
Policy Number: 103.238
Title: Corrections Officer Post Rotation
Effective Date: 3/19/19

PURPOSE: To provide requirements for corrections officer post rotation in order to maintain corrections officers' skills essential to safety and security and to provide relief from continuing stressful situations.

APPLICABILITY: All facilities.

DEFINITIONS: None

PROCEDURES:

- A. All correctional facilities must ensure that corrections officers are assigned to or are rotated through posts that require offender contact a minimum of 26 days per fiscal year, eight hours per pay period, or an equivalent.
- B. Each facility must develop a plan to meet the minimum requirements of corrections officer assignments to offender contact posts.
- C. Facility scheduling personnel must ensure corrections officers meet or exceed the minimum offender contact requirements.
- D. Corrections officer schedules must be retained at the facility a minimum of 30 calendar days after the posting period has ended.

INTERNAL CONTROLS:

- A. Corrections officer schedules are retained at the facility for a minimum of 30 calendar days after the posting has ended.

ACA STANDARDS: 2-CO-3A-01

REFERENCES: [Minn. Stat. § 241.01](#)
[Policy 103.240, "Return to Work Process"](#)

REPLACES: Policy 103.012, "Corrections Officer Duty Assignment," 2/17/15
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:

Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support

Assistant Commissioner, Facility Services