



UNITED STATES GOVERNMENT

**memorandum**


FEDERAL BUREAU OF PRISONS  
Federal Correctional Complex  
Pollock, Louisiana

---

July 29, 2010

OFFICE OF THE COMPLEX WARDEN

MEMORANDUM FOR ALL CONCERNED

FROM:  W. A. Sherrod, Complex Warden

SUBJECT: Mandatory Overtime Post Relief

Effective immediately, any staff assigned to work a mandatory overtime post will be afforded a non-paid thirty minute duty free lunch break in between shifts to obtain food and manage personal matters. Any deviation from this procedure, for security purposes, will be reported immediately to the responsible Associate Warden between 7:30 a.m. to 4:00 p.m. and directly to the Administrative Duty Officer, after 4:00 p.m., who will work to facilitate a relief as soon as possible. The employee will be notified of the approved plan and time frame for a relief as soon as possible.