notification of her/his absence.

(7) The immediate supervisor is responsible for approving/disapproving the use of leave for an employee under this policy, as well as for authorized or unauthorized leave without pay.

(8) The immediate supervisor will approve or disapprove the use of leave for an employee’s unscheduled absence and notify the employee of her/his decision prior to the end of the bi-weekly pay period in which the absence occurred.

(a) Annual leave may be approved for purposes of unscheduled absence or tardiness at the discretion of the employee’s immediate supervisor.

(b) An employee’s immediate supervisor will approve the employee’s use of sick leave for an unscheduled absence due to an authorized purpose as defined in “Sick Leave,” Rule 60L-34.0042, F.A.C.

(9) Once completed, whether leave was approved or not, the original DC2-836 will be forwarded to the chief of security who will file and maintain it for at least three (3) fiscal years. The forms will be destroyed in accordance with “Records Retention and Disposition,” Procedure 604.605.

(10) The immediate supervisor will ensure the employee’s People First Timesheet (online or manual), accurately reflects the leave action taken for unscheduled absence(s) occurring within a given pay period, and any authorized or unauthorized leave without pay has been reported to the servicing personnel office for payroll processing in a timely manner.

(11) The immediate supervisor will also ensure that the unscheduled absence and type of leave used for that date is entered into the Roster Management System prior to the end of shift.

(12) If disciplinary action is pursued as a result of the employee’s unscheduled absences:

(a) a copy of the applicable DC2-836(s) will be forwarded as supporting data with the recommendation for disciplinary action to the servicing personnel office, and

(b) the original DC2-836(s) will be kept in the chief of security’s retention files.

/S/ ___________________________ 12/29/10
Secretary Date
PROCEDURE NUMBER: 208.036

PROCEDURE TITLE: REQUEST FOR DAYS OFF CHANGE

RESPONSIBLE AUTHORITY: OFFICE OF HUMAN RESOURCE MANAGEMENT

ISSUE DATE: NOVEMBER 16, 2004; PEN AND INK MARCH 29, 2005

ANNUAL REVIEW: FEBRUARY 20, 2009

SUPERSEDES: PERSONNEL OPERATING PROCEDURE, VOLUME VII, CHAPTER 6

RELEVANT DC FORMS: DC2-837

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: NONE

FLORIDA ADMINISTRATIVE CODE: CHAPTER 60L-34, F.A.C.

OTHER: ARTICLE 23, SECURITY SERVICES BARGAINING UNIT
**PURPOSE:** To establish guidelines for an employee to submit a request for a change of days off.

**DEFINITIONS:**

1. **Chief of Security,** where used herein, refers to the senior correctional officer (correctional officer colonel or correctional officer major) at an institution who receives and approves requests for days off changes.

2. **Employee,** where used herein, refers to a department employee who has gained permanent status in the career service system and whose job class is in the security services collective bargaining unit.

3. **Seniority,** where used herein, refers to services in the job classification/occupational level with no break in service; provided, however, that an employee will be considered to have a break in such service when the employee separates, and is not on any payroll for at least thirty-one (31) calendar days following the separation.

**SPECIFIC PROCEDURES:**

1. **PROCESS FOR REQUESTING A CHANGE OF DAYS OFF:**
   
   (a) An employee who wishes to request a change of days off pursuant to the collective bargaining agreement will complete a “Request for Days Off Change,” DC2-837.

   (b) The DC2-837 can be obtained from the chief of security or her/his designee, or the officer may download the DC2-837 from the department’s intranet at: [http://dcweb/co/forms/index.html](http://dcweb/co/forms/index.html).

   (c) The employee will give the completed DC2-837 to the chief of security.

   (d) The chief of security will sign the DC2-837 and give the employee a copy affirming receipt.

2. **REQUIREMENTS FOR SUBMISSION:**

   (a) An employee may submit a request for a change of days off at any time.

   (b) All requests for a change of days off will expire on May 31st of each calendar year. However, requests submitted in May will be effective June 1.

   (c) The DC2-837 may not be used to request a specific post.
(3) **GRANTING DAYS OFF CHANGE REQUESTS:**

(a) When the chief of security determines that a days off vacancy needs to be filled, s/he will give first consideration to those employees with a valid DC2-837 on file.
1. A change of days off will be filled by the employee with the most seniority who has a valid DC2-837 on file, showing the available days off as her/his preference.
2. However, there may be times when the agency needs prevent such scheduling, but these are limited to employees under formal investigation or on a performance improvement plan.

(b) When a request is granted, the chief of security will tell the employee by giving her/him a minimum of fourteen (14) calendar days notice prior to granting any days off change.
1. This notice will not be needed during an emergency or other extraordinary condition.
2. An employee may choose to waive the fourteen (14) calendar days notice by signing the DC2-837 to show such a waiver.

(c) An employee will be subject to a post change at any time. A change of days off will not assure that an employee will have a specific or permanent post assignment.

/ / 
_____________/S/_____________
PROCEDURE NUMBER: 602.036

PROCEDURE TITLE: GENDER SPECIFIC SECURITY POSITIONS, SHIFTS, POSTS, AND ASSIGNMENTS

RESPONSIBLE AUTHORITY: OFFICE OF INSTITUTIONS

EFFECTIVE DATE: FEBRUARY 18, 2011

INITIAL ISSUE DATE: MAY 1, 2003

SUPERSEDES: NONE

RELEVANT DC FORMS: DC6-210

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: SECTIONS 944.24 AND 945.42(8), F.S.

FLORIDA ADMINISTRATIVE CODE: RULES 33-208.301 AND 33-602.204, F.A.C.
PURPOSE: To set internal guidelines by which gender specific security positions, shifts, posts, and assignments are designated and used based on balancing the security and privacy interests of staff, inmates, and the general public.

DEFINITIONS:

(1) Correctional Facility, where used herein, refers to all institutions or facilities which are now operational or become operational within the department and which are directly administered by the Department of Corrections.

(2) Security Positions, Posts, Shifts, or Assignments, where used herein, refers to those positions, posts, shifts, or assignments where correctional officers within the Department of Corrections’ security department serve.

(3) Special Housing, where used herein, refers to:

   (a) administrative confinement,
   (b) disciplinary confinement,
   (c) close management,
   (d) maximum management,
   (e) death row, and
   (f) mental health unit inpatient facilities (crisis stabilization unit, transitional care unit, corrections mental health treatment facilities in accordance with section 945.42[8], F.S.).

(4) Strip Search, where used herein, refers to an unclothed body search done in accordance with Rule 33-602.204, F.A.C.

SPECIFIC PROCEDURES:

(1) The department is committed to making sure that each employee has equal opportunity in agency employment practices. In doing so, adequate provisions will be incorporated into the designation of security positions, posts, and shifts to provide for the inmates’ right to privacy to the extent that such privacy safeguards do not impede the department’s ability to insure the operation of safe and secure correctional facilities.

(2) POSITIONS, POSTS, SHIFTS, AND ASSIGNMENTS:

   (a) Housing:

       1. In locations that house general population inmates, at least one (1) post on the third (3rd) shift in each general population housing unit will be designated gender specific. This third (3rd) shift housing officer assignment will apply only to major institutions.
At all work camps and community facilities, an opposite gender officer may be solely assigned.

2. Inmates will not be supervised by officers of the opposite gender while inmates are showering or in the toilet area unless appropriate privacy screening is provided to obscure from view:
   a. the breasts of female inmates, and
   b. the genitalia and buttocks of both male and female inmates.

3. More intrusive supervision involving viewing the areas of the body specified above must be conducted by officers of the same gender as the inmate being supervised, except in emergency situations where safety and security issues dictate otherwise.

4. Inmates will be required to cover themselves appropriately in accordance with local rules and requirements when not in the shower or not utilizing toilets and while in route to and from these areas.

(b) Special Housing: All posts involving the direct supervision of inmates in special housing will be gender specific to the inmates being supervised.

1. Direct supervision in these areas refers specifically to the duties of intrusive supervision of showers and/or the performance of strip searches.

2. Strip searches associated with escorted movement may be performed by the staff providing direct supervision, i.e., assigned housing unit officers, and not necessarily by escort staff unless the escort staff is of the same gender as the inmate.

3. Control room assignments, inmate escort officers, and other posts not requiring the performance of the specific intrusive tasks referred to above are not to be designated as gender specific to the inmate being supervised.

(c) Special-use housing areas including corrections mental health treatment facilities as defined in section 945.42(8), F.S., crisis stabilization units, transitional care units, isolation management rooms, and medical infirmaries require additional gender specific assignment consideration in keeping with any specific conditional requirements for such housing that may conflict with staff’s ability to effectively address privacy concerns for inmates housed there. Such requirements include the following:

1. Inmates are frequently on some type of enhanced supervision ranging from every thirty (30) minutes to constant one-on-one observation. Such observation is required by medical/mental health staff and many times involves inmates who either refuse or are incapable of keeping their genitalia, buttocks, and in the case of females, breasts covered appropriately.

2. Inmates on one-on-one constant “watch” status must be observed at all times, including when they are utilizing the toilet and bathing or showering.

3. Cell extraction teams should be gender specific in such settings when time and circumstances allow. This would also apply to teams responsible for applying medical restraints in those cases where resistance by the inmate is anticipated.

4. Assignments/posts within these special units that do not require participation in any of the required activities listed above are not to be gender specific.

(d) Transportation of Inmates:

1. At all times, there will be at least one (1) officer of the same gender as the inmate(s) during transportation of medium, close, and maximum custody inmates.
2. There will be no gender restrictions regarding the transport of minimum or community custody inmates.

(e) **Outside Work Squads:**
   1. **Outside Work Squads Consisting of Minimum, Minimum and Community, or Community Custody Inmates Working on Institutional Property:** Outside work squad officers, the department civilian supervisors, and non-department supervisors may be the opposite gender as the inmate(s) being supervised.
   2. **Community Work Squads Consisting of Minimum, Minimum and Community, or Community Custody Inmates:** Community work squad officers and non-department supervisors may be the opposite gender as the inmate(s) being supervised.
   3. **Transporting Inmates for the Purposes of Work:** When transporting minimum and/or community custody inmates, the transporting supervisor(s) may be of the opposite gender as the inmate(s).

(f) **Searches of Inmates:**
   1. Clothed searches of male inmates will be conducted only by appropriate staff who may be of the opposite sex from the inmates.
   2. Clothed searches of female inmates by male staff will only be conducted during an emergency situation as determined by the shift supervisor. The only exception to this section is an instance when time and circumstances do not permit the arrival of female staff or consultation with the shift supervisor prior to conducting the search due to an imminent threat of physical violence and a search is needed to secure the inmate to prevent injury to staff or inmates.
   3. Strip searches of inmates will be conducted only by correctional officers of the same sex as the inmate, except in emergency circumstances as determined by the shift supervisor.
   4. All strip searches of inmates conducted by staff of the opposite gender and clothed searches of female inmates in conjunction with section (2)(f)2. above will require the staff conducting the search to submit an “Incident Report,” DC6-210, explaining the urgency justifying the search exception.
   5. All searches of inmates will be in accordance with “Contraband and Searches of Inmates,” Procedure 602.018.

(g) All positions, posts, shifts, and assignments not specifically addressed herein and/or for which a specific exception has not been obtained from the Secretary will be equally available to all security staff without regard to gender.

/S/ Secretary 2/15/11 Date