

**Section 16: Staffing**

**Subject: Jail Administrator / Shift Supervisor**

**Minimum Standard: 5120:1-8-17(A)(E)**

**Revised:**

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

**POLICY**

The Erie County Jail shall have a designated Jail Administrator who is qualified by training or experience to supervise and control inmates as outlined in a written job description. A staff person shall be designated in charge or supervisor of each shift.

**PROCEDURE**

**A. Jail Administrator**

1. The Jail Administrator will be officially charged with the responsibility of operating the jail and shall be responsible for the day to day jail operations.
2. The Erie County Sheriff's Office, in cooperation with the Erie County Office of Human Resources, will establish a written job description for a Jail Administrator to include, but not limited to, training and experience qualifications to supervise and control inmates.
3. The Erie County Sheriff shall appoint the Erie County Jail Administrator.
  - a. The Sheriff may designate an Assistant Jail Administrator to assist in administrative duties and assume duties in the absence of the Jail Administrator.

**B. Shift Supervisor**

1. The jail Shift Supervisor shall meet the criteria mandated for a jail supervisor in the Standards for Jails in Ohio and in the job description published by the Erie County Sheriff.