

OFFICER DUTY ASSIGNMENTS

STANDARD NO(S): NYSSA #16, 17, 20, 21

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I. OBJECTIVE:

To establish an objective policy for assessing training requirements prior to placement at duty assignments within the Seneca County Correctional Facility.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to train all officers in the duties required for each duty assignment.

III. DETAILS:

- A.** The Seneca County Correctional Facility, in order to maintain the safe, professional and efficient operation of the facility, herein assesses training requirements for each correction officer duty assignment.
- B.** Each duty assignment will be assessed a duty number based upon how much training is needed to perform the duties at such assignment. Correction Officers will receive a number commensurate with the amount of training successfully completed.
 - 1.** The first duty number, correction officer one (CO-1), will encompass any and all training needed by a correction officer to perform the duties associated with both working inside a housing unit and working as a Visitation Officer.
 - 2.** The second duty number, correction officer two (CO-2), will encompass all training provided in the rating CO-1. In addition, the correction officer will receive any and all training required to perform the duties associated with working in Central Control.

3. The third duty number, correction officer three (CO-3), will encompass all training provided in the rating CO-2. In addition, the correction officer will receive any and all training required to perform the duties associated with working in Booking.
 4. The fourth duty number, correction officer four (CO-4), will encompass all training provided in the rating CO-3. In addition, the correction officer will receive any and all training required to perform the duties associated with working as an Escort Officer.
 5. The fifth duty number, correction officer five (CO-5), will encompass all training provided in the rating CO-4. In addition, the correction officer will receive any and all training required to perform the duties associated with working as a Transport Officer.
- C. Advancement in duty assignment will occur as an officer completes subsequent trainings. All full-time officers, effective July 1, 2011 will be required to attain a rating of CO-5 within the first fifty-two (52) weeks of employment during their probationary term. In the event such probationary officer does not attain CO-5 status they will be relieved of duty. If the probationary officer, through no fault of their own, does not attain CO-5 status it will not be used against them in any probationary determinations. All veteran correction officers are encouraged to advance their rating and may do so in accordance with the following procedures.
1. The officer will submit a written request using CF-056 (Request for Duty Increase) to their Shift Supervisor indicating their desire to advance their training.
 2. The Shift Supervisor will review the request and make a determination whether or not the officer is proficient at their current duty assignment. The Shift Supervisor will forward the request to the FTO Coordinator if they are satisfied that an officer is prepared to receive additional training.
 3. The FTO Coordinator will, when schedule allows, assign an FTO to train the officer in the new duties.
 4. Satisfied that the officer has assimilated the training and is proficient in the new duties, the FTO will forward the CF-056 to the FTO Coordinator for review.
 5. Upon review, the FTO Coordinator will complete the appropriate forms and submit them as outlined in the policy entitled "Training".
 6. Once all reports are completed and it is determined that the officer has successfully completed the required training, the officer and Shift Supervisor will be notified that the officer's duty assignments have increased and they may be assigned accordingly.

NOTE: Officers not yet having attained CO-5 status may be assigned to Transport Officer duties by a Shift Supervisor as long as they are currently qualified in firearms through basic school or requalification. Such officers will be designated with a "T" status along with their current duty number on the Correction Officer work schedule