DEPARTMENT OF CORRECTIONS

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