



## Ohio Administrative Code

### Rule 5120:1-10-17 Staffing.

Effective: February 16, 2016

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- (A) (Important) Each jail shall have a designated jail administrator who is qualified by training or experience to supervise and control inmates as outlined in a written job description.
- (B) (Important) Pre-employment background checks shall be conducted prior to hiring of jail staff.
- (C) (Important) Annual standardized performance reviews of jail staff shall be conducted.
- (D) (Important) 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 reflect that the facility has staff for administration, supervision, and jail personnel 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.
- (2) The staffing plan shall be reviewed once a year by the jail administrator and revised as needed.
- (E) (Important) A staff person shall be designated in charge or supervisor of each shift.
- (F) (Important) A written code of ethics shall be provided to jail staff.
- (G) (Important) There shall be written policy and procedure governing the screening and training and the use of volunteers in the jail.
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