

## **Seneca County Correctional Facility**

### **Post Order**

### **Visitation Officer**

**Location:** Reception Area/Visitation Room      Days: Saturday and Sunday  
Non-Contact Visitation Booths                      (0700 – 2100)

**Equipment:** Complete Uniform                      Radio/Battery  
Pen (Black and Red Ink)                      Proximity Card  
Body Duress  
Magnetometers (Hand held/Walk through)

#### **General Instructions**

1. Be in uniform for duty assignment.
2. Attend shift briefing.
3. Draw necessary equipment.
4. Read and implement policies and post orders.
5. Follow all written and verbal orders.
6. Perform duties as outlined in the policy entitled "Post Assignments and Responsibilities".

#### **Scheduled Duties**

1. Assume duties at post.
2. Conduct a search of the visitation room and non-contact visitation booths prior to the beginning of each visitation day and at the completion of each visit to ensure the absence of contraband.
3. Greet all visitors prior to the beginning of each visit; have them complete a visitation registration form, if it is their first time visiting the facility.
4. Advise all visitors they will need a valid photo I.D. with date of birth and expiration.

5. Ensure all visitors enter all required information into the visitor register prior to the beginning of the visit and at its conclusion.
6. Advise all visitors they will be searched by a walk through magnetometer and may be “Pat Searched” to ensure the absence of contraband.
7. Advise all visitors on the procedures for using the personal property lockers.
8. Advise all visitors of the visitation rules and regulations posted in the main lobby.
9. Advise Escort and Housing Unit Officers of the complete list of inmates who will be having a visit.
10. Escort all visitors to the visitation waiting area. All inmates will be seated before any visitor is let into the visitation room or booths.

#### Non-Scheduled Duties

1. Monitor all two-way radio traffic.
2. Remain familiar with proper radio etiquette for both routine and emergency situations as outlined in the policy entitled “Radio Protocol”.
3. Remain familiar with removal from visitation as outlined in the policy entitled “Visitation”.
4. Remain familiar with emergency procedures as outlined in the policy entitled “Evacuation Plan”.
5. Release inmate personal property as outlined in the policy entitled “Inmate Property”.
6. Inform the Shift Supervisor of any non-functioning equipment.
7. Perform duties as directed by the Shift Supervisor.
8. Act professionally at all times.