

Policy Number: 103.238
Title: Corrections Officer Post Rotation
Effective Date: 3/19/199/30/26

PURPOSE: To provide requirements for corrections officer post rotation in order to maintain corrections officers' skills that are 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 contact with incarcerated persons ~~incarcerated people~~ contact for 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.~~ Each facility must have a plan to ensure the minimum requirements for incarcerated people's contact hours are met by correction officers.
- C. Facility scheduling personnel must ensure corrections officers meet or exceed the minimum ~~offender-incarcerated people~~ 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.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

ACA STANDARDS: 2-CO-3A-01

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REFERENCES: Minn. Stat. § 241.01
Policy 103.240, "Return to Work Process"

REPLACES: Policy 103.012, "Corrections Officer Duty Assignment," 2/17/153/19/19
All facility policies, memos, or other communications, whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

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APPROVALS:

Commissioner of Corrections

~~Deputy Commissioner, Community Services~~

~~Deputy Commissioner, Facility Services~~

~~Assistant Commissioner, Operations Support~~

~~Assistant Commissioner, Facility Services~~