

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3. 1. 26</b>
<b>SECTION:</b>	1	Security and Control	<b>EFFECTIVE DATE: 7 / 21 / 20</b>
<b>SUBJECT:</b>	26	<b>POST ORDERS</b>	
<b>STANDARDS: ACA – 4 – ALDF: 2A-04</b>			
<b>APPROVED:</b>			<b>REVIEW DATE: 7 / 21 / 20</b>
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE: 7 / 30 / 20</b>
Rescind: 3.1.26 dated 2-18-04 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to maintain current operational and policy information at each security post. All line and supervisory staff must review applicable post orders to familiarize themselves with the day-to-day requirements of the posts and to ensure that they are aware of all critical emergency information.

**II. RESPONSIBILITIES**

All custody staff having direct contact with the inmate population are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Facility Administrator:** As used in ACA Standards; and for the purpose of this procedure and work rule, implies the Detention Center Superintendent or designee.

**Post:** A specific location, an area, or an aggregate of tasks to which an employee has or may be assigned to execute.

**Post Order:** A written description of a post, and job process that specifies the duties and responsibilities to be performed by staff assigned to the post.

**POLICY & PROCEDURES**

---

**Support Services Security Posts:** It includes but not limited to casework services, kitchen area, lobby area, laundry and other such areas requiring the continuous presence and supervision by custody staff.

**IV. PROCEDURES**

**A. General Information**

1. Standardized post orders will be developed for all security, housing, programs, and support services security posts.
2. Post orders will contain general and specific instructions for the operation of each security post.
3. Post orders will be made available to staff in loose leaf binders.
4. Post orders will advise staff of the major activities occurring on the post and provide specific instruction for the implementation and/or supervision of those activities.
5. Post orders will clearly define duties specific to each shift or work unit.
6. Employees are required review written changes in post orders as they occur. Supervisory staff is responsible for notifying and clarifying to line staff of all changes and ambiguity in post orders.

**B. Availability and Review**

1. The Chief of Security will maintain a facility-wide Post Order Manual that is complete and updated, in the office of the Chief of Security.
2. The Shift Supervisor will maintain a facility-wide Post Order Manual that is complete and updated, in the Shift Supervisor's office.
3. The Area Supervisor will maintain a facility-wide Post Order Manual that is complete and updated, in the Area Supervisor's Office.
4. The Chief of Security will ensure that each duty-post has current and post-specific Post Orders Manual including forms, memos, and evacuation routes specific to the operation of that post.
5. When an employee's post assignment is changed, each Shift Supervisor and Area Supervisor will instruct the employee to read Orders for the post to which they have been assigned.

**POLICY & PROCEDURES**

---

6. Before assuming or relieving a post, staff must review and sign the appropriate Post Order Acknowledgement Form, or signs a permanent log maintained for the purpose of documenting staff review of post orders. The Area Supervisor must verify that applicable staff have read the post orders and both the employee and Supervisor must indicate by dating and initialing the form or log provided in the Post Order Manual.
7. Post orders will be reviewed annually by Detention Center Superintendent/designee. Documentation supporting Post Order annual review and changes will be maintained in the introduction to each set of Post Order Manual. Information on all discontinued or changed duties of a post will be forwarded to Central Records Office for retention consistent with state statutes.
8. The Detention Center Superintendent/designee will forward written and approved post orders, and subsequent changes to Policy Unit for proper indexing and catalogue and if applicable, for printing and distribution.
9. Each staff member is encouraged to submit proposals for written changes that have occurred or suggestions for changes in the operation of each post. The Shift Supervisor will review these suggestions and submit them to the Chief of Security for review and action.
10. No changes will be made in any approved post order without prior authorization by the Detention Center Superintendent.

**C. Security of Post orders**

1. Supervisors and general staff will maintain Post Orders in a secure manner at all times.
2. Post Orders will not be made accessible or shown to inmates or other unauthorized persons.