

## **TIME RECORDING DEVICES**

STANDARD NO(S):

NYSSA #

DATE:

April 8<sup>th</sup>, 2011

REVISED: 04/22/2011

REFER TO:

Roger O. Ward

### **I. OBJECTIVE:**

To explain the use of electronic time recording devices.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to maintain a record of all general supervision inspections in the form of mechanical or electronic time recording devices.

### **III. DETAILS:**

- A.** Each Housing Unit will have Watch Tour Stations which will be used to record the performance of the supervisory visits.
- B.** When inmates are secured in their individually assigned cells where general supervision is maintained, electronic recording devices will be utilized.
- C.** Housing Unit Officers will inspect the housing unit at a maximum of thirty (30) minute intervals, and will utilize all time recording devices in their area during each watch tour.
- D.** A Shift Supervisor will review the previous shifts records on a daily basis. The Correction Lieutenant will review the records on a weekly basis and take the corrective action necessary to ensure adequate supervision is maintained.
- E.** The Chief Administrative Officer will maintain all supervision reports.
- F.** The Chief Administrative Officer, at his discretion, may authorize the use of time recording devices at times not specially mandated by the minimum standards.