

Seneca County Correctional Facility

Post Order

Central Control

Location: Central Control Days: Monday – Sunday
(24 Hour Post)

Equipment: Complete Uniform Radio/Battery
Pen (Black and Red Ink) Proximity Card
Body Duress Keys

General Instructions:

1. Be in uniform for duty assignment.
2. Attend shift briefing.
3. Draw necessary equipment.
4. Read and implement policies and post orders.
5. Follow all written and verbal orders.
6. Perform duties as outlined in policy “Post Assignments and Responsibilities”.

Scheduled Duties

1. Report to post.
2. Receive information from off-going officer regarding on-going activities and existing emergencies or conditions.
3. Ensure the off-going officer has logged off all Control Room systems including the inmate management and security system.
4. Log on to all systems for current tour of duty.
5. Receive radio checks from officers at the beginning of each shift, ensuring all are functioning properly.

6. Receive notification from Shift Supervisor regarding formal count completion, and make "Count is Verified" announcement to the housing units within the following times 0715-0730, 1515-1530, 2315-2330.
7. Perform a key inventory ensuring all keys are accounted for and/or signed for.
8. The on-coming officer will not relieve the off-going officer until all logs, keys and the inmate count is verified as up to date and correct.
9. Conduct weekly test of officers' duress system.

Non-Scheduled Duties

1. Inform the Shift Supervisor of any non-functioning equipment.
2. Operate public address and communication systems.
3. Operate all monitors of the facility security system.
4. Operate appropriate doors and controls as requested by officers and other personnel. Access to Central Control will be limited to the Shift Supervisor, Escort Officers, and other officers of rank.
5. Monitor all activity and movement within and outside of the facility using closed circuit television and report any such activity which is deemed questionable to the Shift Supervisor.
6. Log all transport and emergency radio traffic on Form CF-031 (Central Control Radio Log).
7. Remain familiar with emergency procedures as outlined in the policy entitled "Evacuation Plan".
8. Notify the Shift Supervisor of any incidents, alarms, and/or duress signals from any monitoring system.
9. Remain familiar with proper radio etiquette for both routine and emergency situations as outlined in the policy entitled "Radio Protocol".
10. Ensure the entire area is properly cleaned and supplied as needed.