

Calculating Rotation Percentage

Total Officers Assigned to Facility _____

Less Number of Exempt Officers (Specialty Posts) Chief of Security,
Canine, Key and Tool, Armory, Correctional Security Manager I, and
II (On Separate Rotation Schedule) _____

Sub Total (Number Available to Rotate) _____

Multiply Subtotal by .25 = Number of Officers to be Placed into One
of Four Cycles/Groups for Rotation _____

Divide Number of Each Cycle/Group by Number of Shifts (3) Giving
the Number of Officers from each Shift Rotating within Specified
Cycle or Rotation _____

All officers, except for those exempt, must rotate once during an 18 month tour unless
exception is granted in writing.