

Section 16: Staffing
Subject: Post Orders – Court Officer
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.

B. Days of Duty

1. Monday through Friday, excluding holidays.

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. Answers and directs telephone calls.
4. Directs, controls, and monitors inmate movement.
5. Answers radio traffic/ intercom.

E. Scheduled Duties (A Shift)

- 0600 Review incidents/problems with officers going off duty, account for keys, and prepare court list.
- 0800 Prepare inmates for transportation to court.
- 1100 Conduct video court.
- 1200 Prepare inmates for transportation to court.

F. 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.

Section 16: Staffing**Subject: Post Orders – Court Officer (Continued)****Minimum Standard: 5120:1-8-17(D)(1)****Revised:**

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. Assist with booking as needed.
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. Perform and record jail security checks using guard tour equipment at least once every 60 minutes. Checks shall be at irregular intervals. Any pertinent information or unusual events will be recorded on the log.
16. Maintain list of Inmate Keep Separates.
17. Inspect/search all cells assuring cleanliness and contraband control.
18. Pat search all inmates leaving or returning to housing areas.
19. Monitor/supervise inmates leaving or returning to work release.
20. Complete bookings and releases as required.
21. Distribute incoming mail and newspapers as soon as possible.
22. Complete clothing and linen exchange as directed.
23. Issue supplies to inmates as required (Soap, TP, hygiene supplies, etc.).
24. Monitor/respond to 401 sally port as required.
25. Monitor maintenance personnel while in housing areas.
26. Monitor/supervise use of all razors.
27. Complete any and all other assigned tasks.