

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN



DATE: June 5, 2019

SUBJECT: Director's Instruction # 373, Staff Rotation

This Director's Instruction is effective immediately and will remain in effect until further notice.

PURPOSE:

This Director's Instruction provides direction regarding unit rotation for Correctional Officer series personnel.

PROCEDURES:

Due to high vacancy rates in the Correctional Officers series the mandatory unit to unit rotation, as outlined in Department Order #524, Employee Assignments and Staffing, has been suspended for a period of one year. At the discretion of the Warden, or request from an employee, unit rotation may be evaluated on a case-by-case basis.

Upon conclusion of the suspension period, the directive will be reviewed and further directions will be provided.