

Seneca County Correctional Facility

Post Order

Shift Supervisor

<u>Location:</u>	Shift Supervisor Office	Days: Monday - Sunday (24 Hour 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.
2. Conduct shift briefing.
3. Draw necessary equipment.
4. Read and implement policies and post orders.
5. Follow all written and verbal orders.

Scheduled Duties

1. Report to post.
2. Receive information from off-going supervisor(s) regarding on going activities and existing emergencies or conditions.
3. Ensure the off-going supervisor has logged off all computer terminals, including the inmate management system.
4. Log onto the inmate management system to review all admissions and releases since last shift worked.
5. Review, verify, and sign off on Form CF-039 (Housing Unit Joint Check/Formal Count) at the beginning of each shift.

Non-Scheduled Duties

1. Instruct and assist officers under your supervision in the discharge of their duties.
2. Issue oral or written orders to officers under your supervision as needed to achieve maximum efficiency.
3. Assign officers to specific areas and tasks as outlined in the policy entitled "Officer Duty Assignments", while ensuring adequate staff are on duty.
4. Routinely visit housing units and all other areas of the facility effecting signature at each area checked by either electronic or hand written log book entry.
5. Oversee and arrange all transports from the facility.
6. Ensure all facility records are up to date and all forms and supplies are available in order to conduct daily operations.
7. Remain familiar with, and be aware of, updates to Correction Law, Criminal Procedure Law and Penal Law.
8. Review all reports generated by officers under your command.
9. Receive and review all in-coming paper work to the facility.
10. Remain familiar with notification procedures as outlined in the policy entitled "Administrative Notification".
11. Remain familiar with proper radio etiquette for both routine and emergency situations as outlined in the policy entitled "Radio Protocol".
12. Remain familiar with emergency procedures as outlined in the policy entitled "Evacuation Plan".
13. Perform duties as assigned by the Sheriff, Undersheriff, Chief Administrative Officer and Correction Lieutenant.
14. Act professionally at all times.