

Section 16: Staffing
Subject: Post Orders – A Control Board Operator
Minimum Standard: 5120:1-8-17(D)(1)
Revised:

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

POLICY

The Erie County Jail shall have a written order established for each post, consistent with staff position descriptions and jail operating procedures.

PROCEDURE

- A. Hours of Duty
 - 1. 0600 – 1400 hours / 1400 – 2200 hours / 2200 – 0600 hours
- B. Days of Duty
 - 1. 7 days a week.
- C. Equipment
 - 1. Proper uniform.
 - 2. Handcuffs.
 - 3. Pen.
 - 4. Note Pad.
 - 5. Radio.
- D. General Instructions
 - 1. Check mailbox and computer mail daily.
 - 2. Follow instructions of Shift Supervisor.
 - 3. Monitors all movement within the facility (visual/CCTV).
 - 4. Remotely opens doors allowing only authorized traffic through.
 - 5. Advises appropriate jail staff of traffic requesting entry to the jail (book in/transport/professional visitors/deliveries/etc.)
 - 6. Answers and directs telephone calls.
 - 7. Directs, controls, and monitors inmate movement.
 - 8. Answers radio traffic/ intercom.
- E. Scheduled Duties (A Shift)
 - 0600 Count, Review incidents/problems with officer going off duty, account for keys, and conduct the count.
 - 0645 Open cell doors and turn on TV's.
 - 0645 Monitor rover serving breakfast.
 - 0700 Monitor tray return and inmate cleaning.
 - 0700 Monitor inmate shaving.
 - 0900 Monitor nurse making medical rounds.
 - 1145 Monitor tray return.
 - 1200 Monitor scheduled inmate programs, if any.
 - 1345 Verify current count sheet.

Section 16: Staffing

Subject: Post Orders – A Control Board Operator (Continued)

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

Revised:

F. Scheduled Duties (B Shift)

1400 Count, Report to assigned area, review incidents/problems with officer going off duty, account for keys, and conduct the count.

1415 Open cell doors.

1500 Monitor nurse making medical rounds.

1700 Monitor scheduled inmate programs, if any.

1745 Monitor tray return.

1800 Monitor nurse making medical rounds.

1900 Monitor rover locking all inmates down.

2145 Prepare for shift change.

G. Scheduled Duties (C Shift)

2200 Count, review incidents/problems with officer going off duty, account for keys, and conduct the count.

0545 Prepare for shift change.

H. Non-Schedule Duties

1. Provide security and supervise inmate behavior in the housing area according to Erie County Jail Policy.
2. Log/monitor/supervise inmate movement as required.
3. File paperwork as required.
4. Write Incident Reports as directed.
5. Participate in emergency/alarm response as directed by the Shift Supervisor.
6. Assist with security checks as required.
7. Report all equipment malfunctions and maintenance problems as soon as possible.
8. Log/monitor all security activity, including checks, shakedowns, discipline, incidents, etc.
9. Log/monitor/supervise participation in inmate programs.
10. Assist other officers as required or directed.
11. Monitor control board continuously for open doors, intercom calls, alarms, etc.
12. Log inmate mail sent and received.
13. Create events for sick call when request slips are received, and file the slips in the inmate's file by the end of the shift.
14. Monitor inmate use of cleaning supplies as needed.
15. Monitor rover access to housing areas.
16. Maintain list of Inmate Keep Separate.
17. Complete any and all other assigned duties.