

Seneca County Correctional Facility

Post Order

Booking Officer

Location: Booking Desk/Area Days: Monday – Sunday
(24 Hour Post)

<u>Equipment:</u>	Complete Uniform	Radio/Battery
	Pen (Black and Red Ink)	Proximity Card
	Body Duress	
	Keys (Equipment/Property)	

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 policy “Post Assignments and Responsibilities”.

Scheduled Duties

1. Report to post.
2. Receive information from the off-going officer regarding on-going activities and existing emergencies or conditions.
3. Ensure the off-going officer has logged off all computer terminals, including the inmate management and security systems.
4. The on-coming officer will not relieve the off-going officer until they are assured everything is up to date and the current inmate count has been verified.
5. Log on to the inmate management system to review all admissions and releases since last shift worked.

6. Ensure an accurate facility inmate count on the Master Population Count Record and report the count to the Shift Supervisor during shift change within the following times 0700-0715, 1500-1515, 2300-2315.

Non-Scheduled Duties

1. Answer all incoming telephone calls and transfer calls to the appropriate person or office when necessary. All phone calls will be answered in the following manner: "CORRECTIONS, OFFICER {State your last name here}, MAY I HELP YOU".
2. Remain familiar with all emergency telephone numbers and notification procedures.
3. Maintain a current list of employees and telephone numbers.
4. Remain familiar with proper radio etiquette for both routine and emergency situations as outlined in the policy entitled "Radio Protocol".
5. Inform the Shift Supervisor if any items fail to check out or are not functioning properly.
6. Receive, admit, and release inmates.
7. Remain familiar with bail transactions as outlined in the policy entitled "Posting of Bail".
8. Operate appropriate doors and controls as requested by employees or as may be required by visitors.
9. Remain familiar with professional visitors as outlined in the policy entitled "Visitation".
10. Notify the Shift Supervisor of any extenuating circumstances when booking inmates as outlined in the policy entitled "Admissions". (i.e. Non-compliance, handicapped, intoxication)
11. Remain familiar with emergency procedures as outlined in the policy entitled "Evacuation Plan".
12. Ensure all the inmates' property is inventoried correctly.
13. Ensure the entire property room and booking area remains clean and is supplied as needed.
14. Perform duties as directed by the Shift Supervisor or other ranking officers.
15. Act professionally at all times.