

Seneca County Correctional Facility

Post Order

Transport Officer

Location: Entire Facility Days: Monday – Sunday
(24 Hours Post)

<u>Equipment:</u>	Complete Uniform	Radio/Battery
	Pen (Black and Red Ink)	Keys/Proximity Card
	Body Duress	Weapon and magazines
	Holster	O. C.
	Body Armor	

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. Ensure vehicle sallyport and vehicle exteriors are clean.

Non-Scheduled Duties

1. Receive transport assignments from Booking Officer/Shift Supervisor.
2. Check with the Shift Supervisor for any new transports.
3. Medical Transport – Report to medical and receive/return instructions for the transport and the consultation/emergency room referral paperwork.

4. Search and place restraints on all inmates, unless medically prohibited.
5. Maintain radio communication on all transports.
6. Maintain direct observation of inmate(s) during the entire transport.
7. High Risk Transport – Notify the court of special transport instructions.
8. Secure weapons safely and properly.
9. Search vehicle at the beginning and end of every transport.
10. Maintain, fuel and return vehicle to available parking space(s) in the vehicle sallyport or outside parking area.
11. Return gun and vehicle keys to the Sergeant's Office prior to the end of shift.
12. Submit all required forms in an accurate and complete manner.
13. Assist Escort Officers in relieving duty posts, when not on a transport.
14. Inspect restraint equipment after each use and report any issues to the Shift Supervisor.
16. Perform duties as directed by the Shift Supervisor.
17. Act professionally at all times.