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| Policy: | 100.100 |
| Title: | Policies, Operating Procedures, and Post Orders |
| Effective Date: | 6/16/20 |

PURPOSE: To ensure a uniform process for the development, annual review, revision, and dissemination of Minnesota Department of Corrections (DOC) policies, business unit or facility level operating procedures, and post orders.

APPLICABILITY: Department-wide

DEFINITIONS:

Agency policy coordinator – staff person responsible for processing policy revisions and updating the policy manual, and who generally serves as the agency-wide contact regarding policy revisions/questions.

Facility policy coordinator – a facility staff person who serves as a contact for their location.

Operating procedures – a specific method of operation describing how to apply policy/procedures to specific work. Operating procedures may be documented in a number of formats, including such examples as: training manuals and handbooks, checklists, or operating guidelines.

Policy chair – staff person assigned to a specific policy and responsible for ensuring content is up-to-date and reviewing procedures in conformity with this policy.

Post order – a list of duties, general instructions, and responsibilities for a single position, by shift, typically written for security posts. The components of a post order include such examples as: beginning/ending time, count times, equipment required, uniform required, schedule of tasks to be performed, and the assigned supervisor.

PROCEDURES:

- A. General Requirements
 1. Categories of agency operating information
 - a) The DOC policy manual includes policies for operations and outlines specific programs and services offered.
 - b) Business units and facilities may also maintain supplemental operating procedures necessary to assist in the implementation of DOC policies.
 - c) All facilities must maintain written post orders for every correctional officer post.
 2. Policy chairs must review all of their policies annually, in accordance with American Correctional Association (ACA) standards. In conjunction with policy reviews, business units and facilities must review operating procedures to ensure consistency with agency policy and consult with the policy chair as needed to ensure chairs address and incorporate department-wide concerns at the policy level. Authors of facility post orders must also review them annually, and ensure consistency with agency policies and facility operating procedures.

3. Agency management may direct the development of new policies, operating procedures, and post orders.
4. The agency policy coordinator/designee issues policies on the first and third Tuesdays of the month, with policies normally becoming effective two weeks later. The policy coordinator/designee may make exceptions to issue dates as the need arises for policies effective immediately or those with specific effective dates due to law changes or emergencies.
5. The agency policy coordinator/designee posts policy change notices on iShare and in the Up Coming Revisions section of the policy manual.

B. Agency-wide Policies

1. Staff and the public may access the DOC policy manual through the public website, and staff may also access the manual through links on iShare. Offenders and juvenile residents access the manual through the facilities' offender network computer system.
2. Deputy and assistant commissioners or their designees assist in identifying staff to serve as policy chairs for each agency policy. The agency policy coordinator/designee maintains a list of policy chairs.
3. Policy chairs are considered the subject matter experts for each policy assigned to them.
4. Policy chairs must review assigned policies each year within the timelines outlined on the [Policy Annual Review Schedule](#) (accessible on iShare). As part of the policy review, policy chairs must:
 - a) Review current authoritative materials (e.g. statutes, federal regulations, American Correctional Association (ACA) standards, etc.);
 - b) Seek input from staff on necessary changes (e.g. use a drafting committee and distribute a draft to facility policy coordinators, the agency policy coordinator, and the agency compliance and risk management director for two-week review);
 - c) Use the DOC [Policy Template](#), [Policy Style Guide](#), and [Policy Drafting Checklist](#) (templates and forms are accessible to staff on iShare); and
 - d) Submit appropriate review documentation, detailing revision notes, as outlined in the [Policy Review Form](#) (accessible to staff on iShare).
5. Facility policy coordinators:
 - a) Work with policy chairs to process revisions;
 - b) Ensure any facility input regarding policy changes is conveyed to the policy chair;
 - c) Maintain/track facility-specific operating procedures and/or post orders;
 - d) Refer any offender policy questions/suggestions to the appropriate policy chairs; and
 - e) Seek answers to other questions regarding policy and procedures.

6. The agency policy coordinator/designee reviews and finalizes submissions for approval by the deputy and assistant commissioners.
 7. The agency policy coordinator retains policy revision information according to the approved retention schedule.
- C. Business Unit or Facility Operating Procedures and Post Orders
1. Staff at specific locations author and maintain two types of information:
 - a) Operating procedures providing location-specific information for implementation of DOC policies; and
 - b) Post orders providing duties, general instructions, and responsibilities for a single position, by shift, typically for security posts.
 2. The facility warden or designee ensures staff identify all correctional officer posts, that each post has the current written post order, and that:
 - a) Assigned staff develop a revised post order when a new duty or a change in duties/procedures occurs;
 - b) Assigned staff review post orders and document the review; and
 - c) Area supervisors or designees ensure corrections officers: read appropriate post orders each time they assume a new post or the post orders are revised, sign and date the post order or sign-off sheet, and forward the sign-off sheet or signed post order to the facility policy coordinator/designee for retention.
 3. Business units and facilities retain operating procedures and post orders according to approved retention schedules.

INTERNAL CONTROLS:

- A. Policy revision information is retained according to the approved retention schedule.
- B. Business units and facilities maintain operating procedures and post orders, and retain revision information according to approved retention schedules.

ACA STANDARDS: 2-CO-1A-05; 2-CO-1A-16; 2-1014; 2-7012; 4-4004; 4-4012; 4-4013; 4-4014; 4-4174; 4-4424; 4-4178; 4-4179; 1-ABC-1A-04; 1-ABC-1A-11; 1-ABC-1A-12; 1-ABC-3A-01; 1-ABC-3A-04; 1-ABC-3A-05

REFERENCES: [Minn. Stat. § 241.01, subd. 3a and 3b](#)

REPLACES: Policy 100.100, "Policy Manual Maintenance," 2/20/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: [Policy Annual Review Schedule](#)
[Policy Template](#)
[Policy Style Guide](#)
[Policy Drafting Checklist](#)
[Policy Review Form](#)

APPROVED BY:

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