

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMINISTRATION

Chapter

JB 16 - POST ORDERS

Effective Date:

01-01-02

Review Date:

06-15-05

Pages

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Approved

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JB 16/01.00 **GENERAL**

JB 16/01.01 **Purpose**

The purpose of this chapter is to explain the organization, format, and function for the manuals and chapters covering Post Orders in the Weber County Correctional Facility Policy and Procedure Manual system.

JB 16/01.02 **Cross Reference**

JB 17 - Blood Borne Pathogens

JB 16/01.03 **Definitions**

ADA	Americans with Disabilities Act
Career Services Status	Granted to members who successfully complete probationary period for competitive career service positions
Corrections Division	a major administrative and tactical command of the Weber County Sheriff's Office, mandated by law, that includes the Kiesel Avenue and the 12 th Street Facilities (bureaus), encompassing the units and sections designated with a unified command structure and delineated line of authority to provide incarceration, programs, and rehabilitation for convicted and non-convicted criminal offenders
essential functions	the fundamental job duties of the employment position; does not include marginal functions of the position
exempt position	a position in County service which is exempted by law from positions of competitive career service; serves at the pleasure of the appointing authority
OSHA	Occupational Safety and Health Administration
position	a Post or function of employment; for purposes of this manual, "position" shall refer to Administrative, support specialist, and other jobs which do not involve the manning of fixed Post or location
P. O. S. T.	Peace Officers Standards and Training
Post	a fixed point or location where an officer is assigned for duty; all relieved security positions shall be referred to as Posts

shift	a group of staff members assigned together, working in relay with other groups of staff members
watch	a designated span of time within a 24-hour period during which personnel are engaged in the performance of their assigned duties
WC	Weber County
WCCF	Weber County Correctional Facility, to include: Kiesel Avenue Facility at 2546 Kiesel Avenue 12 th Street Facility at 721 West 12 th Street
WCHR	Weber County Human Resources
WCSC	Weber County Sheriff's Complex; 12 th Street Facility at 721 West 12 th Street
WCSO	Weber County Sheriff's Office

JB 16/02.00 **POST ORDERS**

JB 16/02.01 **Policy**

It is the policy of WCCF that:

- A. the function, duties and responsibilities of each Post or position be carefully developed, outlined, and provided to each member;
- B. each staff member thoroughly understands the duties and responsibilities of the Post or position to which he is assigned;
- C. members function in conformity with the provisions and requirements established in this chapter;
- D. members have at least a working knowledge of other Posts and positions with which each may interact or may be assigned;
- E. Federal requirements affecting job descriptions or Post requirements be addressed in Post Orders; and
- F. provisions of this volume shall be entered through direction, training, and discipline.

JB 16/02.02 **Rationale**

Post Orders are the specific instructions which accompany designated positions in the Corrections Division. They are a direct outgrowth of the policy and procedure and become, in large measure, major content of staff training. Post Orders provide each member with an outline of fundamental duties. They provide a basis for formulatory performance plans for subsequent expectations of performance. A Post Order assists with a unified and cohesive approach by all members working a specific post. It provides necessary cross references with essential policy related to post-related knowledge which each member should possess.

JB 16/02.03 **Procedure: Organization**

Post Orders shall be organized to allow clustering by organizational function.

- A. **Bureau**
 - 1. Post Orders for the Sheriff's Office Corrections Division, Kiesel Bureau and 12th Street Bureau, shall be included in the Post Order manual.

2. The index number shall be preceded with the letter 'P' in the first position.

B. Function

Post Orders within the Bureau grouping may be further subdivided into the following categories:

1. Command/Administrative Office Staff
2. Admission/Release Staff
3. Operations Staff
4. Support Services Staff

JB 16/02.04 **Procedure: Format**

A. General

1. Each Post Order shall be a complete chapter.
2. Post Orders shall include heading information and explanation of duties and responsibilities.

B. Heading

1. Working Title

The working title refers to the title by which a position or post is identified at the working level.

2. WCHR Title/Grade

- a. The WCHR is the official classification or title of a position as it is identified by WCHR.
- b. "Grade" refers to the pay grade or range for a position or post.

3. Status

Status includes two areas:

- a. Career or exempt; and
- b. Peace Officer (PO) or non-sworn (C).

4. Location

Location refers to the area to which that position or post is ordinarily assigned or to which personnel report for work

5. Supervised by

Supervised by refers to the immediate supervisor.

6. Supervises

Supervises includes all positions or posts directly supervised by the incumbent.

7. Work Schedule

a. Work schedule refers to the normal working hours for the position.

b. If the position or post operates at more than one work period, all watches shall be listed.

JB 16/02.05 **Procedure: Equipment**

A. Essential Equipment

Essential equipment means equipment necessary to perform required functions of the post.

B. Optional Equipment

Optional equipment means special equipment that may be authorized by the Corrections Division Chief Deputy for conditions or circumstances as they are encountered on specific Posts or by individual Officer(s), which would be pertinent to the performance of assigned duties.

C. Care and Maintenance of Equipment

1. Individual officers shall be responsible for the care and maintenance of Division Equipment issued and will be held accountable for loss and destruction of said equipment

2. Individual officers will maintain optional equipment that they are authorized to have in a manner prescribed by the Chief Deputy.

JB 16/02.06 **Procedure: Duties and Responsibilities**

Duties and Responsibilities includes essential and other functions related to the job.

A. Essential Functions

1. Essential functions include the fundamental job duties and responsibilities of the employment position.

2. Included in this item are:

a. General Duties and Responsibilities

This item includes a brief synopsis of the duties and responsibilities of the position or Post.

b. Scheduled Duties and Responsibilities

This item includes all duties which shall be completed at specific times. If an exact time is indicated here, this time shall only be used as a guide, and may be adjusted as necessary, within a reasonable time frame.

c. Unscheduled Duties and Responsibilities

This item includes a complete outline of the duties assigned to the Post or position.

d. Emergency Evacuation Duties and Responsibilities

This item includes any duties related to evacuation in the event of a fire or other emergency requiring evacuation.

e. Special Requirements

1) Special Requirements are any physical requirements for the Post or position (ADA); and

2) Special Requirements include risk of occupational exposure to blood borne pathogens.

B. Other Functions

1. This item includes marginal functions of the position.

2. Included in this item are:

a. General Duties and Responsibilities

This item includes a brief synopsis of the duties and responsibilities of the position or Post.

b. Scheduled Duties and Responsibilities

This item includes all duties which shall be completed at specific times.

c. Unscheduled Duties and Responsibilities

This item includes a complete outline of the duties assigned to the Post or position.

d. Emergency Evacuation Duties and Responsibilities

This item includes any duties related to evacuation in the event of a fire or other emergency requiring evacuation.

e. Special Requirements

This item includes:

- 1) any physical requirements for the Post or position (ADA); and
- 2) risk of occupational exposure to blood borne pathogens.

JB 16/02.07 **Procedure: Responsibility For Post Orders**

A. Bureau Administration

Weber County Sheriff's Office Corrections Division shall be responsible for:

1. establishing the requirements and content of the Post Orders consistent with the directions set forth in this chapter;
2. providing the training to ensure adequate knowledge, understanding, and opportunity of meeting Post Order requirements;
3. developing a system of supervision, documentation, and monitoring of staff actions, and
4. revising Post Orders, as required.

B. Mid-Level Management/Supervisory Staff

Mid-level managers and other supervisory personnel shall be responsible for:

1. ensuring and documenting that members under their supervision have received a copy of their Post Order;
2. monitoring and supervising to ensure compliance with Post Orders;
3. providing assistance to line staff in understanding and complying with Post Order requirements;
4. notifying administrators of the need for change in Post Order content, training, or monitoring; and
5. ensuring accuracy of contents of Post Order, including cover page as described in this chapter.

C. Line Staff

1. Staff members shall be required to learn the requirements of their Post Order and then perform duties in accordance with the orders.
2. Failure to follow prescribed orders may result in disciplinary or other remedial action.
3. Line staff shall share the responsibility with mid-level management/supervisory staff to provide to their supervisors suggestions for a change in Post Order contents when it has been found that the Post Order as written provides incorrect or inadequate direction or in any way is found to be incompatible with the needs for proper operation of any Post.

JB 16/02.08 **Procedure: Revising Post Orders**

- A. Post Orders shall be revised any time there is a change in duties or responsibilities. Revisions shall be reviewed and initialed by the supervisor and the member.
- B. Supervisors shall approve and make changes to Post Orders as necessary.
- C. These revised Post Orders shall be considered valid until the division's Post Orders have been issued by the Corrections Division Policy and Procedure Coordinator.
- D. Post Orders are revised for each division on the date indicated for review.

- E. The WCCF Policy and Procedure Coordinator shall initiate the revision process with each division's policy and procedure representative.
- F. All Post Orders shall be reviewed, revised and re-issued as a group.