

State of Iowa Department of Corrections

Policy and Procedures

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Chapter 3: INSTITUTIONAL OPERATIONS
Sub Chapter: SECURITY & CONTROL
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Subject: POST ORDERS
PREA Standards: N/A
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1. PURPOSE

To describe the method of informing security staff of the requirements of their post through a system of post orders that are maintained on each security post in the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the IDOC that a current, working collection of operational standards be maintained at each security post. All staff assuming the post shall thoroughly familiarize themselves with these post orders as well as relevant emergency procedures. Correctional Officers, Senior Correctional Officers and Correctional Supervisors shall review all post orders at least annually. Post orders shall be administratively reviewed and, if necessary, updated at least annually.

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D. All post orders shall contain certain instructions similar to the following and others deemed important by the Warden.

3. PROCEDURES

A. Format of Manuals

1. Post orders are general instructions for the operation of every correctional post and are separate from institutional procedures. Post Orders, generally, are 2 or 3 pages in length and shall be readily available to staff on the post in hard copy, electronic format or both. See IDOC Policy **IO-SC-02 F-1** Post Orders.
2. When appropriate the specific section of the post orders shall be organized to reflect each of the shifts during which the post is manned.

B. Availability and Review

1. Post orders shall be readily available to staff at each post.
2. Each employee is responsible for maintaining a functional knowledge of the post orders for any post to which they are assigned, either temporarily or permanently.
3. Post orders shall be reviewed than annually by the Associate Warden/Security and approved by the Warden.
4. When an individual post order is affected by a change in policy or procedure, the Associate Warden of Security shall ensure that the post order is updated.
5. Each institution shall develop specific procedures to ensure that employees review and document their understanding of the applicable post orders at least annually.
6. Correctional employees are encouraged to submit to their supervisor a written list of changes that have occurred or suggestions for changes in the operation of that post. The Shift Supervisors shall review and note

these suggestions and submit them to the Associate Warden/Security for review and action.

7. No changes shall be made in any post order without the approval of the Associate Warden/Security.

C. Security

Post orders are considered sensitive documents and they shall be maintained in a secure area at all times and shall not be shown to incarcerated individuals or other unauthorized persons.

D. All post orders shall contain certain instructions similar to the following and others deemed important by the Warden.

1. Any employee taken hostage, or otherwise under duress, is without any authority, regardless of rank.
2. Post orders cannot cover every incident or eventuality. Employees assigned to any post shall use good judgment and pay careful attention to the general and specific issues and details related to the post of assignment.