

## Section 16: Staffing

Subject: Post Orders – E 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 – 1900 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. Remotely opens doors allowing only authorized traffic through
4. Answers and directs telephone calls.
5. Directs, controls, and monitors inmate movement.
6. Answers radio traffic/ intercom.

#### E. Scheduled Duties (A Shift)

- 0600 Count, Report to assigned area.
- 0600 Review Incident Reports with officer going off duty.
- 0605 Prepare count sheet.
- 0645 Open cell doors and turn on T.V.'s.
- 0645 Log and monitor rover serving breakfast.
- 0700 Monitor tray return, log/monitor inmate cleaning.
- 0730 Log/monitor inmate shaving.
- 0900 Monitor nurse making medical rounds.
- 1130 Log and monitor rover serving lunch.
- 1145 Monitor tray return.
- 1200 Log/monitor scheduled inmate programs, if any.
- 1345 Verify current count sheet.

## **Section 16: Staffing**

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**Revised:**

### **F. Scheduled Duties (B Shift)**

- 1400 Count, Report to assigned area.
- 1400 Review Incident Reports with officer going off duty.
- 1405 Prepare count sheet.
- 1415 Open cell doors.
- 1500 Monitor nurse making medical rounds.
- 1700 Log/monitor rover serving dinner.
- 1700 Log, monitor, and supervise scheduled inmate programs.
- 1730 Monitor tray return.
- 1800 Monitor nurse making medical rounds.
- 1900 Monitor rover locking all inmates down.

### **G. 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.