

Section 17: Staff Training

Subject: Support Staff

Minimum Standard: 5120:1-8-17(A)(D)

Revised: 02/94, 07/96, 12/11, 9/2015

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

It is the policy of the Erie County Jail to provide for competent support staff to ensure the safety and security of the staff, inmates and facility. Prior to being allowed to be support staff all will be subject to a thorough background investigation. Support Staff will be subject to the same background evaluation such as for correctional officers and must be approved by the Sheriff or Jail Administrator. All Support Staff (routine and occasional inmate contact) will receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties.

PROCEDURE

A. Screening

1. The Sheriff or directly appointed designee will ensure all Support Staff of the Erie County Jail be submitted to a thorough background investigation.
 - a. The use of LEADS, FBI, BCI, OHLEG, local files and references will be used to examine a prospective support staff background

B. Training

1. All newly assigned Support Staff will receive training in, but not limited to, the following areas:
 - a. During first year of assignment twenty four hours training in:
 - a. Legal aspects of Corrections.
 - b. Basic Security Concepts.
 - c. Emergency Preparedness.
 - d. Interpersonal Communications.
 - e. First Aid / CPR.
 - f. Unarmed Self-Defense.
 - g. Standards for Jails in Ohio.
 - b. Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

C. Use Of Support Staff

1. The Erie County Jail will utilize Support Staff for the following:
 - a. Medical Staff
 - b. Kitchen Staff