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U.S. Department of Justice
Federal Bureau of Prisons

FCC Pollock, Louisiana

March 18, 2010

MEMORANDUM FOR ALL DEPARTMENT HEADS

FROM: 
S. R. Grant, Associate Warden

SUBJECT: Staff Augmentation Procedures

The purpose of this memorandum is to remind all Department Heads of the procedures to be used when augmenting non custody staff to work a custody post. In accordance with the procedures in which Management and the Local Union have agreed as specified in the agreement dated May 13, 2008, the below procedures must also be followed. If you have any questions, please contact your respective Associate Warden.

- A departmental list based on seniority will be developed and maintained by each department. The staff with the least amount of seniority will be the first name on the list going in sequential order to the staff with the most seniority.
- When the Lieutenant calls the department for a staff to be provided, a name will be given to the Lieutenant. The staff member is to report to that post. In the event there are no staff available from that department, or the loss of the staff would result in closing the department, approval must be granted from the respective Associate Warden.
- The department head will then make a notation on the department's list of the name of the staff, post assigned and date. Staff will be used in on a rotating basis. If for some reason the next staff is not available, ie; annual leave, day off, late day etc. the next name on the list will be used. The staff who was not used will remain at the top of the list.
- On a quarterly basis, departments will create a new seniority list to be used at each facility. The FCI and USP will use only those staff assigned to the FCI or USP for that quarter. Staff assigned to the FPC will be used on the USP's rotation.
- The list will be maintained for the entire quarter by each department. Each Monday, a copy of the previous week's departmental rosters will be scanned and emailed to the Associate Wardens Secretary, Lori Cordova.