



**DEPARTMENT OF CORRECTIONS
Institutions**



Title: Post Orders	DOC Policy: 40.1.7
Effective: 2/23/2018	Supersedes: 12/1/13
Applicability: Institutions	
Directives Cross-Reference: Policy: 10.3.1: Emergency Management	
Attachment: CD 1793 Post Order Notes Post Order Signature Log	

I. PURPOSE

To identify and establish guidelines to be used in the development, revision, implementation and monitoring of security post orders.

II. DEFINITIONS

- A. Post: Any employee position in the security section of a functional unit.
- B. Post Order: A directive established by the functional unit manager for each security post during routine operation.
- C. Emergency Post Order: A directive or guide established by the Department of Corrections Office of Emergency Management for each emergency position described in the functional unit's emergency command structure.

III. POLICY

Each Department of Corrections facility shall have a post order or emergency post order for each post in the facility. Post orders shall be uniform in appearance; provide necessary information on activities, frequencies, and duties associated with the post; provide guidelines for development and revision; and provide guidelines for the monitoring of staff compliance and familiarity.

A. Format

All post orders shall conform to the following format:

- 1. The first page shall contain the following information:
 - a. Post order title and number;
 - b. Supersede date;
 - c. Effective date;

- d. Assistant Superintendent of Security or Security manager's signature; and
 - e. Functional unit manager's signature.
2. The Activities, Frequencies and Duties section of the post order will provide instructions (in a standard outline form) on topics which affect the security and/or function of the post. Each post order will contain the subject matter for each area listed below, in the order listed, and as applicable to the post.
- a. Zone of control: Area of assigned responsibility.
 - b. Key control: Instructions governing the issue, exchange, use and return or keys, key chits and lock control utilized in the zone of control; designation of ranking security officer responsibility for key control; and location of emergency keys.
 - c. Communications: Instructions governing access and use of telephones, radios, intercoms, whistles, bull horns, loudspeakers, sirens, emergency numbers, primary and secondary methods of communications and notifications to supervisor and others, for further instructions.
 - d. Physical force: Instructions governing the use of physical force, issue and use of firearms, chemical agents and other security equipment.
 - e. Traffic control: Instructions governing the monitoring and/or controlling of inmate movement (pass system, call-out, line movement, etc.), control of entrance/exit points and/or access to the zone of control.
 - f. Count procedure: Instructions governing counting of inmates within the zone of control, on a routine and emergency basis.
 - g. Escort procedure: Instructions governing escorting of inmates, vehicles and visitors, within the zone of control.
 - h. Inventory control: Instructions governing the distribution and use of equipment and supplies within the zone of control; including property control, requisition, storage and issuance.
 - i. Relief procedure: Instructions for assuming an unoccupied post or replacing an employee on post, including debriefing of pertinent information from previous shifts.
 - j. Incident reporting: Instructions for notifying supervisor of unusual incidents, inmate misconduct and physical plant needs.
 - k. Record keeping: Instructions to document and/or track inmate property, searches, security checks, safety and sanitation checks and the use of specific forms, logs and records.

2. There will be a current and complete copy of the post order available for employees assigned to the post.
3. The functional unit manager will maintain a list of the following:
 - a. The location of post order manuals available for review.
 - b. The locations of post order copies available for personal use and retention.
4. The original post order will be archived for a minimum of three years.

C. Development, Revision and Monitoring

1. The functional unit manager will authorize new and revised post orders.
2. The assistant superintendent of security or security manager will:
 - a. Develop and maintain a post order for each post.
 - b. Have a 90-day post order review process in place for the annual review and revision of all post orders.
 - c. Forward the newly developed or revised post order draft to the functional unit manager for signature.
 - d. Assure each security employee (at least quarterly) is interviewed, tested and/or drilled in order to demonstrate knowledge of his/her assigned post order(s).
 - e. Assure employee compliance with the post order.
3. Security employees assigned to a post will:
 - a. Read the post order before assuming any newly assigned post.
 - b. Read on a monthly basis the post order of his/her currently assigned post.
 - c. Review with the immediate supervisor any questions and/or concerns regarding the post order.
 - d. Provide, as soon as possible, necessary verbal and written comments about post orders to the immediate supervisor using Post Order Notes CD1793 (Attachment 1).
 - e. Sign and date Post Order Signature Log (Attachment 2), to document the reading and understanding of the post order.
 - f. Comply with the post order.

4. Post orders may not be changed by memo, hand written notations or addendums/supplements.
5. The functional unit manager may assign post orders to be developed for other sections of the facility. These post orders will conform to the standards set forth in this policy.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __signature on file _____
Michelle Mooney, Rules Coordinator

Approved: __signature on file _____
Brian Belleque, Deputy Director