

COORDINATION OF OTHER AGENCIES EMPLOYEES

STANDARD NO(S):

NYSSA #

DATE:

May 24th, 2010

Reissued: 04/22/2011

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To establish procedures for the coordination of other agencies employees.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to use employees of other agencies as appropriate to further the goals and objectives of the facility and to ensure safety and security of such employees, inmates, staff and the facility by monitoring and supervising their activities, conduct, and performance while such employees of other agencies are in the facility.

III. DETAILS:

- A.** The Correction Lieutenant will coordinate and monitor the use of employees of other agencies to provide services to the facility in accordance with corrections goals and objectives, applicable directives, and for specific purposes as arranged and approved.
- B.** Employees from other agencies will have a formal orientation upon their initial visit to the facility. The Training Coordinator or designee will conduct such orientation. The orientation will include, but not limited to, the following:
 - 1. Facility layout
 - 2. Sign in/out procedure
 - 3. Contraband
 - 4. Evacuation procedure
 - 5. Securing personal property
 - 6. Any other information relevant to the visitor
- C.** Employees of agencies that provide services at the facility will be escorted by an Escort Officer.
- D.** Employees of other agencies will follow all department rules and procedures, especially as related to security matters and confidentiality of information. Failure to do so will result in the employee being barred from the facility and a report being sent to their agency supervisor.

- E.** Prior to exiting the facility, employees of other agencies who interact with inmates will be required to inform the Shift Supervisor of any effects such interaction may have had on the inmates.
- F.** In the event that a problem arises between an employee of another agency and a staff member, the problem will be resolved by the Correction Lieutenant.
- G.** A line of cooperation will exist between the facility and members of other agencies. Working together creates an air of professionalism that assists both agencies in the treatment of inmates. At no time will any member interfere with this process.
- H.** All members of other agencies will be logged in and out of the facility and the reason(s) for such visit indicated.