

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ARKANSAS</p> <p style="text-align: center;">BOARD OF CORRECTIONS</p>	Section Number:	Page Number:
	018	1 of 2
	Board Approval Date:	
	10/18/88	
	Supersedes:	Dated:
	Reference:	Effective Date:
		11/4/88
SUBJECT: Post Orders		

I. POLICY:

It shall be the policy of the Department of Correction to ensure that requirements essential to institutional, inmate and staff safety are communicated effectively to all employees in security positions through the use of post orders.

II. EXPLANATION:

A. Definition, Purpose and Scope

1. Detailed written instructions, termed post orders, shall be provided and/or accessible to each correctional officer.
2. Post Orders will be developed to communicate requirements, consistency and continuity of operations.
3. Post Orders will describe the activities associated with each position and/or post assignment and, where applicable, include instructions as to how the activities are performed and the frequency.
4. Post Orders are to be written within guidelines of acceptable security practices, Administrative Regulations, and Policies of the Department.

B. Responsibilities

The Chief Executive Officer is responsible for ensuring that Post Orders are developed and/or updated for each correctional officer position and/or post assignment assigned to his/her unit/facility/division.

Footnote: The term Chief Executive Officer (for the purpose of this AR) shall mean Warden of a Unit, Center Supervisor of a Center, or Administrator over a Division.

C. Procedure

1. Post Orders shall be formulated with the involvement of all appropriate personnel.
2. Post Orders will be reviewed and approved by the Chief Executive Officer or his/her designee. The review process will include reviewing for content, consistency and ensuring that the Post Orders are developed within the guidelines of acceptable security practices, Administrative Regulations, and Policies of the Department.
3. Each approved Post Order will be filed with the Chief Executive Officer or his/her designee.
4. The Chief Executive Officer or his/her designee will ensure that the Post Orders are disseminated to appropriate correctional officers.
5. At the time of assignment to a post, the employee will read the post order specific to his/her post, he/she will initial and date the post order acknowledgement form as an indication that he/she has read and understands the post order. Where appropriate, a copy of the post order will be posted.