

5120:1-8-17

Staffing.

(A) Each jail's rules shall comply with the following staffing standards:

- (1) (Important) Each full service jail will have a designated jail administrator who is qualified by training or experience to supervise and control inmates as outlined in a written job description.
- (2) (Important) Pre-employment background checks will be conducted prior to hiring of jail staff.
- (3) (Important) Annual standardized performance reviews of jail employees will be conducted.
- (4) (Important) There will 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.
 - (a) The plan will 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 inmate gender, and total number of employees required to fill identified posts and functions.
 - (b) The plan will reflect that the jail has staff for administration and supervision; inmate programs; inmate 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 inmates.
 - (c) The staffing plan will be reviewed once a year by the jail administrator and revised as needed.
- (5) (Important) A staff person will be designated in charge or supervisor of each shift.
- (6) (Important) There will be a written policy and procedure governing the screening, training and use of volunteers in the jail.
- (7) (Important) A written code of ethics will be provided to jail staff.

Replaces: 5120:1-8-17

Effective:

Five Year Review (FYR) Dates:

Certification

Date

Promulgated Under: 111.15

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