

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**

"A TRADITION OF SERVICE"

DATE: February 8, 2006

FILE NO.:

OFFICE CORRESPONDENCE

FROM: JOHN H. CLARK, CAPTAIN  
MEN'S CENTRAL JAIL

TO: ALL PERSONNEL  
MEN'S CENTRAL JAIL

SUBJECT: JOB ROTATIONS

Over the last several years, Men's Central Jail personnel have experienced several changes in the way we conduct business. We have increased line positions, while we continue to lose personnel to outside agencies. This has resulted in Unit personnel working unprecedented hours of overtime to address these shortages. We have increased our K-10 population and continue dealing with the worst of the worst inmates. Incidents and events in our jail continue to be reviewed in detail by Department and external third parties. In addition, we are in the early stages of redefining the Division's classification and housing process which will impact the way we do business.

I have a responsibility to all personnel to assure all personnel are trained and prepared to address situations you face in all areas of the jail. This is increasingly important as previously noted, along with future challenges which will confront us. Some of our personnel have occupied specific jobs or floors for years with very little movement within the facility. This does not lend itself to a trained workforce with versatility, and limits the flexibility of management to ensure a safe and secure facility.

In addition, although familiarity with a position usually makes the job easier, it can also create complacency which lends to officer safety issues. Personnel leaving the Unit for other agencies have indicated they became bored or felt stagnated. They point out moving around the jail and experiencing other aspects of the facility may have been beneficial to their morale. I have also discussed with you the use of force and how change can be beneficial whether the causal factors are systemic, operational or personal. I want each one of you to have a lengthy career with the Sheriff's Department and succeed with your career goals.

I have instructed scheduling to begin a job rotation on all shifts. They will begin with a portion of the staff from each floor and rotate them to different floors. Each cycle, a portion of the floor staff will rotate to other assignments. With some exceptions, individuals will generally rotate every other cycle. You will remain on your assigned shift and scheduling will make every attempt to leave your schedule in place so that you will continue to have the normal schedule rotation you have now. The job rotation will begin March 5, 2006.

I will need cooperation from each one of you to make this process work. Change is good and I believe in the long run, it will make Men's Central Jail a better place to work.