

ICE/DRO DETENTION STANDARD

POST ORDERS

I. PURPOSE AND SCOPE. This Detention Standard protects detainees and staff and enhances facility security and good order by ensuring that each officer assigned to a security post knows the procedures, duties, and responsibilities of that post.

It applies to the following types of facilities housing DRO detainees:

- Service Processing Centers (SPCs);
- Contract Detention Facilities (CDFs); and
- State or local government facilities used by DRO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

Procedures in italics are specifically required for SPCs and CDFs. IGSAs must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

Some terms used in this document may be defined in the separate **Definitions** Standard.

II. EXPECTED OUTCOMES. The expected outcomes of this Detention Standard are:

1. Each officer will have current written Post Orders that specifically apply to the assigned post, with step-by-step procedures in sufficient detail to guide an officer assigned to that post for the first time.
2. Signed and dated records will be maintained to show that assigned officers acknowledged that they read and understood the Post Orders.
3. Post Orders will be formally reviewed annually and updated as needed.

III. DIRECTIVES AFFECTED. This Detention Standard replaces **Post Orders** dated 9/20/2000.

IV. REFERENCES

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

ICE Interim Use of Force Policy (7/7/2004).

ICE Interim Firearms Policy (7/7/2004).

V. EXPECTED PRACTICES

A. Post Orders Required

The facility administrator shall ensure that:

- There are written Post Orders for each security post,

- Copies are available to all employees,
- Written facility policy and procedures:
 - Provide official on-duty time for officers to read the applicable Post Orders when assigned to a post, and
 - Ensure that officers read those applicable Post Orders prior to assuming their posts.
- 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.

B. Reading and Understanding of Post Orders

Officers and supervisors shall 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 if an officer has worked a post in the past, he or she should not assume the Post Orders have not changed.

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

C. Preparation of Post Orders

In SPCs and CDFs, the chief security officer shall supervise the preparation of all Post Orders, which shall:

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

The facility administrator (or designee) shall:

- *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 shall be issued in a six-part classification folder 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 detention standards and policies and facility practices relevant to the post;*

Section 6: *Review and Signature Form, with the officer's name printed, signed and dated.*

E. Housing Unit Post Orders in SPCs and CDFs

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

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

F. Armed and Perimeter-Access Post Assignments

In addition to the above requirements for all Post Orders, Post Orders for armed and perimeter-access posts assignment shall describe and explain:

- The proper care and safe handling of firearms; and
- Circumstances and conditions under which use of firearms is authorized.

Any officer assigned to an armed post must be qualified with the firearms assigned to that post. ICE/DRO officers must be qualified in accordance with the current ICE/DRO firearms policy. Other officers must be qualified in accordance with ICE/DRO Policy. With the exception of emergencies, armed employees shall be assigned only to transportation details, mobile patrols, or other posts inaccessible to detainees.

Post Orders for armed posts, and for posts that control access to the institution perimeter, shall clearly state that:

- Any staff member who is taken hostage is considered to be under duress, and
- Any order issued by such a person, regardless of his or her position of authority, is to be disregarded.

Specific instructions for escape attempts shall be included in the Post Orders for armed posts.

The Post Orders shall be based on and consistent with the Detention Standard on **Use of Force and Restraints**. Post Orders in SPCs shall also be in accordance with the ICE Interim Use of Force Policy and the ICE Interim Firearms Policy.

G. 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.

1. 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 detainees.
2. The chief of security shall determine whether Post Orders need updating during the period between annual reviews. Any time a page becomes difficult to read, it shall be removed and replaced by a clean copy.
3. 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 chief of security for review and possible inclusion in Post Orders. All submissions shall be retained in a historical file for two years.

The chief of security shall forward the updated Post Orders to the facility administrator for approval.

4. Emergency changes may be made by memorandum, and placed in the Post Orders immediately, with notification to the union when required 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.
5. A Post Orders master file shall be maintained in the office of the chief of security and made available to all staff. Copies of the applicable Post Orders may be retained at the post only if secure from detainee access.
6. The chief of security shall ensure that all Post Orders are transcribed on a computer and that all back-up disks are properly accounted for and maintained in a secure location.

Standard Approved:

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12/5/2008

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Date