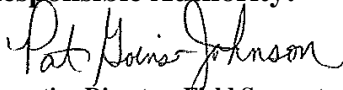


Executive Directive



Title: Posts and Post Orders	Executive Directive Number: OPS.110.0012 Revised
Related MD Statute/Regulations: Correctional Services Article, § 2-109, Annotated Code of Maryland	Supersedes: OPS.110.0012 dated July 22, 2013
Related ACA Standards: 4-ALDF-2A-04; 4-ALDF-2A-13; 1CORE-2A-02; 4-4178; 4-4179; and 4-4186	Responsible Authority:  Executive Director, Field Support Services
Related MCCS Standards: COMAR 12.14.04.01E; 12.14.03.02I	Effective Date: July 31, 2015 Number of Pages: 7



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.01 Purpose.

This directive continues policy and procedures for establishing posts and written post orders for each identified post at a Department of Public Safety and Correctional Services (Department) correctional facility.

.02 Scope.

This directive applies to units of the Department responsible for the custody and security at a Department correctional facility.

.03 Policy.

- A. To the degree possible, the Department shall standardize posts and written post orders for Department correctional facilities.
- B. The Department shall provide and maintain a current written post order for each post at a Department correctional facility.
- C. The Department shall conduct annual reviews of written post orders to ensure post orders are current.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Correctional facility" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland and includes a detention facility.

(2) Correctional Officer.

- (a) "Correctional officer" has the meaning stated in COMAR 12.10.01.01.
- (b) "Correctional officer" includes an employee:
 - (i) Required to meet Correctional Training Commission selection, training, and certification requirements; and
 - (ii) Performing duties and responsibilities related to the custody, control, or security of an inmate.

(3) Inmate.

- (a) "Inmate" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
- (b) "Inmate" includes individuals referred to as a resident, detainee, and arrestee.

(4) "Managing official" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.

(5) Post.

- (a) "Post" means a work assignment to which a correctional officer may be assigned for part of or an entire work shift.
- (b) "Post" includes duties and responsibilities related to:
 - (i) A single or multiple locations within a correctional facility;
 - (ii) A location outside a correctional facility, such as a medical facility or court; or
 - (iii) Established duties and responsibilities performed by a correctional officer that are not specifically related to a physical location, but are related to the custody, control, or security of an inmate.
- (6) "Post order" means a document that contains specific duties that a correctional officer is required to perform when assigned to a post.

.05 Procedures/Responsibilities.

A. Post Order Committee (Committee)

- (1) The Committee consists, at a minimum, of the:
 - (a) Deputy Secretary for Operations (DSO), or a designee, as the Chair;

- (b) Commissioner of Correction, or a designee;
 - (c) Commissioner of Pretrial and Detention Services, or a designee; and
 - (d) Director of Patuxent Institution, or a designee.
- (2) Except for a Special Assignment Post (SAP) that will not be considered to become a permanent post, the Committee shall oversee approving a new post or modifying or abolishing an existing post.
- (3) The Committee shall, to the extent possible:
- (a) Standardize minimum content requirements for a post order;
 - (b) Ensure that post orders are distributed, reviewed, and acknowledged;
 - (c) Standardize actions related to creating, amending, or rescinding a post order;
 - (d) Establish a process for annual review of post orders; and
 - (e) Monitor the use of Special Assignment Posts.

B. A managing official, or a designee:

- (1) Shall:
- (a) Ensure that current post orders are available to a correctional officer assigned to a post;
 - (b) Ensure that a post order is not accessible to an inmate;
 - (c) Ensure that policy and procedure documents related to the post orders are at the post;
 - (d) Ensure that correctional officers assigned to a post are properly trained to perform responsibilities associated with the post to which the officer is assigned;
 - (e) Ensure correctional officer post assignments are appropriately rotated to maintain effective performance and familiarize correctional officers with all post assignments; and
 - (f) Perform or ensure that the individual responsible for facility security performs weekly inspections of all post security equipment and reports in writing the result of the inspections.
- (2) May supplement a post order to further clarify duties and responsibilities in a post order or add duties based on facility-specific details, such as unique physical locations or timetables; and
- (3) Except during an emergency, may not deviate from duties assigned to a post.

C. A correctional officer assigned to a post, at a minimum, shall:

- (1) Each time the correctional officer assumes a post:
 - (a) Read and acknowledge, by an entry in the post log, reading and understanding the post order for the assigned post;
 - (b) If a post order is not at the post, report the incident to the appropriate supervisor;
 - (c) If relieving a correctional officer, obtain a briefing from the correctional officer being relieved concerning issues related to the post that occurred during the previous shift or are continuing into the next shift;
 - (d) Perform a radio check with the control center;
 - (e) Inspect security and other equipment required to be at the post to include the physical structure, for example firearms, radios, chemical agents, scanners, doors, locks, windows, lockers, fire suppression equipment);
 - (f) Inspect the area associated with the post for the presence of contraband, maintenance, and sanitation issues;
 - (g) Report issues, deficiencies, or other concerns related to the post to a supervisor;
 - (h) Document assuming the post in the post log by name and signature;
 - (i) Review the post log entries from the previous shift; and
 - (j) Document in the post log conditions, discrepancies, and notifications made related to required equipment and general post condition identified while conducting required inspections;
- (2) Comply with each element of post order for the assigned post;
- (3) Remain on the post until relieved or otherwise directed by a supervisor;
- (4) Report emergency situations or other unusual circumstances to the appropriate supervisor and record the situations or circumstances and notifications in the post log;
- (5) Only permit authorized personnel access to the post;
- (6) Record in the post log issuance and return of keys or other items provided to authorized individuals;
- (7) If appropriate, be familiar with keys so as to enable use of the keys when conditions are such that the post officer has limited visibility;
- (8) Observe and record in the post log staff entering the area who are not assigned to the post or adjacent posts;

- (9) Conduct and record the results of work details at the post or the area within the scope of the post; and
- (10) Ensure that the post log is securely maintained at the post.

D. Supervisors shall:

- (1) Conduct weekly physical inspections of security posts to ensure, at a minimum, that:
 - (a) Each post is properly equipped with equipment that is in proper working order and documents necessary to perform assigned duties;
 - (b) The post and general area of the post is properly maintained;
 - (c) Current post orders and related procedure documents are at the post;
 - (d) Post log entries have been made; and
 - (e) Query the assigned officer as to knowledge of the written post orders and training necessary to perform the duties of the post;
- (2) Ensure that reported deficiencies related to the post are corrected;
- (3) Take steps to ensure post officers comply with the post orders; and
- (4) Appropriately record supervisory activity under this section in the affected post log.

E. Escapes.

- (1) In the event of an escape, the post officer shall remain on the assigned post, unless otherwise directed by a supervisor.
- (2) The post officer shall:
 - (a) Contact the control center with information concerning the escapee, including:
 - (i) Location of the escapee and direction of travel; and
 - (ii) Escapee description;
 - (b) Immediately stop non-escaping inmate movement in the area directing the inmates to a secure area;
 - (c) Notify the appropriate supervisor;
 - (d) Record the incident and activity in the post log; and

- (e) Complete and submit a matter of record and emergency checklist to the Officer in Charge.

F. Emergency Conditions.

- (1) In the event of an emergency, the post officer shall remain on the assigned post, unless otherwise directed by a supervisor.
- (2) The post officer shall:
 - (a) Contact the control center with information concerning the emergency, including:
 - (i) A description of the emergency; and
 - (ii) Location;
 - (b) Immediately stop inmate movement in the area directing the inmates to a secure area; and
 - (c) Direct responding personnel to the area of the emergency.

G. Post Log.

- (1) The post log shall be used to record activities related to or occurring at the post.
- (2) Post log entries may include, but may not be limited to:
 - (a) The printed name and signature of the officer:
 - (i) Assuming the post for the shift; and
 - (ii) Relief officer;
 - (b) Inventory of post equipment and results of the inventory;
 - (c) Inmate counts;
 - (d) Equipment inspections and results;
 - (e) Security rounds;
 - (f) Unusual incidents or circumstances occurring at or related to the post;
 - (g) Maintenance conditions;
 - (h) Special activities;
 - (i) Searches and shakedowns;
 - (j) Information that affects the subsequent shift;

- (k) Name, date, and time of supervisory inspections;
- (l) Reading and acknowledging post orders;
- (m) Issuance and return of post equipment;
- (n) Cell inspections;
- (o) Escape and emergency conditions;
- (p) Notifications made to supervision; and
- (q) Staff movement through the post area.

.06 Attachments/Links.

There are no attachments to this directive.

.07 History.

This directive replaces Executive Directive OPS.110.0004 titled Posts and Post Orders dated July 22, 2013; and supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A**
- D**
- S** Each security post