

DATE:	OCTOBER 21, 2020
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. Post Orders are 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 their 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 the Post Order will be a chronological list of duties so anyone assigned will be able to ascertain what needs to be accomplished at any time during each shift.
- II. The Post Order for each duty assignment will always be available.
- 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, they will:
 - A. Read the Post Order.
 - B. Acknowledge they read the Post Orders by signing the required reading portion of the facility training manual.