

State of Vermont Agency of Human Services Department of Corrections	<b>Title:</b> Post Orders	<b>Page 1 of 7</b>
<b>Chapter:</b> Security & Supervision	# 403	Supersedes: # 403, Security Manual and Post Orders, dated 3/14/1984; 328.01 Living Unit Post Orders, dated 02/05/01
<b>Attachments, Forms &amp; Companion Documents:</b>		
<ol style="list-style-type: none"> <li>1. Post Order Signature Sheet</li> <li>2. Post Order Format</li> </ol>		
<b>Local Procedure(s) Required:</b> No		
<b>Applicability:</b> All staff, contractors, volunteers		
<b>Security Level:</b> "B" Anyone may have a copy of this document.		
<b>This document has been formatted for on line posting. It was signed by Commissioner Hofmann, October 13, 2005, effective October 20, 2005</b>		

## PURPOSE

The purpose of this administrative directive is to establish the format and procedures for the development, approval and standardization of post orders used by the Department to communicate the employee duties and responsibilities for each assigned post in a correctional facility.

## POLICY

It is the policy of the Department of Corrections that the duties and responsibilities are effectively communicated to employees through the chain of command, and that written post orders are standardized to the extent possible and reviewed annually across all facilities.

## AUTHORITY & REFERENCE

28 V.S.A § 102 (b) (1). American Correctional Association Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition, January 2003, Standards 4-4178 and 4-4179.

## DEFINITIONS

Post: An established work assignment within a correctional facility that an employee may be given for part of or an entire work shift, that includes duties and responsibilities related to:

- a specific physical location within a correctional facility; or
- multiple locations within a correctional facility; or
- a location outside a correctional facility, such as a medical facility or court.

Post Order: A document that contains specific procedures that an employee is required to follow when performing duties and responsibilities or responding to an incident related to a post.

Station/Post: A fixed base of operations which is the focal point of activities for one (1) or more posts; e.g., housing unit, program area, service area.

## PROCEDURAL GUIDELINES

### 1. Responsibilities of Facilities Executive and Superintendent

- a. The Facilities Executive or designee is responsible for implementing and administering the requirements of this directive, ensuring that through the Facility Superintendent:
  - each employee assigned to a post is provided with documented policy, administrative directive, and applicable local procedure for the proper performance of duties and responsibilities of the specific post;
  - to the level possible, posts and related post orders are standardized throughout the Department;
  - any local modifications to or creation of a post order is in keeping with departmental policy and is approved by the Facilities Executive.
- b. The Superintendent will ensure that copies of all post orders will be available in the office of the Security and Operations Supervisor and the office of the Shift Supervisor.
- c. The Superintendent will ensure that each new employee, during pre-service or on-the-job-training before being assigned to a post for which a post order has been written:
  - is provided an opportunity to review and, if required, discuss the post order(s) with a supervisor to facilitate understanding the requirements of that post;
  - acknowledges their understanding by signing the *Post Order Signature Sheet (Attachment 1)*.
- d. If the Facilities Executive authorizes changes to a post order, the Superintendent or designee will ensure that the employee is advised of, and permitted an opportunity to review, the change to the post order before the employee assumes the affected post for the first time following the effective date of the change to the post order. The employee will acknowledge the review by signing the *Post Order Signature Sheet*.

### 2. Responsibilities of the Shift Supervisor and Employee

- a. An employee assigned to a post for which a post order has been written is responsible for being familiar with the content of, and complying with, each post order for the post the employee is assigned to work.
- b. Each employee assigned to a post for which a post order has been written will read and acknowledge by signing the *Post Order Signature Sheet*, that they:
  - have read each post order related to the assigned post *before assuming the post for the first time*;
  - *have read any changes to a post order* for a post to which they are assigned;
  - have reviewed post orders for a post *each time they are reassigned* to the same post they have had before, in order to identify changes to the post orders since the last time they were assigned to the post.
- c. The Shift Supervisor on duty for each shift shall verify that the employee has read the post orders. Both the employee and Shift Supervisor will indicate that the employee has read and understood the post orders by dating and initializing the form provided. (*Post Order Signature Sheet*)

**3. Post Order Review and Approval – Facilities Executive**

- a. The Facilities Executive is the final approving authority on a proposal for:
  - a new standardized post order;
  - a replacement standardized post order; or
  - rescinding an existing post order with no replacement.
  
- b. Before the Facilities Executive approves a standardized post order, they or their designee will conduct a review of the proposal to ensure:
  - compliance with the requirements of this directive, relevant departmental policy and/or administrative directives; and
  - uniformity, where reasonably possible, of posts and related post orders at all Department Correctional Facilities.
  
- c. The Facilities Executive or designee will establish a process and a related schedule for each Superintendent to conduct an annual review of post orders.
  
- d. A post order remains in effect until replaced or rescinded without replacement by the Superintendent as approved by the Facilities Executive.

**4. Post Order – Format and Content (*Post Order Format, Attachment 2*)**

a. Header Block

At a minimum, a post order header block shall include the following:

- Department Heading;

**State of Vermont  
 Agency of Human Services  
 Department of Corrections**

- Post Order number in a format approved by the Facilities Executive;
- Facility name;
- Title of the specific post order that reflects the content of the post order;
- Effective date;
- Signature of the Facilities Executive and Superintendent authorizing the post order;
- Number of pages, excluding attachments; and
- The designation of security level “A” (restricted access) or “B” (unrestricted).

b. Elements of a Post Order

At a minimum, a post order will contain the following elements:

- *Purpose* – a brief statement of what the post order intends to accomplish
- *Scope* – designates the post to which the post order applies
- *Definitions* – terms used in the post order that require classification (Definitions must be consistent with the approved departmental glossary.)
- *Responsibility/Duties/Procedures* – This section:
  - assigns responsibility, overall or specific, for actually performing, or ensuring performance of, duties related to a post to a specific individual or job position; and
  - may include, depending on the nature of the post, 1) standards of performance, 2) required outcomes, 3) specific direction, or 4) general

guidance necessary for an employee to understand and properly perform duties or responsibilities of the post;

- will include any equipment necessary to operate a specific post, or any special inventories that must be completed.
- *Attachment(s)* –a list of items that are considered part of the post order, and intended as a reference, to support requirements of the post order; e.g., reference documents, pictures, maps or itineraries.
- *History* – indicates any post orders replaced or rescinded by a subsequent post order, as well as a brief statement summarizing the changes initiating the replacement post order or the reason for rescinding a post order.

c. Style of a Post Order

- The author of a post order, to the degree possible, will use the outline format used for a Department Administrative Directive.
- The author of a post order will use language and writing style that:
  - is professionally presented, clear and concise;
  - follows universally acceptable rules of English for grammar, punctuation, and sentence structure;
  - is gender neutral; (Do not use terms such as “his/her, she, him,” etc. unless referring specifically to a person; e.g., Mr. Jones, during his tour of duty shall...;”) and
  - is written in the active voice. (Do not use, “the order *will be issued* before making the....” Instead, use “the correctional officer *will issue* the order before making the ...”).

d. Creation, Revision or Rescission of a Post Order

- Any employee may initiate a suggestion to issue, amend, replace, or rescind a post order by forwarding a written proposal, through the employee’s chain of command, to the employee’s Superintendent.
- A supervisor who receives a proposal for a post order (as above) will:
  - review the proposal;
  - assemble any supporting documentation and either return the proposal to the employee requesting additional information; let the employee know that the information is being processed; or forward the proposal, with or without comment, to the Superintendent.
- A Superintendent or designee receiving such a proposal will:
  - consult with the supervisor or other staff concerning the proposal, and either return the proposal to the employee requesting additional information; let the employee know that the information is being processed; or forward the proposal, with or without comment, to the Facilities Executive.
  - when researching a proposed post order, coordinate with other Departments, Facilities or the Facilities Executive to ensure uniformity as required by this directive, to other Department policy or administrative directives
  - resolve any issues with the proposal
  - prepare the proposed post order in draft format for presentation to the Facilities Executive or designee.

e. Distribution and Maintenance of Post Orders

After the Facilities Executive approves the post order, the Superintendent or designee will:

- sign and distribute the post order ensuring that:
  - i. a copy of the post order is included in the post order manual at each affected post;
  - ii. the copy of the replaced or rescinded post order is removed from the post order manual at each affected post and destroyed;
  - iii. each employee signs off that they have reviewed the new or revised post order before performing duties at the affected post;
- maintain the original of the post order in the Superintendent's file or master manual; and
- maintain the original of any replaced or rescinded post order in a historic file.

f. Security

Post orders will be maintained in a secure area at all times and will not be accessible to inmates or other unauthorized persons.

g. Post Manuals

Each post will have a Post Manual consisting of a loose leaf, 3 ring binder. These manuals will contain material related to the proper operation of a specific post. Contents will include appropriate excerpts of related Departmental administrative directives, local procedures, memos and other broad information



**ATTACHMENT 2**

**POST ORDER FORMAT**

<b>STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</b>  <b>POST ORDER</b>  <b>(Facility Name)</b>	<b>Station/Post Name:</b>
	<b>Post Order Number:</b>
	<b>Title:</b>
	<b>Effective Date:</b>
	<b>Authorized by:</b> _____ <div style="text-align: center;"><b>Facilities Executive</b></div> <div style="text-align: center;">_____</div> <div style="text-align: center;"><b>Superintendent</b></div>
<b>Security Level "A" (restricted) or "B"(unrestricted)</b>	

**Scope:** Designates the post to which this post order applies.

**Definitions:**

A. Terms Defined (consistent with approved Departmental glossary).

**History: (Circle one.)**

A. There is no post order that this post order replaces or rescinds.

B. This post order supersedes provisions of \_\_\_\_\_ and any other existing post order with which it may be in conflict.

**Responsibility/Duties/Procedures:**

**Attachment(s):**

(List here and attach to document)