DEPARTMENT OF CORRECTIONS

Policy Number:	**103.238**
Title:	**Corrections Officer Post Rotation**
Effective Date:	**9/30/26**

PURPOSE: To provide requirements for correction officer post rotations in order to maintain correction 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 people for a minimum of 26 days per fiscal year, eight hours per pay period, or an equivalent.

B. 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 correction officers meet or exceed the minimum incarcerated people contact requirements.

D. Correction officer schedules must be retained at the facility a minimum of 30 calendar days after the posting period has ended.

INTERNAL CONTROLS:

A. Correction 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

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

REPLACES: Policy 103.012, "Corrections Officer Duty Assignment," 3/19/19
All facility policies, memos, or other communications, whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

APPROVALS:

Commissioner of Corrections