

7.5 Post Orders

Introduction

This U.S. Immigration and Customs Enforcement (ICE) Family Residential Standard protects residents and staff, and maintains safe and secure Center operations by ensuring that each staff member assigned to a post, or particular area of responsibility, knows the procedures, duties, and responsibilities of that post.

Various terms used in this standard may be defined in ICE Family Residential Standard on *Definitions*.

Program Philosophy

The requirements of this standard must be implemented in accordance with the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes*.

A. Language Access and Disability Requirements

Centers will adhere to the language access and disability laws, regulations, responsibilities, requirements, and laws cited in the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes* and the ICE Family Residential Standard on *Disability Identification, Assessment, and Accommodation*. These requirements must be promulgated in all Center policies, practices, and operations and its themes must be fully incorporated into every Center activity. This is of critical importance and will directly impact resident life, health, and safety.

Expected Outcomes

The expected outcomes of this standard are as follows (specific requirements are defined in the Expected Practices section in this standard):

- Each staff member will have current written Post Orders that apply specifically to the assigned post, with step-by-step procedures written in sufficient detail to guide a staff member assigned to that post for the first time.
- Signed and dated records will be maintained to show that assigned staff members acknowledge that they have read and understood the Post Orders.
- Post Orders will be formally reviewed annually, and updated as needed.

Standards Affected

This standard replaces the ICE Family Residential Standard on *Post Orders* dated 12/21/2007.

7.5 Post Orders

Expected Practices

A. Post Orders Required

The Center Administrator will ensure that:

- There are written Post Orders for each security post;
- Copies are available to all employees;
- Written Center policy and procedures exist, which:
 - Provide official on-duty time for staff members to read the applicable Post Orders when assigned to a post; and
 - Ensure that staff members read those applicable Post Orders prior to assuming their posts.
- As needed, Post Orders for non-permanent assignments (e.g., details, temporary living areas, emergencies) are developed in advance or as soon as possible after the need arises.

B. Reading and Understanding Post Orders

Staff members and supervisors will use the Post Orders to familiarize themselves with the duties for which they are responsible and to remain situationally aware of changes that occur in the operation and duties of that post. Even in the event that a staff member has worked a post in the past, he/she will assume the Post Orders have changed, and will be required to read and comprehend all Post Order documents upon assuming their posts.

Supervisors will ensure that staff members understand the Post Orders, regardless of whether the assignment is temporary, permanent, or due to an emergency.

C. Preparation of Post Orders

The Security Manager will supervise the preparation of all Post Orders, which will:

- Be based on ICE/Enforcement and Removal Operations (ERO) Standards, ICE/ERO policies, and Center practices and policies; and
- Specifically state the duty hours for each post.

The Center Administrator (or designee) will:

- Approve, sign, and date each Post Order on the last page of each section;
- Initial and date all other pages; and
- Initial and date any subsequent changes to the Post Order.

D. Format of Post Orders

The Post Orders for each post will be issued in a six-part classification folder and will be organized as follows:

7.5 Post Orders

Section 1: Specific Post Orders, listing activities chronologically, with responsibilities clearly defined;

Section 2: Special instructions, if any, relating to the specific post;

Section 3: General Post Orders applicable to all posts;

Section 4: Memoranda changing or updating the Post Orders;

Section 5: ICE/ERO Standards and policies and Center practices relevant to the post; and

Section 6: Reviewed and signed form, or its equivalent, dated and with the staff member's name printed and signed.

E. Living and Activity Area Post Orders

In addition to the above requirements for all Post Orders, living and activity area Post Orders will follow the event schedule format (e.g., "0515—Lights on") and will direct the assigned staff member to maintain a unit log of pertinent information regarding resident activity.

The Shift Supervisor will visit each living and activity area and initial the log on each shift.

F. Maintenance of Post Orders

Post Orders will be kept current at all times. Post Orders will be formally reviewed annually, at a minimum, and updated as needed. Should staff members become aware that any part of a folder containing Post Orders is out of date, or in need of repair or replacement, they will notify the Shift Supervisor immediately.

Post Orders and logbooks are confidential and must be kept secure (under lock and key) at all times, and will never be left in an area accessible to residents.

The Security Manager will determine whether Post Orders require updates during any period between annual reviews. Any time the Security Manager determines a page is too difficult to read, it will be removed and replaced by a clean copy.

Two weeks before the annual review, supervisory staff will solicit written suggestions for changes or additions to Post Orders from ICE/ERO staff, contract staff, and other affected staff.

The Security Supervisor or equivalent will review and comment on all suggested changes prior to submitting them to the Security Manager for review and possible inclusion in Post Orders. All submissions will be retained in a historical file for two years.

The Security Manager will forward the updated Post Orders to the Center Administrator for approval.

Emergency changes may be made by memorandum, and immediately placed in the Post Orders with an immediate notification made to the employee union, when required. During each review, Post Orders must be revised to incorporate or delete emergency changes, at which time any emergency memoranda are to be removed.

7.5 Post Orders

A Post Orders master file will be maintained in the office of the Security Manager, and will be made available to all staff. Copies of the applicable Post Orders may be retained at the post, only if secure from resident access.

The Security Manager will ensure that all Post Orders are transcribed on a computer and that all back-up files are accounted for properly and maintained in a secure location.

References

- ICE Family Residential Standard on Definitions
- ICE Family Residential Standard on Program Philosophy, Goals, and Expected Outcomes
- ICE Interim Firearms Policy (2004)
- ICE Interim Use of Force Policy (2004)