

5120:1-8-17

**Staffing.**

- (A) Each full service jail shall have a designated jail administrator who is qualified by training or experience to supervise and control prisoners as outlined in a written job description.
- (B) Pre-employment background checks shall be conducted prior to hiring of jail staff.
- (C) Annual standardized performance reviews of jail employees shall be conducted.
- (D) There shall be a written, implemented staffing plan that includes jail personnel assignments, days of the week and hours of the day that assignments are covered and any deviations from the plan with respect to weekends, holidays or other atypical situations.
  - (1) The plan shall include all posts and functions, a calculated shift relief factor, sufficient numbers of male and female jail staff on-duty and available to perform sensitive functions and procedures as necessary by prisoner gender, and total number of employees required to fill identified posts and functions.
  - (2) The plan shall reflect that the facility has staff for administration and supervision; prisoner programs; prisoner supervision, custody and back up; support services including medical, food service, maintenance and clerical; staff training; and other jail-related functions such as escort and transportation of prisoners.
  - (3) The staffing plan shall be reviewed once a year by the jail administrator and revised as needed.
- (E) A staff person shall be designated in charge or supervisor of each shift.
- (F) There shall be a written policy and procedure governing the screening, training and use of volunteers in the jail.
- (G) A written code of ethics shall be provided to jail employees.

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CERTIFIED ELECTRONICALLY

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Certification

01/03/2013

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Date

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