



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 300-10	PAGE NUMBER 1 OF 2
		DISTRIBUTION:	Public
		SUBJECT:	Post Orders
RELATED STANDARDS:	ACA 5-ACI: 3A-04, 3A-05	EFFECTIVE DATE:	January 15, 2024
		SUPERSESSSION:	New Policy
DESCRIPTION: Facilities - Security & Management	REVIEW MONTH: December	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to ensure *there are written post orders for every correctional officer post. These orders are reviewed annually and updated if necessary [5-ACI-3A-04]*. The written post order will set forth the expected duties and responsibilities for that assignment.

II. PURPOSE

The purpose of this policy is to establish guidelines and responsibilities for post orders ensuring that each employee assigned to a security post knows the procedures, duties, and responsibilities of that post.

III. DEFINITIONS

Post:

A location, an area, or an accumulation of tasks requiring surveillance, supervision, or control by DOC employees specifically assigned.

Post Order:

Written direction approved by the warden or designee that provides a list of duties, general instructions, and responsibilities of staff assigned to a particular post which supports maintaining the safety, security, and orderly operation of the institution. All post orders shall be reviewed annually.

IV. PROCEDURES

1. Overview:

- A. Post orders will be developed for all custody/control, food service, and recreation posts. Post orders will be written using the *Post Order Template* (see attachment #1). Since duties vary among posts, this form may be reproduced to accommodate lengthy task descriptions. The post order will address the following:
1. Post name, shift, and normal staffing patterns.
 2. Chronological list of duties and responsibilities associated with the post and an explanation of how to complete and perform specific tasks.
 3. Necessary special equipment, manager signature, and revision date.
 4. Logs/records that must be maintained.
 5. Language to support hostage situation information. and protocol per policy.
 6. Language to support information regarding security posts.

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7. Language to support procedures for the evacuation of Americans with Disabilities (ADA) offenders to include who is responsible for the evacuation or emergency situation.
 8. Language to support procedures for the notification of announcements for offenders who are physically impaired to include vision, hearing, and physical disabilities.
 9. Language to support procedures for notification announcements to offenders of the possibility of opposite gender employees in the unit.
- B. Post Orders will follow a standardized naming convention in the following format: Facility Name – Post Order ##-YYYY – Title. **Example:** SDSP – 01-2022 – Central Control.
- C. Post orders are sensitive documents and physical copies will be maintained in a secure area and not shown to offenders or other unauthorized persons. Electronic copies will be published in the Teams channel maintained by each site.
- D. Prior to assuming a new post, DOC employees are responsible to sign and date the appropriate accountability ledger indicating that they have read and understand the post order for that assignment (see attachment #2 – *Post Order Accountability Ledger*). All **personnel are to read the appropriate post order each time they assume a new post and will sign and date the post order [5-ACI-3A-05]**.
1. Staff will sign the ledger initially upon taking the post and again monthly for each post the DOC employee is assigned to in the post order accountability ledger.
- The custody and control major is responsible to review, sign, and date the post order accountability ledger at the end of each quarter, certifying that all DOC employees assigned to the post have been provided the opportunity to review the post order and have signed the ledger.

V. RESPONSIBILITY

It is the responsibility of the director of Prisons to review this policy annually and update as needed.

VI. AUTHORITY

None.

VII. HISTORY

January 2024 – New policy.

ATTACHMENTS *(*Indicates document opens externally)*

1. Post Order Template*
2. Post Orders Accountability Ledger*
3. DOC Policy Implementation / Adjustments



Post Order Name: Title of Post Order

Post Order Number:

##-YYYY

Effective Date: _____

MM-DD-YYYY

Facility Major: _____

HEADER

Body of Post Order

Save Post Order with the title format of:

Facility Name - Post Order ##-YYYY – Title

Signature of Facility Major

Date

