



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 3.1.2A POST ORDERS
Effective Date:	May 15, 2000 Page 1 of 3 and 2 Attachments
Revision Date(s):	November 20, 2001, May 13, 2009, August 21, 2017, November 1, 2019, November 6, 2019, October 30, 2020, April 30, 2021
Reference(s):	DOC Policy 3.1.2
Signature:	/s/ Jim Salmonsens /Warden

I. PURPOSE

To maintain current operational information at each security post, require all line and supervisory staff to review post orders to familiarize themselves with the day-to-day requirements of the posts, and ensure all staff are aware of all critical emergency information.

II. DEFINITIONS

Associate Warden (AW) of Security – The person designated by the Warden to manage all MSP security operations.

Post – An established work assignment within the facility that staff may be given for part of or an entire work shift, that includes duties and responsibilities related to a specific location within the facility.

Post Order Acknowledgment Form – A form signed by staff subsequent to reading the post order acknowledging understanding of the duties explained in the post order.

Post Order – A written description of the post duties and responsibilities assigned to staff.

III. PROCEDURES

A. General Information

1. The post orders for each security post will contain specific and general instructions for the operation of that post.
2. Post orders will be maintained in a computerized form and made available to staff in loose-leaf binders divided into the following sections. The post orders will contain the following:
 - a. a general section with information from MSP procedures and Department policies, memos, and other information; and
 - b. a post-specific section covering the chronological duties of the post, specifically advising staff of the major events that occur throughout each shift.
3. Each set of post orders will contain information specific to each shift worked on that post.
4. Staff are required to familiarize themselves and comply with the duties of any post to which they are assigned or supervise and review any changes in post orders as they are made. Review will consist of the following:

Subject: POST ORDERS

- a. staff assigned to a particular post must legibly sign and date the *Post Order Acknowledgment Form* (Attachment B) contained in the post orders daily to verify that they have read and understand the post orders.
 - b. staff assigned to a post on a regular basis will review post orders weekly and verify they have done so by legibly signing and dating the *Post Order Acknowledgment Form*.
 - c. supervisors are responsible for notifying line staff of any changes in post orders
5. Post orders will follow the standardized format of the *Standardized Post Orders Format* (Attachment A).
6. Each set of post orders must include the following categories as applicable:
- a. duties and responsibilities.
 - b. inventory control;
 - c. key control;
 - d. use of force;
 - e. inmate movement;
 - f. traffic control in and around each post;
 - g. count procedures for staff and inmates;
 - h. escort procedures;
 - i. relief procedures;
 - j. incident reporting;
 - k. record keeping;
 - l. scheduled activities;
 - m. emergency procedures specific to the post;
 - n. general emergency procedures;
 - o. hazardous material control;
 - p. maintenance/repair requests; and
 - q. searches.
7. Each set of post orders will include the *Post Order Acknowledgment Form*.

B. Availability and Review

1. The AW of Security will maintain copies of all Post Orders and ensure they are available in Main Control.
2. The AW of Security or designee will ensure each post is equipped with a current, post specific set of Post Orders.
3. Staff will immediately report any missing post orders to their supervisor and complete an incident report in accordance with *MSP 1.1.16 Incident Reporting*. The AW of Security or designee will ensure post orders are replaced.
4. The Shift Commander, Staff Sergeant, Unit Manager or The Unit Sergeant is responsible for ensuring all new correctional officers read and understand the orders for the post to which they have been assigned.
5. Staff assuming a new post, or relieving a post, must review and legibly sign and date the *Post Order Acknowledgment Form*, and make an entry in the post logbook documenting this review.

6. At the beginning of shift change, rotating employees must read the post orders for all new posts that have been established. The shift supervisor is responsible for verifying that the applicable staff have read the post orders. Both the employee and supervisor must indicate that the employee has read and understood the post orders by dating and legibly signing the *Post Order Acknowledgment Form* provided in the post order manual.
7. Supervisors may give oral or written tests to staff concerning post orders for the post they are assigned. The supervisor will document such testing on the *Post Order Acknowledgement Form* by making a notation in the comment section. Supervisors will include name of staff member tested, employee identification number, supervisor conducting the test, along with date and type of test conducted, i.e., oral or written. Tests will be utilized for training purposes only.
8. Staff may submit written recommendations for changes in post orders to their supervisor. The supervisor will review these suggestions and submit them to the AW of Security for review and possible action.
9. Post orders will be reviewed annually and as post duties and responsibilities change.
10. Documentation supporting the record of changes and review for each post order will be maintained in the introduction of the post order binder.
11. Discontinued or changed post orders to include the *Post Order Acknowledgement Form* must be archived for a minimum of five years as outlined in *DOC Policy 3.1.2 and in accordance with DOC Policy 1.2.7 Inventory Records Management*.
12. Within 30 days of the implementation of any significant policy or procedural change, the AW of Security or designee must ensure that all necessary modifications are made to affected post orders.
13. No changes may be made in any post order without prior approval from the AW of Security.

C. Security

1. Post Orders are considered privileged and sensitive documents and must always be maintained in a secure manner. Under no circumstances will inmates or other unauthorized persons be allowed any type of access to any post order.

IV. CLOSING

Questions concerning this procedure will be directed to the immediate supervisor

V. ATTACHMENTS

Standardized Post Orders format
Post Order Acknowledgement Form

Attachment A
Attachment B

MONTANA DEPARTMENT OF CORRECTIONS

POST ORDER

FACILITY:

POST ORDER #:

POST TITLE/LOCATION:

SHIFT:

EFFECTIVE DATE:

REVIEW DATE:

1. CHAIN OF COMMAND

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2. DUTIES AND RESPONSIBILITIES

General and specific duties for post, and brief statements referencing key policy areas relative to post:

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3. CHRONOLOGICAL SEQUENCE OF DUTIES:

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4. EMERGENCY PROCEDURES FOR THE POST

Task	Time	Initials
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

5. SPECIAL EQUIPMENT NEEDED FOR POST

(Examples)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Radio | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Restraints | <input type="checkbox"/> Metal Detector |
| <input type="checkbox"/> Log Book | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Other | |

Authorizing Signature

Date

POST ORDER ACKNOWLEDGMENT FORM

I certify that I have read and fully understand the Post Orders, both general and specific for this post.

POST:

FACILITY:

STAFF NAME, TITLE, AND EMPLOYEE ID # (PRINT)	STAFF SIGNATURE & DATE	SUPERVISOR SIGNATURE (PRINT AND SIGN)

COMMENTS: