

STANDARD 2.6

POST ORDERS

I. POLICY

Each officer will have written post orders that specifically govern his or her current duties. The post orders will specify the duties of the post, along with instructions on how to perform those duties. The step-by-step procedures will include enough detail to guide an officer newly assigned to the post. The facility will also develop post orders for non-permanent assignments (details, temporary housing units, emergency changes, etc.). If events preclude advance planning, the facility will issue a post order as soon as possible after the need arises.

II. STANDARDS AND PROCEDURES

A. Post Orders

Written orders shall specify the duties of each post, along with the procedures to be followed in carrying out those duties. A master file which contains all post orders shall be available to all employees.

B. Reading and Understanding of Post Orders

All facilities shall have written procedures to ensure that all officers read applicable post orders. The facility administrator or designee shall review and sign housing-unit orders.

All officers and supervisors shall use the post orders to familiarize themselves with the duties for which they are responsible, and to stay abreast of changes that occur in the operation and duties of the post. Supervisors shall ensure that officers understand the post orders of each post they are assigned, regardless of whether the assignment is temporary, permanent, or due to an emergency.

Prior to assuming a post, officers will sign and date the post order to indicate having read and understood its provisions.

C. Maintenance of Post Orders

Post orders will be kept current at all times. Post orders will be reviewed and updated at least annually.

D. Armed and Perimeter-Access Post Assignments

Post orders for armed and perimeter-access post assignments will, among other things, describe and explain:

1. The proper care and safe handling of firearms; and
2. Circumstances and conditions when use of firearms is authorized.

Post orders for armed posts, and for posts that control access to the institution perimeter, shall clearly state that any staff member who is taken hostage is considered to be under duress. Any order/directive issued by such a person, regardless of his or her position of authority, is to be disregarded.

Specific instructions for escape attempts shall be included in the post orders for armed posts.