

Reissued: 04/22/2011

REVISED: 02/27/2013

Seneca County Correctional Facility

Post Order

Housing Unit Officer

<u>Location:</u>	Housing Unit A, B, C	Days: Monday - Sunday (24 Hour Post)
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<u>Equipment:</u>	Complete Uniform Pen (Black and Red Ink) Body Duress	Radio/Battery Keys/Proximity Card
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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. Report to post.
2. Perform "Housing Unit Shift Change Responsibilities" with off-going officer.
3. Unlock inmates at scheduled times:
 - 0600 hours.
 - 0715 hours and 1515 hours upon completion of Housing Unit Shift Change Responsibilities.

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4. Lock-out inmates at scheduled times:

- 0615 hours – 0645 hours (Breakfast)
- 0900 hours – 1200 hours (Exercise/Lunch)
- 1645 hours – 1730 hours (Dinner)

5. Serve meals at scheduled times:

- 0615 hours – Breakfast
- 1115 hours – Lunch
- 1645 hours – Dinner

6. Conduct and supervise outdoor exercise and leisure time activities, ensuring all inmates are allowed a minimum of one (1) hour of exercise.

7. Conduct visitation movement at scheduled times on Saturday and Sunday.

8. Conduct inmate laundry exchange and personal washer and dryer use at scheduled times.

9. Assist in facility programs, when applicable.

10. Lock-in inmates at scheduled times:

- 0645 hours and 1445 hours to complete Housing Unit Shift Change Responsibilities.
- 2200 hours

Non-Scheduled Duties

1. Supervise and log activities including: movement, meals, exercise, medication delivery, sick call, mental health and drug/alcohol counseling, religious services, linen and clothing exchanges, washer and dryer use, library, commissary, visitation, admissions and releases from the unit.
2. Ensure inmates maintain an acceptable level of hygiene.
3. Complete all incident reports in a timely manner.
4. Document positive or negative inmate behavior necessary for classification.
5. Maintain separation of adults and minors, except for during programs, when commingling is permissible.

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6. Maintain continued control of the housing unit when searches, shakedowns or cell extractions are being conducted. The Housing Unit Officer will not directly participate in any of the above processes.
7. Remain familiar with proper radio etiquette for both routine and emergency situations as outlined in the policy entitled "Radio Protocol".
8. Remain familiar with emergency procedures as outlined in the policy entitled "Evacuation Plan".
9. Notify the Shift Supervisor of any defects within the housing unit, namely the need for maintenance or repair, or for delivery of supplies.
10. Ensure each inmate's cell is in good repair before they are released from the unit.
11. Conduct formal and informal counts.
12. Enforce facility rules and regulations.
13. Orient inmates to the rules and regulations of the facility.
14. Initiate disciplinary action, when appropriate.
15. Assist inmates in obtaining and completing appropriate request forms.
16. Operate the housing units' security system for lockdown and unlock.
17. Administer first aid, and/or C.P.R., as needed.
18. Pass on information to the on-coming officer.
19. Perform duties as directed by the Shift Supervisor or other ranking officers.
20. Act professionally at all times.
21. Make log entries which reflect all entries and exits of any staff member on and off the unit.