

125.00 – Post Order

Refer:

- Policy 105.00 – Policy and Procedure Manual
- Policy 115.00 – Special Order
- Post Order Format Form

Definitions:

- Post Order – An order, instructing a member regarding specific job duties and tasks expected by a member assigned to a particular post during a particular shift. A Post Order is directive and shall be obeyed by the member assigned to work a post governed by the order.

Procedure:

1. Post Order:

- 1.1. Any manager or commander of a unit, section or facility may publish Post Orders. A copy of any published Post Orders shall be forwarded to the Chief of that respective division.
- 1.2. When a manager or commander publishes a Post Order, they shall;
 - 1.2.1. Provide each post with a current copy of the Post Order appropriate to that post and/or post the current Post Order to the Intranet Policy Page for staff reference.
 - 1.2.2. Provide a copy to the Criminal Justice Information Systems (CJIS) Unit.
- 1.3. A revision or amendment to a Post Order shall be made by Special Order in accordance with policy 115.00 Special Order.

History:

- Originating Policy and Procedure: 06/23/2021
- Next Review: 06/23/2023
- Review By: Sheriff's Office