NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
401

POST ORDERS

Supersedes: AR 401 (Temporary, 01/04/10)
Effective Date: 02/12/10

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Wardens of each Institution are responsible to develop, review and approve all Post Orders for their institutions/facilities.

The Wardens will assign staff to properly maintain all Post Orders for their Institutions.

Each Warden will ensure that the Post Orders for their Institutions are reviewed at least annually and updated as necessary.

Supervisors will ensure that each employee assigned to a post, reads the Post Order and understands their duties.

All employees are responsible to read and understand the Post Orders of the position they are assigned.

401.01 DEVELOPMENT OF POST ORDERS (4-4178)

1. The Warden will designate institutional staff to participate in the development and revision of institutional/facility Post Orders.

2. An annual revision schedule will be developed to identify mandatory review dates of all Post Orders.

401.02 MONITORING AND REVISING POST ORDERS

1. Post Orders will cite specific and general instructions for the operation of every assigned post. **(4-4178)** Post orders shall be a compilation of operational procedures specific to the functions and tasks performed at a given post . Each post will also have an

operational procedure that governs the post . This OP will be highlighted in the table of organization .

A. Post Order manuals will adhere to the following format

a. Sign off sheet

b. Table of Contents

c. Operations Procedures (defined by Table of Contents)

d. Any Addenda

2. Post Orders will be maintained in a written and/or electronic format. Procedures will be established to ensure assigned Officers read the Post Orders.

3. Information Operational Procedures contained in Post Orders will include , but is not limited to the following:

A. Inspections; Safety and Sanitation

B. Use of Force;

C. Weapons, ammunitions, security equipment and chemical agents;

D. Key, tool and equipment control;

E. Emergency procedures and evacuation;

F. Inmate movement;

G. Inmate counts; and

H. Inmate programs/activities/schedules.

4. All employees will use Post Orders to familiarize themselves with the extent and duties of the post, as well as to stay informed of changes that occur in the operation or duties of the post.

5. Post Orders cannot cover or address all possible situations and/or emergencies. Employees must use good judgment, tact, and pay careful attention to detail in discharging their duties regarding a post.

6. Supervisors are to ensure that each employee assigned to a post, has read and understands the Post Orders. **(4-4179)**

A. There will be a sign-in sheet for each shift attached to each Post Order that will be signed and dated by each employee upon their initial assignment to the post verifying when the Post Orders are reviewed, that the Post Orders have been read, and that the employee fully understands the Post Orders. **(4-4179)**

B. Form DOC-1575 will be used as the sign-in sheet.

C. The employee's immediate supervisor will initial the sign-in sheet after the employee has signed it.

D. Completed sign-in sheets will be removed from the individual Post Orders and maintained by the Associate Warden of Operations/designee. Sign-in sheets will be kept for a period of three (3) years from the date of the last entry and then purged and destroyed.

401.03 DISTRIBUTION OF POST ORDERS

1. All copies of Post Orders are to be marked **CONFIDENTIAL** and made available to the Office of the Warden, Associate Warden of Operations, and Shift Supervisors.

   A. The Shift Supervisors will ensure the Post Orders are accessible to all employees.

   B. Copies of Post Orders specific to a post will be maintained at the specific post.

   C. The Warden/designee will ensure a copy of all Post Orders will be forwarded to a designated Central Office repository and the Attorney General's Office.

2. Post Orders will not be accessible to inmates.

   A. Unless specifically approved by the Director/designee or Warden, after advice from the Attorney General's Office, Post Orders will not be available to any one outside the Department.

APPLICABILITY

1. This AR requires an Operational Procedure.

2. This regulation requires an audit.

REFERENCES

ACA Standards 4-4174, 4-4178 and 4-4179

ATTACHMENTS

Post Order Signature Sheet, DOC-1575

Howard Skolnik, Director

1/13/10
Date

POST ORDERS SIGNATURE SHEET

POST _____

I certify that I have read, and fully understand, the Post Orders, both general and specific, for this Post. I have also read, and fully understand, all Operations Statements and Memorandums, affecting the operation of this Post, which are attached to these Post Orders.

Employee's Name (Please Print)	Employee's Signature	Date	Supervisor's Signature	Date

(When this sheet is full, turn it in to your Shift Sergeant)

DOC Form 1575 (10/03)