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

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**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