

# ICE/DRO RESIDENTIAL STANDARD

## POST ORDERS

**I. PURPOSE AND SCOPE.** Each staff assigned to a standing post knows the procedures, duties, and responsibilities of that post, enhancing security and good order.

**II. EXPECTED OUTCOMES.** The expected outcomes of this Standard are as follows:

1. Each staff member will have current written Post Orders that specifically apply to the assigned post, with step-by-step procedures in sufficient detail to guide a staff member assigned to that post for the first time.
2. Assigned staff will acknowledge that they read and understood the Post Orders by signing and dating records.
3. Post Orders will be formally reviewed annually and updated as needed.
4. Where required, residents have regular access to translation services and/or are provided information in a language that they understand.
5. The standard complies with federal laws and with DHS regulations regarding residents with special needs.

**III. DIRECTIVES AFFECTED.** None

## IV. REFERENCES

American Correctional Association 4th Edition Standards for Adult Local Detention Facilities. 4-ALDF-2A-04.

## V. EXPECTED PRACTICES

### 1. Post Orders Required

The facility administrator shall ensure that:

- a. There are written Post Orders for each standing post,
- b. Copies of Post Orders are available to all employees,
- c. Written facility policy and procedures:
  - 1) Provide official time for staff to read the applicable Post Orders when assigned to a post, and
  - 2) Ensure that staff read those applicable Post Orders.
- d. As needed, Post Orders for non-permanent assignments (details, temporary housing units, emergencies, etc.) are developed, in advance or as soon as possible after the need arises.

## **2. Reading and Understanding of Post Orders**

Staff 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 that post. Even if a staff employee has worked a post in the past, he or she should not assume the Post Orders have not changed.

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

Each time a staff member receives a different post assignment, he or she shall be required to read, sign, and date those Post Orders to indicate he or she has read and understands them.

## **3. Preparation of Post Orders**

The Assistant Facility Administrator for Operations shall supervise the preparation of all Post Orders, which shall:

- a. Be based on ICE/DRO Residential standards, ICE/DRO policies, and facility practices, and
- b. Specifically state the duty hours for each post.

The facility administrator (or designee) shall:

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

## **4. Format of Post Orders**

The Post Orders for each post shall be issued in a six-part classification folder (stock number #7530-00-990-8884) and be organized as follows.

- |            |                                                                                                  |
|------------|--------------------------------------------------------------------------------------------------|
| 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/DRO Residential standards and policies and facility practices relevant to the post;          |
| Section 6: | Review and Signature Form, with the staff's name printed, signed and dated.                      |

## **5. Housing Unit Post Orders**

In addition to the above requirements for all Post Orders, housing unit Post Orders in facilities shall follow the event schedule format, for example, "0515-- Lights on" and shall direct the assigned staff to maintain a unit log of pertinent information regarding resident activity.

The shift supervisor shall visit each housing area and initial the log on each shift.

## 6. Maintenance of Post Orders

Post Orders shall be kept current at all times and formally reviewed at least annually and updated as needed. Staff who become aware that any part of a folder of Post Orders is out of date or in need of repair or replacement shall notify the shift supervisor.

In Facilities:


- a. Post Orders and logbooks are confidential and must be kept secure (under lock and key) at all times and never left in an area accessible to residents.
- b. The Assistant Facility Administrator for Operations shall determine whether Post Orders need updating during the period between annual reviews. When a page is difficult to read, it shall be removed and replaced by a clean copy.
- c. Two weeks before the annual review, security supervisory staff shall solicit written suggestions for changes or additions to Post Orders from ICE/DRO staff, contract staff and other affected staff.

The security supervisor or equivalent shall review and comment on all suggested changes prior to submitting them to the Assistant Facility Administrator for Operations for review and possible inclusion in Post Orders. All submissions shall be retained in a historical file for two years.

The Assistant Facility Administrator for Operations shall forward the updated Post Orders to the facility administrator for approval.

- d. Emergency changes may be made by memorandum and immediately placed in the Post Orders with notification to the union as soon as possible. During each review the Post Orders must be revised to incorporate or delete emergency changes, at which time any emergency memoranda are to be removed.
- e. A Post Orders master file shall be maintained in the office of the Assistant Facility Administrator for Operations and made available to all staff. Copies of the applicable Post Orders may be retained at the post only if secure from resident access.
- f. The Assistant Facility Administrator for Operations shall ensure that all Post Orders are transcribed on a computer and that all back-up devices are properly accounted for and maintained in a secure location.

**Standard Approved:**

  
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**John P. Torres**  
**Director**  
**Office of Detention and Removal**

DEC 21 2007  
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**Date**