

**Section 16: Staffing**  
**Subject: Staff Plan**  
**Minimum Standard: 5120:1-8-17 (D)**  
**Revised: 06/2019**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

The Erie County Jail has 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 atypical situations. This plan includes 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. The plan includes provisions for staff 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. The staffing plan shall be reviewed once a year by the Jail Administrator, and revised as needed.

**PROCEDURE—STAFFING PLAN.**

**A. Jail Staff Posts**

1. Main Control (A) Board Operator
  - a. 24 hours / 7 days a week.
2. Female Control (B) Board Operator / Female Rover
  - a. 24 hours / 7 days a week.
3. General Population (E) Control Board Operator
  - a. 0700 through 1900 hours / 7 days a week.
4. Male Booking (A) Rover 1
  - a. 24 hours / 7 days a week.
5. Male General Population (E) Rover 1
  - a. 24 hours / 7 days a week.
6. Court Officer
  - a. Monday through Friday, excluding holidays.
7. If staffing allows the supervisor may assign:
  - a. Male Booking Rover 2.
  - b. Male General Rover 2.
  - c. Female Rover 2.
  - d. Programs Officer.
8. Jail Administration
  - a. As assigned by the Sheriff.

**B. Nursing Staff**

1. The Erie County Health Department is contractually responsible to ensure the jail is adequately staffed with medical staff.

**C. Food Service Staff**

1. The food service vendor is responsible to ensure the jail is adequately staffed with kitchen staff.

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- D. Calculated Shift Relief Factor—included within this policy. Part-time staff (Corrections Officers and/or Deputy Sheriffs, both male and female) are utilized to provide for shift relief for full-time jail staff members.
  
- E. Male and Female staff requirements.
  - 1. One female officer must be on duty at any one time.
  - 2. Two male officers must be on duty at any one time.
  
- F. Plan Review
  - 1. The Jail Administrator or designee shall review the jail's staffing plan at least once each year.
  - 2. The review shall be documented in written form sufficient to indicate that staffing plans have been reviewed and revised as appropriate to the jail's needs or referred to the jail's governing body for funding consideration.