

HOUSING UNIT SHIFT CHANGE RESPONSIBILITIES

STANDARD NO(S):

NYSSA #

DATE:

June 21st, 2010

REVISED: 02/03/2011

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To establish guidelines for housing unit shift change responsibilities.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure the proper transfer of information between on-coming and off-going Housing Unit Officers.

III. DETAILS:

- A. Upon notification of officer assignments by the Shift Supervisor, Housing Unit Officers will report to their assigned post.
- B. The on-coming and off-going officers will exchange the following information concerning the Housing Unit:
 - 1. New admissions/discharges
 - 2. Upcoming inmate programs
 - 3. Pending court appearances
 - 4. Exercise status
 - 5. Potential inmate problems
 - 6. Maintenance issues
 - 7. Any other relevant issues
- C. A population count will then be conducted as outlined in the policy entitled "Inmate Counts".
- D. In addition to the keys received from the Shift Supervisor prior to reporting to your post assignment, the on-coming officer will receive the Cell Plumbing Chase key from the off-going officer which will be locked in a designated drawer at the Officer's Station.
- E. The on-coming officer will inspect the entire unit for general cleanliness and security.

- F.** The off-going and on-coming officer will complete form CF-039 (Housing Unit Formal Count). Once completed, the CF-039 will be signed by such officers indicating there are no discrepancies. Should a minor discrepancy be noticed, such as soiled floors, walls or equipment it will be remedied by the on-coming officer during the formal count, or by housing unit workers on the on-coming officers shift. Should a major discrepancy be noticed, such as structural or equipment damage it will be documented on the CF-039 form.
- G.** The off-going officer will log off of the Officer Station terminal and the on-coming officer will log on. The on-coming officer will review all written records pertaining to the housing unit's activities and supervision from the previous shift.
- H.** The on-coming officer or escort officer will deliver the completed CF-039 form to the Sergeant's Office for the Shift Supervisor's review.
- I.** When discrepancies are documented on the CF-039 the Shift Supervisor will determine how to best resolve the matter upon their initial visit to the effected housing unit.
- J.** All completed CF-039's will be retained in the Sergeant's Office for a minimum of one (1) month before being transferred to the forms storage room.