

## POST ORDERS

STANDARD NO(S):

NYSSA #

DATE:

04/22/2011

Reissued: 04/22/2011

REFER TO:

Roger O. Ward

### I. POLICY:

It is the policy of the Seneca County Correctional Facility to establish and maintain written post orders for every security post to ensure that officers assigned to a post are familiar with the responsibilities and requirements of that post. .

### II. DETAILS:

#### **A. Guidelines - .**

1. It is of utmost importance that officers have a clear understanding of the responsibilities and requirements of every security post they are assigned to. To facilitate this, written post orders have been developed for every security post. It is emphasized that it is the individual officer's responsibility to be thoroughly familiar with their post assignments. The written post orders are to be used as an aid in accomplishing this.

#### **B. Correction Officers will –**

1. Prior to assuming responsibility of a post or a new post, read appropriate post order and ensure that you are familiar with the responsibilities and requirements of the post before assuming responsibility for that post.
2. Ask the Shift Supervisor to clarify any questions or problems regarding the duties and responsibilities of the post.
3. When an officer feels a post order needs to be amended in anyway, you will notify the Shift Supervisor in writing of the recommended change(s).

#### **C. Shift Supervisors will –**

1. Ensure that officers assigned to a post have read the post orders and understand the duties, responsibilities and requirements of the post.
2. Ensure that the post orders for all posts in the facility are current and accurately reflect the duties and responsibilities of each post.

3. Ensure all post orders remain at their designated post unless authorized by a Shift Supervisor or officer of higher rank.
4. Update all post orders when necessary and appropriate.
5. Maintain a file of all current post orders.
6. Review and forward all recommended changes to the Lieutenant.

**D. The Lieutenant will –**

1. Ensure that the Shift Supervisors are familiar with all post orders and are briefing the appropriate officers at their assigned post.
2. Review and forward all recommended changes to the Chief Administrative Officer for approval.
3. Review all current post orders at least once a month.

**E. Chief Administrative Officer will –**

1. Assume overall responsibility for compliance with this policy and its procedures.
2. Review all current post orders at least annually.