

Section 1: Policy Manuals

Subject: Policy Manuals

Minimum Standard: 5120:1-8-18(E)

Revised: 05/1990, 01/2012, 09/2014, 10/2015

Authorized: _____ Effective Date: _____

Sheriff Paul A. Sigsworth

POLICY

It shall be the policy of the Erie County Jail, through the Sheriff and his designee(s) to create, implement and enforce the following policies and procedures concerning the operation of the Erie County Jail. The purpose of this policy and procedure manual is to guide staff members in the safety and secure operation of The Erie County Jail. Erie County Sheriff's Jail Policies and Procedures shall be available at all times to the entire jail staff, shall be reviewed annually by the Jail Administrator, and shall be updated by the Sheriff as necessary.

PROCEDURE

Section 5120.10 of the Ohio Revised Code requires the Director of the Department of Rehabilitation and Correction to promulgate *Standards for Jails in Ohio* to serve as basic criteria for the establishment of this facility's policies and procedures. This policy should reflect procedures to be the minimum conditions necessary to ensure the safe, efficient, effective and legal operation of this jail. The Erie County Sheriff's Office shall establish rules, regulations, policies and procedures that regulate the personal conduct of employees, where a rational basis exists for restriction and where the regulated conduct has an adverse effect on the Sheriff's Office or the officers ability to effectively perform his/her duties. This policy manual establishes and regulates the methods, processes or means and establishes standards by which an officer carries out this Office's services and programs.

A. Priorities

1. The number one priority of this facility is the safe and secure detention of those persons committed by lawful authority. The policies and procedures herein go into great detail in delineating staff responsibility in all areas of jail management.

B. Review

1. The Sheriff, Jail Administrator and designated staff personnel will be vigilant to observe new court interpretations effecting the jail operations, legislative enactments that influence jail operations and recommendations by various groups and organizations that address themselves to local jail management. Should a procedure in practice at this facility be affected by judicial or legislative dictates, corrections will be promulgated. These interpretations will be gathered in the form of a Policy & Procedure Manual.

C. Maintenance of Manuals

1. Every jail staff member will have computer access to this manual. Every staff person is responsible for review of all information contained therein, not just those areas in individual spheres of responsibility. When changes are made, jail staff will be notified in accordance to the Agreement with the Erie County Sheriff and the FOP/OLC. It will be the responsibility of each staff person to read and understand any policy changes. Any item(s) in question should be immediately presented to a supervisor or jail administrator for clarification. An electronic copy of the manual will be available on the "W" Drive. The Jail Administrator will be responsible for the updating of this manual.

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D. Suggestions

1. Should any Employee become aware of documented evidence of a policy or procedure in use at this facility that is in violation of law or legislation, he/she should bring it to the immediate attention of the Jail Administrator. Any policy or procedure that appears to unwieldy violate security, the Agreement between The Erie County Sheriff and The FOP/OLC, or in any way is a hindrance to the performance of assigned duties should be immediately brought to the attention of the Jail Administrator for clarification and possible alteration.

DEFINITION:

Employee – For purposes of this policy, “an employee” is defined as the Sheriff, any Deputy Sheriff and/or any Corrections Officer responsible to perform any duties as listed in this policy. The term “Corrections Officer”, as generally used throughout this policy, is to be used interchangeably with the term Sheriff or any Deputy Sheriff if those individuals would be assigned to perform duties prescribed in the policy to be performed by a Corrections Officer.

SIGNATURES:

For jail policies filed electronically, the signature line has intentionally been left blank to ensure document quality. Employees are directed to treat any electronically filed unsigned policy as having been signed and approved by the Sheriff. Signed paper originals of each policy are available upon request.