

TO BE RESCINDED

5120:1-8-17

Staff - full service jail.

- (A) Each jail shall implement written policies and procedures governing jail personnel requirements.
- (B) The official charged with responsibility for operating a jail shall function as the jail manager or shall designate a jail manager who is qualified by training and/or experience to supervise and control prisoners.
- (C) Jails shall have personnel assigned to jail duty as full-time employees.
- (D) Jail security personnel duties shall be limited to the operation and/or management of the confinement facility.
- (E) Prior to employment, all employees of a confinement facility shall be subject to a thorough background investigation.
- (F) A written standardized individual performance evaluation shall be conducted at least annually.
- (G) All jails shall have staff available to fulfill the responsibilities specified in the "Minimum Standards for Jails in Ohio."
 - (1) A staffing plan must provide for the coverage of all designated staff posts.
 - (2) A second staff person shall be available to provide assistance when multiple occupancy areas are entered by staff as necessitated by security needs.
 - (3) When applicable, the jail shall provide sufficient staff to conduct prisoner transportation and court escort without disrupting routine jail operations.
 - (4) A sufficient number of trained jail staff shall be employed to ensure adequate relief to cover expected absenteeism.
- (H) Each jail shall establish a sufficient number of security posts based on prisoner security classifications, facility design, and prisoner services (e.g., visitation, programming).
- (I) Each jail shall employ a sufficient number of female jail staff to be available to perform all sensitive reception and release procedures for female prisoners (e.g.,

searches, showers, and clothes exchange).

(J) Female staff shall be on duty for the duration of a female prisoner's confinement.

(K) All jails must have a written code of ethics for jail employees.

Effective: 02/21/2003

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CERTIFIED ELECTRONICALLY

Certification

02/11/2003

Date

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