

Master Roster and Post Order Guidelines.....	1
I. Master Roster	1
A. Purpose	1
B. Content.....	2
C. Updating/Annual Review of the Master Roster (2-CO-1C-06, 4-4050).....	2
II. Posts.....	2
A. Post Description	2
B. Post Designations.....	3
C. Post Gender Assignment.....	3
III. Scheduling.....	4
A. Assignments.....	4
B. Specialized Security Posts	5
C. Daily Post Assignments.....	5
D. Community Corrections	6
E. Leave Approval.....	6
F. Prioritizing Post Vacancies During Staff Shortages.....	7
IV. Post Orders.....	7
A. Content of Post Orders.....	7
B. Dissemination.....	7
C. Review.....	8
D. New Posts	8
E. Maintenance.....	8
F. Security	8
V. References	8
VI. Action.....	8
Attachments.....	10

Section-04 Security	OP-040102	Page: 1	Effective Date: 04/18/2014
Master Roster and Post Order Guidelines	ACA Standards: 2-CO-1C-06, 2-CO-3A-01, 4-4050, 4-4051, 4-4175, 4-4178, 4-4179, 4-ACRS-2A-03, 4-ACRS-2A-04, 4-ACRS-7B-07		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Master Roster and Post Order Guidelines

The department utilizes a uniform “Master Roster” methodology and staffing analysis to ensure that critical staffing needs are accurately assessed, equitably distributed and efficiently utilized. (2-CO-1C-06, 4-4050, 4-4051, 4-ACRS-2A-03)

Post orders will be developed for each post allocated on the “Master Roster,” as defined in Section IV. of this procedure, to provide clear and uniform procedures for the performance duties for staff assigned to each post. (4-4178)

I. Master Roster

A. Purpose

Each facility maintains a “Master Roster” based on the approved post chart and the number of funded positions available. The “Master Roster” will be utilized to ensure a secure and safe facility through the efficient

deployment of uniformed staff and the availability of staff 24 hours a day, seven days a week. (4-4175, 4-ACRS-2A-04)

B. Content

The "Master Roster" ([Attachment A](#), attached) will include the following:

1. A list of all posts, to include relief, required to provide facility security;
2. The type of post; (fixed, pull, shut down, or non-relief as outlined below);
3. The job family level assigned to each post;
4. The beginning and ending dates of the period for which the employee assignments are valid;
5. The name of the employee assigned to the post or the word "vacant;"
6. The regular days off for that post;
7. Shift assignment or five day; and
8. A separate page for five day posts and each shift.

C. Updating/Annual Review of the Master Roster (2-CO-1C-06, 4-4050)

1. The "Master Roster" will be updated annually following a consultation with, and approval by, the associate director in July of each year. Additional changes may occur anytime the security needs of the facility are permanently altered with approval from the associate director.
2. Permanent alterations may include: the deletion or addition of programs, functions, or units; a change in the number or security level of offenders; or changes to the physical plant or security technology.
3. Under no circumstances will a post be created that is not on the facility's current "Master Roster" without prior approval by the affected division manager and the associate director of Field Operations. (2-CO-1C-06, 4-4050)

II. Posts

A. Post Description

Each post is an assignment, defined by its location and post type (e.g., fixed, shutdown, pull, or non-relief), to include the duration of time the post is manned, identification of five-day or seven-day post, appropriate job family level, and the assigned duties of the post.

B. Post Designations

The facility head has the authority to modify the job duties of any post. In the event substantial changes are made, the post order will be modified to reflect the changes and submitted to the division manager for approval. The "Master Roster" will then be updated to reflect any change to a post's designated description. Job family level changes may require consultation or approval of the associate director of Field Operations.

C. Post Gender Assignment

The facility head is responsible for identifying gender specific posts and ensuring those posts designated "gender specific" are assigned accordingly.

Any officer, regardless of gender, is expected to perform any task when necessary for safety and/or security. All posts will be considered gender immaterial except that:

1. A person of the same gender as the offender will be available to perform gender specific tasks (e.g., strip and visual body cavity searches) as defined in [OP-040110](#) entitled "Search and Seizure Standards."
2. In accordance with [OP-040110](#) entitled "Search and Seizure Standards," at the point of entry into a prison, trained staff will be available to conduct searches of staff, volunteers, and visitors. Such searches will be conducted by staff of the same gender as the person being searched.
3. Segregated housing units, transit detention units or holding cell areas will have at least one same gender officer per unit when the unit is staffed with more than one officer. When only one officer not of the same gender is assigned, gender specific job duties will be performed by an additional officer of the same gender as the offender(s).
4. For single offender transports, the facility/district head may require the transporting officer to be of the same gender. At no time shall a single male officer transport female offenders.
5. For security transports (any transport to higher security), at least one of the transporting officers will be the same gender as the offender being transported.

D. Fixed, Pull, Shutdown, or Non-Relief Posts

1. Fixed

A fixed post will be manned at all times.

2. Pull

A pull post may be left vacant for up to six hours if the assigned officer is temporarily needed to perform other duties (e.g., escorting offenders, relieving another post, providing security in dining halls during meals, etc.).

3. Shut Down

A shut down post will be manned unless staff shortages, unusual circumstances, or emergencies dictate otherwise. A shut down post that is closed for more than 72 consecutive hours will be documented on the daily shift roster indicating the reasons why it was closed.

4. Non-Relief

A non-relief post is designated as a post that would not normally be relieved in the event of absence. This could include posts such as, lock and key, canine or other specialized posts as defined in Section III. item B. of this procedure.

E. Relief Factor

The "Calculating Shift Relief Factor" form ([Attachment C](#), attached) indicates the formulas and department statistics used to calculate the relief factors for seven-day and five-day posts. The "Master Roster" will be updated following any issuance of this procedure that contains a revised relief factor. (4-4051) Only the Director of the Oklahoma Department of Corrections is authorized to change relief factors.

III. Scheduling

Each post and the corresponding officer will be assigned days off, while allowing for the efficient scheduling of personnel and facility security. Efficient scheduling includes, but is not limited to, the assignment of officers to posts and planning all predictable leaves. The "Master Roster" will indicate relief positions for all posts (e.g., regular day off relief, sick/annual/training relief). (4-4051)

A. Assignments

1. The chief of security and deputy warden will make assignments of individual staff members to the security posts listed on the "Master

Roster” for a specific tour of duty or cycle. The facility head will review and approve these assignments

Each “Master Roster” will identify the specific tour of duty or cycle with a start and end date. A normal tour of duty will generally last no longer than 12 months.

- a. Facility post rotations (rotation of post assignments on the same shift or rotation of shift assignment) will occur within a 12 month period with the exception of those in specialized posts as designated in Section III. item B. of this procedure
 - b. Facilities will designate the tour of duty (length of time between rotations) for that facility and designate rotation dates that remain consistent for staff planning.
 - c. Officers may be moved between cycles, post assignments, and shifts when deemed necessary by the facility head.
 - d. Shift and post assignments will normally be made 30 days prior to the effective date.
2. Exceptions to rotation or a request for specific shift will be requested in writing on the “Request for Specific Shift Assignment” form ([Attachment E](#), attached) and approved by the warden. These requests will only be considered for valid and verifiable needs and the facility’s ability to accommodate the request.
 3. The chief of security will make a list of available posts at each rotation using the “Post Request Form” ([Attachment F](#), attached) so that officers may request an assignment to a post. Final assignments will be made based on security needs and staffing levels.
 4. Correctional Security Managers I and II (lieutenants and captains) will rotate at a minimum of once every 12 months.

B. Specialized Security Posts

The positions assigned canine, armory, key and tool responsibilities are considered “specialty posts” due to the amount of time required for training and/or certification for these posts.

1. These posts will not participate in the 12 month rotation as designated above.
2. The facility head will review officers assigned to specialty posts at least every 36 months; they will be reassigned after 36 months.

C. Daily Post Assignments (2-CO-3A-01)

Each facility will utilize the “Daily Assignment Sign-In Roster” ([Attachment B](#), attached) which identifies post, staff assigned for that day, staff assigned by the “Master Roster,” absent staff, and/or any changes to an assignment different from the “Master Roster.”

The facility will ensure that, prior to assuming the duties and responsibilities of the post assignment, that the officer read, sign and date the post order acknowledging the duties of the assigned post and any relevant local procedures or memoranda. (4-4179)

1. The shift supervisor will ensure that, upon arrival at the facility, each officer will sign in as being on duty by utilizing a “Daily Assignment Sign-In Roster” form ([Attachment B](#)). Facilities may make additions to Attachment B to comply with facility needs; ensuring all information on Attachment B is included.
2. A correctional officer will normally be assigned to work a post designated as the same job family level as the officer’s current job family level.
3. Any post that is designated as a Correctional Security Officer III (corporal) may be filled with a Correctional Security Officer I or II.
4. An officer may be assigned temporarily to a post for up to 60 days (need not be consecutive) in any 12 month period.
 - a. Officers who are assigned to posts designated to a job family level higher than his/her current job family level for more than 60 days, must be detailed to special duty in accordance with applicable Merit Rules and [OP-110235](#) entitled “Hiring and Promotional Procedures.”
 - b. The Central Personnel Unit must be notified if an officer, whose job family level has been designated as FLSA exempt, is assigned to a post requiring the performance of nonexempt job duties for more than 60 days.

D. Community Corrections

The Division of Community Corrections is exempt from the use of a “Master Roster” and will rotate shifts on a six month schedule as recommended by the chief of security and approved by the district supervisor. (4-ACRS-2A-03)

E. Leave Approval

Prior to approving leave for officers under their supervision, shift

supervisors will evaluate the impact the absence will have on the facility's ability to cover posts in accordance with the "Master Roster."

F. Prioritizing Post Vacancies During Staff Shortages

When staff shortages occur, posts will be left unfilled or closed in the order listed below. Correctional officers displaced from closed posts will be reassigned to vacant fixed posts as listed on the "Master Roster" and which are appropriate for their job family level.

1. All shutdown posts;
2. Pull Posts - The facility head or designee will be notified in writing any time a pull post has been left vacant for an entire shift; and
3. Relief positions.

IV. Post Orders

Each facility head will ensure that post orders are written for each post allocated on the facility "Master Roster" with the exception of those posts designated "sick/annual/training/relief" and chief of security. (2-CO-3A-01, 4-4178) Post orders for community level facilities will be written for each work location identified as a post by the affected district. (4-ACRS-7B-07)

A. Content of Post Orders

If the "Master Roster" requires different job classifications/levels of staff working a particular post (i.e., one correctional security officer (Level IV) and one correctional security officer (Level III) assigned to the same post), separate post duties must be identified in the post order or a separate post order must be developed.

The following information will be included in each post order:

1. The name of the facility, date issued, effective date, and numbered in sequence with other post order;
2. The purpose, facility-specific procedures, duties to be performed and the unit or areas of the facility which will be affected; (4-4184)
3. The job classification/level that has been allocated/assigned for the described job/duties as indicated on the "Master Roster"; and
4. The signature of the facility head.

B. Dissemination

All personnel, both temporary and permanent, will read the appropriate post order before assuming a new post. For the purpose of this procedure, a new post is defined as one that the employee has not been assigned to within the previous six months. Documentation to show that post orders have been read, to include each employee's signature and the date, will be maintained by the chief of security or designee. (4-4179)

C. Review

Each facility head will ensure all post orders are reviewed at least annually to ensure compliance with department policy. Normally, post orders will be updated within 30 days if department or facility procedure changes or when the facility adds or deletes post duties. Until such time as the post order(s) is updated, the chief of security will ensure that any changes are provided to the affected post(s) in writing. (4-4178)

D. New Posts

Post orders will be developed and in place prior to manning any newly established post.

E. Maintenance

Each facility will maintain a complete set of post orders at locations designated by the facility head. A copy of the relevant post orders (relevant post orders or relevant policies (e.g., count, emergency plans, searches etc.) will be maintained at each post, accessible to employees working there. (4-4178, 4-ACRS-7B-07)

F. Security

Offenders will not have access to any post order.

V. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-040110 entitled "Search and Seizure Standards"

OP-110235 entitled "Hiring and Promotional Procedures"

Merit Rule 530:10-5-11

VI. Action

Each division manager/division head is responsible for compliance with this procedure.

Section-04 Security	OP-040102	Page: 9	Effective Date: 04/18/2014
----------------------------	------------------	----------------	-----------------------------------

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040102 entitled "Master Roster and Post Order Guidelines" dated July 19, 2012

Deleted: Operations Memorandum No. OP-040102 Addendum-01 dated February 14, 2013

Distribution: Policy and Operations Manual
Department Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Master Roster"	Attached
Attachment B	"Shift Supervisor's Daily Report"	Attached
Attachment C	"Calculating Shift Relief Factor"	Attached
Attachment E	"Request for Specific Shift Assignment"	Attached
Attachment F	"Post Request Form"	Attached

