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| DATE: | JUNE 7, 2018 |
| NUMBER: | I.29 |
| SUBJECT: | POST ORDERS |
| RELATED SECTIONS: | |

PURPOSE

To establish a duties list for each facility assignment.

POLICY

All facilities will have written Post Orders for each assignment located at each duty station. These Post Orders will be reviewed annually and updated as necessary. Each employee will be provided an opportunity to read and ask questions regarding each Post Order while in phase training. This information will be documented in the training file when completed.

PROCEDURE

- I. Each facility will have a comprehensive narrative statement of the duties (Post Order) of each duty station within the facility. Included in this Post Order will be a chronological list of duties so anyone assigned will be able to ascertain what needs to be accomplished at any particular time during each shift.
- II. The Post Order for each duty assignment will be available at all times (see page 2 for sample)
- III. Post Orders will be updated whenever needed and will be reviewed annually to determine if additional updating is necessary. The facility commander shall sign and approve all updates and annual reviews to the Post Orders.
- IV. Semi-annually (January and July) Post Orders shall be presented as briefing training topics at team briefings. Employees shall sign the training roster acknowledging they have received the training.
- V. When an employee is assigned to a new duty station, he/she will:
 - A. Read the Post Order.
 - B. The employee will acknowledge that they read the Post Orders by signing the required reading portion of the facility training manual.

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

VISTA DETENTION FACILITY

Post Orders

West House Deputy

REPORTS TO: The Watch Commander

RESPONSIBILITIES & AUTHORITY: Within the limits of authorized Policy and Procedure the West House Deputy will maintain secure custody and control of inmates. He/she will supervise and visually monitor inmates. He/she will enforce laws and regulations related to the facility operation. He/she will ensure the health and safety of inmates in the West House.

SPECIFIC DUTIES: Upon arrival, the West House Deputy will be briefed by the off going deputy. He/she will account for all inmates. He/she will account for all security items and make necessary log entries. He/she will continuously monitor living conditions and report unsafe or unsanitary situations. He/she will ensure that the established itinerary (meal services, medications, inspections, programs, etc) is completed. He/she will maintain a clean workstation. He/she will perform additional duties as assigned.

CHRONOLOGY: AM – SHIFT

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|-----------|--|
| 0730-0800 | Shift Briefing/training |
| 0800-0815 | Account for all security items |
| | Line up inmates for AM court |
| | Line up inmates for medications |
| 0815-0830 | Conduct house count (via face cards & zero floor list) |
| 0830-1100 | Line up called for visits |
| 1100-1145 | Monitor food and spoons |
| | Feed inmates |
| 1145-1200 | Line up inmates for PM court |
| 1200-1400 | Line up called for visits |
| | Line up inmates for programs |
| | Line up inmates for medications |
| 1400-1500 | File new inmate face cards after housing run |
| 1500-1600 | Clean work station |
| | Brief on coming shift |
| 1600 | End shift |

PM SHIFT

| | |
|-----------|---------------------------------|
| 1530-1600 | Shift Briefing/training |
| 1600-1800 | Account for all security items |
| | Monitor food and spoons |
| | Feed inmates |
| 1800-2200 | Line up inmates for medications |
| | Line up inmates for programs |
| | Line up called for visits |