

Seneca County Correctional Facility

Post Order

Escort Officer

<u>Location:</u>	Escort Office	Days: Monday – Sunday (24 Hours Post)
<u>Equipment:</u>	Complete Uniform Pen (Black and Red Ink) Body Duress	Radio/Battery Keys/Proximity Card O. C.

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(s) regarding on-going activities and existing emergencies or conditions.
3. Ensure the off-going officer has logged off computer terminal.
4. Log onto inmate management system to review all admissions and releases since last shift worked.

Non-Scheduled Duties

1. Escort inmates to and from various locations throughout the facility.
2. Provide breaks to include two (2) fifteen minute (15 min.) and one (1) thirty minute (30 min.) to officers in designated areas.
3. Assist the Booking Officer with inmate property, inmate money and bail transactions as needed.
4. Assist Housing Unit Officer in ensuring each inmate's cell is in good repair before they are released from the unit.
5. Perform searches and "shakedowns" as outlined in policy entitled "Searches".
6. Complete all incident reports in a timely manner.
7. Initiate disciplinary action, when appropriate.
8. Remain familiar with proper radio etiquette for both routine and emergency situations as outlined in the policy entitled "Radio Protocol".
9. Remain familiar with emergency procedures as outlined in the policy entitled "Evacuation Plan".
10. Assist all support staff with programs offered within the facility, and remain familiar with guidelines as outlined in the policy entitled "Support Staff Orientation".
11. Complete assignments as designated by the Shift Supervisor and as outlined in the policy entitled "Correction Officer Assignments".
12. Operate security system for lockdown and unlock, and doors and controls as requested by employees and visitors.
13. Remain familiar with release of personal property as outlined in the policy entitled "Inmate Property".
14. Remain familiar with guidelines as outlined in the policy entitled "Inmate Release".
15. Administer first aid, and/or C.P.R., as needed.
16. Perform duties as directed by the Shift Supervisor or other ranking officers.
17. Act professionally at all times.