

Section 0: Policy Manuals

Subject: Policy Manuals

Minimum Standard: 5120:1-8-18(E)

Revised: 05/1990, 01/2012, 09/2014, 10/2015

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

POLICY

It shall be the policy of the Erie County Jail, through the Sheriff and his designee(s) to create, implement and enforce the following policies and procedures concerning the operation of the Erie County Jail. The purpose of this policy and procedure manual is to guide staff members in the safety and secure operation of The Erie County Jail. Erie County Sheriff's Jail Policies and Procedures shall be available at all times to the entire jail staff, shall be reviewed annually by the Jail Administrator, and shall be updated by the by the Sheriff as necessary.

PROCEDURE

Section 5120.10 of the Ohio Revised Code requires the Director of the Department of Rehabilitation and Correction to promulgate *Standards for Jails in Ohio* to serve as basic criteria for the establishment of this facility's policies and procedures. This policy should reflect procedures to be the minimum conditions necessary to ensure the safe, efficient, effective and legal operation of this jail. The Erie County Sheriff's Office shall establish rules, regulations, policies and procedures that regulate the personal conduct of employees, where a rational basis exists for restriction and where the regulated conduct has an adverse effect on the Sheriff's Office or the officers ability to effectively perform his/her duties. This policy manual establishes and regulates the methods, processes or means and establishes standards by which an officer carries out this Office's services and programs.

A. Priorities

1. The number one priority of this facility is the safe and secure detention of those persons committed by lawful authority. The policies and procedures herein go into great detail in delineating staff responsibility in all areas of jail management.

B. Review

1. The Sheriff, Jail Administrator and designated staff personnel will be vigilant to observe new court interpretations effecting the jail operations, legislative enactments that influence jail operations and recommendations by various groups and organizations that address themselves to local jail management. Should a procedure in practice at this facility be affected by judicial or legislative dictates, corrections will be promulgated. These interpretations will be gathered in the form of a Policy & Procedure Manual.

C. Maintenance of Manuals

1. Every jail staff member will have computer access to this manual. Every staff person is responsible for review of all information contained therein, not just those areas in individual spheres of responsibility. When changes are made, jail staff will be notified in accordance to the Agreement with the Erie County Sheriff and the FOP/OLC. It will be the responsibility of each staff person to read and understand any policy changes. Any item(s) in question should be immediately presented to a supervisor or jail administrator for clarification. An electronic copy of the manual will be available on the "W" Drive. The Jail Administrator will be responsible for the updating of this manual.

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D. Suggestions

1. Should any corrections officer become aware of documented evidence of a policy or procedure in use at this facility that is in violation of law or legislation, he/she should bring it to the immediate attention of the Jail Administrator. Any policy or procedure that appears to unwieldy violate security, the Agreement between The Erie County Sheriff and The FOP/OLC, or in any way is a hindrance to the performance of assigned duties should be immediately brought to the attention of the Jail Administrator for clarification and possible alteration.

Section 1: Reception and Release
Subject: Legally Committed
Minimum Standard: 5120:1-8-01(A)(1)
Revised: 05/90, 01/12, 09/2014, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing all inmates are legally committed to the Erie County Jail.

PROCEDURE

- A. Prior to acceptance into the Erie County Jail, the Corrections Officer will verify that commitments to the jail shall be accompanied by legal documents authorizing the detention with exception of warrant less arrest done in accordance with Rules of Criminal Procedure, Rule 4.
 1. Such documents may include warrants, signed by the arresting officer or issued by the courts, bond forfeiture papers, court orders or mittimuses, transfer papers or hold orders from the appropriate government agencies.

Section 1: Reception and Release

Subject: Identification of Officer

Minimum Standard: 5120:1-8-01(A)(2)

Revised: 05/90, 01/12, 09/2014, 09/2015, 05/2019

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

POLICY

The Erie County Jail shall implement policies and procedures, and produce documentation that evidences compliance showing all arresting, transporting, or committing officers are identified by name and department.

PROCEDURE

- A. Prior to acceptance into the Erie County Jail, the Corrections Officer may require all arresting, transporting, or committing officers produce a badge and appropriate credentials (preferably photo I.D.) that verifies his or her authority to make the commitment to the jail. Any other such identification as the admitting corrections officer deems necessary to establish positive identification, may be required.
1. If the arresting, transporting, or committing officer cannot or will not produce proper identification, or if the identification does not confirm the officer's identity, the shift supervisor may refuse to accept custody of the prisoner.
 2. If custody is refused due to the inability of a transporting or committing officer to properly identify himself/herself, or for any other reason, the jail shift supervisor, will complete an Incarceration Denial Form (incorporated into this policy as Attachment A) detailing the reason for the denial of the acceptance of custody of the arrestee.



ERIE COUNTY SHERIFF'S OFFICE

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ERIE COUNTY JAIL ARRESTEE ADMISSION DENIAL

MINIMUM STANDARDS FOR JAILS IN OHIO OHIO ADMINISTRATIVE CODE 5120:1-8-09(B)

No arrestee without medical clearance from a physician and/or the Erie County Jail medical staff will be accepted for custodial admission into the Erie County Jail who is unconscious; has evidence of serious physical illness or injury requiring immediate medical attention; appears to be an alcohol and/or drug overdose risk; has suicidal thoughts, a suicidal plan, or exhibits signs of any other serious mental health issue requiring immediate intervention; has injuries requiring immediate medical attention due to the use of a taser, pepper spray, and/or other less lethal use of force during arrest; has apparent foreign object(s) secreted internally that cannot be readily removed by the arrestee and as observed during a body scan; and/or for any other legitimate reason as determined by the jail medical staff and/or the Erie County Jail supervisor.

Arrestee name: _____

Agency/agency representative requesting jail admission: _____

Date and time of denial: _____

Reason(s) for denial: _____

Jail supervisor signature: _____

Section 1: Reception and Release
Subject: Booking and Identification Record
Minimum Standard: 5120:1-8-01(A)(3)
Revised: 05/90, 01/12, 09/2014, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance that a booking and identification record shall be made of every commitment that includes:

- A. Time and Date of Commitment
- B. Name and Alias
- C. Official Charges
- D. Authority of Commitment
- E. Date of Birth of Inmate
- F. Sex and Race of Inmate
- G. Height and Weight of Inmate
- H. Marital Status of Inmate
- I. Home Address and Telephone Number of Inmate
- J. Spouse, Next of Kin, or Person to Notify in Case of an Emergency
- K. Social Security Number
- L. Identifying Characteristics (scars or marks)

This information shall be collected on each inmate during the booking process to assist in the identification, classification, and service required by the inmate during confinement in the Erie County Jail. All information will be recorded either on the Erie County Sheriff's Office Information for Incarceration Form (See Forms: A: Incarceration Form) or entered into the Jail Management System (JMS).

PROCEDURE

1. The arresting, transporting, or committing officer will complete the Incarceration Form prior to arrival at the Erie County Jail. The Incarceration Form will include:
 - a. Inmate's Name
 - b. Date of Birth
 - c. Social Security Number
 - d. Residence with City and State
 - e. Date, Time and Location of Arrest
 - f. Arresting Officer and Agency
 - g. Court Date and Time
 - h. Charge Code, Offense, and Level
 - i. Bond Amount and Type
 - j. Court and Agency
 - k. The Medical Pre-Screen (To be Completed by Health Trained Corrections Officer)

Section 1: Reception and Release

Subject: Booking and Identification Record (Continued)

Minimum Standard: 5120:1-8-01(A)(3)

Revised: 05/90, 01/12, 09/2014, 09/2015

2. The booking officer will enter the information from the Incarceration Form into the JMS.
3. The booking officer will enter the following information in the JMS during the booking process:
 - a. Time and Date of Commitment
 - b. Alias (if any)
 - c. Sex and Race of Inmate
 - d. Height and Weight
 - e. Marital Status
 - f. Telephone Number
 - g. Spouse, Next of Kin, or Person to Notify in Case of an Emergency
 - h. Identifying Characteristics (scars or marks)
4. The booking officer should make certain all information on the incarceration form is complete and accurate.
 - a. In the event the form is not completed, the booking officer shall have the arresting, transporting, or committing officer complete the form
 - b. The booking officer shall contact the arresting, transporting, or committing agency in the event information provided is in question.
5. The booking officer will restrict questions to information necessary to complete the booking and identification Record.
 - a. Under no circumstance will the officer question the inmate about the offense for which the inmate is being incarcerated.
6. At no point during the booking and identification process will the inmate be permitted to have the incarceration form in his/her possession.
7. If the booking officer suspects the information given by the inmate is inaccurate, the corrections officer will notify the shift supervisor and attempt to verify the information by:
 - a. Checking LEADS
 - b. Calling other Law Enforcement Agencies
 - c. Calling Probation or Parole Agencies
 - d. Calling family members named by the inmate
 - e. Using on-line resources
8. At the completion of the booking and identification process, the records listed above will be placed into a folder labeled with the inmate's name in the designated file cabinet in the Jail Sergeant's Office.
9. The booking officer will make certain that no retainers, holders, or warrants are pending by Checking through LEADS and Warrant Information at the Erie County Sheriff's Office

Section 1: Reception and Release

Subject: Booking and Identification Record (Continued)

Minimum Standard: 5120:1-8-01(A)(3)

Revised: 05/90, 01/12, 09/2014, 09/2015

10. All steps completed during the booking and identification process shall be documented by initialing the Booking and Release Checklist on the back of the incarceration form.
11. The Shift Supervisor shall sign at the bottom of the checklist as verification that all required steps in the booking and identification process have been properly completed.

Section 1: Reception and Release

Subject: Inmates Identified by Photograph

Minimum Standard: 5120:1-8-01(A)(4)

Revised: 05/90, 01/12, 09/2014, 09/2015, 07/2017, 04/2022

Authorized: _____

Sheriff Paul A. Sigsworth

Effective date: _____

4/27/2022

POLICY

The Erie County Jail shall implement policies and procedures, and produce appropriate documentation, that evidences compliance with the requirement that all inmates shall be identified by photograph. Minimally, inmates being detained in excess of twelve hours and/or being placed into general population shall be photographed for identification.

PROCEDURE

The booking officer is responsible for obtaining a photograph that meets the criteria of evidence submission. Keeping in mind that any booking records may be used in a court of law and may be used for future identification purposes, the booking officer will take care to obtain a clear and appropriate photograph of the inmate. As these records may also be used for future criminal investigations, these photographs will be consistent in nature.

1. The Booking Officer will:

- a. Instruct the inmate to take the proper position in front of the camera
- b. Have the inmate remove any hats, caps, and/or sunglasses.
- c. Take full-face photograph of the inmate. For consistency purposes, the prisoner will be instructed not to smile or laugh in the photograph, and the booking officer will not take the photograph until the inmate maintains a proper facial expression.
- d. Two copies of the photograph will be printed.
 - i. One copy shall be attached to the preliminary health evaluation form and forwarded to Medical Staff.
 - ii. The second copy will be placed in the corresponding Inmate Identification Photo Array. Identification cards will be filed according to Jail Housing Location. There will be a binder or ID card holder in the Sergeant's Office, Female Control and E Control. Upon release, the Identification card is to be verified against the Inmate being released and disposed of.
- e. Photographs must be clear and show the inmate's facial attributes with detail.
- f. Photographs must be consistent with established criteria (lighting, background, contrast, color).
- g. In the event the inmate is unable to have his/her photograph taken, the booking officer should enter an uncompleted appointment named PHOT (for Photograph) under the inmate's current record in the Jail Management System. The hold box should be checked on the book screen and in the hold details box, the reason for that hold (photograph needed) will be stated. The corrections officer that takes the photograph at a later date will uncheck the hold box in that record, and will note that the photograph was taken in the hold details box.

Section 1: Reception and Release
Subject: Pepper Mace Contamination
Minimum Standard:
Revised: 7/2009, 12/2011, 09/2015

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

POLICY

At times arresting officers find it necessary to deploy a pepper mace product in order to subdue a subject prior to incarceration. It is the policy of the Erie County Jail to immediately treat all inmates who have been contaminated with pepper mace in the proper way so that decontamination will occur as soon as possible.

PROCEDURE

Oleoresin Capsicum (Pepper Mace or OC) is derived from a naturally occurring plant, cayenne pepper, which is used in foodstuffs and pharmaceutical products. Its usage falls outside many governmental regulatory guidelines that are applicable to synthetic man-made chemical agents, such as CN and CS (tear gasses). There are no long-term health risks related to using OC as a chemical agent.

- A. The physical effects of OC use range from:
 - 1. Severe twitching or spasmodic contraction of the eyes to involuntary closing of the eyes
 - 2. Respiratory inflammation ranges from coughing and shortness of breath to gasping for breath with a gagging sensation in the lungs, nose and throat.
 - 3. Exposed skin inflammation, from a burning sensation to an acute burning sensation and redness of the skin.
 - 4. Some individuals experience a period of nausea and loss of upper body motor skills.

- B. To decontaminate the individual, the following steps should be followed:
 - 1. Have the inmate bend over, standing. Cold-water should be run over the back of prisoner's head. If long hair is involved, the prisoner should allow his/her hair hang in front of them. Caution should be taken that contaminated water does not run down the prisoner's torso.
 - 2. The prisoner should be discouraged from rubbing skin or eyes. This only aggravates the effects of the spray. Washcloths, paper towels, etc. should not be used.
 - 3. The inmate should not shower or use soaps. Warm or hot water will increase the burning sensation. The film left on the skin by soap will tend to "Lock" the oleoresin capsicum on to the surface of the skin. Plain cold water should be used for decontamination.
 - 4. Any clothes which have been contaminated should be properly recorded and sent directly to the laundry to be washed prior to placing them in the property room.
 - 5. The shift supervisor will see that a jail incident report is submitted to proper document the decontamination in writing.

- C. If severe symptoms continue without relief for more than 15 minutes the inmate should be treated by medical personnel.

- D. After decontamination, the inmate may be placed in a holding cell for further observation.

Section 1: Reception and Release
Subject: Telephone Calls at Booking
Minimum Standard: 5120:1-8-01(A)(5)
Revised: 06/1996, 07/2009, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing all arrested persons shall be provided access to telephones after the reception process to retain an attorney, secure bond, or contact a person of their choice.

PROCEDURE

Following the initial pat down, the inmate will be allowed access to the inmate telephone located outside the processing room. The inmate must be secured to the cuff bar while using the telephone. The booking officer may assist the inmate in obtaining phone numbers of those person the inmate wishes to call.

1. During the booking process, all persons to be confined are permitted telephone calls to retain an attorney, secure bond, or contact a person of their choice. Phone calls are not considered completed until the party being contacted is actually reached.
2. If after several attempts the inmate fails to reach their party, the inmate will be permitted to use the phone after the booking process and may have access to the phone in general population.
3. All inmate housing areas have a telephone accessible to inmates
 - a. Inmates are allowed to use the phone in their housing areas between the hours of 0700 – 1900 hours.
4. All phone calls made from inmate housing areas are outgoing collect calls only.
 - a. Inmates may purchase phone time from the jail commissary system.
 - b. Incoming phone calls cannot be received.
5. In the event a citizen advises the jail staff that they do not want to receive any calls from the inmates housed in the Erie County Jail, the citizen should be directed to contact the billing service used by the Erie County Jail. The owner of the phone can request the billing service to block phone calls originating from the Erie County Jail. Citizens who have questions about the phone system used by inmates at our facility will be directed to call the inmate phone billing service.
6. Generally, messages for inmates to call a certain phone number are not accepted. Messages for inmates to call their legal counsel may be delivered with the approval of a shift supervisor.

Section 1: Reception and Release

Subject: Inmate Property Release While in Custody

Minimum Standard:

Revised: 12/2008, 07/2009, 12/2011, 09/2015

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

POLICY

Often an inmate, his/her family, or friends request to receive property that was collected when the inmate was processed in the Erie County Jail. It shall be the policy of the Erie County Jail to release a prisoner's personal property only if certain criterion is met. Under extenuating circumstances the shift supervisor or jail administrator may approve the release of a prisoner's property not met by these criteria.

PROCEDURE

For authorized items to be released from a prisoner's personal property, the inmate must agree to release the items. If the inmate agrees to release the property the officer conducting the transaction must indicate so on the Property Screen in the Jail Management System by creating a Partial Release Property Form. It will indicate what was released, who received the property, and on what date it was released. Inmate, person receiving the property, and the officer releasing the property should sign the form. Officers should verify the identity of the person receiving the property prior to receiving it. The printed copy of this form should be placed in the inmate's jail file in the Sgt's Office.

- A. Only the following items are authorized for released from a prisoner's personal property
 - 1. Keys
 - 2. Identifiable credit cards
 - 3. Government issued assistance cards
 - 4. Legal documents

- B. Items NOT to be released include but are not limited to
 - 1. Cash
 - 2. Cell Phones, computers or electronic devices
 - 3. Clothing items
 - 4. Jewelry

- C. If the prisoner is booked in with items such as identification cards, credit cards or any other instrument bearing the name of another person and such items have been verified as not stolen; the items may be released to the person whose name is on the document. The person claiming the document must provide proper identification prior to receiving the items.

Section 1: Reception and Release

Subject: Recording Inmate Property

Minimum Standard:

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

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

POLICY

All inmate property accepted into the Erie County Jail will be treated with respect and handled with care to prevent loss or damage by all agency employees. No inmate shall possess any personal property while incarcerated, except as otherwise authorized by this policy. The jail shift supervisor or Jail Administrator must grant prior written approval for the possession of personal items by an inmate.

PROCEDURE

If it is apparent that an inmate is not going to be released from custody immediately upon being admitted to the jail, and the prisoner will then necessarily be integrated into general population, all of the prisoner's personal property shall be collected, inventoried, and stored in accordance with this policy.

- A. The admitting corrections officer will, during the admissions process, collect, inventory and secure all personal property of the newly admitted inmate, including, but not limited to:
 1. Money in any form; and
 2. Belts, ties, hats, jackets, coats, and any other clothing article(s); and
 3. All contents of an inmate's pockets; and
 4. Contents of purses, wallets, checkbooks; and
 5. Contents of backpacks, suitcases, and any other container or luggage; and
 6. Jewelry and/or watches; and
 7. Keys and key chains; and
 8. Any other personal property not covered by the above.

- B. In the event the inmate is too intoxicated or impaired to the point that he/she poses a danger to self or others, an inventory of the prisoner's property will be conducted at the time of booking. This inventory will be done in the presence of two witnessing Corrections Officers. Both witnessing Corrections Officers will legibly sign the property inventory sheet.
 1. A notation shall be made on the property sheet that the inmate was not present during the inventory, or was intoxicated to the point of impairment.

 2. The impaired inmate's property will be stored in the property room. Any property that cannot be removed from the inmate's possession at the time of booking due to the inmate's condition (i.e.: highly intoxicated) will be removed from the prisoner and properly inventoried and stored at a later time when the inmate can be safely and properly processed.

Section 2: Reception and Release

Subject: Recording Inmate Property (Continued)

Minimum Standard:

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

- C. All confiscated property [except American currency or any item that could be potentially used as a weapon, such as pocket knives, tools, etc.] will be secured in a hanging locker bag located in the Inmate Property Room. Any item that could be used as a weapon (pocket knives, tools, etc.) shall be tagged with the inmate's name and secured in Main Control in the prescribed location. To determine if an item could be used as a weapon, Corrections Officers shall utilize their training, experience, and common sense. All property placed in the prescribed location in Main Control shall be properly documented.
- D. In the appropriate records location, the admitting Corrections Officer will list and include an objective description of each item in detail, being careful not to assess any value to an item(s); i.e: "one gold tone colored ring with clear stones" rather than a "gold ring with diamonds" since employees cannot determine the authenticity of purported precious metals or gems.
- E. If a prisoner is unable to remove an item from his/her person, i.e. ring, medical tag, etc., the item will be noted on the property inventory screen along with an indication that it was left on the prisoner's person. A narrative shall be submitted explaining the reason why the prisoner was left wearing the item. All jewelry and small items will be placed in an envelope and sealed. The envelope will then be placed in the inside upper portion of the storage bag.
- F. All newly processed inmates will be assigned a property number. Most property, except Money should be stored in the hanging garment bag on the corresponding number. This property number must be included on the property inventory screen.
- G. In order to expedite the release of prisoners, property hangars #1 thru #25 shall be used exclusively for female prisoners.
- H. The inmate will be asked to sign the "Acknowledgement of Inventory Collected" on the printed copy of the Inmate Property screen. The booking officer shall complete the property number used and the inventorying officer's name. In the event the inmate is unable or refuses to sign, the inventory should be witnessed by another officer. Both officers should sign the sheet to indicate the inventory is accurate.
- I. If the inmate is in possession of personal items that will not fit in the hanging garment bag, the items should be clearly marked with the inmate's name and placed on a shelf in processing. This should be noted on the inmate property screen.
- J. Bicycles or exceptionally large items will not be accepted for storage at the time of a prisoner booking and will be left in the possession of the arresting agency. An exception can be made by the supervisor if it appears the prisoner will be securing his/her release soon after being processed.
- K. Medications in the form of pills or tablets only that are prescribed to a prisoner and that are in properly labeled and currently dated prescription bottles will be accepted, but will not be handled

Section 2: Reception and Release

Subject: Recording Inmate Property (Continued)

Minimum Standard:

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

by Corrections Officers. The transporting officer presenting a prisoner for incarceration will be directed to place any such medications in the inmate medication deposit box located in the jail vehicle sallyport prior to the prisoner being admitted into the jail proper. The Corrections Officer, who is made aware of the presence of that medication, will be responsible for properly recording the deposit of this medication such that the jail medical staff will be made aware of the existence of the medication.

In the event that a transporting officer presents a prisoner for incarceration with liquid medication that is not suitable for deposit in the jail vehicle sallyport medication deposit box, a Corrections Officer may accept that medication and immediately report its receipt to any on-duty jail medical staff employee. If no such employee is working, the Corrections Officer is authorized to accept such medication, to properly document its receipt, and to properly store that medication in the refrigerator provided until the medication can be retrieved by a member of the jail medical staff.

The keys for the medication deposit box will be placed on the jail nurse's key chain with an extra set of keys—to be used only in properly documented emergency situations by a Corrections Officer—in the key locker in Main Control. A third set of keys will be placed in the key cabinet in the Dispatch Center, again to be utilized only during a properly documented emergency situation.

At no time will any medications be stored with an inmate's personal property.

- L. Any member of the public wishing to drop off medication for an inmate will be instructed to place the medication in the inmate medication deposit box located in the Sheriff's Office lobby near the jail access door. The deposit of that medication will be properly documented by the Corrections Officer receiving such information so that the jail medical staff will be made aware of the medication's deposit. Keys for this deposit box are identical to the box in the jail sallyport and will be handled in a like fashion.
- M. The following medications discovered in the possession of an inmate upon booking or processing will be considered evidence of a criminal offense:
 - 1. Prescribed to another person; or
 - 2. Unidentifiable or suspicious in nature; or
 - 3. In an unmarked container; or
 - 4. In a container holding various medications; or
 - 5. Any loose medication(s) found in the possession of an inmate.
- N. Perishable/Food items. If it is apparent that a prisoner will not be released within 4 hours, any perishable items will be disposed of. A jail narrative should follow anytime a prisoner's property is disposed. This narrative should include a detailed description, amount and disposition of the item(s).

Section 2: Reception and Release

Subject: Recording Inmate Property (Continued)

Minimum Standard:

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

- O. Because it is a violation of policy of the Erie County Sheriff's Office to store or possess any alcoholic beverages in this facility except for evidentiary purposes, alcoholic beverages shall not be accepted from the transporting officer. In the event the alcoholic beverage discovered in the possession of an inmate after the transporting officer has left the jail, the beverage and container will be properly disposed of if the transporting officer or his/her agency representative advise, after being contacted, that the beverage is not needed for evidentiary purposes.
- P. An inmate incarcerated for more than 10 days will not be permitted to store property in an amount deemed excessive by the Jail Administrator or his/her designee.
 - 1. Any inmate who is deemed to have excessive property will be required to release any excessive items to a person of his/her choice.
 - 2. If excessive items need to be shipped by mail, parcel post, or by other method, the Jail Administrator will see that all unnecessary items are shipped at the inmate's expense. If the inmate is determined to be indigent, the County will pay for shipping of excess property.
- Q. Officers should be suspect of any personal property item(s) an inmate possess which may be the fruit(s) of a crime that yet to be discovered or reported. Items such as personal identification documents, credit cards, smart cards, etc. in the name of another person (other than the inmate being booked into the custody of the jail) should be confiscated and treated as evidence.
- R. Electronic items such as cell phones and pagers may hold valuable information and evidence for investigators that can be easily erased and/or altered. A prisoner shall not be allowed access to any such items while in custody unless prior approval has been received from the Jail Administrator.

Section 1: Reception and Release

Subject: Searches – Initial Frisk Search at Booking

Minimum Standard: 5120:1-8-01(A)(6)

Revised: 07/2009, 12/2011, 06/2015, 09/2015, 05/2019

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing upon admission into the Erie County Jail, the booking officer will subject all prisoners to an initial physical search (frisk search) of the prisoner's person and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured. This search will be conducted before any restraining devices are removed from the prisoner. This initial but vitally important search is conducted to maintain the safety and security of any person present in the jail by ensuring that any weapons or other contraband articles concealed on the prisoner's person are properly removed from the prisoner's possession and secured prior to the prisoner's admission into the jail proper as an inmate. Contraband resulting from the search shall be processed, documented, and secured with the inmate's personal property or as evidence.

PROCEDURE

The initial frisk search will be conducted with facility's security first and foremost in mind, but will also be conducted maintaining the greatest degree of personal dignity possible for the prisoner. At no time will a Corrections Officer, or any other agency staff member, make any derogatory remarks or comments regarding the prisoner's attire or physical attributes during this process. Unless documented dire exigent circumstances exist, a Corrections Officer shall not perform an initial frisk search on a prisoner of the opposite sex.

- A.** To prevent the risk of injury, the admitting Corrections Officer will:
1. Wear protective gloves (rubber, vinyl, and/or leather) during the initial frisk search; and
 2. Prior to commencing the initial frisk search, ask the prisoner being searched if he/she is in possession of any sharp objects (or any other type of weapon) concealed in their clothing that could cause injury to the admitting Corrections Officer; and
 3. Be cautious of any sharp or pointed objects in the person's clothing, even if the prisoner denies possession of same.
- B.** The admitting Corrections Officer will generally conduct the initial frisk search in the designated area in the jail sallyport in the following manner:
1. Instruct the prisoner to face the wall with feet apart.
 2. Carefully examine the shirt or blouse collar.
 3. Run hands down in inmate's shirt, blouse, and/or coat front carefully, checking and removing any items from the pockets.
 4. Run hands over the prisoner's back and small of the back to the belt line.
 5. Carefully examine and check the prisoner's waist and belt line, remembering that most weapons are hidden in an individual's front waistband area.
 6. Run hands over the prisoner's shoulders and down the outside of the arms to wrist and carefully examine the shirt or blouse cuffs.
 7. Move hands up the inside of the arms to the armpits, then down the prisoner's sides.

Section 1: Reception and Release

Subject: Searches – Initial Frisk Search at Booking (Continued)

Minimum Standard: 5120:1-8-01(A)(6)

Revised: 07/2009, 12/2011, 06/2015, 09/2015, 05/2019

8. Recheck the waistband by moving fingers around the inside of the waistband. Feel for any objects, which maybe concealed in or behind the belt. Remove the belt.
 9. Move hands over the prisoner's lower abdomen and crotch carefully to inspect for contraband that may be hidden or taped to these areas.
 10. Instruct the inmate to lift and extend one foot backwards, then remove and inspect each shoe and sock for concealed articles
 11. Place any legally possessed items removed from the prisoner's person in a plastic property box.
- C.** When the initial frisk search is completed, and the prisoner's behavior will allow, the prisoner will be subjected to a search by means of the full body scanner as outlined elsewhere in this policy manual. Prior to the use of the full body scanner, the admitting Corrections Officer will remove the prisoner's handcuffs and/or other restraints and will proceed with the full body scan process and the remainder of the inmate booking process.

Section 1: Reception and Release

Subject: Searches – Contraband Found During Initial Frisk Search

Minimum Standard: 5120:1-8-01(6)

Revised: 07/2009, 12/2011, 06/2015, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing the Erie County Sheriff's Office policy to seize as evidence all items that are suspected to be illegal in nature that are in the possession of a prisoner being presented for admission to the Erie County Jail. Any suspected illegal item(s) found in the possession of a prisoner during the initial frisk search will be deemed as evidence. Suspected illegal items found at the time of the initial frisk search will remain in the custody of the Erie County Sheriff's Office, unless the transporting officer for the arresting agency is present at the time of the discovery of the item(s) and agrees to accept the item(s) into his/her possession as evidence.

PROCEDURE

- A.** In the event that any suspected illegal item is found in the possession of a prisoner being presented for admittance to the Erie County Jail, the employee discovering the item will immediately notify the Jail supervisor and will proceed as follows:
1. The employee will take custody of the evidence. The evidence will remain in the physical custody of the employee who discovered the item at all times, except as listed below. The employee will properly package and label the item(s) using established agency procedures. Evidence suspected of containing blood or other body fluids will always be packaged in paper or other material that "breathes" to prevent putrefaction of the biological substance. Such evidence will not be packaged in plastic or other impervious material.
 2. Once the evidence is properly packaged and labeled, it will be secured in an appropriate locker or other location pursuant to current agency procedure. Any questions about the appropriate location to store the evidence should be directed to the Jail supervisor. If the Jail supervisor is unable to provide an answer, the question will be directed through the agency's chain of command.
 3. Any evidence seized will be thoroughly described in the appropriate report format. That report will also include a detailed explanation of the facts that led to the discovery of the evidence, the exact location of the evidence at the time that it was discovered, a listing of the employee(s) that discovered the evidence, and the exact storage location of the evidence.

B. EXCEPTION

1. If the transporting officer representing the agency that arrested the prisoner is still in the Jail at the time of the discovery of the evidence, the evidence may be released directly to that officer without

Section 2: Reception and Release**Subject: Searches – Contraband Found During Initial Frisk Search (Continued)****Minimum Standard: 5120:1-8-01(6)****Revised: 07/2009, 12/2011, 06/2015, 09/2015**

following the packaging, labeling, or storage requirements listed above. An appropriate report will still be completed as described above, and that report will include the name of the officer to whom the evidence was released.

2. If the transporting officer has left the Jail vehicle sally port at the time of the discovery of the evidence, or if the transporting officer refused to accept possession of the evidence, then the item(s) will be handled as listed above and will not be released to the transporting officer.
 - a. The name of any transporting officer refusing to take possession of evidence will be appropriately documented.

Section 1: Reception and Release

Subject: Recoding Inmate Funds

Minimum Standard: 5120:1-8-01(6)(a)(b)

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing money or any form of currency shall be confiscated and counted in the inmate's presence and secured. No inmate shall be permitted to possess currency in any form during confinement in the Erie County Jail. Currency removed from the inmate at booking and any funds subsequently mailed to the inmate shall be processed and secured in accordance with the procedure of this policy. All forms of currency shall be counted in the inmate's presence when possible. The inmate's signature shall be affixed to the completed inventory. The inmate will sign to acknowledge its accuracy. If the signature cannot be obtained, the inventory shall be witnessed by another officer.

DEFINITIONS

Funds: includes United States or foreign currency, checks, money orders, savings bonds, cashier's checks, debit cards, credit cards or any monetary instrument, with the exception of debit or credit cards, issued to allow the inmate to access the jail commissary system.

PROCEDURE

- A. All funds shall be immediately confiscated from Erie County Jail inmates during the initial booking process.
 1. All confiscated funds will be counted in the presence of the inmate and the amount will be properly recorded.
- B. United States currency will be recorded utilizing the inmate commissary system.
 1. All other funds in the inmate's possession at the time of booking shall be recorded in the appropriate inmate property field.
- C. Procedure for handling United States currency:
 1. The officer collecting United States currency from an inmate will feed all paper bills into the commissary bill collector for proper receipt and accounting. All coins will be counted, their total amount logged on the inmate's property sheet, and will be placed in the inmate's property bag; and
 2. The officer will provide the inmate with one of two copies of a receipt for the total amount of funds confiscated from the inmate. The second copy of the receipt will be placed in the inmate's file; and
 3. The inmate commissary provider will collect and reconcile the deposited funds. The total amount of funds in paper currency in the inmate's custody will then be available for the inmate for his/her use through the jail commissary.

Section 2: Reception and Release

Subject: Recoding Inmate Funds (Continued)

Minimum Standard: 5120:1-8-01(6)(a)(b)

Revised: 07/2001, 07/2004, 12/2008, 07/2009, 12/2011, 10/2014, 09/2015

D. Procedure for handling money orders:

1. The employee receiving a money order will ensure that the money order is endorsed by the payee; and
2. The amount of the money order will then be entered into the in-house commissary system as a deposit for the inmate to whom the money order was issued; and
3. The endorsed money order, along with a printed receipt, will be placed in an envelope and will be deposited in the drop safe located in the Inmate Processing Room. The funds from the money order will then be available for the inmate for his/her use through the jail commissary system.

E. Procedure for handling foreign currency:

The total amount of foreign currency, if such amount can be determined, will be documented and all such currency will be placed in the inmate's property bag. Such funds will not be available for the inmate for his/her use through the jail commissary.

F. Procedure for handling checks:

Payroll, government issued, or personal checks in the possession of an inmate will not be deposited into the inmate's commissary account until the check has been determined to be legitimate and that sufficient funds are present to cover the amount of the check.

Section 1: Reception and Release
Subject: Strip and Body Cavity Searches
Minimum Standard: 5120-1-08-01(A)(7)
Revised: 07/2009, 12/2011, 09/2015, 05/2019

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

POLICY

It is the policy of the Erie County Sheriff to conduct reasonable, legally authorized strip searches of newly received jail inmates to insure the safety and security of both the inmates and Sheriff's Office employees, to prevent the introduction of contraband into the Erie County Jail, and to discover contraband that may constitute evidence of criminal activity. It is also the policy of the Erie County Sheriff to conduct legally authorized body cavity searches as necessary. Strip and/or body cavity searches will be conducted under the authority outlined in Ohio Revised Code Section 2933.32 and Standards for Jails in Ohio, using the procedures outlined in this policy and approved by the Erie County Prosecutor.

REFERENCES

Ohio Revised Code Section 2933.32
Standards for Jails in Ohio
Florence v. Board of Chosen Freeholders; 132 S. Ct. 1510; decided April 2, 2012
Williams v. City of Cleveland; 771 F. 3d 945; 6th Circuit; decided November 10, 2014

PROCEDURE

- A. Body Cavity Search - An inspection of the anal or vaginal cavity of a person that is conducted visually, manually, by means of any instrument, apparatus or object, or in any other manner after the person has been accepted for incarceration in and has been admitted as a prisoner to the Erie County Jail.
- B. Strip Search - An inspection of the genitalia, buttocks, breasts, or undergarments of a person that is preceded by the removal or re-arrangement of some or all of the person's clothing that directly covers the person's genitalia, buttocks, breasts or undergarments and that is conducted visually, manually, by means of any instrument, apparatus or object, or in any other manner after the person has been accepted for incarceration in and has been admitted as an inmate to the Erie County Jail.
- C. Employee - includes any member of the Erie County Sheriff's Office assigned to perform inmate intake duties in the Erie County Jail.
- D. Contraband - includes narcotics, drug instruments, weapons, cellular telephones, tobacco products and any other object that is prohibited by law or policy from being possessed by an inmate in the Erie County Jail.

Section 1: Reception and Release
Subject: Strip and Body Cavity Searches (Continued)
Minimum Standard: 5120-1-08-01(A)(7)
Revised: 07/2009, 12/2011, 09/2015, 05/2019

- A. All Erie County Jail inmates who have been afforded a reasonable opportunity to secure release on bail or recognizance, who have failed to secure such release, and who will be integrated into the general prisoner population of the jail and who are changing into the required jail inmate uniform will be subject to strip search. [Ohio Revised Code Section 2933.32(A)(2); *Florence v. Board of Chosen Freeholders*, 132 S. Ct. 1510].
- B. Only employees of the same sex as the inmate being searched will be in the presence of an inmate being strip searched and will conduct such a search, unless an emergency situation arises during the conduct of said search requiring immediate assistance from other employees regardless of their sex (i.e.: medical emergency involving the inmate, inmate becomes combative, etc.)
- C. All strip searches will be conducted in the inmate processing room, immediately adjacent to the shower stall. Inmates will be strip searched out of sight of any other inmate. (*Williams v. City of Cleveland*, 771 F. 3d 945).
- D. Strip searches will be conducted as follows:
1. The inmate will be advised to remove all of his/her clothing. The clothing will be placed on the floor and the inmate will be advised to step away from the clothing for a sufficient distance such that the inmate cannot reach the clothing during the conduct of the strip search to access any hidden contraband.
 2. Once the inmate has removed all of his/her clothing—and if the head hair is of sufficient length—the inmate will be instructed to bend his/her head down and run his/her hands vigorously through the scalp to dislodge or expose any contraband that may be present in the hair.
 3. The inmate will then be instructed to open his/her mouth wide and to stick out and lift up his/her tongue. A visual examination will be made of the open mouth and under the tongue to ensure that no contraband is secreted in the mouth.
 4. The inmate will then be instructed to face the employee, and show his/her palms to the employee conducting the search while extending the arms above the head to ensure that no contraband was “palmed” during the scalp or oral examinations and that no contraband is concealed under the armpits or inside the arms.
 5. If physiologically appropriate, female inmates will be advised to lift their breasts and the underside of the breasts will be visually examined for any contraband that may be taped thereto or otherwise concealed between the breasts and the body.
 6. Male inmates will be instructed to lift their genitalia and a visual examination will be made to ensure that no contraband is taped or otherwise affixed to the genitalia.
 7. If a female inmate is observed to have a tampon inserted vaginally, the inmate will be instructed to remove the tampon. Once the tampon is removed, it will be visually inspected

Section 1: Reception and Release

Subject: Strip and Body Cavity Searches (Continued)

Minimum Standard: 5120-1-08-01(A)(7)

Revised: 07/2009, 12/2011, 09/2015, 05/2019

by the employee conducting the search to ensure that no contraband is attached thereto. The inmate will then be advised to properly wrap and place the tampon in a suitable refuse receptacle.

8. Once the inspection of the front of the body is completed, the inmate will be instructed to turn around and face away from the employee conducting the search. The inmate will then be instructed to bend over, grasp the buttocks with the hands, and pull the buttocks apart. A visual inspection will be made to ensure that no contraband is concealed between the buttocks.
9. While the inmate is bent over, he/she will be instructed to cough three times and an observation of the inmate's rectum will occur in an attempt to observe any contraband that may be concealed therein.
10. The inmate will then be instructed to stand back up and will be instructed to show the employee the individual soles of the feet to expose any contraband that may be taped or otherwise hidden there.
11. The inmate will then be instructed to again show the employee conducting the search the palms of the hand. If no contraband is observed, the strip search process is completed.
12. If an inmate is found to be in possession of any contraband during the strip search process, the employee will utilize his/her judgment and training to determine how the contraband should be initially handled. In most cases, it would be appropriate to have the inmate drop the item on the floor and to continue the strip search process. Weapons must be immediately secured prior to the strip search process continuing.
13. In the event that contraband is observed protruding from a body cavity during the strip search process, the inmate will be instructed to remove the contraband, once removed from the body cavity, the contraband will be handled by the employee as listed above. Under no circumstances will an employee remove any contraband from the body cavity of an inmate unless the situation poses a life-threatening risk to the inmate or an employee. If the inmate refuses to remove the contraband from a body cavity, the inmate will be immediately restrained as necessary and the shift supervisor and nurse and/or jail physician will be contacted and a body cavity search will then be conducted.

BODY CAVITY SEARCHES

Unless there is a legitimate medical reason or medical emergency justifying a warrantless search, a body cavity search shall be conducted only after a search warrant is issued that authorizes the search. In any case, a body cavity search shall be conducted under sanitary conditions and only by a physician, or a registered or licensed practical nurse, who is registered or licensed to practice in this state. [Ohio Revised Code Section 2933.32(B)(4)].

Section 1: Reception and Release
Subject: Strip and Body Cavity Searches (Continued)
Minimum Standard: 5120-1-08-01(A)(7)
Revised: 07/2009, 12/2011, 09/2015, 05/2019

The procedure for conducting a body cavity search will be prescribed by the medical professional conducting that search.

DELOUSING

All inmates, after being strip searched, will be immediately instructed to shower in the facility located in the processing area. All such inmates will be required to be deloused by being issued individual amounts of a liquid delousing product to be used for self-application (Florence v. Board of Chosen Freeholders, 132 S. Ct. 1510).

Reviewed and approved: _____


Gerard Gross
Chief, Civil Division
Erie County Prosecutor's Office

4-27-22

_____ Date

Section 1: Reception and Release
Subject: Integrated with General Population
Minimum Standard: 5120:1-8-01(8)(9)
Revised: 06/2000, 07/2009, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing that after all inmates are afforded a reasonable opportunity to secure release on bail or recognizance, they shall be integrated with the general population and shall receive a shower and clean clothing. Inmates with soiled and/or infested clothing shall also receive a shower and clean clothing. Inmates shall not be confined in the holding area for more than twelve hours except when security, health, and/or mental health concerns are being addressed. Newly admitted inmates should be kept separate from the general population during the booking process. Placement into general population shall be a priority expect when immediate security, health, and/or mental health concerns are being addressed in the holding area.

PROCEDURE

All inmates who are integrate with the general population and/or whose clothing is soiled or infested shall be provided de-lousing shampoo, soap, and will be required to shower. The inmate will be issued clean uniform clothing, towel, and bedding.

1. The inmate should be allowed to shower and exchange clothing in the processing room.
2. Inmates shall be observed by an officer of the same sex while changing into clothing that is required to be worn by inmates of the Erie County Jail.
 - a. During this observation the booking officer will make note (either on Jail Incident Report and/or the Preliminary Health Evaluation Form) of any abnormalities or unusual findings (i.e. bruises, skin rashes, lesions, trauma markings) and forward such documentation to shift supervisor.
3. The booking officer will instruct the inmate as to what personal items are permitted within the jail. Those items inmates are allowed to keep include;
 - a. Eye Glasses
 - b. Dentures
 - c. Prosthesis
 - i. Any prosthesis must be removed and examined by the booking corrections officer. Should the prosthesis have any type of attachment that could be used as a weapon the shift supervisor will be notified prior to the prisoner being integrated into general population.
4. All clothing items and personal property will be inventoried and secured in a hanging locker.
5. Inmates who are not changed into jail issued clothing shall be kept separate from those who have been dressed in jail issued clothing.
6. The Shift Supervisor may elect to have the inmate's personal clothing laundered (prior to being stored) if it is soiled or infested condition presents and unsanitary condition.

Section 1: Reception and Release
Subject: Integrated with General Population
Minimum Standard: 5120:1-8-01(8)(9)
Revised: 06/2000, 07/2009, 12/2011, 09/2015

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

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 - a. During this observation the booking officer will make note (either on Jail Incident Report and/or the Preliminary Health Evaluation Form) of any abnormalities or unusual findings (i.e. bruises, skin rashes, lesions, trauma markings) and forward such documentation to shift supervisor.
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4. All clothing items and personal property will be inventoried and secured in a hanging locker.
5. Inmates who are not changed into jail issued clothing shall be kept separate from those who have been dressed in jail issued clothing.
6. The Shift Supervisor may elect to have the inmate's personal clothing laundered (prior to being stored) if it is soiled or infested condition presents and unsanitary condition.

Section 1: Reception and Release

Subject: Inmate Rules and Regulations

Minimum Standard: 5120:1-8-01(A)(10)

Revised: 07/2004, 01/2008, 12/2011, 09/2015, 05/2019, 04/2022

Authorized: _____

Sheriff Paul A. Sigsworth

Effective date: _____

4/27/2022

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidence compliance showing the jail shall develop, implement, maintain, and update as necessary a set of generally applicable inmate rules. The rules shall be accessible to all inmates and shall provide information regarding confinement including:

1. Sleep Hours
2. Meal Times
3. Work Assignment
4. Telephone Access
5. Visitation Times
6. Correspondence
7. Medical Care
8. Laundry Service
9. Recreation
10. Programs
11. Rules of Conduct
12. Disciplinary Procedures
13. Grievance Procedures

Every reasonable effort shall be made to translate the rules if the inmate has a literacy or language problem. The jail shall maintain signed acknowledgement from each inmate acknowledging that the rules were received by and/or explained to them.

PROCEDURE

The booking officer will;

1. Inform the inmate that the jails rules and regulations are provided to them in electronic format through the kiosks located in the housing areas throughout the jail. The rules and regulations that are viewed through the kiosk are attached to this policy for reference as Attachment A.
2. Obtain the signature of the inmate on the property form verifying that they know where to find the jail policies and that they understand them.
3. Ensure that the inmate can read and understand the rules and regulations.
 - a. If the booking officer determines the inmate is unable to read the rules and regulations, the officer should verbally review the rules and regulations with the inmate and it should be noted in a jail narrative.
 - b. If it is determined that the inmate does not speak or understand English, every reasonable effort shall be made to provide either a translator or a translated version of the rules and regulations. On-line translation web sites are available.

ERIE COUNTY JAIL RULES AND REGULATIONS

You are currently remanded to the custody of the Sheriff of Erie County, Ohio, and have been incarcerated in the Erie County Jail, 2800 Columbus Avenue, Sandusky, Ohio 44870. You are being held in custody pursuant to an order of a court, and you will be released pursuant to the posting of sufficient court approved bond or as otherwise authorized by that court.

These rules and regulations are furnished to you so that you may be aware of the behavior that is expected of you as a county jail prisoner, as well as to make you aware of certain services and privileges that you may be entitled to receive. The rules and regulations contained herein are necessary to provide for the safe and sanitary operation of the jail and have been approved by the Erie County Common Pleas Court.

The jail is operated pursuant to these rules and regulations, any applicable provisions of the United States Constitution, any applicable provisions of the Ohio Revised Code, and the Minimum Standards for Jails in Ohio as determined by the Ohio Department of Rehabilitation and Correction.

ESCAPE

Do not attempt to escape from the jail. We will seek the maximum criminal penalty possible for any prisoner who is convicted of attempting to escape from the jail, or for any person who is convicted of assisting you in an escape attempt.

CRIMINAL ACTS

Do not commit any crimes while you are incarcerated. Along with jail discipline for rules violations as listed below, you are subject to prosecution for any criminal acts that you may commit while you are a prisoner.

JAIL RULES; DENIAL OF PRIVILEGES FOR VIOLATIONS.

To maintain the sanitation, safety, and security of the jail, and to protect individual prisoners from abuse by other prisoners, you will be expected to follow the rules and regulations listed. If you do not follow these rules and regulations, or commit violations as outlined below, you will be subject to the listed discipline.

Minor rule violations include, but are not limited to: loud profanity; derogatory remarks or gestures to any officer, visitor, or other prisoner; verbal harassment directed toward any officer, visitor, or other prisoner; failure to perform routine duties expected of a prisoner, to include routine attention to personal hygiene needs and routine cleaning of a housing area or individual jail cell; failure to wear proper uniform at all times. Those who are determined to have committed minor jail rule violations will be subject to denial of privileges (including commissary,

visitation, television, telephone, recreation, and library) and placement in isolation for up to forty-eight (48) hours.

Major rule violations include, but are not limited to: repeated minor rule violations; disobedience of, or lying to, an officer; minor vandalism to jail property; abusing commissary, visitation, telephone, and/or recreation privileges; disruption of any jail program; attempting to control the behavior of any other prisoner through coercion or threat of force; attempting to and/or assigning work to other prisoners; placing foreign material into any plumbing facilities; failure to properly ingest any prescribed medication upon distribution; placing any type of graffiti on any surface in the jail, by any means; possession of any item not specifically authorized by these rules or by a jail officer (contraband); abuse or misuse of food service, to include hoarding of food or commissary items and/or creating a health hazard due to failure to properly dispose of food items; creation of a health hazard by failing to maintain sanitation; communicating with or attempting to communicate with, by any means, any other person through your cell window. Those who are determined to have committed major jail rule violations will be subject to denial of privileges (including commissary, visitation, television, telephone, recreation, and library) and placement in isolation for up to one hundred-twenty (120) hours.

Serious rule violations include, but are not limited to: repeated major violations; assaulting another prisoner and/or a jail officer; escape, attempting to escape, or aiding in any fashion another prisoner in an escape or escape attempt; possession of alcoholic beverages (commercially manufactured or self-made within the jail), or possession of any substance with intent to manufacture an alcoholic beverage; any type of theft; serious vandalism to jail property; interference in any fashion with any jail security device or procedure; arson; possession of any type of weapon or any instrument that has been modified to be used as a weapon; possession of any chemical substance used, or with intent to be used, as a weapon; rioting, or inciting to riot; altering in any fashion or misusing in any way any jail property; violating any rules relating to work release, community service, or furlough; and tampering with and/or removing jail issued identification bracelet. Those who are determined to have committed serious jail rule violations will be subject to denial of privileges (including commissary, visitation, television, telephone, recreation, and library) and placement in isolation for up to two hundred-forty (240) hours.

Those prisoners who are facing the denial of privileges and/or placement in isolation for major or serious rule(s) violation(s) will be advised of the specific rule(s) violation(s) alleged to have been committed, the maximum penalty possible, and his/her right to an impartial hearing. If, during the hearing, the prisoner admits to the rule(s) violation(s), then the hearing officer—generally the Sheriff or Jail Administrator—will impose appropriate discipline. If the prisoner denies the commission of the rule(s) violation(s), or questions the fairness of the alleged rule(s) violation(s), the Sheriff or Jail Administrator will conduct a fair and impartial hearing and will make a final

determination, at the conclusion of that hearing, regarding any disciplinary action to be taken against the prisoner.

Qualified prisoner rights, which may be suspended if the rules violation poses a serious threat to jail security or when jail property is seriously abused and/or damaged include: at least one requested visit per week; two (2) hours of requested recreation per week; access to uniforms and bedding; and unlimited access to toilet, sink, or shower facilities. The suspension of any of these qualified rights will be reviewed weekly to determine if any of the suspended rights should be returned.

Fundamental prisoner rights, which cannot be suspended regardless of the nature of the rules violation, include: visits from or phone calls to attorneys or clergy; provision of adequate food, light, ventilation, temperature control, and medical care.

Corporal punishment in any form is unlawful and is strictly prohibited.

BOOKING PROCEDURE

Certain procedures will be/were followed in conjunction with your admission ("booking") into the jail. These procedures include the following:

You will be/were thoroughly searched to ensure that you are not in possession of any weapons or contraband that could endanger your safety or the safety of officers or other inmates. You will or did have your photograph and/or fingerprints taken. All of your personal property will be/was surrendered, inventoried, and securely stored until your release. Any money in your possession will be/was credited to your jail commissary account and will be returned to you—less any funds deducted for purchases from the jail commissary, for the posting of a bond or fine, or for medical expenses—upon your release from the jail in the form of a debit card or check. You will be issued a receipt for all property taken from you.

You will be required to wear an identification bracelet containing your personal information and photograph at all times while you are incarcerated.

If you are being or were placed in the jail's general prisoner population, you will be/were required to be strip-searched in the presence of an officer or officers of the same sex. You will also be/were required to shower and to be deloused using a shampoo-like delousing cream. You will be/were issued jail clothing. You will not wear any of your own personal clothing in the jail.

You will be/were given a reasonable opportunity to contact persons to secure your release, seek legal counsel and notify family and/or friends of your incarceration. To the extent practicable, you will be/were assigned a cell according to your custody classification.

UNIFORMS, TOWELS, AND BEDDING.

Issued jail uniforms will be worn properly and in their entirety at all times, except while using the shower or toilet facilities. Due to security concerns, the wear of any clothing item that covers any part of the head or face is prohibited.

Uniforms, towels, and bedding are exchanged for clean laundered items twice a week. Scheduled days and times vary according to housing assignments. Inmates are allowed to possess only one issue uniform, and only the number of towels and bed linens issued at one time.

CELLS AND HOUSING AREAS

You will be assigned to a cell, either individually or with another prisoner. Only you or another prisoner assigned to that cell are authorized to be in that cell at any time. No other inmate is authorized to be in your cell at any time. You and/or another inmate assigned to your cell are responsible to keep that cell clean and neat. You will generally be confined to your cell during sleep hours from 7:00PM to 7:00AM, and your cell door will be locked during this time period. Cell doors are opened at approximately 7:00AM and will remain open during the day. All bedding (mattresses and blankets) will not be removed from your cell. Writing is not permitted on walls or any other surface. Items are not to be stuck to, taped to, or otherwise placed on cell walls. You are prohibited from covering your cell window or your cell's light fixture with any object, you are also prohibited from placing any object on your cell's window ledge. You will assist in cleaning their common housing area each morning with furnished cleaning supplies. Each inmate is responsible for cleaning of their mattresses with supplied cleaning supplies, this is to be accomplished at a minimum of once every 30 days. Clothing items are not to be hung on the stairs or railings.

HEADCOUNT

You will report to your cell to be confined therein at approximately 1:45PM daily for headcount, which is a physical count of all jail inmates required by state standards. Your cell door will reopen upon completion of headcount. If you are housed in a dormitory, you will be required to be on your assigned bunk for all headcounts. headcounts.

SHOWERS

All prisoners are required to shower daily. Bars of soap are provided to each prisoner during the booking process. If you are indigent and need more soap, notify an officer of your request. In general prisoner housing areas, the showers are available at all times while prisoners are released from their cells. Showering after recreation is encouraged.

RAZORS

Razors are made available to you every morning. Once you receive a razor, you are personally responsible for its use and return to the jail staff when requested to return it.

ACCESS TO MEDICAL CARE

You will be seen by the jail nurse within 48 hours of your incarceration in the jail. A basic physical examination will be conducted at that time. At the time of your initial appointment with the nurse, be prepared to provide him/her with any and all pertinent medical information. Regardless of your condition, your basic medical needs will be met while you are incarcerated. Advise an officer or nurse immediately—any time of the day or night—if you believe that you are in need of emergency medical treatment. Report any non-emergency medical complaints to the nursing staff through the use of an inmate request, which can be completed using the kiosk in your housing area. If you are taking medication that has been approved for administration to you by the jail medical staff, a nurse will distribute that medication to you. Medication will be immediately consumed at the time that it is received. Inmates found “holding” or “hoarding” medication will be subject to disciplinary action. If you are a sentenced inmate, nominal co-pays for certain medications distributed by the nurse may apply. The nursing staff will be able to supply you with co-pay amounts upon request.

MEALS AND COMMISSARY

Meals are served three times per day. Any request for a special diet must be forwarded to the jail nurse and must be approved by the jail administration based upon confirmation of the need for the special diet by your physician. Special diets and serving times may be requested based upon religious beliefs and will be considered for approval on a case-by-case basis. For sanitary reasons, food served as part of a jail meal cannot be stored in your cells. All food that is part of a jail meal must be consumed when served or collected with meal trays. A licensed dietitian approves all menus.

A jail commissary is made available to you to purchase certain food and/or other items that are not provided to you as a necessity. Commissary orders are placed through kiosks located in housing areas throughout the jail, and the items ordered will be received within a few days. Any officer can provide you with computer ordering instructions for the commissary. Each inmate will be given a unique Inmate Account and pin number for access to the jail kiosks. You will also be supplied with a unique pin number for the phone. It is your responsibility to maintain your pin number and not share it with other inmates. Inmates who use other inmate’s kiosk or phone pin number shall be disciplined and/or face possible criminal charges. If you are released from the jail prior to the delivery of your commissary order, that order must be picked

up at the jail within three business days or it will be discarded and/or donated to a charity. You cannot transfer an unclaimed commissary order to another prisoner. You cannot hoard commissary items in your cell.

Any funds that were in your possession upon your incarceration in the jail have been placed for your use in your commissary account. Additional funds may be placed on your account by friends or family, either by the deposit of cash in the kiosk in the jail lobby, or by credit card through the commissary website, www.inmatecanteen.com.

PROGRAMS

Various religious, mental health counseling, and substance abuse counseling programs are offered on a regular basis in the jail. Submit a request through the kiosk in your housing to attend the program(s) of your choice. Attendance at programs may be limited due the number of interested inmates in attending that particular program and/or discipline.

RECREATION

You will be allowed to participate in recreation activities ("rec"). Indoor rec in the jail's gym is available year-round. Outdoor rec will be scheduled at the discretion of the jail shift supervisor based primarily upon weather conditions. Gym shorts, t-shirt and tennis shoes must be worn when participating in rec. Towels, cups, bottles, food and liquids are not allowed. All inmates will report to, and leave from, rec areas as a group.

VISITATION

Licensed practicing attorneys may visit with an inmate at any time. Members of the clergy may visit with an inmate during non-sleep hours. Attorneys and/or members of the clergy will be required to provide suitable identification prior to a visit being approved by the on-duty jail staff.

Other professional visits will be approved on a case-by-case basis by the Jail Administrator and/or the jail shift supervisor.

All other inmate visits will be conducted through the kiosks accessible to you in the dayrooms. Your visitors, after being approved for visitation, may visit with you either through the kiosks located in the Sheriff's Office lobby, at no cost, or from any remote location through a suitably equipped electronic device for a minimal fee. Persons under the age of 18 are not authorized to visit, or be present with any adult visiting you, from the kiosks in the Sheriff's Office lobby. You may participate in video visitation at any time during non-sleep hours, except during headcount lockdowns, provided that a kiosk is available. You are limited to a total of one hour of visitation, regardless of the number of visitors, per seven (7) day period.

Through the video visitation system, you may also send and receive text messages, emails, and picture mail.

All communication through the video visitation system is recorded and is subject to review at any time by the jail staff as well as by members of various law enforcement agencies, and may be considered a public record.

TELEPHONES

If you are assigned to a general housing area, a telephone will be available for your use during non-sleep hours for a fee. Telephone time is purchased through the commissary. All telephone calls are recorded and, as with the video visitation system, telephone calls are subject to review at any time by the jail staff as well as by members of various law enforcement agencies, and may be considered a public record.

MAIL

All mail, both outgoing and incoming, is subject to search upon receipt or prior to release from the jail. You may send an unlimited number of letters from the jail. Any letter that you wish to mail out must be sealed in an envelope and must have your name in the return address section of the envelope. Due to jail safety and security concerns, you are only allowed to receive mail that is in the form of a postage paid postcard that does not contain a stamp. No other type of mail—including any item in an envelope or any mail with a stamp—will be accepted. Any such mail received is always subject to be checked for contraband, will not be distributed to you, and will be placed in your property to be received by you upon your release from the jail. Postage paid envelopes, writing paper, and pencils are available for purchase through the commissary kiosk.

Incoming mail must contain the sender's complete return address, as well as your full name. Mail must be sent to you in care of the Erie County Jail; 2800 Columbus Avenue; Sandusky, Ohio 44870.

GRIEVANCES

If you disagree with any of the conditions placed upon you as a jail inmate, you are entitled to file a grievance concerning that issue. Your grievance will be filed through the kiosk in your housing area. Your grievance will be promptly and fairly addressed by the jail staff. If you are not satisfied with the initial response received concerning your grievance, you may appeal that response to the Jail Administrator who will make the final decision concerning the issue.

FURLOUGHS

Certain emergency situations or medical appointments occur periodically that may make an inmate suitable for a furlough (temporary release without supervision) from confinement in the jail to attend to that personal situation. Any request for a furlough must be directed to the court that has remanded you to the custody of the jail. We must have a written order from that court prior to releasing you on a furlough.

TRUSTEES AND COMMUNITY SERVICE WORKERS

If you have been convicted of a non-violent criminal or traffic offense, and have been sentenced to serve a term of incarceration in the jail pursuant to that conviction, you may apply—through the kiosk in your housing area—to be selected as a trustee or community service worker. Trustees are utilized to perform various tasks in the jail, including working in the kitchen, working in the laundry, and/or performing routine janitorial work. Community service workers perform various general labor tasks throughout the community under the supervision of a Deputy Sheriff. If you are named as a trustee or community service worker, that privilege may be revoked due to violation of jail rules or medical concerns.

“GOOD TIME” CREDIT

If you have been convicted of a criminal or traffic offense, and have been sentenced to serve a term of incarceration in the jail pursuant to that conviction, you may receive “good time” credit at the discretion of the court and provided that you do not violate any jail rules. If you are placed in general population, you will receive a one-half (1/2) day credit for each seven (7) days of jail time served. If you are selected as a trustee/community service worker, you will received one and one-half (1 ½) days credit for each seven (7) days of jail time served.

Approved by:

Signature on file

Sheriff Paul A. Sigsworth

Date

Signature on file

Honorable Tygh M. Tone

Date

Administrative Judge; Erie County Common Pleas Court

Section 1: Reception and Release

Subject: Separation by Gender During Booking

Minimum Standard: 5120:1-8-01(A)(11)

Revised: 06/2004, 01/2008, 12/2011

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing that during booking, and at all times in jail, male and female inmates shall not be placed in the same cell or unsupervised area together. Jail staff is responsible to prevent physical and verbal contact between male and female inmates at all times.

PROCEDURE

In the event that a male and female booking are brought to the jail at the same time, or are waiting to be processed into jail at the same time, the shift supervisor will determine who is to be processed first. If a female is to be processed first the male inmate will be placed into a holding cell in the holding area or a place separate from female inmates. If the male is to be processed first the female inmate will be placed into the Congregate Holding Cell or a place separate from male inmates.

- A.** At no time shall a male or female be processed at the same time.
- B.** Male and female inmates must be housed completely separated by sight, touch, and out of range of normal conversation.

Section 1: Reception and Release

Subject: Admitting Juveniles

Minimum Standard: 5120:1-8-01(A)(12) / 5120:1-8-02(B)(4) / 5120:1-8-04(K)

Revised: 06/2000, 07/2004, 01/2008, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing Juveniles will only be accepted at the Erie County Jail under court order, when all other alternative placements have been considered and rejected, and after the jail provides the juvenile court with information regarding the conditions under which the youth shall be held in the jail and the jail's ability to comply with juvenile specific standards including 5120:1-8-01(A)(12), 5120:1-8-02(B)(4), and 5120:1-8-04(K) of the Administrative Code. Status Offenders (i.e. runaways, curfew violators) are prohibited from the facility. Every effort shall be made to ensure that juveniles are held in the jail for the minimum amount of time necessary and kept separate from adult inmates. Juvenile and adult inmates are to be separated in a manner pursuant to section 2151.311 and 2152.26 of the Revised Code.

PROCEDURE

1. The booking officer will exercise every available means to determine the age of inmates who may be juveniles, before accepting such inmates into custody. Such means may include, but not limited to:
 - a. Inspection of inmate's personal identification.
 - b. Questioning of inmate and escorting officer.
 - c. Telephone calls to relatives and others, named by the inmate, to determine age.
2. If the inmate is found to be a juvenile and if the commitment documents do not specify that the inmate is a juvenile to be detained at the Erie County Jail, the booking officer will direct the escorting officer to the Juvenile Detention Center.
3. If an inmate is determined to be a Juvenile they:
 - a. Are subject to special requirements because of their age and shall be handled consistent with sections 2151.311, 2151.312, and 2152.26 of the Ohio Revised Code.
 - b. Must be kept out of the sight and sound of adult inmates.
 - c. Shall not be physically secured to any stationary furnishings.
 - d. Are only to remain in the booking area for no more than the length of time it takes to be fingerprinted and photographed.

Section 2: Reception

Subject: Admitting Juveniles (Continued)

Minimum Standard: 5120:1-8-01(A)(12) / 5120:1-8-02(B)(4) / 5120:1-8-04(K)

Revised: 06/2000, 07/2004, 01/2008, 12/2011, 09/2015

4. Juvenile inmates shall have access to all care given to adult inmates including but not limited to access to: communication, visitation, medical care, mental health care, dental care, and recreation and programming.
 - a. The jail administration will set a schedule for any inmate housed in the Erie County Jail for visitation, phone access, recreation, and programs.
5. Status Offenders (charged with a crime an adult cannot be) shall not enter the Erie County Jail.
6. The admission of a juvenile for temporary detention will be recorded in a Jail Incident Report in the Jail Management System and forward to the Jail Administrator.

Section 1: Reception and Release

Subject: Identifying Juveniles

Minimum Standard: 5120:1-8-01(A)(12)

Revised: 06/2000, 07/2004, 01/2008, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing the Erie County Jail will make every effort to avoid inadvertent or mistaken detention of juveniles as adult offenders. Every effort will be made by the staff of the Erie County Jail to determine the correct age of all persons incarcerated.

PROCEDURE

When an inmate professes to be a juvenile and is not being held by court order or when an inmate is identified as a juvenile by any credible source, the corrections officer who first hears or receives such information will immediately segregate the inmate from other adult inmates. The officer shall notify the Shift Supervisor and/or the Jail Administrator. The Shift Supervisor will attempt to determine the true age of the inmate by:

1. Questioning the inmate
 - a. Obtaining from the inmate the names, addresses and telephone numbers of parents or relatives who may confirm the inmate's age.
 - b. Contacting the parents or relatives, advise them that the inmate is in custody, and ask them to verify the inmate's age.
 - c. Contacting the Erie County Juvenile Court to determine if the inmate has a juvenile record.
 - d. If the inmate is not determined to be a juvenile, the Shift Supervisor will prepare a jail narrative of all conversations and attempts to determine the true age of the inmate. This written report will contain the following:
 1. Name of the inmate
 2. Name and relationship of each person contacted
 3. The date of the inmate's birth as given by each person contacted
 4. Other pertinent data and aspects of the conversation
 5. The Shift Supervisor will then attach a copy of this narrative to the inmate's paper file and forward a copy to the Jail Administrator. The inmate will be returned to the appropriate housing area as classified.
2. If the person contacted confirms that the inmate is a juvenile, the Shift Supervisor should request that the person bring proof of the inmate's age to the Jail as soon as possible. Proof of age could include any of the following documents:
 - a. A certified copy of the inmate's birth certificate
 - b. School records
 - c. Other official documents

Section 1: Reception and Release

Subject: Identifying Juveniles (Continued)

Minimum Standard: 5120:1-8-01(A)(12)

Revised: 06/2000, 07/2004, 01/2008, 12/2011, 09/2015

3. If Juvenile Court records indicate the inmate is a juvenile, the Shift Supervisor will advise the Court that the inmate is presently being held in the Erie County Jail and will be transported to the Erie County Juvenile Detention Center as soon as possible by the arresting agency or the Sheriff's Office.
4. The juvenile inmate shall be segregated from all other inmates pending transfer of custody to the Erie County Juvenile Detention Center.
5. Upon receipt of proof of age the shift Supervisor will prepare a jail narrative and include copies of the documents used to prove age.
6. The Shift Supervisor shall:
 - a. Notify the arresting agency that the inmate placed by them in confinement at the Erie County Jail is a juvenile and that they will be transported to the Erie County Juvenile Detention Center. (Note: Determination of whether or not the juvenile subject may be released will be made by the Erie County Juvenile Detention Center).
 - b. Advise the arresting agency to contact the appropriate court, in which charges are pending, of the fact that the defendant is a juvenile.
 - c. Request the arresting agency to obtain and furnish disposition of the case to the Jail.

Section 1: Reception and Release
Subject: Identification and Release Documentation
Minimum Standard: 5120:1-8-01(A)(13)
Revised: 05/2005, 01/2008, 12/2008, 12/2011

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing inmate's identification and release documentation shall be verified. Inmates shall not be released, removed, or otherwise transferred from the Erie County Jail unless proper written documents are available to authorize the release or removal. Such documents include bond papers, courts orders, docket entries, written release orders, warrants, and/or other similar verification. The inmate's identification shall be verified by photo identification prior to release. It shall be the policy of the Erie County Jail to hold an inmate for a minimum of 4 hours in the event he inmate is displaying erratic, violent, and/or unruly behavior that could be harmful to the public. After the 4 hour period, the shift supervisor will have the option to release the inmate to a responsible, competent adult. This person will be required to co-sign the bond.

PROCEDURE

Any inmate who was arrested on an alcohol related charge or appears to be under the influence of alcohol must test below .08 prior to release from custody without a co-signer. Such test will be conducted using a portable breath tester or the BAC Datamaster. When using the PBT or Datamaster the officer conducting the test should attach the printed ticket to the inmate's file.

1. All documents or information provided for the release of an inmate shall be forwarded immediately to the Shift Supervisor prior to release of the prisoner.
2. Before the formal release, the Shift Supervisor must verify the legality of the action.
3. No inmate of the Erie County Jail shall be released unless:
 - a. They have met bond requirements set by the court.
 - b. They have fulfilled their obligations of sentence as set forth by the court.
 - c. There is a written court order or verbal directive from the court of record.
 - d. If the Corrections Officer has reason to question the validity of the documents or instructions presented for the release the Jail Administrator will be called.
4. The Corrections Officer assigned to release the inmate will satisfy all required information concerning the release of the inmate noting time, disposition, and/or reason for release on all jail forms and/or computerized records. The release section of the incarceration form shall be completed. The shift supervisor will review all data and sign the bottom of the checklist to indicate all release steps have been properly completed (See Forms: A: Incarceration Form). This is to be completed prior to the prisoner's release from custody.
5. The releasing Corrections Officer will make certain that no detainer, hold or warrants are pending by checking through LEADS, NCIC, and warrant information at the Erie County Sheriff's Office.

Section 1: Reception and Release
Subject: Releasing an Inmate to Another Agency
Minimum Standard: 5120-1-8-01(A)(14)
Revised: 05/2019

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing upon an inmate's release to another agency the jail shall document:

- a. The identity of the receiving officer and agency taking custody of the inmate.
- b. The date and time of release to the agency taking custody of the inmate.
- c. The authority for the release.

No inmate of the Erie County Jail will be released unless the legality of the action is clearly established and the identity of the inmate is certain.

PROCEDURE

- A. The Corrections Officer who is to release an inmate on a holder, detainer, warrant, or other legal document to the custody of another law enforcement agency, detention facility, or other jurisdiction will:
 1. Have the Shift Supervisor confirm the proper documentation and ensure that all necessary waivers of the extradition or court entries are in order.
 2. The releasing officer will then make arrangements for the transfer by notifying the agency from which the holder or detainer originated by notifying them through a LEADS communication.
 3. In the event that there are multiple holder or detainees on the inmate, the Shift Supervisor will contact the agency closest to the Erie County Jail that has a holder or detainees on the inmate.
 4. Before transferring custody of any inmate to another agency the Corrections Officer escorting the agents or officer inside the security perimeter will verify their identity.
 5. Prior to the release of an inmate to the care and custody of another agency the officer receiving the inmate shall sign for receipt of the inmate pursuant to the form generated by the current jail Records Management System. The form containing the receiving officer's signature will be placed in the inmate's document file.

Section 1: Reception and Release**Subject: Physical Release / Property Signature****Minimum Standard: 5120:1-8-01(15)****Revised: 05/2005, 01/2008, 12/2008, 12/2011, 04/2020, 04/2020**

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing upon an inmate's release or transfer, the jail shall obtain a receipt for all property returned at the time of release or transfer from the inmate or receiving officer. If an inmate complains about confiscated, allegedly missing or damaged property, and the complaint cannot be resolved prior to his/her release, the inmate shall be required to submit specific details of the complaint in writing.

PROCEDURE

1. When release procedures are initiated, the Corrections Officer monitoring the particular housing area shall instruct the inmate to gather his/her belongings from the cell (including all issued and personal items) and to step forward to the front of the housing area.
2. The officer will then inspect the cell where the inmate to be released was assigned. It will be the responsibility of the officer to inspect the cell for cleanliness and immediately report to the Shift Supervisor any damage to county property.
3. The officer shall mist the plumbing fixture with an approved disinfectant before the cell is re-assigned to another inmate.
4. The officer will officially identify the inmate using the inmate's photo ID. The Corrections Officer will then escort the inmate to the processing room.
5. The Corrections Officer will begin the release process by:
 - a. Observing the inmate change into street clothes in order to detect any contraband, physical injury, illness or other abnormality, which may have occurred during confinement.
 - b. Any abnormality will be documented and forwarded to the Shift Supervisor prior to release.
 - c. A staff member of the same sex as the inmate shall conduct this observation.
 - d. Inspecting and accounting for all issued linens and uniforms and placing the same in the proper area to be picked up for laundry.

Section 1: Reception and Release

Subject: Physical Release / Property Signature (Continued)

Minimum Standard: 5120:1-8-01(15)

Revised: 05/2005, 01/2008, 12/2008, 12/2011

6. The releasing Corrections Officer will secure all of the inmate's property from the designated area.
7. When the inmate has received all items, he/she will be instructed to sign the property/money forms to acknowledge receipt of the same. If the inmate is being released other than to another agency or institution, any funds in the inmate's property will be released to the inmate by the issuance of a debit card. If the inmate is being released to another agency or institution, any funds in the inmate's property will be released to the inmate by the issuance of a check made payable to the inmate.
8. Any discrepancies in the return of inmate property will be properly documented and forwarded to the Shift Supervisor prior to the release of the inmate.
9. In the event the inmate refuses to sign to verify receipt of money or property, the releasing Corrections Officer will summon the Shift Supervisor to witness the return of said items.
10. If the inmate wishes to complain in any way about allegedly missing or damaged property/money, the inmate shall be informed that he/she must register the complaint in writing with the Jail Administrator within 48 hours. If requested, the inmate shall be furnished paper, pencil and an envelope to write the complaint immediately. Such complaint will be forwarded to the Shift Supervisor immediately.

Section 1: Reception and Release
Subject: DNA Collection
Minimum Standard:
Revised: 12/2011, 09/2015, 05/2019

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

POLICY

It shall be the policy of the Erie County Jail that all individuals meeting a qualifying offense pursuant to O.R.C. 2901.07 and O.R.C. 2152.74 submit to a DNA specimen collection. Individuals meeting this criterion whose identity has been verified through fingerprint verification and/or through referencing a government-issued photo identification and whose computerized criminal history is marked "DNA is registered in the Ohio DNA databank", need not resubmit a DNA sample. An individual's computerized criminal history shall be checked each time the individual is identified as having a qualifying offense. This will be done by searching the OHLEG web site. Supervisors will have access to this on line feature.

DEFINITION

The DNA specimen collection duty set forth in this section applies to any person who is eighteen years of age or older and who is arrested on or after July 1, 2011, for any felony offense. Once a subject has provided a DNA sample (possibly on an arrest at an earlier occasion) he/she does not need to re-submit a sample.

PROCEDURE

Officers will follow procedures outlined in the DNA collection kit provided by the Erie County Sheriff's Office. Officers collecting DNA sample should wear rubber gloves to prevent cross contamination of DNA.

- A. Complete the CMP-402-00 enclosed form.
- B. ITN & BCI numbers should be available from the computerized finger scan.
 - 1. In the event an ITN or BCI number is not available, the officer collecting the sample should write the individual's last 4 numbers of the social security number
- C. Obtain the arrestee's signature and the four right fingerprint flats pressed in ink in the two bottom square boxes. The ridges must be visible.
 - 1. A fingerprint ink pad will be available in the processing room of the jail.

Section 2: Reception and Release
Subject: DNA Collection (Continued)
Minimum Standard:
Revised: 12/2011, 09/2015, 05/2019

- D. If after sealing the mailing envelope, it is discovered that the Bode buccal collector or Demographic Information Card are not in the envelope, reopen the envelope, make the necessary corrections, and re-seal the envelope. On the outside of the mailing envelope, state why it was reopened, initial and date. The officer's initials and date should be written over half the seal.
- E. DNA collection will be noted in the appropriate field of the current jail Records Management System.

Section 1: Reception and Release

Subject: Fingerprints

Minimum Standard:

Revised: 05/90, 01/12, 09/2014, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing all inmates will be fingerprinted in accordance with the following procedure.

PROCEDURE

The booking officer is responsible for obtaining fingerprints that meets the criteria of evidence submission. Keeping in mind that any booking records may be used in a court of law, the booking officer should take care to obtain clear and concise fingerprints. These records may also be used as an investigative tool and should be consistent in nature.

1. The Booking Officer will create a fingerprint record of the following:
 - a. Those booked in on a felony charge.
 - b. Those booked in who are charged with a Reportable Misdemeanor.
 - i. The officer in charge of fingerprints shall maintain a current copy of Reportable Misdemeanors posted by the fingerprint station in processing.
2. The Officer in charge of fingerprints is responsible for proper distribution, storage, and filing fingerprint cards.

Section 1: Reception and Release

Subject: Photograph, Fingerprints, DNA Collection, Bond Refusal

Minimum Standard:

Revised: 12/2011, 09/2015

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

POLICY

Accurate identification is required of all prisoners booked in and out of the Erie County Jail. A detainee shall not be released until complete and verifiable information is provided.

PROCEDURE

Proper Identification may include submitting:

1. Photograph
2. Fingerprints
3. DNA sample if charged with a felony
4. Signature on a bond if required

A. In the event a prisoner refuses to provide corrections staff with complete and proper identification information:

1. The shift supervisor will be notified of the refusal
2. The court of record should be notified as soon as possible
3. A narrative should be submitted, providing details of any incident of refusal
4. The prisoner shall not be released until complete and accurate identification criteria is satisfied (unless otherwise ordered by the court of record)
5. The booking officer should enter an uncompleted appointment named NDNA (for DNA), PHOT (for Photograph), and/or PRNT (for Fingerprints) under the inmate's current record in the Jail Management System. The hold box should be checked on the book screen and in the hold details box, it should state that the reason for the hold (such as DNA needs taken prior to release). The officer that takes the Photograph, Fingerprints, or DNA will uncheck the hold box, and advise that they took the Photograph, Fingerprints, or DNA in the hold details box

Section 1: Reception and Release

Subject: Bond Refusal

Minimum Standard:

Revised: 12/2011, 09/2015

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

POLICY

Accurate identification is required of all inmates that are to be booked out of the Erie County Jail. An inmate shall not be released until complete and verifiable information is provided.

PROCEDURE

- A. Proper Identification may include submitting:
 - 1. Signature on a bond if required.

- B. In the event an inmate refuses to provide corrections staff with complete and proper identification information:
 - 1. The shift supervisor will be notified of the refusal.
 - 2. The court of record should be notified as soon as possible.
 - 3. A jail incident report should be submitted, providing details of any refusal.
 - 4. The inmate shall not be released until complete and accurate identification criteria is satisfied (unless otherwise ordered by the court of record).

Section 1: Reception and Release

Subject: Bonds and Fines

Revised: 02/2016

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

POLICY

Under certain circumstances, agency employees may accept bonds posted on behalf of an Erie County Jail inmate to the appropriate court, potentially allowing for the inmate to be released from custody. This policy has been developed to provide employees with appropriate guidelines to ensure that bonds are properly accepted and that inmates are then properly released.

DEFINITIONS

Employee—includes the Sheriff, any Deputy Sheriff, and any Corrections Officer whose job duty at any time would require that employee to engage in activity covered by this policy.

Bond—a written obligation between a jail inmate and the court through which the inmate/defendant is charged with a violation of law, wherein the inmate is bound to appear in court at a future time—and to abide by other conditions that may be set by the court—in exchange for the inmate providing cash or other item of value to the court as collateral for release from custody.

Recognizance—a written obligation in which a jail inmate/defendant wherein the inmate/defendant acknowledges future responsibility to the court through with the inmate/defendant is criminally charged. Generally used to refer to a “personal” recognizance bond, executed upon the order of a court that allows the inmate/defendant to be released from further custody upon the execution of his/her signature, with the understanding that the inmate/defendant must appear at all future court proceedings as ordered by the court.

Cash bond—a bond that is satisfied by the surrender of the inmate/defendant of a court-ordered amount of currency (or money order) to that court in exchange for the defendant’s release from custody.

10% bond—a bond that is satisfied by the surrender of the inmate/defendant of a court-ordered amount of currency (or money order) in the amount of 10% of the amount of the full bond in exchange for the defendant’s release from custody.

Property bond—a bond that is satisfied by the promised surrender of certain real estate, valued at an amount set by the involved court, to that court if a defendant does not follow the dictates of bond conditions in exchange for the inmate/defendant’s release from custody.

Section 1: Reception and Release
Subject: Bonds and Fines (Continued)
Revised: 02/2016

Surety bond—a bond that is satisfied by the issuance of an insurance certificate in the name of the inmate/defendant in an amount equal to, or exceeding, the amount of the required bond as set by the court. Surety bond certificates are issued by bail bond agents, who have a fiduciary responsibility to the court to which the certificate is issued, to ensure the future appearance of the jail inmate/defendant as ordered by the court.

BOND ACCEPTANCE

Employees will only accept bonds posted through a court having jurisdiction in Erie County, and only on behalf of a jail inmate, and only at the Erie County Jail, as follows:

- A. Personal recognizance and surety bonds for any offense—felony or misdemeanor—will be accepted at any time.
- B. In felony cases filed in the various municipal courts or the Erie County Common Pleas Court, cash bonds cannot be accepted and must be posted with the Clerk of that Court.
- C. In misdemeanor cases requiring the posting of a cash bond, the bond must be posted with that particular court's Judge, Magistrate, or Clerk if they are available. If they are not available, then an employee is authorized to take such cash bond (money order) on behalf of the court in accordance with a bond schedule published by that court, unless the specific amount of the bond is noted on the charging document, i.e.: arrest warrant, bench warrant. Employees will consider the Judge, Magistrate, or Clerk unavailable for purposes of this policy if the court is closed.
- D. An employee will not accept any bond for an inmate for the Vermilion Municipal Court at any time, unless specifically requested to do so by the Judge, any Magistrate, the Clerk, or any Deputy Clerk of that Court. Anyone wishing to post a bond through the Vermilion Municipal Court will be referred by the employee to that Court during its business hours, and to the Vermilion Police Department if that Court is closed. Vermilion Police Department dispatchers are Deputy Clerks of the Vermilion Municipal Court.

PROCEDURES

An employee accepting a bond and/or completing a bond form prior to the release of an inmate will follow the procedures listed below.

- A. The charge screen will be checked to determine the amount and type of bond that is required for release of the inmate. The inmate's file should also be checked to determine if the bond type and amount is correct.

Section 1: Reception and Release
Subject: Bonds and Fines (Continued)
Revised: 02/2016

B. Personal Recognizance bond.

1. If the inmate may be released on his/her own recognizance:
 - a. The appropriate bond form shall be properly completed.
 1. The box indicating a personal signature and an amount will be marked.
 2. It will be the responsibility of the releasing employee to ensure the bond is accurately completed.
 - b. The releasing employee shall explain the bond to the inmate emphasizing that this is a personal recognizance bond and the inmate may be held responsible for the amount should he/she not appear for a court date.
 - c. The inmate will sign the bond, including address and phone number if available, on the lines provided on the right side of the bond marked defendant.
 - d. The releasing employee will sign the bond on the line above Deputy/Corrections Officer.
 - e. The inmate will be given a Bond Release Information Form with the name and address of the court, phone number of the court, date and time of scheduled court date, and any conditions of release set by the court.
 - f. The releasing employee will place the bond in the box in Main Control to be forwarded to the court.

C. Personal Recognizance bond with co-signer.

1. If the inmate may be released on his/her own recognizance with a co-signer:
 - a. The appropriate bond form shall be properly completed.
 1. The box indicating a personal signature with co-signer and an amount will be marked.
 2. The co-signer's name should be typed (or written) in after "along with the following named person(s)" on the bond form.
 3. It will be the responsibility of the releasing employee to ensure the bond is accurately completed.
 - b. The employee shall determine if a specific person has been designated by the court to be the co-signer. The employee will verify through acceptable photo identification that the co-signer is the person designated by the court. If a specific person has not been designated by the court, the non-designated co-signer's photo identification will also be verified. All co-signers, prior to co-signing a bond, will be checked through LEADS/NCIC to ensure that no outstanding warrants exist for the co-signer, and to also ensure that there are no outstanding protection orders that prevent

Section 1: Reception and Release
Subject: Bonds and Fines (Continued)
Revised: 02/2016

the co-signer from having contact with the inmate. An employee will not allow an individual who appears to be under the influence of alcohol or drugs, who appears to be mentally ill, or who otherwise appears to be unfit to assume the responsibility for the inmate as a co-signer, to co-sign a bond.

- c. The releasing employee will explain the bond to the co-signer, emphasizing that both the inmate and the co-signer may be held responsible for the bond amount in the event the inmate does not appear for the scheduled court date.
- d. The co-signer will sign the bond, including address and phone number if available on the lines provided on the left side of the bond marked Co-Signer / Bond Posted By.
- e. The releasing employee shall explain the bond to the inmate, emphasizing that both the inmate and the co-signer may be held responsible for the bond amount in the event the inmate does not appear for the scheduled court date.
- f. The inmate will sign the bond, including address and phone number if available, on the lines provided on the right side of the bond marked Defendant.
- g. The releasing employee will sign the bond on the line above Deputy/Corrections Officer.
- h. The inmate and/or the co-signer will be given a Bond Release Information Form with the name and address of the court, phone number of the court, date and time of scheduled court date, and any conditions of release set by the court.
- i. The releasing officer will place the bond in the box in Main Control for forwarding to the court.

D. Property bond.

1. Property bonds will not be accepted by an employee at the Erie County Jail.
2. All arrangements for a property bond must be done at the court of jurisdiction.

E. Cash and/or 10% bond.

1. If an inmate is posting money to be released on bond, either 10% or full amount, or for fines:
2. Funds for bonds or fines must be posted in the form of a money order(s) totaling to the exact amount. Cash, personal checks, and/or money orders or cashier's checks from foreign banks will not be accepted.
 - a. Money orders will be made out to the Court through which the charge the inmate is being held on was filed.

Section 1: Reception and Release
Subject: Bonds and Fines (Continued)
Revised: 02/2016

1. The person posting the bond/fine will sign the money order.
 2. It will be the responsibility of the releasing officer to ensure:
 - a. The money order is made out to the correct court.
 - b. The amount of the money order matches the Bond/Fine amount.
 - c. The money order is not expired.
 - b. The officer accepting the money order will issue a receipt to the person posting the bond/fine. The receipt must include:
 1. Date and court.
 2. Money order number and amount.
 3. Defendant's name and name and address of the person posting the bond.
 4. Indication of type of payment (bond, fine, etc.).
 5. Signature of the officer accepting the bond or fine.
 - c. The officer accepting the money order will complete a deposit envelope for the bond/fine. The deposit envelope must include:
 1. Date and court.
 2. Receipt number.
 3. Defendant's name and name and address of the person posting the bond.
 4. The amount of bond/fine being posted.
 5. Indication of type of payment (bond, fine, etc.).
 6. Signature of the officer accepting the bond/fine.
 7. The deposit envelope will be attached to the bond, if a bond is required. In the event that cash is being posted for the payment of a fine, a bond form will not be completed. The envelope will be placed in the lock box in Main Control.
- F. Inmate posting cash/10% bond or fine from his/her commissary account.
1. If an inmate is using his/her commissary money to post a bond or to pay a fine, a check payable to the court shall be generated. The releasing employee officer will follow the above listed procedure listing the inmate as the person posting the bond/fine.
- G. Completion of bond form for cash/10% bond.
1. If the inmate may be released after cash or 10% bond is posted, the appropriate bond form shall be properly completed by checking the box indicating that the bond is either a cash bond or a 10% bond. The completed deposit envelope will be attached to the bond form. It is the

Section 1: Reception and Release
Subject: Bonds and Fines (Continued)
Revised: 02/2016

responsibility of the releasing employee to ensure that the form is accurately completed.

2. The releasing employee shall explain the bond to the inmate emphasizing that this bond money may be forfeited if he/she fails to appear for a court date, and will also be advised that, at the discretion of the court, all or some of the funds posted may be levied as fines or court costs.
3. The inmate will sign the bond, including address and phone number if available, on the lines provided on the right side of the bond marked Defendant.
4. The releasing employee will sign the bond on the line above Deputy/Corrections Officer.
5. The inmate will be given a Bond Release Information Form with the name and address of the court, phone number of the court, date and time of scheduled court date, and any conditions of release set by the court.
6. The releasing employee will place the bond in the box in Main Control for forwarding to the court.

H. Surety Bond.

1. Prior to releasing a prisoner on a bond written by an bail bond agent, the releasing employee shall:
 - a. Determine the authority of the person representing the bail bond company.
 1. The employee will verify the identification of the bail bond agent.
 - b. The employee will determine if the bonding company is acceptable to the court.
 1. A list of acceptable bonding companies for all of the courts in Erie County, issued by the Clerk of the Erie County Common Pleas Court, will be kept in the bond book in the Jail Sergeant's Office for necessary reference.
 - c. The releasing employee will check the bond for accuracy before accepting it from an agent.
 1. Bond agents will provide all necessary forms for release of the inmate.
2. The releasing employee will place the bond in the box in Main Control for forwarding to the court.

End of policy

RECOGNIZANCE OF ACCUSED

(Ohio Revised Code Sec.2937.31/2937.44)

THE STATE OF OHIO

vs.

Court:

Case Number:

Charge(s):

*BE IT REMEMBERED, that on this date of _____ the above named defendant, personally appeared before me
Along with the following named person(s):*

acknowledge to owe The State of Ohio the total sum of: _____ Dollars
\$

to be secured in the following manner:

- Surety Bond in the amount of \$*
- Personal Signature in the amount of \$*
- Personal Signature and Co-Signer in the amount of \$*
- 10% deposit of total bond or an Amount of \$*
- Cash in the Amount of \$*
- Real Estate as approved by The Court*

Other Conditions of Bond:

*The condition of this Bond is that the above named Defendant appear, personally, before the Court, on
at _____, in this matter on such day and thereafter as directed by the Court.*

*The defendant shall not depart without permission of the Court, under penalty of Sections 2937.29 & 2937.99 of the
Ohio Revised Code. This Recognizance Bond shall remain in effect until the final determination and provided that
all conditions have been met, then this Recognizance Bond shall be void, otherwise it shall remain in full force and
virtue in law.*

DEFENDANT

CO-SIGNER / BOND POSTED BY

Name

Name

Street Address

Street Address

City/State and Zip Code

City/State and Zip Code

Area Code & Phone Number

Area Code & Phone Number

Taken and acknowledged before me on the date first written

Clerk

Deputy / Corrections Officer

Section 1: Reception and Release
Subject: Commitment Release Time
Minimum Standard:
Revised: 05/2005, 01/2008, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall implement policies and procedures for the release of inmates who are serving jail commitments in the Erie County Jail.

PROCEDURE

1. If no specific release time is noted on the authorizing document, the inmate shall be released at 0500 hours on the date of the scheduled release.
2. In accordance with O.R.C. Section 4511.99.1, all persons serving 3 days for DUI charges (4511.19) shall be credited with one day equal to twenty-four actual hours of incarceration beginning at the actual time of booking. Therefore, a person committed to jail for three days on an OMVI charge would serve seventy-two hours of actual jail time and would be released 72 hours from the time of book in.
3. The release of jail commitments shall follow the policy and procedures outlined in Releasing an Inmate – Physical Release of Erie County Jail Policies and Procedures.

Section 1: Reception and Release

Subject: Prison Property

Minimum Standard:

Revised:

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

POLICY

The personal property of all inmates who have left the Erie County Jail for prison will be logged and stored by the Inmate Property Officer. The inmate will be granted a fourteen-day opportunity to have their property claimed. Any property not claimed in fourteen days will be disposed of.

PROCEDURE

No personal property will be transported to any Ohio Prison from the Erie County Jail. The officer preparing the inmate for transport will:

1. Place all personal property into a plastic bag with the property sheet stapled to the bag.
 2. Have the inmate fill out a Property Release Form A (See Forms: A: Property Release Form A) making sure the inmate has placed the person's full name and address of the person he/she would like the property released to. The inmate can also acknowledge that there is no preference as to whom the property will be released to.
 3. The form will be stapled to the marked bag, which will be placed in the property storage room.
- A. **Storage** - It will be the responsibility of the releasing officer to store all prison property waiting to be claimed. The Inmate Property Officer will place the bag and label it Property Release Form A.
- B. **Releasing property** - When an individual comes to claim inmate property the releasing officer will verify using photo ID and the Form A to ensure that the correct person is claiming the property. The releasing officer will have the person claiming the property sign to verify they are receiving the property. The prisoner can elect to release their property to any unspecified person. In that event the prisoner's property will be released to any adult (claiming the property) who displays proper identification. The signed form will be placed into the Inmate Property Officer's box in Property Room Storage. The Inmate Property Officer will file all paperwork dealing with said property into the completed file. Property can be claimed and released at any time.
- C. **Records** - Once the property has been claimed or disposed of, the Property Release Form A will be placed into the completed prison property file. The Inmate Property Officer will be responsible for keeping the record of property claimed, unclaimed, and disposed.
- D. **Unclaimed Property** - If the fourteen days have passed since the inmate was transported or released from the Erie County Jail the unclaimed property will be disposed of. All unclaimed property will be sent to the Erie County Landfill for proper disposal. The Inmate Property Officer will label the Property Release Form A as destroyed and sign. A second officer will also sign the form to verify property has been destroyed properly. The form will then be placed into the completed file.

Section 1: Reception and Release
Subject: Prison Property (Continued)
Minimum Standard:
Revised:

- E. **Claims of Lost property-** All claims of lost or missing property must be submitted in writing to the Jail Administrator. If the inmate who is being released or transported claims to have property missing or damaged he/she must immediately advise the officer of their claim. The officer releasing or preparing the prisoner for transport should make an attempt to locate the property said to be missing. In the event the property cannot be located the officer should indicate, in writing on the property inventory sheet, exactly what the prisoner claims is missing from their property. The prisoner should sign the receipt indicating that he/she is stating that property is missing. The prisoner will be directed to submit a written statement outlining the details of their claim. This statement should be submitted to

Erie County Jail Administrator
2800 Columbus Ave.
Sandusky, Ohio 44870

The Jail Administrator will then forward the claim to the Inmate Property Officer who will conduct an investigation as to the disposition of the property. This Officer will then submit a written statement of findings to the Jail Administrator.

Section 1: Reception and Release

Subject: Releasing a Violent/Combative Inmate

Minimum Standard:

Revised: 05/2005, 01/2008, 12/2008, 12/2011, 10/2015

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

POLICY

Any prisoner who is displaying violent, erratic, or dangerous behavior should be incarcerated at the Erie County Jail for a minimum of 4 hours. After this 4-hour period, and after the inmate has met the criteria for bond, the supervisor or officer in charge will have the option to release the inmate to a responsible, competent adult. The person taking charge of the inmate must act as a co-signer on the bond.

PROCEDURE

- A. Any inmate who was arrested on an alcohol related charge or appears to be under the influence of alcohol must test below .08 blood alcohol level prior to release from custody without a co-signer.
 1. Such test shall be conducted using the Portable Breath Test (PBT) or the BAC Datamaster.
 2. In the event the PBT is utilized, after taking the test the Corrections Officer administering the test will:
 1. Plug the USB cord marked BAC in processing into the PBT.
 2. Open the data 500 icon on the desktop.
 3. Click the option tab
 4. Click clear instrument data afterword.
 5. Click the read instrument tab.
 6. Click on the print button at the bottom of the box.
 7. Place the results in the inmates file.
 3. If the Datamaster is used the officer conducting the test shall attach the printed evidence ticket to the inmate's file.
- B. The following shall apply to any inmate, who has been placed in restraints because of violent, assaultive, or dangerous behavior:
 1. The inmate must remain in custody 4 hours after restraints are removed.
 2. Officers shall continue to monitor and document the inmate's behavior after being released from restraints.
 3. The inmate's conduct must be such that he/she no longer poses a danger to themselves, staff, or the public prior to their release.
- C. Whenever an Action Force Response (striking, punching, kicking or use of aerosols, electrical devices, or less-lethal projectiles as outlined in the Action Force Continuum) are applied to an inmate:
 1. The inmate shall remain in custody until seen by jail medical staff.
 2. The medical staff shall document injuries or complaints of injury, if any.
 3. After being examined by medical personnel and the inmate no longer appears to be a threat to himself or others, he/she may then be released, if bond criteria are met.

Section 2: Classification

Subject: Classification System

Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)

Revised: 09/2007, 06/2008, 12/2011, 05/2019

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

POLICY

Inmates housed at the Erie County Jail will be classified to determine the level of custody required, special needs, housing assignment, and participation in programming in order to provide the inmate and staff with the maximum amount of safety and security. The NIC Decision Tree Classification form (Section 4, Page 9) will be used. All classifications shall be objective and non-discriminatory. Non-discriminatory classification is required by law and shall be practiced at the Erie County Jail. Housing will not be determined on the basis of race, creed, color of skin, national origin or religion. Any classification action that deprives an inmate of privileges afforded to others must be documented as outlined in 5120:1-8-15 of the Standards for Jails in Ohio. The Erie County Jail shall have written policies and procedures, and practices which evidence compliance with male and female inmates are housed separately by sight, touch, and out of the range of normal conversation, violent and non-violent inmates are not placed in the same cell or unsupervised areas together, male and female are supervised if placed together for purposes of programming, transportation or other similar activities, and juvenile and adult inmates are separated in a manner pursuant to sections 2151.311 and 2152.26 of Revised Code.

PROCEDURE

1. The booking officer who processes the inmate will collect and record any and all information regarding the immediate medical, mental, or emotional needs of the inmate. The booking officer will use this information to ensure that the inmate is housed in an area that is safe and secure for the inmate.
2. The Classification criteria shall be implemented to the maximum extent consistent with the design and capability of the Erie County Jail. Criteria used to classify an inmate will include, but not limited to;
 1. **Sex** – Male and Female inmates are housed separately by sight, touch, and out of range of normal conversation with each other. Male and female prisoners must be directly supervised if placed together for purposes of programming, transportation or other similar activities.
 2. **Behavior** – Violent and non-violent inmates are not to be placed in the same cell or unsupervised area together.
 3. **Age** – Juvenile and adult inmates are separated in a manner pursuant to sections 2151.311 and 2152.26 of Revised Code.
 4. **Special Needs** - Physical and/or Mental Handicaps
 5. **Case Status** – Sentenced/non-sentenced
3. All inmates will be classified within 72 hours of incarceration.

Section 2: Classification

Subject: Classification System (Continued)

Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)

Revised: 09/2007, 06/2008, 12/2011, 05/2019

4. **Classification** - During the classification process the booking officer will:
 1. Obtain as much information as possible from the following sources;
 - a. CCH
 - b. LEADS
 - c. OHLEG
 - d. Previous Booking Records at Erie County Jail
 - e. Initial Medical Observations
 - f. Other online sources
 2. Interview the inmate to obtain further information and verify the information obtained
 3. Use the Classification Tree to determine the inmate's custody status
 4. Review the following with the inmate--
 - a. Answer any questions about the rules and regulations of the jail that the inmate may have; and
 - b. Instruct the inmate to complete a request through a kiosk to apply for participation in any jail programming; and
 - c. Check the available housing and assign the inmate to a cell; the booking officer will log the inmate's housing assignment as required in the current RMS.
 5. All documentation relating to the classification of an inmate will be placed into the inmate's jail file by the booking officer.
5. **Juvenile** – Juveniles will only remain in the booking area for the amount of time it takes to fingerprint, photograph, and complete the booking process. Once the booking process is completed, the juvenile inmate will be housed in a medical cell. Prior to this, any adult inmate housed in the medical area will be moved to a holding cell. Any time an inmate is moved from one area to another, the escorting officer will make certain that adult inmates are not in the area the inmate is being moved through and too.
6. **Jail Uniforms** – After a custody status is determined the inmate should be changed in to a jail uniform that corresponds to the inmate's classification status, if the appropriate color and size is available for the inmate in question:
 1. Orange Uniforms – Maximum Security
 2. Green Uniforms – Medium Security
 3. Tan Uniforms – Laundry and Cleaning Inmate Workers
 4. White Uniforms – Kitchen Inmate Workers

If the appropriate size is not available, the inmate will be issued a uniform in a different color than the color that would correspond to the inmate's classification. Corrections Officers will not rely solely upon an inmate's uniform color to determine the inmate's classification.
7. **Reclassification** – Inmates will be reclassified:
 1. Upon change in legal status
 - a. Convicted of a crime
 - b. Additional charges

Section 2: Classification

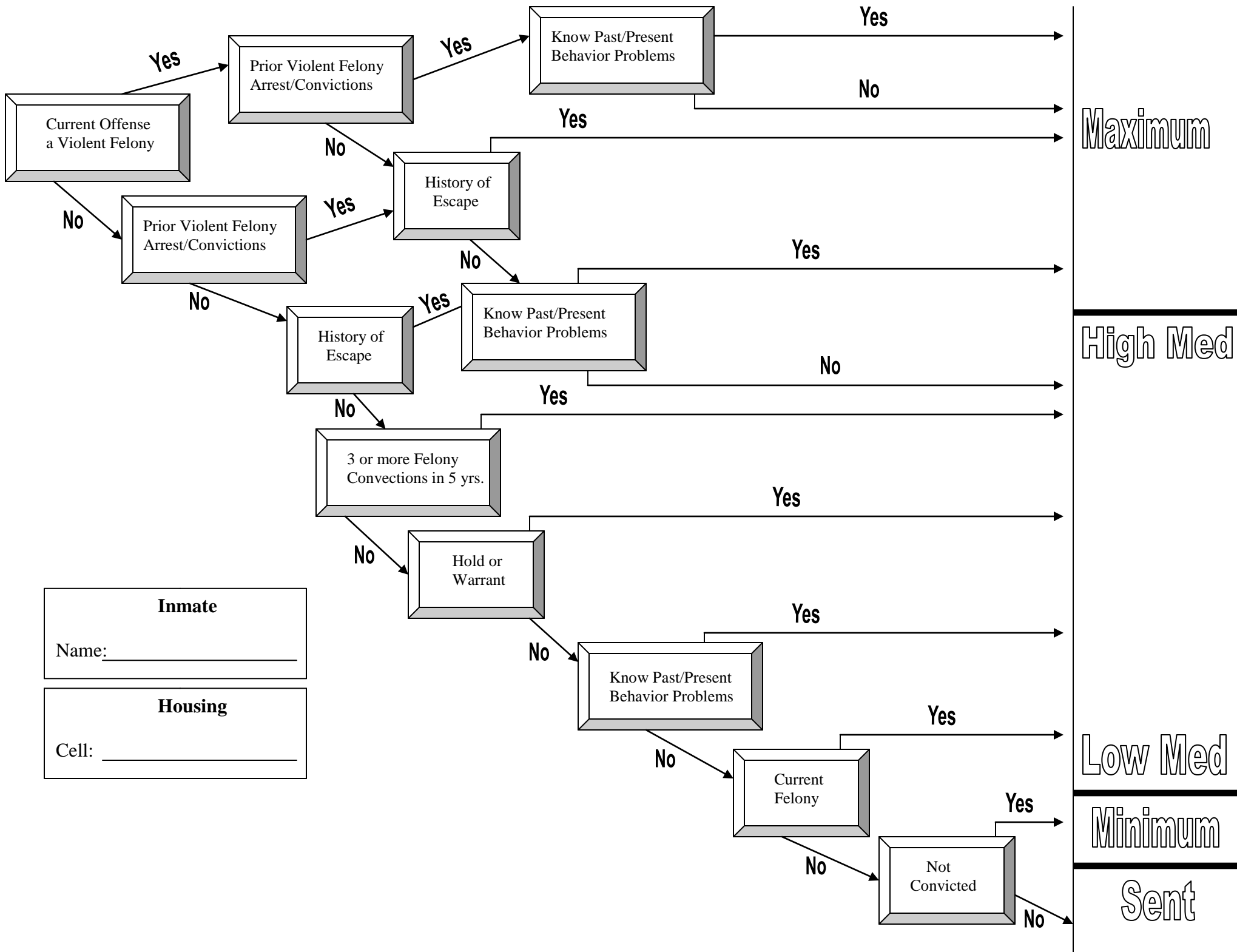
Subject: Classification System (Continued)

Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)

Revised: 09/2007, 06/2008, 12/2011, 05/2019

2. Upon notification of any behavior problems
 - a. Documented disciplinary action for events such as fighting, making threats, disobeying staff.
 - b. Documented medical or mental health problems such as attempted suicide, medical emergency, or injuries.

8. Any classification action which significantly deprives an inmate of privileges afforded other inmates or in any way placed them in a lesser status shall be justified in writing.
 1. The booking officer classifying the inmate will document the reason for depriving rights in a Jail Incident Report. This report will be forward to the Jail Administrator for review.



Section 2: Classification

Subject: Inmate Workers

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

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

POLICY

The Erie County Jail shall have written policies and procedures, and practices which evidences compliance showing inmate workers are evaluated and selected based on established criteria. Only sentenced inmates who meet the criteria will be eligible to be classified as an inmate worker. No inmate, including inmate workers, will be given any responsibility that permits them to direct or control the activities of other inmates. Inmates are not allowed to supervise other inmates, use keys, or perform any security post duties. Staff shall search all inmate workers and the areas where they are working. No inmate shall be given control of or authority over any other inmate, security function, or service activity.

PROCEDURE

- A. **Definition:** Any inmate who is sentenced to serve time in the Erie County Jail and is assigned to perform certain work duties. This will include, but not limited to, kitchen, laundry, and/or general cleaning duties.
- B. **Criteria:** The following criteria will be taken into consideration in assigning an inmate work:
1. Classification Status
 2. Nature of Offense
 3. Sentence
 4. Inmate's ability to understand directions
 5. Inmate's behavior
 6. Physical limitations
- C. **Assignment:** Any inmate sentenced to the Erie County Jail and is interested in becoming an inmate worker should submit an Inmate Request indicating so. The booking officer will receive and review the request. If it is determined that the inmate meets the criteria and a position is available the booking officer will:
1. Reclassify the inmate to Inmate Worker
 2. Assign a specific job
 3. Review and explain the appropriate Inmate Worker Duties and Responsibilities Form
 4. Have the inmate sign and date the form indicating they understand it
 5. Change the inmate into the appropriate color uniform
 - i. Tan Uniform – Cleaning and Laundry Inmate Workers
 - ii. White Uniform – Kitchen Inmate Workers
 6. Move the inmate in the Jail Management System to Dorm 042
 7. Physically move the inmate to Dorm 042

Section 2: Classification

Subject: Inmate Workers (Continued)

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

- D. **Community Service:** Any inmate that is assigned to work outside the security perimeter of the jail will be directly supervised by whom they were assigned to.
- E. **Searches:** The Erie County Jail staff shall search all inmate workers prior to them returning to their housing unit from their job assignment. Contraband should not be allowed in housing areas.
- F. **Authority:** No inmates, including inmate workers, are to be given any responsibility that permits them to direct or control activities of other inmates. Inmates shall not be able to regulate other inmates' access to telephones, food, jobs, or other jail services. Inmates shall not be allowed to supervise other inmates, use keys to security doors or areas, or perform any security post duties. Inmates cannot be used to supplement or replace jail staff in maintaining jail security.

Section 2: Classification
Subject: Special Needs
Minimum Standard: 5120:1-8-03(B)(8)
Revised: 11/2022

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

POLICY

The Erie County Jail shall recognize the special needs of inmates. Housing will be made available for inmates with medical, psychiatric needs, suicidal, sexually aggressive, or those at high risk for victimization. Inmates with violent or mental health issues shall receive more frequent observations. Handicapped accessible furnishings shall be made available for those in need (e.g. wheel chairs, toilets, showers, etc.).

PROCEDURE

1. Identification

- a. Identification of inmates who need alternative housing shall be made available by jail staff, medical staff, and mental health staff. Once an inmate's needs are identified, the shift supervisor will be notified so the inmate can be assigned to alternative housing.

2. Housing

a. Medical / Physical Handicapped

- i. Inmates deemed to have a medical or physical handicapped shall be housed in the medical cells in the medical ward. Criteria for this placement into this housing location may include:
 - 1. Need for chronic care.
 - 2. Need for convalescent care.
 - 3. Those who are physically handicapped.
 - 4. Have or suspected to have a contagious disease of infection.
 - 5. It is determined necessary by medical staff.

b. Close Observation

- i. Inmates who require close observation housing shall be housed in the holding cells. Close observation includes those inmates on:
 - 1. Ten minute suicide watch.
 - 2. Ten minute non-specific watch (i.e. restraints).
- ii. Criteria for this placement into this close observation may include:
 - 1. Suicide Risk.
 - 2. Mental Health Status (requires separation from General Population)
 - 3. Withdraw Risk.
 - 4. Are determined by staff to have a valid need to be separated from General Population.

Section 2: Classification

Subject: Special Needs (Continued)

Minimum Standard: 5120:1-8-03(B)(8)

Revised:

3. Rights and Privileges

- a. Inmates placed in medical and/or close observation housing will receive the same rights and privileges granted to those inmates in general population with few exceptions:
 - i. Inmates at risk of suicide will receive a suicidal smock and blanket and nothing else allowed in their cells.
 - ii. Out of cell time may be limited and/or some activities restricted due to inmate safety or the safety of others. This time may be used at the inmate's discretion for exercise, showering, phones calls, etc.

4. Review

- a. Inmates placed in medical and/or close observation housing will be reviewed by the medical/mental health staff.
- b. Only a medical or mental health professional may remove an inmate from medical and/or close observations housing.

5. Training

- a. New employees will be review this policy with a training officer.

Section 2: Classification

Subject: Classification System

Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)

Revised: 09/2007, 06/2008, 12/2011, 05/2019

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

POLICY

Inmates housed at the Erie County Jail will be classified to determine the level of custody required, special needs, housing assignment, and participation in programming in order to provide the inmate and staff with the maximum amount of safety and security. The NIC Decision Tree Classification form (Section 4, Page 9) will be used. All classifications shall be objective and non-discriminatory. Non-discriminatory classification is required by law and shall be practiced at the Erie County Jail. Housing will not be determined on the basis of race, creed, color of skin, national origin or religion. Any classification action that deprives an inmate of privileges afforded to others must be documented as outlined in 5120:1-8-15 of the Standards for Jails in Ohio. The Erie County Jail shall have written policies and procedures, and practices which evidence compliance with male and female inmates are housed separately by sight, touch, and out of the range of normal conversation, violent and non-violent inmates are not placed in the same cell or unsupervised areas together, male and female are supervised if placed together for purposes of programming, transportation or other similar activities, and juvenile and adult inmates are separated in a manner pursuant to sections 2151.311 and 2152.26 of Revised Code.

PROCEDURE

1. The booking officer who processes the inmate will collect and record any and all information regarding the immediate medical, mental, or emotional needs of the inmate. The booking officer will use this information to ensure that the inmate is housed in an area that is safe and secure for the inmate.
2. The Classification criteria shall be implemented to the maximum extent consistent with the design and capability of the Erie County Jail. Criteria used to classify an inmate will include, but not limited to;
 1. **Sex** – Male and Female inmates are housed separately by sight, touch, and out of range of normal conversation with each other. Male and female prisoners must be directly supervised if placed together for purposes of programming, transportation or other similar activities.
 2. **Behavior** – Violent and non-violent inmates are not to be placed in the same cell or unsupervised area together.
 3. **Age** – Juvenile and adult inmates are separated in a manner pursuant to sections 2151.311 and 2152.26 of Revised Code.
 4. **Special Needs** - Physical and/or Mental Handicaps
 5. **Case Status** – Sentenced/non-sentenced
3. All inmates will be classified within 72 hours of incarceration.

Section 2: Classification

Subject: Classification System (Continued)

Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)

Revised: 09/2007, 06/2008, 12/2011, 05/2019

4. **Classification** - During the classification process the booking officer will:
 1. Obtain as much information as possible from the following sources;
 - a. CCH
 - b. LEADS
 - c. OHLEG
 - d. Previous Booking Records at Erie County Jail
 - e. Initial Medical Observations
 - f. Other online sources
 2. Interview the inmate to obtain further information and verify the information obtained
 3. Use the Classification Tree to determine the inmate's custody status
 4. Review the following with the inmate--
 - a. Answer any questions about the rules and regulations of the jail that the inmate may have; and
 - b. Instruct the inmate to complete a request through a kiosk to apply for participation in any jail programming; and
 - c. Check the available housing and assign the inmate to a cell; the booking officer will log the inmate's housing assignment as required in the current RMS.
 5. All documentation relating to the classification of an inmate will be placed into the inmate's jail file by the booking officer.
5. **Juvenile** – Juveniles will only remain in the booking area for the amount of time it takes to fingerprint, photograph, and complete the booking process. Once the booking process is completed, the juvenile inmate will be housed in a medical cell. Prior to this, any adult inmate housed in the medical area will be moved to a holding cell. Any time an inmate is moved from one area to another, the escorting officer will make certain that adult inmates are not in the area the inmate is being moved through and too.
6. **Jail Uniforms** – After a custody status is determined the inmate should be changed in to a jail uniform that corresponds to the inmate's classification status, if the appropriate color and size is available for the inmate in question:
 1. Orange Uniforms – Maximum Security
 2. Green Uniforms – Medium Security
 3. Tan Uniforms – Laundry and Cleaning Inmate Workers
 4. White Uniforms – Kitchen Inmate Workers

If the appropriate size is not available, the inmate will be issued a uniform in a different color than the color that would correspond to the inmate's classification. Corrections Officers will not rely solely upon an inmate's uniform color to determine the inmate's classification.
7. **Reclassification** – Inmates will be reclassified:
 1. Upon change in legal status
 - a. Convicted of a crime
 - b. Additional charges

Section 2: Classification

Subject: Classification System (Continued)

Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)

Revised: 09/2007, 06/2008, 12/2011, 05/2019

2. Upon notification of any behavior problems
 - a. Documented disciplinary action for events such as fighting, making threats, disobeying staff.
 - b. Documented medical or mental health problems such as attempted suicide, medical emergency, or injuries.

8. Any classification action which significantly deprives an inmate of privileges afforded other inmates or in any way placed them in a lesser status shall be justified in writing.
 1. The booking officer classifying the inmate will document the reason for depriving rights in a Jail Incident Report. This report will be forward to the Jail Administrator for review.

Erie County Jail
Inmate Work Duties and Responsibilities
Cleaning

Work Hours:

As needed

Personal Hygiene:

Clean Clothes

Teeth Brushed, Hair Clean and Combed, Hands and Nails Clean, Shower Daily

Cleaning Duties, including but not limited to:

Sweep and mop of floors throughout the jail

Cleaning windows throughout the jail

General cleaning of jail as directed by staff

Preparing cleaning supplies for housing areas as directed by staff

Issuing and collecting cleaning supplies from housing areas as directed by

Retrieving and cleaning mops and mop buckets

Assist staff in moving items (chairs, tables, etc.) throughout the jail

Cleaning Rules:

Must wear a tan uniform at all times when outside the dorm

Tennis shoes must be worn when performing cleaning duties

No loud or boisterous behavior

Cleaning Workers are not to pass messages (written or verbal) to those in other housing areas

Cleaning Workers are not to hold conversations with inmates in other housing areas

No profanity

Cleaning Workers are not allowed to enter the processing room without permission and direct supervision of staff

Cleaning Workers are not to leave the dorm unless ordered to by staff

Cleaning Workers are to report any contraband items found to staff

Failure to complying with these duties, responsibilities and rules will result in disciplinary action to include loss of good time, privileges and isolation.

I have read and will comply with the above written rules and regulations.

Cleaning Inmate Worker's Signature

Date

Erie County Jail
Inmate Work Duties and Responsibilities
Laundry

Work Hours:

As needed

Personal Hygiene:

Clean Clothes

Teeth Brushed, Hair Clean and Combed, Hands and Nails Clean, Shower Daily

Laundry Duties, including but not limited to:

Retrieve laundry baskets as directed by staff

Take dirty laundry to the laundry room as directed by staff

Wash, dry, and fold laundry

Sort and Store laundry

Sweep and mop the laundry room floor

Collect garbage in the laundry room

Clean machines, sinks, and any equipment in the laundry room

Daily cleaning of the dryer lint traps

Advise staff of any equipment in need of repair

Monitor and advise staff of needed laundry chemicals

Advise staff on any contraband items that have been found

Assist staff in collecting and passing out laundry to inmates in housing areas

Mark clothing items as directed by staff

Laundry Rules:

Must wear a shirt and long uniform pants at all times in laundry

No loitering in the laundry room

No arguing or fighting

No loud or boisterous behavior

Do not enter the kitchen or storage rooms unless directed by a staff member

Do not leave washers or dryers running when leaving the laundry room

Laundry Workers are required to be searched before returning to the dorm

Laundry Workers are not allowed to enter the processing room without permission and direct supervision of staff

Laundry Workers are not to pass messages (written or verbal) to those in other housing areas

Laundry Workers are required to report any contraband items found to staff

Failure to complying with these duties, responsibilities and rules will result in disciplinary action to include loss of good time, privileges and isolation.

I have read and will comply with the above written rules and regulations.

Laundry Inmate Worker's Signature

Date

Section 2: Classification

Subject: Standard Issue Items

Minimum Standard: 5120:1-8-02(D)

Revised: 07/2004, 01/2008, 12/2011, 09/2015, 7/2017, 05/2019

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

POLICY

The Erie County Jail shall have written policies and procedures, and practices which evidence compliance that any inmate who is confined for more than twelve hours, and prior to being placed in general population (except when security, health, and mental health concerns are being addressed) will be:

1. Assigned a bed
2. Issued a clean mattress, blanket, bed linens, and towels
3. Provide with articles to maintain personal hygiene (toothbrush, toothpaste, feminine hygiene items and soap)

PROCEDURE

After being admitted to the custody of the Erie County Jail and confined for longer than twelve hours, the booking officer will provide the prisoner with standard issue items

- A. Standard Issue uniform items include one of each item. Inmates may also receive gym clothing at time of classification.
 1. Uniform shirt
 2. Uniform Pants
 3. Two pairs of underwear
 4. Shower shoes
 5. Towel
- B. Standard issue bedding items (one each unless otherwise indicated)
 1. Mattress
 2. Blankets (2)
- C. Standard hygiene items issued, one each
 1. Toothbrush
 2. Toothpaste
 3. Bath soap
 4. Comb
 5. Females shall be provided with feminine hygiene items as needed
- D. Standard issue gym clothing (one each unless otherwise indicated)
 1. Two orange T-Shirts
 2. Gym Shorts
 3. Tennis shoes

Section 3: Security
Subject: Security Perimeter
Minimum Standard: 5120:1-8-03(A)(1)
Revised: 09/2007, 06/2008, 12/2011

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

POLICY

The Erie County Jail shall have an established security perimeter to provide a secure environment for inmates and staff alike.

DEFINITION

Security Perimeter:

- a. The secure boundary, which encloses the entire portion of the facility which prisoners are confined, including the following areas:
 - i. Booking and Release
 - ii. Any Inmate Housing Area
 - iii. Recreation Areas
 - iv. Visitation Rooms
 - v. Laundry and Kitchen Area
 - vi. Court Room
 - vii. Interview Rooms
 - viii. Medical Area
 - ix. Holding Area
 - x. Classroom
- b. Any area beyond the below listed doors will be considered outside the security perimeter;
 - i. 403 Sally Port Door (Lobby Entrance)
 - ii. 444 Sally Port Door (Kitchen/Laundry Area Lobby Entrance)
 - iii. 453 Sally Port Door (Kitchen Emergency Doors)
 - iv. 448 Sally Port Door (Kitchen Dock Entrance)
 - v. 427 Sally Port Door (E Control Emergency Door)
 - vi. 501 Door (Work Release Door)
 - vii. 503 Sally Port Door (Vehicle Sally Port Entrance)
 - viii. 508 Sally Port Door (A Control Emergency Door)

Section 3: Security

Subject: Controlled Movement

Minimum Standard: 5120:1-8-03(A)(2) / 5120:1-8-03(B)(12)

Revised: 9/2015, 05/2019

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

POLICY

Passage through the security perimeter shall be strictly controlled and monitored. Any public access to the security perimeter will be controlled and monitored. Inmate movement from one area to another is controlled by staff.

PROCEDURE

A. Vehicle Gate

1. It shall be the responsibility of the officer assigned to the Main Control Board Operator to keep the vehicle gate closed when not in use.
2. Admittance will not be granted if the board operator is uncertain of the identity of the person requesting entrance.
 - a. In the event their identity is in question, the person at the gate should be directed to the 401 lobby door for identification.
3. After being allowed through the gate the officer will be directed to the Sally Port Garage.
 - a. Only under emergency circumstances should more than one vehicle be allowed in the sally port garage

B. Entry/Exit from Security Perimeter

1. It shall be the responsibility of the officer operating the Main Control Board to identify those wishing to enter or exit the security perimeter.
 - a. When the Female Control Board Operator is assisting the Main Control Board Operator with entrance/exit of the security perimeter through the 403 Sally Port Door it shall be the responsibility of that officer to identifying those who wish to enter and exit through that door.
2. Only authorized personnel shall be granted entrance or exit from the security perimeter.
 - a. If the identify of any person(s) wishing to enter or leave the security perimeter is in question, the board operator will not allow entrance or exit to the jail perimeter. A corrections officer will be notified and personally confirm the identity of the person(s) in question.

Inmates

- a. Inmates brought into the Erie County Jail should be in restraints prior to being allowed access into the security perimeter. In the event there are circumstances that the inmate cannot be restrained due to a physical condition, the shift supervisor should be advised prior to the inmate and law enforcement escort being allowed into the security perimeter.

Section 3: Security

Subject: Controlled Movement (Continued)

Minimum Standard: 5120:1-8-03(A)(2) / 5120:1-8-03(B)(12)

Revised: 9/2015. 05/2019

Professional Visitors

- a. Professional visitors are defined as any person(s) acting in an official capacity wishing to gain access into the security perimeter to have direct contact with an inmate. This can include but not be limited to:
 - a. Attorneys
 - b. Officials from other law enforcement agencies
 - c. Medical Personnel
 - d. Counselors of the same sex, except for mental health counselor(s) assigned to jail duties.
 - e. Tutors
- b. Upon request and prior to being allowed entrance into the security perimeter, the professional visitor must present credentials that identify them in their official capacity.
 - a. The shift supervisor may refuse any professional visitor if the visit/visitor appears suspicious in nature.
- c. If allowed access into the security perimeter, the officer allowing the access will log such in the Jail Management System Jail Log
 - a. Using the PROV Code in the Jail Log the officer will list the date, time, location, reason, and name of visitor(s) and inmate(s) involved.
- d. Unless unusual circumstances exist, professional visits should be conducted between the hours of 0800 through 1900. With the exception of bonding agents, the shift supervisor must approve professional visits during general population lock down hours.

C. Movement inside the Jail

1. Inmate and staff identities are verified prior to opening doors.
 - a. It shall be the responsibility of the officer operating the Control Board controlling the door to be opened to identify those wishing to enter or exit through that door.
2. Corrections Officers will escort inmates for safety and security when necessary.
3. Movement in and out of the housing unit is to be logged.

Section 3: Security
Subject: Secure Booking and Release Area
Minimum Standard: 5120:1-8-03(A)(3)
Revised: 9/20015

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

POLICY

The Erie County Jail shall have a secure booking and release area.

PROCEDURE

1. The booking and release area will consist of the area past the 014 Door to include:
 - a. Processing Room
 - b. Property Storage Room
 - c. Change Out Area
 - d. Finger Print / BAC Area
2. No inmate will be allowed into this area unless under direct supervision of a Corrections Officer.
3. Inmate access to this area will be restricted by ensuring the following doors are kept secure:
 - a. 405
 - b. 412 (473)
 - c. Main Door (475)
 - d. Booking Door(414)
4. Property Storage Room Door (015) must be kept secure when not in use.

Section 3: Security

Subject: Weapons in Security Perimeter

Minimum Standard: 5120:1-8-03(4)

Revised: 10/2008, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall have temporary weapons storage lockers as each point of entrance to the jail's security perimeter to ensure the safety and security of the jail. No firearms or weapons shall be brought into the security perimeter of the jail, unless under emergency situations and then only under the authorization of the Sheriff or Jail Administrator.

PROCEDURE

1. The Board Operator controlling access into the security perimeter of the jail shall be responsible for advising any Law Enforcement Officers to secure any weapon they may have prior to entering the security perimeter.
2. Items not allowed in the security perimeter of the jail shall include but not limited to;
 - a. Firearms
 - b. Ammunition
 - c. Chemical Weapons
 - d. Conducted Energy Devices (Taser)
 - e. Any Striking Devices (ASP, PR-24, Baton)
 - f. Knives
3. Law Enforcement Officers should use the weapon storage lockers to secure their weapons
 - a. Weapon Storage Lockers will be located at:
 - i. 401 Lobby Door
 - ii. 503 Vehicle Sally Port
 - b. Law Enforcement Officers may elect to secure the weapons in the trunk of their vehicles.
4. Anyone refusing to secure their weapons shall not be permitted inside the security perimeter.
 - a. The shift supervisor should immediately be advised if any person is refusing to comply with this policy and procedure.
 - b. The shift supervisor shall write a Jail Incident Report in the Jail Management System of any incident of a person refusing to secure their weapon prior to entrance to the security perimeter.

Section 3: Security
Subject: Video Recording Systems
Minimum Standard: 5120:-1-8-03(A)(5)
Revised: 8/2015, 10/2015, 05/2019

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

POLICY

The Erie County Jail shall have an operational closed circuit video recording system that precludes monitoring of shower, toilet and clothing exchange areas. Only authorized personnel may view the video recording system's monitors.

PROCEDURE

Standard Video Recording – All security cameras sense and record any and all movement in an area. The master recording unit is located in the Main Control Room. This device records video only. All video equipment shall be kept in proper working condition. Any malfunctions should be reported to the jail administrator. At no time will a video recording device be used to monitor an area used for disrobing, showering or the use of toilet facilities.

Booking Video Recording – All booking area video cameras record with audio and without interruption and are automatically overridden with new recordings ("loop" system), as noted in this agency's Records Retention Policy.

Section 3: Security
Subject: Two-Way Communications
Minimum Standard: 5120:1-8-03(A)(6)
Revised: 8/2015, 9/2015

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

POLICY

The Erie County Jail shall have a two-way communication system between staffed control boards and inmate occupied areas that allows inmates to verbally contact corrections staff by speaking at a normal conversational level. All cells and entrance/exit ways in the Erie County Jail will have two-way communication that can be answered by Main Control, E Control, and/or B Control Rooms. At least one of these control rooms is to be manned by a Corrections Officer at all times.

PROCEDURE

1. Any cell that an inmate is placed into will have an intercom.
 - a. Inmates will have access to initiate communication with a Corrections Officer via the intercom.
2. Every entrance/exit order in the Erie County Jail will have an intercom on either side of the door.
3. Each Control Room (Main, A, and B) will have a Control Board that allows the Corrections Officer to initiate communication with an inmate via the intercom.
4. It will be the responsibility of the Corrections Officer assigned to the Board to monitor the intercom system.
 - a. Main Control Board will be an assigned post 24 hours a day
 - b. E Control Board will be an assigned post from 0600-1900 hours
 - c. B Control Board will be an assigned post as needed or as staff levels allow
5. Any malfunctioning parts of the intercom system will be immediately reported.
 - a. The Board Operator will advise the Shift Supervisor of the issue
 - b. The Board Operator will submit a Work Order to the Erie County Jail Facilities and Maintenance Department.

Section 3: Security
Subject: Equipment (Generator)
Minimum Standard: 5120:1-8-03(A)(7)
Revised: 9/2015

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

POLICY

The Erie County Jail shall have equipment necessary to maintain utilities, communications, security, and fire protection in an emergency. Equipment shall be tested quarterly and repaired and/or replaced as needed.

PROCEDURE

1. The Erie County Facilities and Maintenance Department is responsible for maintain, testing, and repairing and/or replacing the Generator.
2. The Generator is housed in the Boiler Room of the Erie County Sheriff's Office, outside the security perimeter of the Erie County Jail.



ERIE COUNTY SHERIFF'S OFFICE

PAUL A. SIGSWORTH
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Erie County Jail

Less Than Lethal Devices Inventory

Date of Inventory: _____ Time of Inventory: _____

Officer Conducting Inventory: _____

Item	Quantity	Expiration Date	Inspected (Check)	Contents
Taser X26P	2	N/A	_____	
Sabre OC Spray	4	N/A	_____	
Cell Busters	2	N/A	_____	
Pepperball Launcher	4	N/A	_____	
Pepperball Pistol	2	N/A	_____	
Pepperball Pistol Air Cartridge	4 Boxes	N/A	_____	
Pepperball Speed Loader	2	N/A	_____	
Pepperball Launcher Air Tanks	2	N/A	_____	
Capsaicin Pepperballs	2	N/A	_____	
Talcum Powder Pepperballs	3	N/A	_____	

Notes: _____

Section 3: Security

Subject: Less than Lethal Devices

Minimum Standard: 5120:1-8-03 (B)(1)

Revised: 10/2008, 12/2011, 9/2015, 7/2016, 12/2016

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

POLICY

The Erie County Jail has written policies and procedures, and practices which govern the availability, control, inventory, storage, and use of less than lethal devices (LLD) and to specify the level of authority required for their access and use. LLD's are to be deployed only in accordance with this policy. Access to LLD's is restricted to authorized employees only, and LLD storage is located in an area separate and apart from inmate housing or activity areas.

DEFINITIONS

Employee—includes any member of the Sheriff's Office who may be called upon to utilize an LLD in the jail during the performance of his/her duty.

Less than lethal device (LLD)—includes any agency approved electro-muscular disruption device (EMD, Taser, etc.); any type of irritant substance (including oleoresin capsicum or chemical sprays, liquids, or powders); and any type of launching device necessary for the delivery of an irritant substance.

PROCEDURES

Availability and use of LLD's

A. Deployment and use of LLD's.

1. An LLD shall be deployed only with the prior approval of the officer-in-charge of the jail, if the circumstances allow for such prior approval to be requested.
2. The subject(s) against whom an LLD is intended to be deployed, if the circumstances allow, will be warned of the potential use of the LLD and will be given the opportunity to comply with appropriate orders by an employee prior to the actual use of the LLD.
3. Only employees who have successfully completed an agency authorized course of training and certification will use any LLD.
4. Employees deploying an LLD will do so following guidelines set forth by the manufacturer, if possible, and contained in the Action Response Continuum (ARC).

Section 5: Security

Subject: Less than Lethal Devices (Continued)

Minimum Standard: 5120:1-8-03 (B)(1)

Revised: 10/2008, 12/2011, 9/2015, 7/2016, 12/2016

Storage and control of LLD's

- A. LLD's will be securely stored in the Main Control Room when not being personally carried by an employee.
 - 1. EMD's will be secured in the upper area of the weapons locker in Main Control.
 - a. Extra EMD cartridges will also be stored in the upper area of this weapons locker.
 - 2. Projectile launchers will be secured inside their cases in Main Control.
 - a. Irritant projectiles and any related accessories will be secured inside the lower area of the weapons locker in Main Control.

- B. The following will apply to routine carry of LLD's by employees within the jail.
 - 1. Irritant spray canisters may be routinely carried in an agency approved belt-mounted carrier on the person of the shift officer-in-charge of the jail, at the discretion of that officer-in-charge.
 - 2. EMD's may be routinely carried in an agency approved belt-mounted holster on the person of the shift officer-in-charge of the jail, and/or by any employee assigned as a jail rover, at the discretion of that officer-in-charge. No other employees—with the exception of employees routinely assigned to other duties who are in the jail for the purposes of prisoner bookings, emergencies, or other employment-related duties, will wear an LLD on their persons.

- C. When any LLD is removed from, and subsequently returned to, the weapons locker in Main Control, the employee taking possession of it will complete an appropriate log entry in the current jail records management system software program.
 - 1. The log entry will include the following information:
 - a. The appropriate code for the device removed--i.e.: LTLTD (Less Than Lethal Device);
 - b. Date and time of the activity;
 - i. Employee(s) involved;
 - ii. The specific type of LLD that was removed/returned.

Inventory and training

- A. It is the responsibility of the appropriate employee, as designated by the Jail Administrator, to maintain a current and accurate inventory of all LLD's stored in Main Control.
 - 1. Any defective or unused LLD's will be immediately removed from availability for use in the jail and a proper report detailing the reason(s) for said removal will be forwarded to the Jail Administrator or his/her designee.
 - 2. Any employee that finds an LLD to be defective will immediately remove it from use in the jail and will report said defect to the designated employee.

Section 5: Security

Subject: Less than Lethal Devices (Continued)

Minimum Standard: 5120:1-8-03 (B)(1)

Revised: 10/2008, 12/2011, 9/2015, 7/2016, 12/2016

- B. It is the responsibility of the Jail Administrator to ensure that all jail employees are properly trained and certified in the use of any LLD's stored in Main Control that the employee may be reasonably authorized to use in the course of his/her duties.
1. All new employees will be trained and certified appropriately as soon as possible after the commencement of their employment.
 2. Employees will be retrained and recertified in the use of the LLD's according to agency approved retraining and recertification programs.
 3. Certain LLD's and/or launchers may be deemed to be specialty devices by the Jail Administrator, and not all employees will be subject to training and/or certification in the use of these devices.

Reporting requirements

- A. If an LLD is utilized, any employee involved in the incident will complete an accurate and thorough report documenting the circumstances that caused for the LLD to be used, the reaction of the individual upon whom the LLD was used at the time of its use, any followup action that was taken, and a narrative of the immediate medical aid that was rendered to the individual(s)—if necessitated--due to the use of the LLD.
- B. If the device is so designed, any available electronically stored information contained within the LLD and pertaining to that specific use of the LLD will be downloaded and preserved, along with any applicable reports, in the individual's jail inmate file.

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Section 3: Security
Subject: Inmate Transports
Minimum Standard: 5120-1-8-03(B)(2)(3)
Revised: 05/2019

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

POLICY

The Erie County Jail shall implement written policies and procedures, and practices which evidence all inmates shall be searched whenever entering or leaving the jail's security perimeter to control contraband. The Erie County Jail shall also have procedures and practices governing strip and body cavity searches following reception that shall be developed and implemented in consultation with the county prosecutor, city attorney, or law director consistent with section 29.33.32 of the Revised Code. At times it is necessary to transport an inmate in custody out of the security perimeter of the facility for legal proceedings, medical appointments, community service or any type of mandatory appearance. In order to curtail the introduction of contraband into the facility it shall be the policy of the Erie County Jail to properly search all inmates whenever entering or leaving the security perimeter of the facility. Such measures are done to ensure the safety and security of staff and inmates.

PROCEDURE

A. Transports Out

1. The inmate shall be taken from their assigned housing area and prepared for transport
2. The corrections officer preparing the inmate for transport will positively identify the inmate scheduled for transport
3. The inmate will be fully dressed in an inmate uniform
 - a. The inmate may elect to place a jail issued coat
4. The corrections officer will search the inmate in accordance with the Initial Frisk Search Policy in the Reception Section of this Policy and Procedure Manual before the inmate leaves the jail.
 - a. Any pencils, books, or paperwork will be removed from the inmate and turned over to the transporting officer
 - b. It will be at the discretion of the transporting officer if the inmate will be allowed access to any inmates during transport.
5. For inmates being transported by Erie County Sheriff's Personnel only, the corrections officer will secure the inmate in leg shackles and handcuffs secured to a restraint belt
6. Corrections Staff should ensure the transporting officer has all the necessary paperwork.
7. The officer preparing the inmate for transport out of the security perimeter will be responsible for logging the records of the removal from the facility in the Jail Shift Log in the Jail's Record Management System.

Section 3: Security

Subject: Inmate Transports (Continued)

Minimum Standard: 5120-1-8-03(B)(2)(3)

Revised: 05/2019

B. Return from Transport

1. Upon return to the facility the inmate shall be:
 - a. Positively identified as the inmate who was transported from the facility.
 - b. Taken out of all restraints
 - c. Searched in accordance with the Initial Frisk Search Policy in the Reception Section of this Policy and Procedure Manual before the inmate enters the jail.
 - i. The corrections officer will also search all paperwork, envelopes, books, etc. for contraband.
 - d. After completing the initial frisk search, the booking officer will subject the inmate to a full body scan in accordance with Erie County Sheriff's Office Police 52.01(A).
2. The officer that is reintegrating the inmate into the security perimeter will be responsible for logging the records of the inmate returning to the jail in the Jail Shift Log in the Jail's Record Management System.

C. Alerts

1. The corrections officer reintegrating the inmate in the security perimeter of the Erie County Jail should make themselves aware of any event that occurred during the inmate's transport which may negatively affect the inmate's behavior. The officer finding any such information should advise the shift supervisor and note such events in the form a Jail Incident Report in the Jail's Record Management System.

Section 3: Security
Subject: Inmate Transports
Minimum Standard: 5120-1-8-03(B)(2)(3)
Revised: 05/2019

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

POLICY

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PROCEDURE

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1. The inmate shall be taken from their assigned housing area and prepared for transport
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 - a. Any pencils, books, or paperwork will be removed from the inmate and turned over to the transporting officer
 - b. It will be at the discretion of the transporting officer if the inmate will be allowed access to any inmates during transport.
5. For inmates being transported by Erie County Sheriff's Personnel only, the corrections officer will secure the inmate in leg shackles and handcuffs secured to a restraint belt
6. Corrections Staff should ensure the transporting officer has all the necessary paperwork.
7. The officer preparing the inmate for transport out of the security perimeter will be responsible for logging the records of the removal from the facility in the Jail Shift Log in the Jail's Record Management System.

Section 3: Security

Subject: Inmate Transports (Continued)

Minimum Standard: 5120-1-8-03(B)(2)(3)

Revised: 05/2019

B. Return from Transport

1. Upon return to the facility the inmate shall be:
 - a. Positively identified as the inmate who was transported from the facility.
 - b. Taken out of all restraints
 - c. Searched in accordance with the Initial Frisk Search Policy in the Reception Section of this Policy and Procedure Manual before the inmate enters the jail.
 - i. The corrections officer will also search all paperwork, envelopes, books, etc. for contraband.
 - d. After completing the initial frisk search, the booking officer will subject the inmate to a full body scan in accordance with Erie County Sheriff's Office Police 52.01(A).
2. The officer that is reintegrating the inmate into the security perimeter will be responsible for logging the records of the inmate returning to the jail in the Jail Shift Log in the Jail's Record Management System.

C. Alerts

1. The corrections officer reintegrating the inmate in the security perimeter of the Erie County Jail should make themselves aware of any event that occurred during the inmate's transport which may negatively affect the inmate's behavior. The officer finding any such information should advise the shift supervisor and note such events in the form a Jail Incident Report in the Jail's Record Management System.

Section 3 Security: Jail Emergencies Response Plan

Subject: Civil Disturbance

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Definition:

1. A civil disturbance is defined as any demonstration, outside assault, sniper, or terrorist act outside the security perimeter of the Erie County Jail that affects the security of the jail.

B. Discovery:

1. The officer first observing or being made aware of the civil disturbance will advise the shift supervisor of the situation.

C. Notification:

1. The Shift Supervisor will:
 1. Immediately notify Dispatch of the incident with as much information as possible:
 - a. Location
 - b. Number of people involved
 - c. Number of and types of weapons involved
 - d. Degree of violence and property damage present
 - i. The Dispatcher will:
 1. Alert the Road Patrol of the situation
 2. Contact Perkins Fire and EMS and request a squad to standby.
 2. Notify the Jail Administrator as soon as possible.
 3. No information will be released to the news media without approval of the Sheriff or his designee.

Section 3 Security: Jail Emergency Response Plan
Subject: Civil Disturbance (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008,
12/2011

D. Response:

1. The Erie County Sheriff's Road Division will handle all incidents which occur outside the security perimeter of the jail.
2. During the civil disturbance, all inmates will be locked down in their assigned cells.
3. All inmate programs will be terminated.
4. Any nonessential personnel (Counselors, Maintenance Personnel) will be escorted out of the jail or placed into a secure, safe area of the jail.
5. Off duty corrections staff may be called in for assistance upon approval of the Jail Administrator.

E. Investigation:

1. In the event of a civil disturbance, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

F. Evaluation:

1. A complete evaluation of the civil disturbance, circumstances that led up to the civil disturbances, and action taken to quell the civil disturbances will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergencies Response Plan
Subject: Escape From Inside Security Perimeter
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. All personnel shall give the highest priority to the apprehension of the escapee.

B. Discovery: The corrections officer who first discovers any escape will;

1. Immediately terminate all movement;
 1. Inmates will not be accepted for booking or released until authorized by the Sheriff or Jail Administrator.
 2. Maintenance, service, or delivery personnel will not be allowed to leave or enter the security perimeter until cleared by Road Division Personnel.
 3. Corrections Staff shall remain inside the security perimeter of the jail unless they are requested to assist responding or investigating officers.
2. Immediately advise the Shift Supervisor or OIC via radio transmission of the incident and its location. The Shift supervisor will:
 1. Begin an immediate official count, securing all inmates in their cells until the count is complete and the facility is secure.
3. Secure the area where the escape occurred:
 1. If from a Pod, secure the Cell and lock down all inmates in the pod.
 2. If from a Dorm, move inmates from the dorm and secure them in another secure area of the jail.
 3. If from a Recreation Area, move the inmates from the recreation area to a secured area in the jail.

Section 3 Security: Jail Emergencies Response Plan
Subject: Escape From Inside Security Perimeter (Continued)
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

- C. Notification:** The Shift Supervisor will immediately:
1. Notify all other corrections staff and support staff in the jail of the escape.
 1. Support staff shall remain in their work area and not leave the security perimeter of the jail until cleared by Road Division Personnel.
 2. Notify Dispatch of escape, including:
 1. Name of the escapee
 2. Physical description of the escapee
 3. Direction of travel of escapee, if known
 4. Home Address of escapee
 - a. The dispatcher will immediately
 - i. Notify all local departments of the escape, including:
 1. Name of the escapee
 2. Physical description of the escapee
 3. Direction of travel of escapee, if known
 4. Home Address of the escapee
 - ii. Notify the OIC of the Road Division who will:
 1. Come to the Jail to help maintain security
 2. Authorize notification of surrounding counties of the escape
 3. Authorize entry of the escapee into LEADS.
 4. Begin an immediate investigation to determine the possible whereabouts of the escapee
 - a. The Shift Supervisor of the Jail will provide the Road Division OIC with all pertinent information and records available.
 3. Notify the Jail Administrator of the escape.
 4. Notify the Sheriff of the escape.
 5. No information will be released to the news media without approval of the Sheriff or his designee.
- D. Crime Scene:** Corrections Staff should treat the point of escape as a crime scene.
1. Only investigative personnel should be allowed in the area.
 1. Any and all items the inmate may have been in possession of (cards, letters, notes, etc.) should be kept secure at the scene for investigators.
- E. Reporting:** All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an ESC (Escape) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

Section 3 Security: Jail Emergencies Response Plan
Subject: Escape From Inside Security Perimeter (Continued)
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

F. Evaluation:

1. A complete evaluation of the escape, including circumstances that led up to the escape and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

G. Investigation:

1. In the event of an escape from inside the security perimeter, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

Section 3 Security: Jail Emergency Response Plan

Subject: Hostage Situation

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. The first priority in a hostage situation is to preserve life and prevent harm to anyone taken hostage.
2. A hostage(s) is never allowed to be taken out of the security perimeter by a hostage taker(s).
3. A hostage(s) has no authority over any staff member regardless of position or rank.

B. Discovery:

1. The Corrections Officer who first becomes aware of the hostage situation should:
 1. Immediately terminate all movement.
 2. Immediately advise the Shift Supervisor or OIC via radio transmission of the incident and its location. The Shift Supervisor will:
 - a. Begin an immediate official count, securing all inmates in their cells until the count is complete and the facility is secure.
 3. Secure the immediate Area.
 4. Close all surrounding doors.
 5. Contain the situation to as small of an area as physically possible.
 6. Advise support staff of the situation and relocate them to a secure area
 7. Inmates will not be accepted for booking or released until authorized by the Sheriff or Jail Administrator.
 8. Maintenance, service, or delivery personnel will not be allowed to leave or enter the security perimeter until cleared by Road Division Personnel.

Section 3 Security: Jail Emergency Response Plan
Subject: Hostage Situation (Continued) Minimum Standard:
5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

C. Notification:

1. The Shift Supervisor will:
 1. Immediately notify Dispatch, the Jail Administrator, and the Sheriff.
 - a. The Dispatcher will;
 - i. Alert the Road Patrol of the situation
 - ii. Contact Perkins Fire and EMS and request a squad to standby.
 2. Determine, to the degree possible, the identity of the hostage taker and the hostage and gather all pertinent information on those persons for use in the negotiation process.
2. No information will be released to the news media without approval of the Sheriff or his designee.

D. Reporting to Responders:

1. The Shift Supervisor shall provide an accurate report of the hostage situation to responding agencies to include;
 1. Number, identity, and location of hostage(s) and hostage taker(s).
 2. Type and number of weapons (if known) hostages are being threatened with.
 3. Visible injuries (if known).
 4. Any security concerns.

E. Response:

1. Negotiations – preferred resolution.
2. Tactical – Only after negotiations have failed and authorized by the Sheriff or designee.

F. Negotiations:

1. The Sheriff or designee will direct the procedure or assign a designee to act as negotiator. The following general policies shall apply to hostage taking situations:
 1. At no time will any inmate be permitted release from jail.
 2. The designated negotiator will not be empowered to make final decisions regarding negotiable items.
 - a. Any promises or concessions must be authorized by the Sheriff or designee.
 3. Orders or commands given by the hostage, regardless of rank, will not be honored.
 4. No person except the designated negotiator shall be in contact with the hostage taker(s), unless specifically directed to do so by the Sheriff or designee.
 5. Corrections Staff will not interfere with the negotiation process, nor make any promises or concessions to the hostage taker(s).

Section 3 Security: Jail Emergency Response Plan
Subject: Hostage Situation (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

G. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an HTST (Hostage Situation) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

H. Investigation:

1. In the event of a hostage situation, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

I. Crisis Intervention:

1. A hostage situation can be mentally taxing and difficult for those involved. Any staff member requesting mental health assistance will be referred to a qualified mental health professional by the Sheriff, Jail Administrator, or designee.

J. Evaluation:

1. A complete evaluation of the hostage situation, including circumstances that led up to and actions taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Fire Safety Plan

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. The Erie County Jail shall have a written fire safety plan that is approved by the Perkins Township Fire Department Inspector, and that is reviewed annually and updated as needed. The plan shall include fire prevention, training and drills, fire response, and post-fire documentation and review. A copy of the current plan shall be maintained at the Perkins Township Fire Department.

B. Fire Inspections:

1. The Erie County Jail shall be inspected annually by a certified local or state fire safety inspector applying the applicable jurisdictional and Ohio Fire Code. The jail will have a written plan to correct any jail-related deficiencies. The jail shall maintain documentation of the inspections and any corrective measures taken.
 - a. The Jail Administrator is responsible to ensure the Erie County Jail is inspected annually by the Perkins Township Fire Department Inspector.

C. Jail Furnishings:

1. Jail Furnishings shall meet fire safety performance requirements.
 1. Jail Furnishings include draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn.
 - a. Such materials will be subjected to careful fire-safety evaluation before being purchased or used.

Section 3 Security: Jail Emergency Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

D. Fire Prevention:

1. All employees shall be responsible in helping to prevent a fire by;
 1. Not allowing flammable materials to accumulate such as;
 - a. Newspapers
 - b. Books and/or magazines
 - c. Letters and/or legal documents
 - d. Paper cups
 - e. Excessive clothing and/or linens
 2. Trash containers in housing and storage areas will be emptied daily, or more often if needed.
 3. Inmates are strictly forbidden to use, have access to, or have in their possession any:
 - a. Flammable compounds.
 - b. Incendiary device (matches, lighters, flints, etc.)
 - c. Chemicals, compounds, batteries that may be used as an igniter.
 4. Flammable liquids or compounds are not allowed to be stored inside the security perimeter of the Erie County Jail.
 5. Liquids, elements, or compounds that may create a dangerous reaction are not allowed to be stored in the Erie County Jail.
 6. Employees will routinely turn off electrical machines when not in use.
 7. Fire Department stand pipe and fire extinguisher boxes should be periodically checked for properly operating keys, locks, and doors.
 8. Staff should report any emergency exit lights that may be out.
 9. Fire Doors in need of attention shall be immediately reported and fixed.
 10. The Scott Air Packs located within the jail shall be inspected monthly and documented.

E. Training:

1. Training in jail fire safety equipment shall be conducted annually and documented in the jail training logs.
 1. Fire training will include but not limited to;
 - a. Knowledge of the floor plan outlining all evacuation route options.
 - b. Knowledge of all emergency exits.
 - c. Location of Fire Safety Equipment.
 - d. Use and care of available Fire Safety Equipment.
 - e. The concept and use of the Fire Emergency System.
 - f. Fire Prevention and Awareness.

F. Frill Drills:

1. Fire Drills shall be conducted every three months on each shift.
 1. Staged Fire Drills
 - a. An activation of the fire alarm system shall be conducted annually.

Section 3: Jail Emergency Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

1. This may be done in the form of a pull down activation or simulated fire response. Perkins Township Fire Department must be notified prior to conducting any Staged Fire Drill.
 - b. Officers on duty should be evaluated as to their response.
 - c. Officers involved may be required to submit their personal critique of the drill.
 - d. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 - e. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).
2. Shift Fire Drill
- a. A Shift Fire Drill will be conducted every three months on each shift.
 - b. The Shift Supervisor will decide the type of Fire Drill to be conducted:
 1. With Inmate Movement
 1. The Shift Supervisor will observe the movement of inmates using the escape route (ex. Inmates moving to outside recreation area).
 2. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 3. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).
 2. Without Inmate Movement
 1. The Shift Supervisor will observe officers using the escape route (ex. moving through Fire Doors).
 2. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 3. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).

G. Fire Zones:

1. The Erie County Jail Shall be divided into zones to help pinpoint the fire and simplify evacuation. The zones are as follows;
 1. Zone #1 (West)
 - a. Female Work, Medium, and Maximum Pod
 - b. Female Visitation
 - c. Medical Area and Cells
 - d. Segregation and Classification Pod
 - e. Holding Area and Cells
 - f. Garage Sally Port
 - g. Main and Female Control Rooms
 - h. Jail Administration Offices
 - i. Property and Processing Area

Section 3 Security: Jail Emergency Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

2. Zone #2 (Central)
 - a. Dorms 042, 045, and 049
 - b. Interview Rooms
 - c. Court Room
 - d. Classroom
 3. Zone #3 (East)
 - a. Indoor Recreation Area
 - b. Male Maximum, Medium G, Medium H, and Minimum Pod
 - c. E Control Room
 - d. Male Visitation
 4. Zone #4 (South)
 - a. Kitchen and Laundry Areas
 - b. Dispatch Center
 - c. Roll Call
 - d. Locker Rooms
 - e. Road Administration Offices
 - f. Detective Bureau
 5. Zone #5 (Basement)
 - a. Will include all areas below ground or the first floor.
2. Sub-zones will appear on the Main Control Board to better pinpoint the alarm area.
 3. Even if the fire zone appears to be secure and free of smoke and fire, the fire officials should still respond to investigate.
 4. The shift supervisor may request dispatch to silence the alarm but the alarm should not be re-set until cleared by the responding fire department.

H. Fire Alarm System:

1. When the Shift Supervisor has been notified that an alarm has come in for Zones 1 through 5, they will direct the nearest available officer to investigate.
2. Upon investigation, the officer will advise the Shift Supervisor of their findings via their portable radio.
3. Upon activation of the fire/smoke alarm, the fire alarm emergency door release system will be activated. This system will initiate a countdown on the screen of the Main Control Board. If the system is allowed to count down to zero, the following will result;
 1. Cell Doors in the affected zone will unlock.
 2. Sliding Doors in the affected zone will open.
 3. Emergency release buttons located by exit doors will be activated.
 - a. This system is used in the event of an evacuation.
 4. It will be the responsibility of the Main Board Operator to continue to reset the count down and not allow it to reach zero.
 - a. The Shift Supervisor shall inform the Main Control Operator if the system is to be allowed to count down to zero.

Section 3 Security: Jail Emergency Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

- b. Or in the event of an obvious dire emergency, the Main Control Operator may allow it to reach zero.

I. Discovery:

1. When any Corrections Officer, Support Staff employee, Volunteer, or Visitor detects smoke or fire with the jail, a corrections officer shall:
 1. Immediately notify the Shift Supervisor and Dispatch by the most readily means available (intercom, radio, pull box, etc.) and advise them of the nature, severity, and location of the fire.
 2. Take measures to secure and/or evacuate the area, ensuring the safety of all inmates. This may include using any equipment necessary or available (flashlight, fire extinguisher, breathing apparatus, etc.).
 3. Maintain the security of the area until assistance arrives.
2. The Shift Supervisor shall;
 1. Direct all available personnel in the jail to the area to assist as needed.
 2. Help to evaluate the situation and determine whether or not the fire is extinguishable.
 3. Ensure that the Perkins Township Fire Department has immediate access to the building and location of the fire and/or smoke.
3. The Dispatcher shall:
 1. Immediately notify the Perkins Township Fire Department with the information provided by reporting officers.
 2. Immediately notify the OIC of the Road Division of the situation.

J. Evacuation Plan:

1. Evacuation shall commence at the first sign of smoke or fire in a housing area.
2. All Jail Exits shall be clear and evacuation routes shall be posted and clearly marked.
 1. All Jail occupants; staff, inmates, visitors, etc. shall be provided with clear direction/guidance in order to reach exits, entrances, exterior doors, building exterior areas and/or other safe areas in the event of a fire emergency within or affecting the jail.
3. Inmates in the affected area shall be moved to a designated area as follows if safe passage is accessible:
 1. Inmates housed in Zones #1 or #2 (A and B Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area
 2. Inmates housed in Zone #3 (E Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area

Section 3 Security: Jail Emergency Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

- d. Holding Area / Female Visitation / Medical Area / Segregation and Classification Pods
3. If it is deemed necessary to evacuate a section or the entire jail outside, inmates will be directed to the outdoor area within the chain link fenced boundaries of the Erie County Jail.
4. In the Event of any evacuation from the jail, dispatch will be contacted to request assistance from local law enforcement personnel to provide an outside security perimeter and supervision of evacuated inmates.
5. Support Staff and Volunteers will be escorted outside the building using the safest route possible
4. The Sheriff, Jail Administrator, or Shift Supervisor shall be responsible for directing and coordinating all personnel in the evacuation of inmates to safety.
5. The Officers from each control area will retrieve the most recent roster and photos of the inmates from the evacuated areas and conduct a head count.
6. A Corrections Officer shall be stationed at the Garage Sally Port to admit and direct Firefighters to the fire area.

K. Fire Department Arrival:

1. When the fire department arrives, they shall be escorted by a Corrections Officer to the fire zone.
2. The Sheriff, Jail Administrator, or Shift Supervisor and Ranking Fire Official shall share authority and responsibility at the scene.
3. If the Fire Official determines inmates secured in the evacuation areas within the jail need to be moved outside, they will be evacuated immediately.

L. Head Count:

1. When any evacuation has taken place, the shift supervisor will be responsible for ensuring a head count of all evacuated inmates is conducted.
2. If any inmate is missing, the fire department shall be told the housing area and/or cell of the inmate.

M. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an FIRE (Fire) Event in the Shift Log of the Jail's Record Management System.

N. Crime Scene:

1. Any and all items that may have been used to start the fire should be kept secure at the scene for investigators.

Section 3 Security: Jail Emergency Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

O. Investigation:

1. The Sheriff or designee shall order an investigation of the incident in cooperation with the fire department and the State Fire Marshall.

P. Evaluation:

1. A complete evaluation of the Fire, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan
Subject: Away With Out Leave (AWOL) Escape
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. All personnel shall give the highest priority to the apprehension of the escapee.

B. Discovery:

1. If an inmate does not return from a court sanction temporary release from incarceration, the Shift Supervisor shall:
 1. Ascertain the exact date and time the inmate was scheduled to return.
 - a. If a reasonable amount of time has passed and the inmate has not returned, the inmate should be considered AWOL.
 2. Make positive identification of the inmate.

C. Notification:

1. Notify the Jail Administrator of the AWOL inmate:
 1. Either the Jail Administrator or Shift Supervisor will contact the Court or Agency that approved the furlough, work release, etc.
 2. No information will be released to the news media without approval of the Sheriff or his designee.

D. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an AWOL (Away With Out Leave) Event, attaching the inmate in the Shift Log of the Jail's Record Management System.

Section 3 Security: Jail Emergency Response Plan
Subject: Away With Out Leave (AWOL) Escape (Continued)
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

E. Crime Scene:

1. Any and all items the inmate may have been in possession of (cards, letters, notes, etc.) should be kept secure at the scene for investigators.

F. Investigation:

1. In the event of an AWOL Escape, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

G. Evaluation:

1. A complete evaluation of the AWOL Escape, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Bomb Threat

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. It shall be the policy of the Erie County Jail to take all bomb threats as credible threats to the safety and security of the staff and inmates of the Erie County Jail. All threats will be reported by the person receiving the threat and investigated as a criminal offense.

B. Response:

1. The officer receiving the threat shall attempt to obtain the following information:
 1. When the bomb is going to explode?
 2. Where is the bomb right now?
 3. What does the bomb look like?
 4. What kind of bomb is it?
 5. What will cause the bomb to explode?
 6. Did the caller place the bomb?
 7. Why was the bomb placed?
 8. What is the caller's name and address?
2. The officer receiving the threat should be cognizant of the following details of the conversation:
 1. Is the caller a male or female?
 2. Does the caller sound young or old?
 3. Does the caller have any type of accent and/or distinguishing voice inflections?
 4. Any background noises?

Section 3 Security: Jail Emergency Response Plan
Subject: Bomb Threat (Continued) Minimum Standard:
5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

3. Immediately after the call, the officer should note the following:
 1. The exact time the call was taken.
 2. The length of the call.
 3. The number the call was received.
4. After receiving the call, the officer shall immediately inform the shift supervisor of it.
5. The Shift Supervisor shall:
 1. Order an immediate lock of the jail or relocation to an area that can be deemed safe.
 - a. All visitor's and non-essential personnel will leave the jail.
 2. Stop all inmate movement.
 - a. i.e. Programs, Visitation, Medication Pass, etc.
 - b. Inmates will not be accepted for booking or released until authorized by the Sheriff or Jail Administrator.
 3. Notify dispatch of the threat, who will;
 - a. Advise the Road Division OIC of the threat
 4. Notify the Jail Administrator.
6. The Sheriff, Jail Administrator, or designee will authorize the search of the jail utilizing all personnel and available resources to verify such a threat is credible or not credible.
 1. If the threat is proved to be non-credible, the jail will be returned to non-emergency status upon direction of the Sheriff, Jail Administrator, or designee.
 2. If the threat is proved to be credible and a suspected bomb is discovered, the Sheriff, Jail Administrator, or designee shall make a determination as to what areas of the jail if any will be evacuated.
 3. The evacuation plan is as follows;
 - a. Inmates in the affected area shall be moved to a designated area as follows if safe passage is accessible;
 - i. Inmates housed in Zones #1 or #2 (A and B Control) shall be moved to;
 1. Classroom
 2. Indoor Recreation Area
 3. Outdoor Recreation Area
 - ii. Inmates housed in Zone #3 (E Control) shall be moved to;
 1. Classroom
 2. Indoor Recreation Area
 3. Outdoor Recreation Area
 4. Holding Area / Female Visitation / Medical Area / Segregation and Classification Pods
 - b. If it is deemed necessary to evacuate a section or the entire jail outside, inmates will be directed to the outdoor area within the chain link fenced boundaries of the Erie County Jail.

Section 3 Security: Jail Emergency Response Plan
Subject: Bomb Threat (Continued) Minimum Standard:
5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

- c. In the Event of any evacuation from the jail, dispatch will be contacted to request assistance from local law enforcement personnel to provide an outside security perimeter and supervision of evacuated inmates.
- d. Support Staff and Volunteers will be escorted outside the building using the safest route possible.
- e. Officers from each control area will retrieve the most recent roster and photos of the inmates from the evacuated areas and conduct a head count.
- f. The Sheriff, Jail Administrator, or Shift Supervisor shall be responsible for directing and coordinating all personnel in the evacuation of inmates to safety.
- g. When any evacuation has taken place, the shift supervisor will be responsible for ensuring a head count of all evacuated inmates is conducted.

C. Reporting:

- 1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place a BOMB (Bomb / Bomb Threat) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

D. Investigation:

- 1. In the event of a Bomb / Bomb Threat, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

E. Evaluation:

- 1. A complete evaluation of Bomb / Bomb Threat, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
- 2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Contagious Disease

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Discovery:

1. If an officer or staff member has reason to believe that an inmate may have a contagious disease, either through information obtained from the inmate, family, or physician, the officer or staff member shall notify the Shift Supervisor.

B. Response:

1. The Shift Supervisor Shall:
 1. Attempt to verify information.
 2. Notify medical personnel to advise them of the information.
 3. Notify the Jail Administrator.
 4. Inquire from medical personnel if the inmate requires isolation;
 - a. If determined by medical personnel to isolate inmate, they shall be placed into a medical isolation cell.
 - b. If no medical staff is on duty, a 10 minute medical observation watch will be initiated.

C. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place a CD (Contagious Disease) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

D. Evaluation:

1. A complete evaluation of the Contagious Disease, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.

Section 3 Security: Jail Emergency Response Plan
Subject: Contagious Disease (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

-
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Deaths

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. In the event of the death of any inmate, the officers and personnel of the Erie County Jail will take all actions necessary to provide necessary medical assistance and to preserve the scene, cooperating with all medical and investigative authorities.

B. Discovery:

1. The Corrections Officer who first witness or otherwise discovers an inmate who appears dead will:
 1. Notify the Shift Supervisor immediately and call for backup.
 - a. Corrections Officers will not enter the housing area until the other inmates have been secured and/or back up arrives.
 2. Begin first aid as required.
 3. Document all action as soon as possible.
 4. The Shift Supervisor shall:
 - a. Notify Dispatch of the Death;
 - i. Dispatch will advise the Road Division OIC of the Death.
 - b. Secure the area and assign other officers to assist, as needed.
 - c. Determine if the inmate needs immediate medical attention;
 - i. If the nurse is on station, ask that he/she respond to the scene.
 - ii. If the squad is need, contact dispatch for Perkins Fire Department to respond.

Section 3 Security: Jail Emergency Response Plan

Subject: Deaths (Continued)

**Minimum Standard: 5120:1-8-03(B)(4) Revised:
10/2008, 12/2011**

C. Notification:

1. The Shift Supervisor will be responsible for notifying the Jail Administrator.
2. The Jail Administrator will:
 1. Contact the Chief Deputy if family notification is required.
 2. Contact the court the inmate is assigned.
3. No information will be released to the news media without approval of the Sheriff or his designee.

D. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place a DEATH (In Custody Death) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.
2. The Jail Administrator or designee shall complete the book out procedures in order to complete all jail records.

E. Crime Scene:

1. Any and all items the inmate may have been in possession of (cards, letters, notes, etc.) should be kept secure at the scene for investigators.

F. Investigation:

1. In the event of a Death the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

G. Evaluation:

1. A complete evaluation of the Death, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Medical Emergency

Minimum Standard: 5120:1-8-09(E)

Revised:

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

POLICY

The Erie County Jail shall provide 24-hour emergency medical, dental, and mental health care services. All corrections officers are trained to respond to medical emergencies, and will promptly implement emergency medical procedures for inmates who are in need of emergency medical attention.

PROCEDURE

A. Policy

1. Any Corrections Officer or member of the Medical Staff who is available will respond when a Medical Emergency is reported and initiate care.

B. Definitions:

1. The following occurrence define an emergency, which may result from, but not limited to, injury from attempted suicide or injury from assault.
 - a. **Sever Bleeding:**
 - i. Apply clean/sterile pressure dressing to wound, apply pressure by use of hands. Monitor for signs and symptoms of shock. Follow American Red Cross Heartsaver Guidelines.
 - b. **Unconsciousness:**
 - i. Maintain body alignment, observe vital signs, respiration, etc., for any change until the doctor or emergency squad arrives. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - c. **Serious Breathing Difficulties:**
 - i. Keep in a semi-sitting position. Loosen or remove all tight clothing, observe and reassure. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - d. **Head, Neck, and/or Spinal Injury:**
 - i. Keep inmate quiet. Stop any bleeding, maintain neck alignment, observe and reassure. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - e. **Severe Burns:**
 - i. Do not remove clothing. Apply clean wet dressing to area. Prevent chilling, observe and reassure. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - f. **Seizures:**
 - i. Loosen all restrictive clothing. Assure adequate clearance from all furniture and other objects which may be injurious. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.

Section 3 Security: Jail Emergency Response Plan
Subject: Medical Emergency (Continued) Minimum
Standard: 5120:1-8-09(E) Revised:

C. Response:

1. The Corrections Officer who encounters a Medical Emergency shall:
 - a. Notify Main Control and the Shift Supervisor of the location and nature of the emergency.
 - b. Maintain security in the area.
 - i. Noninvolved inmates will be ordered to their assigned cells
 - ii. If at any time the officer suspects the inmate may be feigning or has any suspicion about the authenticity of the emergency, the officer should wait for back up to arrive before responding with first aid assistance.
 - c. Administer first-aid as needed.
2. The Shift Supervisor shall:
 - a. Notify the Nurse, if one is on duty at that time, and request they proceed to the location of the emergency, where they will take medical leadership of the situation.
 - b. Proceed to the location of the emergency.
 - c. Ensure that the area is secure and assess the situation.
 - d. Assist in administering first aid, if necessary.
 - e. Direct an officer to retrieve the AED unit and/or the Emergency Response Kit, if necessary.
 - i. If the AED is used, it will be placed out of service for date collection.

D. Further Treatment:

1. If it is determined that the emergency requires treatment unavailable at the Erie County Jail, dispatch will be contacted to request a squad from Perkins Township Fire Department transport the inmate to Firelands Regional Medical Center.
 - a. The Shift Supervisor will then:
 - i. Assign a Corrections Officer to meet the squad in the Garage Sally Port and escort them to the location of the emergency.
 - ii. Notify the Jail Administrator or designee of the emergency.

E. Transportation to Hospital:

1. If an inmate is to be transported to the hospital and remain in custody of the Erie County Jail, the shift supervisor will:
 - a. Assign a Corrections Officer to accompany the squad to the hospital. The duties of this officer are;
 - i. To supervise the inmate being transported to the hospital.
 - ii. Secure the inmate with restraints.
 - iii. Adjust restraints as needed for medical reasons.
 - iv. Assist EMT personnel with control and security of the inmate.
 - v. Ensure all pertinent information (Booking Form) accompanies the inmate to the hospital.

Section 3 Security: Jail Emergency Response Plan
Subject: Medical Emergency (Continued) Minimum
Standard: 5120:1-8-09(E) Revised:

- vi. Keep observation of the inmate until relieved by a Deputy Sheriff of the Erie County Sheriff's Office.
 - a. If relieved prior to the squad leaving the hospital, the officer will be returned the jail with the squad.
 - b. The shift supervisor will be notified if a Deputy does not arrive.

F. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an HOSP (Hospital) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

G. Return from Hospital:

1. Upon return to the jail from the hospital, a corrections officer will:
 - a. Determine if special observation housing is required.
 - b. Change the inmate into a new jail uniform
 - i. This will be done in accordance with the Searches of Inmate Who Have Left the Security Perimeter Policy.
 - c. Place all pertinent medical paperwork into the Nurse's Box in Main Control.
 - i. It is the Nurse's responsibility for follow-up treatment.

H. Crisis Intervention:

- a. A Medical Emergency can be mentally taxing and difficult for those involved. Any staff member requesting mental health assistance will be referred to a qualified mental health professional by the Sheriff, Jail Administrator, or designee.

Section 3 Security: Jail Emergency Response Plan
Subject: Escape From Outside Security Perimeter
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. All personnel shall give the highest priority to the apprehension of the escapee.

B. Discovery: In the event an inmate does not return to the facility because of walk away from work detail or escape during transport:

1. The Shift Supervisor shall immediately make contact with the person in charge of the work crew or transport from which the inmate escaped. The shift supervisor will obtain the following information from the person in charge of the work crew:
 1. Positive identification of the inmate.
 2. A description of the clothing the inmate was last seen wearing.
 3. The exact location the inmate was last seen.
 4. The direction and any information about the mode of travel the inmate might have used.

C. Notification:

1. The Shift Supervisor will immediately;
 1. Notify Dispatch of escape, including:
 - a. Name of the escapee
 - b. Physical description of the escapee
 - c. Direction of travel of escapee, if known
 - d. Home Address of escapee
 - e. Provide mug shot and/or any information that may assist police agencies in the capture of the escapee.

Section 3 Security: Jail Emergency Response Plan
Subject: Escape From Outside Security Perimeter (Continued)
Minimum Standard: 5120:1-8-03(B)(4)
Revised: 10/2008, 12/2011

2. Notify the Jail Administrator of the escape.
3. Notify the Sheriff of the escape.
4. No information will be released to the news media without approval of the Sheriff or his designee.

D. Crime Scene:

1. Any and all items the inmate may have been in possession of (cards, letters, notes, etc.) should be kept secure at the scene for investigators.

E. Reporting: All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an ESC (Escape) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

F. Investigation:

1. In the event of an escape from outside the security perimeter, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

G. Evaluation:

1. A complete evaluation of the escape, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Food Poisoning

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy

1. The Erie County Jail Shall provide emergency medical treatment for inmates in the event of food poisoning.

B. Notification:

1. In the event that an inmate may be suffering from food poisoning:
 1. The Nurse will be immediately notified of the situation.
 - a. If a nurse is not on duty at that time, the on call nurse will be contacted.
 2. All instructions from the nurse will be followed by corrections staff.
 3. The Jail Administrator will be advised of the situation as soon as possible.
 4. No information will be released to the news media without approval of the Sheriff or his designee.

C. Evaluation:

1. A complete evaluation of the food poisoning, circumstances that led up to the food poisoning, and action taken will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.



ERIE COUNTY SHERIFF'S OFFICE

PAUL A. SIGSWORTH
SHERIFF

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Erie County Jail Fire Drill Log

Date of Drill: _____ Time of Drill: _____ Shift of Drill: _____

Type of Drill (Select One)

Drill with inmate movement: _____ Drill without inmate movement: _____

Officer(s) involved:

Supervisor Conducting Drill: _____

Jail Administrator Review: _____ Date: _____

5120:1-5-05(O) Fire Drills shall be conducted every three months on each shift.

Section 3 Security: Jail Emergencies Response Plan

Subject: Natural Disaster

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. It is the policy of the Erie County Jail to provide in the event of a natural disaster (i.e. tornado, earthquake, etc.) to the facility, a means to safety and securely evacuate the inmates.

B. Response:

1. Notification: In the event of a natural disaster that directly affects and jeopardizes the security of the facility and safety of the inmates, the Shift Supervisor shall:
 1. Notify the Jail Administrator and/or Sheriff.
 2. Notify Dispatch to:
 - a. Summon all available law enforcement personnel to aid in the evacuation of inmates.
 - b. Alert Perkins Township Fire and EMS to have a squad standby for possible medical assistance.
2. Lock Down Facility:
 1. The Shift Supervisor shall order an immediate lock of the jail or relocation to an area that can be deemed safe.
 2. All inmate movement shall stop.
 - a. i.e. Programs, Visitation, Medication Pass, etc.
 3. Inmates will not be accepted for booking or released until authorized by the Sheriff or Jail Administrator.
 4. An emergency head count will be conducted and all inmates and staff will be accounted for.

Section 3 Security: Jail Emergency Response Plan
Subject: Natural Disaster (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

3. Evacuation Plan: Inmates in the affected area shall be moved to a designated area as follows if safe passage is accessible;
 1. Inmates housed in Zones #1 or #2 (A and B Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area
 2. Inmates housed in Zone #3 (E Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area
 - d. Holding Area / Female Visitation / Medical Area / Segregation and Classification Pods
 3. If it is deemed necessary to evacuate a section or the entire jail outside, inmates will be directed to the outdoor area within the chain link fenced boundaries of the Erie County Jail.
 4. In the Event of any evacuation from the jail, dispatch will be contacted to request assist from local law enforcement personnel to provide an outside perimeter security and supervision of evacuated inmates.
 5. Support Staff and Volunteers will be escorted outside the building using the safest route possible.
4. The Sheriff, Jail Administrator, or Shift Supervisor shall be responsible for directing and coordinating all personnel in the evacuation of inmates to safety.
5. The Officers from each control area will retrieve the most recent roster and photos of the inmates from the evacuated areas.
6. When any evacuation has taken place, the shift supervisor will be responsible for ensuring a head count of all evacuated inmates is conducted.

C. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an ND (Natural Disaster) Event in the Shift Log of the Jail's Record Management System.

D. Evaluation:

1. A complete evaluation of the Natural Disaster, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Riot / Disturbances

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. Corrections Staff shall attempt to quell the inmate riot / disturbances as quickly as possible and with the minimum amount of force necessary to bring the situation under control.

B. Definitions:

1. Disturbance;

1. Any incident involving any number of inmates, but limited to acts of passive resistance without engaging in property destruction, assault, and/or attempts to escape (hunger strike, refusal to work, sit down strike, refusal to obey orders, etc.)

2. Riot

1. A violent disturbance involving three or more inmates accompanied by the commission of acts of property destruction, arson, assault, civil disobedience, escape, etc.

C. Warning Signs:

1. Prior to any organized disturbance or riot, certain warning signs may be detected by corrections staff. Inmates may:
 1. Become uncommunicative.
 2. Cease talking upon the approach of a corrections officer.
 3. Complain about food, treatment, or conditions in general.
 4. Are especially tense or nervous.

Section 3 Security: Jail Emergency Response Plan
Subject: Riot / Disturbances (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

D. Discovery:

1. The corrections officer who first learns of a riot / disturbance shall:
 1. Immediately terminate all movement.
 2. Immediately advised the Shift Supervisor or OIC via radio transmission of the incident and its location. The Shift Supervisor will:
 - a. Ensure all non-involved inmates are secured inmates in their cells until riot / disturbance is over and the facility is secure.
 3. Secure the immediate area.
 4. Close all surrounding doors.
 5. Contain the situation to as small of an area as physically possible.
 6. Advise support staff of the situation and relocate them to a secure area
 7. Inmates will not be accepted for booking or released until authorized by the Sheriff or Jail Administrator.
 8. Maintenance, service, or delivery personnel will not be allowed to leave or enter the security perimeter until cleared by Road Division Personnel.
 9. Identify amount of inmates involved and any weapons that may be present at the site of the riot / disturbance.

E. Notification:

1. The Shift Supervisor will;
 1. Immediately notify Dispatch of the incident with as much information as possible:
 - a. Location of riot / disturbance
 - b. Number of inmates involved
 - c. Number of and types of weapons involved
 - d. Degree of violence and property damage present
 - i. The Dispatcher will:
 1. Alert the Road Patrol of the situation
 2. Contact Perkins Fire and EMS and request a squad to standby
 2. Notify the Jail Administrator as soon as possible.
 3. No information will be released to the news media without approval of the Sheriff or his designee.

F. Identify:

1. Staff should identify all inmates involved in the riot / disturbance:
 1. Officers should attempt to identify the leader(s) of the group.

G. Response:

1. The Corrections Officer discovering the riot / disturbance:
 1. Will not attempt to subdue or quell the riot / disturbance prior to the arrival of additional staff.

Section 3 Security: Jail Emergency Response Plan
Subject: Riot / Disturbances (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008,
12/2011

2. Will avoid seizure as a hostage and/or loss of keys in their possession.
2. The Shift Supervisor will:
 1. Ensure the security of the jail remains intact.
 2. Record all information pertaining to the riot / disturbance.
 3. Will not, under any circumstances, relinquish any security area to any inmate under threat of force or threat of bodily harm to a hostage.
 4. Will not unlock any secured area of the jail until it is safe to do so.
3. Upon arrival, officers called in to assist will be requested to initially surround the perimeter of the jail to prevent escape.
4. Under direction of the Sheriff or designee, officers shall employ such riot / disturbance control means as necessary to regain control of the jail.
 1. This will not be attempted until overwhelming manpower is available.
5. Only the amount of force necessary to gain control of the inmates will be used.
6. Officers will explicitly follow the directions of the Sheriff or designee.
7. Once subdued, the inmates causing the riot / disturbance will be controlled until corrections staff is prepared to have them reenter their assigned cells or other secured areas in the jail.
8. Once the Jail is secured:
 1. First aid will be provided to any person injured during riot / disturbance.
 2. A shake down of the riot / disturbance area will be conducted.
 - a. Officers will look for weapons, damage to the jail, other contraband
 3. A head count will be conducted to account for all inmates.
9. Inmates involved in the riot / disturbances will be closely monitored after control is regained to ensure their physical and mental health and to ensure the security of the jail.
 1. Each inmate involved will be strip searched in accordance with the Strip and Body Cavity Searches Policy in the Reception Section of this Policy and Procedure Manual and issued a clean uniform.
 2. They will be secured into the Administrative Segregation area of the jail until all reports are written and a determination of action is completed.

H. Reporting

1. All officers involved in the riot / disturbance will complete a Jail Incident Report in the Jail Records Management System as soon as possible and forward it to the Jail Administrator.

I. Investigation:

1. In the event of a riot / disturbance, the Detective Bureau of the Erie County Sheriff's Office will conduct a criminal investigation.

Section 3 Security: Jail Emergency Response Plan
Subject: Riot / Disturbances (Continued) Minimum
Standard: 5120:1-8-03(B)(4) Revised: 10/2008, 12/2011

J. Evaluation:

1. A complete evaluation of the disturbance, circumstances that led up to the riot / disturbance, and action taken to quell the riot / disturbances will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 3 Security: Jail Emergency Response Plan

Subject: Suicide

Minimum Standard: 5120:1-8-03(B)(4)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. In the event of attempted suicide, the officers and personnel will take all actions necessary to properly respond to the situation.

B. Discovery:

1. The Corrections Officer who observes an inmate attempting suicide shall:
 1. Secure the area and request backup.
 2. Notify the Shift Supervisor.
 3. Talk to the inmate and do not leave him or her alone.
 4. Offer alternatives until help arrives.
 5. The Shift Supervisor shall:
 - a. Respond to the area and evaluate the situation.
 - b. Follow procedures as required by the situation such as:
 - i. Contact Dispatch for inmate Transportation to the Hospital
 - ii. Contact Firelands Mental Health for Emergency Evaluation
 - iii. Move inmate to appropriate housing location
 - iv. Initiate a suicide watch
2. Corrections Officer who observes a suicide attempt shall:
 1. Notify the Shift Supervisor immediately and call for backup.
 - a. Corrections Officers will not enter the housing area until the other inmates have been secured and/or back up arrives.
 2. With assistance, remove the inmate from the threatening situation.
 3. Begin first aid as required.
 4. Document all action as soon as possible.

Section 3 Security: Jail Emergency Response
Plan Subject: Suicide (Continued)
Minimum Standard: 5120:1-8-03(B)(4) Revised:
10/2008, 12/2011

5. The Shift Supervisor shall:
 - a. Secure the area and assign other officers to assist, as needed.
 - b. Determine if the inmate needs immediate medical attention:
 - i. If the nurse is on station, ask that he/she respond to the scene.
 - ii. If the squad is need, contact dispatch for Perkins Fire Department to respond.

6. The Shift Supervisor will do the following if the inmate does not need immediate medical attention:
 - a. Contact Firelands Mental Health Center for an Emergency Evaluation.
 - b. Move inmate to appropriate housing location.
 - c. Notify the Jail Administrator of the situation.
 - d. See that all officers involved complete reports as soon as possible.

2. Notification

- A. The Shift Supervisor will be responsible for notifying the Jail Administrator of the situation.
- B. The Jail Administrator will then contact the Chief Deputy if the suicide attempt is successful and family notification is required.

3. Reporting

- A. All officers involved in the situation will complete a detailed jail narrative of the incident.
- B. The Shift Supervisor will be responsible for entering the event into the Jail Log.
 1. The log code to be used is SASC – Suicide Attempted / Completed.
- C. If the suicide is completed the Erie County Sheriff's Office patrol division will be responsible for contacting the Erie County Coroner.
- D. The Jail Administrator will be responsible for notifying the division of parole and community services of the incident within 30 days.

4. Review

- A. In the event of serious or successfully completed suicide attempt, a review of the incident will take place:
 1. Jail Administration will review the incident ensure all Jail Policy and Procedures were followed.
 2. The Erie County health department will review the incident to ensure all Medical Policy and Procedures were followed.

5. Critical Incident Debriefing

- A. All staff and inmates affected by a serious or successfully completed suicide attempt will be offered services from Firelands Mental Health.

Section 3: Security

Subject: Jail Incident Reports

Minimum Standard:

Revised: 10/2008, 12/2011, 09/2015, 05/2019

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

POLICY

It is the policy of the Erie County Jail that any unusual incident or occurrence involving an inmate in the custody of the Erie County Jail be properly documented.

PROCEDURE

A jail incident report shall be written any time a staff member witnesses an inmate involved in an incident or occurrence that is out of the ordinary or receives information about an inmate that appears to be out of the ordinary. An incident report should be written and submitted when an officer has knowledge or information regarding an inmate that the staff member believes pertinent to the inmate's incarceration.

The staff member writing the incident report will make such documentation in the Jail Record Management System. The incident report will:

- a. Be electronically attached (saved) to the inmate's current jail file; and
- b. Be accurate and detailed; and
- c. Include the author's name and signature.

All reports are subject to review and supplemental correction by the shift supervisor and/or the Jail Administrator.

Section 3: Security

Subject: Jail Log

Minimum Standard: 5120:1-8-03(5)

Revised: 10/2008, 12/2011, 09/2015, 07/2016

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

POLICY

It is the Policy of the Erie County Jail for maintenance by staff to keep a log to record routine information, emergency situations, and unusual incidents.

PROCEDURE

1. All activities, (surveillance checks, security inspections, inmate counts, use of force, disciplinary actions, movement inside and outside the jail, medical treatment, feeding, critical incidents (e.g., fires, assaults, attempted/completed suicides and escapes and other deaths), inmate vandalism, (e.g., destruction of jail property, flooding, or other acts of vandalism) shall be documented by the officer supervising the inmates in the Jail Records Management System (JMS).
2. All Corrections Officers will make Jail Log Event Entries as they occur
 - a. The Jail Log Event will include;
 - i. Date and Time
 - ii. Jail Log Event Code (see list of Codes)
 - iii. Inmates Involved
 - iv. The unit number of the Corrections Officer entering the event

JAIL LOG EVENT CODES

Event	Description
AKEY	- To be logged at beginning of shift when ACON Rover receives keys
APPT	- When an inmate is transported for non-emergency treatment (i.e. NOMS)
ASLT	- When an inmate assaults a CO, Nurse, or any other non-inmate in the jail
BKEY	- To be logged at beginning of shift when BCON Rover receives keys
BOOK	- Computer generated event
CHWH	- If during booking any inmates personal clothing needs washed from being soiled
CLEN	- Any time anything in jail is cleaned
CLSP	- Logged when Cleaning Supplies are Issued/Collected
CMAC	- Logged when Commissary Machine Issued
COMM	- Logged when Commissary Pass Completed
DAYR	- Inmates from Medical or Holding are given access to a day room
DEATH	- In Custody Death
DEL BK	- Computer generated event
DEL CHRG	- Computer generated event
DEL INM	- Computer generated event
EKEY	- To be logged at beginning of shift when ECON Rover receives keys
ESC	- Inmate Escapes from Jail
FEED	- A Meal Pass is completed

Section 5: Security

Subject: Jail Log (Continued)

Minimum Standard: 5120:1-8-03(5)

Revised: 10/2008, 12/2011, 09/2015, 07/2016

- FGHT - Inmate on Inmate Fight
- FIRE - Fire inside jail
- FRCE - Use of Force
- GYMI - Inmates went to inside Rec
- GYMO - Inmates went to outside Rec
- HAIR - Inmates were given hair cuts
- HEAD - Head Count Completed
- HOSP - Inmate taken to ER
- HOUR - Inmate given hour out of lock down
- INC - Computer generated event
- BAYS - Inmate Program Bayshore Group
- IPFM - Inmate Program Firelands Mental Health Group
- IPLS - Inmate Program Life Skills Group
- KEY - Any time a key is removed from a key box
- LAUN - Laundry Pass completed
- LIBR - Inmate went to Library
- LOCK - Lock Down Completed
- LTLD - Less Than Lethal Device Issued/Returned
- MAIL - Mail Pass Completed
- MBOX - Medication placed into medical box in Garage/Lobby
- MEDS - Medication Pass (Logged by Nurse)
- MLOG - Logging outgoing or incoming Mail
- MLRF - Inmate Refused any meal
- MOV BK - Computer generated event
- NEWS - Newspapers passed to inmates
- PHON - Inmates without access to phone used a phone
- PROV - Professional Visitor (Attorney, Mental Health, Children Services, Detectives)
- RAZO - Razors passed to inmates
- REL - Computer generated event
- REN BK - Computer generated event
- REN JID - Computer generated event
- SASC - Suicide Attempted / Completed
- SAST - Sexual Assault
- SC - Jail Check
- SHAK - Shakedown Conducted
- SHWR - Inmate without access to shower given a shower
- SICK - Officer Called Off Sick
- SKEY - To be logged at beginning of shift when OIC receives keys
- TRAY - Food Trays Collected
- TRNG - Any time an officer is trained
- TRSH - Trash Removed
- VLOG - Visitation Log

Section 3: Security
Subject: Official (Head) Counts
Minimum Standard: 5120:1-8-03(B)(6)
Revised:

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

POLICY

An official count shall be conducted to verify inmate's physical presence and identification. There shall be no less than three official counts daily, not to exceed nine hours from the previous official (head) count. The official (head) count shall be reconcile. Jail staff conducting the count shall record the count. The staff person conducting the count shall be able to affirm the presence of each inmate being counted by observing the inmate's physical presence, hearing his voice and/or clearly seeing his movement.

PROCEDURE

Official (Head) Counts will be conducted 3 times during a 24- hours shift. Inmates assigned to a cell must be secured in their cell for count. These inmates should remain in their cells until head count is completed and all inmates are accounted for throughout the jail. Inmate's assigned to dorm housing must report to and remain in their assigned bunk during count. To prevent from being distracted during count, officers should refrain from engaging in conversation with inmates during this time.

1. Schedule:

- a. At shift change (0600, 1400, and 2200 hours), the corrections officer in each housing area (ACON, ECON, and BCON) will prepare a roster of all inmates assigned to that housing area.
- b. Any time upon request of Jail Administrator or Shift Supervisor.

2. Documentation:

- a. Prior to the official (head) count the officer going off duty in the housing area will prepare a roster of all inmates assigned to that housing area
- b. Using that roster the officer coming on duty, along with the officer going off duty, will account for all inmates in that housing area.
- c. The officer coming on duty will enter the count information into the Jail's Record Management System as a HEAD (Head Count) Jail Log Event to include:
 - i. Date and Time of count
 - ii. Location of Count
 - iii. Officer conducting count
 - iv. Number of inmates assigned to that housing area.
- d. The officer going off duty and the officer coming on duty will sign the roster indicting the count was correct.

Section 3: Security

Subject: Official (Head) Counts (Continued)

Minimum Standard: 5120:1-8-03(B)(6)

Revised:

3. Recount:

- a. If after all counts are completed and it is found that the total number for each housing area do not match the inmates present, the following re-count procedure will be followed;
 - i. All inmate movement will cease throughout the jail.
 - ii. The shift supervisor will be notified of the discrepancy and will direct the recount
 - iii. Inmate movement will remain at a standstill until the discrepancy can be found.

4. Emergency Official (Head) Count;

- a. The Sheriff, Jail Administrator, or Shift Supervisor on duty can initiate an emergency official (head) count at any time.
- b. The existing official (head) count procedures will apply when conducting an emergency official (head) count.

Section 3: Security
Subject: Personal Observation Checks
Minimum Standard: 5120:1-8-03(B)(7)
Revised: 02/2016, 02/2017, 10/2019

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

POLICY

Personal observation checks (POC) of inmates are the most important task routinely conducted by agency employees assigned to the jail. Shift supervisors will ensure that POC's are conducted in all areas of the jail where prisoners are housed at least every sixty (60) minutes on an irregular schedule. The time of completion of each POC check shall be properly documented on the jail activity log by the officer performing the check. The log entry will also indicate what specific area of the jail was checked, i.e.: A-Control, B-Control, E-Control, along with the last name of the officer(s) conducting the check and the condition of the area, i.e.: all secure.

DEFINITION

Officer—includes the Sheriff, any Deputy Sheriff, and any Corrections Officer whose primary job duty and/or assignment at any given time is to provide for the safety and security of the Erie County Jail.

PROCEDURE

All inmates shall be personally observed within all housing units at least once every sixty (60) minutes. Officer(s) assigned to perform POC's will personally verify, while performing this task, that each inmate being checked is present and is safe and secure. This verification will be confirmed by observing actual physical movement on the part of the inmate and/or other noticeable and documentable signs of life. POC's are conducted at irregular intervals so that inmates cannot anticipate the appearance of an officer, so that potential physical attacks on an officer and/or other illegal behavior cannot be planned in detail by inmates. Video and/or any other type of electronic monitoring, and observation(s) of an inmate/s by anyone other than an officer, will not suffice as a substitute for POC's. While POC's are generally conducted by Booking Rovers, shift supervisors will utilize any and all personnel at their disposal—including themselves—to ensure that POC's are conducted as mandated by this policy. If a POC is conducted late, the shift supervisor will note on the log the circumstances that resulted in the late POC.

- A. Personal Observation Checks, along with checking on each inmate, will include a brief physical inspection of each individual cell, pod, or dorm. The officer conducting the check shall check:
 - 1. Doors, locks, and windows for signs of tampering; locked cell doors will be physically pulled by the officer conducting the POC to ensure that they are latched and secured; and

Section 3: Security

Subject: Personal Observation Checks (Continued)

Minimum Standard: 5120:1-8-03(B)(7)

Revised: 02/2016, 02/2017, 10/2019

2. Cell walls, ceilings and vents for any signs of tampering or damage; and
 3. Plumbing fixtures and/or plumbing access doors; and
 4. Desk trays, clothes hooks, and cement stools (to ensure they are soundly attached to the wall or floor).
- B. During the cell inspection, officers will ensure that inmates have not covered any exterior window, door window, and/or light fixture with any object. Any officer locating any window or light fixture covering will treat that situation as a direct security violation and that officer is personally responsible to provide for the immediate removal of such item(s) and the institution of disciplinary action against the inmate responsible for covering the window/light fixture. In addition, no items will be stored on cell window sills.
- C. Along with the required POC's, during non-sleep hours the jail shift supervisor will ensure that officers regularly, but on a random basis, enter individual cells to provide a close inspection for any potential security and/or sanitation violations.
- D. Officers conducting POC's during sleep hours (generally 1900 hrs. to 0700 hrs.), after cell lights have been turned off, will use a flashlight to assist in verifying the inmate's presence and condition within the cell.
- E. Unusual inmate behavior or observations will be immediately reported to the shift supervisor, and the unusual behavior or observation will be properly documented in the inmate's record. Examples include:
1. Evidence of an otherwise undocumented assault, i.e.: recent cuts or bruises; and/or
 2. Signs of hostility or depression; and/or
 3. Refusing or failing to eat; hoarding food; and/or
 4. Signs of anxiety or other potential mental health issues; and/or
 5. Any other unusual inmate behavior.
- F. Any issue(s) with the structure of the facility and/or mechanical failure(s) that are discovered during a POC will be immediately brought to the attention of the shift supervisor and will be recorded in the daily log as well as in the form of a Discrepancy Report or Maintenance Request. A copy of any Discrepancy Report or Maintenance Request will be forwarded to the Jail Administrator for review. The following types of situations will be addressed in such fashion:
1. Doors and/or locks not working properly; and/or
 2. Plumbing or light fixtures not working; and/or
 3. Any evidence of tampering of locks, doors, windows, lights, bars, walls, etc.
- Regardless of the time of day, if any of the issues listed above are deemed to pose a direct threat to the safety and/or security of the jail or the inmates, immediate steps will be taken to have the issue addressed through appropriate repairs.
- G. Special Personal Observation Checks are instituted when additional surveillance of an inmate is required due to:
1. The inmate engaging in assaultive or combative behavior; and/or
 2. The inmate being deemed an escape risk; and/or
 3. The inmate exhibiting signs of mental health or emotional issues; and/or

Section 3: Security

Subject: Personal Observation Checks (Continued)

Minimum Standard: 5120:1-8-03(B)(7)

Revised: 02/2016, 02/2017, 10/2019

4. The inmate engaging in violent or disruptive behavior due to an intoxicated or drug induced state; and/or
5. Any condition that may warrant observation checks be conducted more frequently than the mandatory 30 minute Personal Observation Check.

When a Special Personal Observation Check is instituted, the following will apply:

1. Such check will be approved by the Shift Supervisor and the reason for the institution of the check will be documented in a jail narrative specific to that inmate; and
2. Such checks shall be conducted at least every 10 minutes at irregular intervals. These checks will be documented on a hand written Special Personal Observation Check Log that will be placed immediately adjacent to and outside of the cell where the inmate is confined; and
3. Except for the time frame, the procedures to be followed in conducting Special Personal Observation Checks are identical to those listed above when conducting Personal Observation Checks; and
4. When it is determined that an inmate is no longer required to be observed through Special Personal Observation Checks, a jail narrative specific to that inmate will be generated and the hand written log sheet(s) will be placed in the inmate's file.

END OF POLICY

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Section 3 Security: Classification
Subject: Special Needs
Minimum Standard: 5120:1-8-03(B)(8)
Revised:

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

POLICY

The Erie County Jail shall recognize the special needs of inmates. Housing will be made available for inmates with medical, psychiatric needs, suicidal, sexually aggressive, or those at high risk for victimization. Inmates with violent or mental health issues shall receive more frequent observations. Handicapped accessible furnishings shall be made available for those in need (e.g. wheel chairs, toilets, showers, etc.).

PROCEDURE

1. Identification

- a. Identification of inmates who need alternative housing shall be made available by jail staff, medical staff, and mental health staff. Once an inmate's needs are identified, the shift supervisor will be notified so the inmate can be assigned to alternative housing.

2. Housing

a. Medical / Physical Handicapped

- i. Inmates deemed to have a medical or physical handicapped shall be housed in the medical cells in the medical ward. Criteria for this placement into this housing location may include:
 1. Need for chronic care.
 2. Need for convalescent care.
 3. Those who are physically handicapped.
 4. Have or suspected to have a contagious disease of infection.
 5. It is determined necessary by medical staff.

b. Close Observation

- i. Inmates who require close observation housing shall be housed in the holding cells. Close observation includes those inmates on:
 1. Ten minute suicide watch.
 2. Ten minute non-specific watch (i.e. restraints).
- ii. Criteria for this placement into this close observation may include:
 1. Suicide Risk.
 2. Mental Health Status (requires separation from General Population)
 3. Withdraw Risk.
 4. Are determined by staff to have a valid need to be separated from General Population.

Section 3 Security: Classification
Subject: Special Needs (Continued)
Minimum Standard: 5120:1-8-03(B)(8)
Revised:

3. Rights and Privileges

- a. Inmates placed in medical and/or close observation housing will receive the same rights and privileges granted to those inmates in general population with few exceptions:
 - i. Inmates at risk of suicide will receive a suicidal smock and blanket and nothing else allowed in their cells.
 - ii. Out of cell time may be limited and/or some activities restricted due to inmate safety or the safety of others. This time may be used at the inmate's discretion for exercise, showering, phones calls, etc.

4. Review

- a. Inmates placed in medical and/or close observation housing will be reviewed by the medical/mental health staff.
- b. Only a medical or mental health professional may remove an inmate from medical and/or close observations housing.

5. Training

- a. New employees will be review this policy with a training officer.

Section 3: Security

Subject: Use of Restraints

Minimum Standard: 5120:1-8-03(B)(9) / 5120:1-8-09(R)

Revised: 08/2002, 01/2006, 10/2008, 12/2011, 09/2015

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

POLICY

Inmates in physical restraints shall be personally checked by staff every ten minutes. All checks shall be logged. Health trained staff shall check the restrained inmate every two hours for responsiveness and restraint pressure. They shall review for least restrictive alternatives. The report of use of physical restraints shall be reviewed and signed off by a non-involved supervisor or higher ranking personnel. The use of physical restraints shall be reviewed for policy compliance by the jail administrator or designee. It is the Policy of the Erie County Jail to use restraining devices for the sole purpose of protection of the inmate from self-injury, the prevention of an inmate from injuring others or the prevention of escape. Restraining devices will never be used for punishment or for medical and/or psychiatric reasons.

DEFINITIONS

Administrators and Supervisors: Persons who have managerial responsibility for a full service jail, or who supervises employee's security assignments or activities in the jail.

Acute Behavioral Disturbance: The extreme state of agitation, excitability, perhaps paranoia, coupled with great strength, aggression and non-pain compliance.

Acute Exhaustive Mania: A state of agitation, fear or anxiety so intense that it may lead to cardiac arrhythmia, cardiac arrest, or death. This condition is characterized by: Aggressive behavior/Panic/incoherent speech/sweating/dilated pupils/high body temperature/paranoia/shivering/a sudden calmness.

Backboard Restraint: The Maximum Restraint Backboard system manufactured by RIPP Restraints, Inc. This restraint is used in a prone position to restrain and control a combative or self-destructive inmate.

Hog tie or Hobble tie: A (non-approved) method of restraint that lays the prisoner on their front and secures the hands and feet together behind the back.

Restraint Chair: The Emergency Restraint Chair, manufactured by ERC, Inc. is a padded chair that safely restrains a combative or violent prisoner.

Restraining Device: Any mechanical contrivance, appliance or object designed or fashioned to physically control or incapacitate a person.

Section 3: Security

Subject: Use of Restraints (Continued)

Minimum Standard: 5120:1-8-03(B)(9) / 5120:1-8-09(R)

Revised: 08/2002, 01/2006, 10/2008, 12/2011, 09/2015

PROCEDURE

A. When an inmate's behavior indicates a potential of serious self-injury or serious injury to others, officers shall take preventative action. The Shift Supervisor will decide which restraint method is appropriate. This decision will be based on the seriousness of the inmate's actions and the ability to carry out their intentions. Only the below listed type of restraints are authorized for use in the Erie County Jail:

1. **Handcuffs** – should be applied properly.

- a. Officers should be certain the handcuffs do not cut off blood circulation to the hands
- b. To ensure the handcuffs do not become overly tightened, they should always be double locked.

2. **Shackles** – should be applied properly.

- a. Officers should be certain the handcuffs do not cut off blood circulation to the feet
- b. To ensure the shackles do not become overly tightened, they should always be double locked.

3. **Restraint Belt** – should be snugly fitted around the inmate's waist

- a. Officers should be certain the inmate cannot lower the belt and step out of the restraints.

4. **The RIPP Maximum Restraint Backboard** – should be used in accordance to manufacturer's directions.

5. **The Emergency Restraint Chair** – should be used in accordance to manufacturer's directions.

6. **Flex-Cuffs** – are available for use as a temporary restraining device to be used until other means of authorized restraining devices are available.

B. Hogtie

- a. Because of the risk of death from Positional Asphyxia, the practice of a hogtie restraint should not be used.

C. Surveillance

- a. Any inmate placed in restraints shall be observed every 10 minutes at an irregular interval. Checks should be documented on a hand written observation log.

D. Physician

- a. No inmate shall remain in restraints for more than 8 hours without an examination by the jail physician or his designee.

Section 3: Security

Subject: Use of Restraints (Continued)

Minimum Standard: 5120:1-8-03(B)(9) / 5120:1-8-09(R)

Revised: 08/2002, 01/2006, 10/2008, 12/2011, 09/2015

- b. If an inmate is to remain in restraints longer than 2 hours, the Shift Supervisor must document the reasons in a Jail Incident Report in the Jail Record Management System.
- c. In the event the inmate who has been restrained continues their violent or self-destructive behavior, the Shift Supervisor may request an emergency psychological evaluation.
- d. The jail administrator will be immediately notified upon the occurrence of any action response incident that results in injuries that warrant medical attention.

E. Reporting

- a. All officers involved in placing an inmate into restraints must write an incident report in the jail's JMS as soon as possible after the incident
- b. These reports should then be reviewed and signed off by a non-involved supervisor or higher ranking personnel.

F. Jail Administrator Review

- a. All use of physical restraints shall be reviewed for policy compliance by the Jail Administrator or designee.
 - i. This will be accomplished by reading and reviewing all reports and watch sheets of the incident.
 - ii. The date and time of review will be placed in the Administrator Review field on the incident report screen in the JMS.

Section 3: Security

Subject: Use of Force

Minimum Standard: 5120:1-8-03 (10)(a)(b)(c)(d)

Revised: 10/2008, 12/2011, 09/2015

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

POLICY

Use of force shall be limited to instances of justifiable self-defense, prevention of self-inflicted harm, protection of others, prevention of riot, discharge of firearm or other weapon, escape or other crime and controlling or subduing an inmate who refuses to obey a staff command or order and shall be limited to the amount of force necessary to control a given situation and shall include a continuum of escalating force levels. In no event is physical force used as punishment. An examination and/or treatment by qualified health care personnel shall be provided to inmates or staff involved in a use of force incident when there is obvious physical injury or there is a complaint of injury or request for medical attention. All use of force incidents shall be documented and reviewed by the Jail Administrator or designee.

PROCEDURE

A. Use of Force (Action Response) Continuum

Inmate Actions

Officer Responses

<p><u>Uncooperative Inmate</u></p> <ul style="list-style-type: none">- Refuses to enter/exit cell or search / frisk- Passive Resistance	→	<ol style="list-style-type: none">1. Verbal persuasion – attempts to convince inmate cooperate.2. Verbal Warning – Warn inmate of consequences of not cooperating.3. Show of Force – call for back up officers. Attempt verbal persuasion after back up officers arrive, EMD Pepper Ball / OC Spray introduction.4. Control Holds – use of control holds to gain control of inmate.
<p>○ Officer-Subject Factors</p> <ul style="list-style-type: none">▪ Age, Sex▪ Size▪ Skill Level▪ Multiple Subjects/Officers▪ Relative Strength		
<p><u>Attacking Inmate</u></p> <ul style="list-style-type: none">- Inmate Attacks or attempts to attack another	→	<ol style="list-style-type: none">1. Back up – call for back up.2. Block – punches, kicks.3. Take-downs – techniques designed to take controls of the prisoner4. Blows, kicks – to muscle groups used if takedowns techniques are not effective or possible5. Escalated blows – blows kicks to head/face, kicks to groin area, blows or gouges to the eyes should be used as a last resort and only after the above techniques have been ineffective and failed.
<p>○ Special Circumstances</p> <ul style="list-style-type: none">▪ Closeness of a weapon▪ Injury or exhaustion▪ Being on the ground▪ Distance from Subject▪ Special Knowledge▪ Availability of other options▪ Environmental condition▪ Subjected restrained		

Section 3: Security

Subject: Use of Force (Continued)

Minimum Standard: 5120:1-8-03 (10)(a)(b)(c)(d)

Revised: 10/2008, 12/2011, 09/2015

B. Retreat

- a. An officer or officers may retreat from an area if the possibility of death or serious bodily injury to the officer(s) is apparent.

C. Reporting

- a. Each staff member involved in a Use of Force (Action Response) situation is required to submit a detailed incident report in the Jail Record Management System (JMS) as soon as possible after the incident.

D. Medical Care

- a. When the use of force results in obvious physical injuries and/or when person involved request medical assistance or indicated they have been injured, the person involved, whether inmate or staff, shall receive medical attention.
- b. Treatment, if needed, shall be provided either by jail medical staff or by outside emergency medical services as appropriate to the situation.
- c. Inmates who were involved in any use of force (action response) incident requiring any physical action, shall be scheduled to see the nursing staff as soon as possible.
 - i. The Shift Supervisor will place a Medical Request (MDRQ) Event in the jail shift log in the JMS, attaching the involved inmate.
- d. Staff members who are injured in an action response incident are required to receive medical attention and submit a "Record of Occupational Accident, Illness or Injury Report".
- e. The jail administrator will be immediately notified upon the occurrence of any action response incident that results in injuries that warrant medical attention.

E. Reporting

- a. All officers involved in any use of force (action response) incident must write an incident report in the JMS as soon as possible after the incident
- b. These reports should then be reviewed and signed off by a non-involved supervisor or higher ranking personnel.

F. Jail Administrator Review

- a. All use of force (action response) incidents shall be reviewed for policy compliance by the Jail Administrator or designee.
 - i. This will be accomplished by reading and reviewing all reports and watch sheets of the incident.
 - ii. The date and time of review will be placed in the Administrator Review field on the incident report screen in the JMS.

Section 3: Security

Subject: Contraband

Minimum Standard: 5120:1-8-03(11)

Revised: 10/2008, 12/2011, 09/2015

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

POLICY

The Erie County Jail Rules and Regulations Pamphlet shall specify those items which inmates are permitted to have in their possession, and/or those which they are not allowed to possess. Items that are not allowed shall be clearly defined as contraband. It is the policy of the Erie County Jail to confiscate all items that may be hazardous to the safety, sanitation and security of the facility.

DEFINITIONS

Nuisance Contraband: Can include but is not limited to the possession or introduction of:

1. Any item introduced into the facility that is not authorized by Jail Administration.
2. Excessive amount of authorized items.
3. Authorized items that may pose a health or sanitation problem.
4. Authorized item(s) that has been altered from their original state to perform a function it was not intended for.

Illegal Contraband: This can include but is not limited to the possession or introduction of:

1. Any item that is declared illegal by law.
2. Authorized item(s) that has been altered from their original state to perform an illegal function.

PROCEDURE

A. The officer who discovers nuisance contraband shall:

1. Immediately confiscate the item(s)
2. Advise the shift supervisor of the finding(s)
3. Prepare and submit a detailed report of the incident
4. Follow the directions of the shift supervisor as to the disposition of the item(s) confiscated.

B. The officer who discovers illegal contraband shall:

1. Immediately confiscate the item(s)
2. Advise the shift supervisor of the finding(s)
3. If the arresting officer is present when the contraband is found on a person, the officer should forward the illegal item(s) to the officer.
4. Illegal contraband items found after the initial pat down of a prisoner should be treated as evidence. To preserve the chain of evidence, the officer finding the illegal contraband should remain in physical possession of the item(s) until he/she properly secures it.
5. The officer who made the discovery shall submit a detailed report describing the item(s) and what led up to the finding of the contraband.
6. The illegal item should be properly secured in an evidence locker in the Evidence Processing Room of the Erie County Sheriff's Office.

Section 3: Security

Subject: Searches (Shake Downs)

Minimum Standard: 5120:1-8-03 (11)(a)(b)(c)

Revised: 10/2008, 12/2011

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

POLICY

It is the policy of the Erie County Jail that officers be constantly aware of the need for safety and security of the facility. In order to maintain a safe and secure environment the need for searches is paramount. Searches should include inmates, cells, dorms, and common areas. All searches should be conducted unannounced and at irregular times. Searches should be conducted with minimal disturbance to the inmate's possessions and only contraband should be confiscated. Inmate accessible areas shall be inspected in a manner that ensures all areas are inspected each month on an irregular interval. A security inspection of the jail shall be conducted once a month. All searches/inspections will be documented. The jail administrator or designee shall be notified of any discovered contraband or physical security deficiencies. The appropriate disposition of contraband and the remediation of physical security deficiencies shall be documented.

PROCEDURE

A. Daily Area Searches

1. Housing area searches will be conducted on each shift daily
2. The Shift Supervisor will ensure that a minimum of 2 cells will be searched daily in each population area (A, B, and E Control Areas).
3. C Shift should conduct searches of common areas such as dayrooms, storage closet, laundry room, gym, library, visitation areas, etc. The supervisor will ensure that two areas are searched nightly.
4. This event shall be entered in the JMS jail log as a SHAK (Shake Down) Event to include:
 - a. The Time and Date.
 - b. Who was involved in the shake down.
 - c. What items were found and confiscated, or any defects in the facility (if any).

B. Special Searches

1. Whenever an officer has reason to believe that contraband has been introduced into the area, the officer should immediately notify the shift supervisor.
2. The Shift Supervisor can order a systematic housing area search and assign corrections officers accordingly.
3. Inmates who occupy the area to be searched should be moved to another area of the facility such as the Indoor Recreation Area as the search is being conducted.
4. With the approval of the shift supervisor, a special search may be conducted at any time.
5. A special search can be conducted under the following circumstances:
 - a. Information received of possible contraband introduction in the facility.
 - b. Observations by jail staff that indicate contraband may have been introduced into the facility.

Section 3: Security

Subject: Searches (Shake Downs) (Continued)

Minimum Standard: 5120:1-8-03 (11)(a)(b)(c)

Revised: 10/2008, 12/2011

- c. Unaccounted tools, kitchen equipment, or other supplies.
6. This event shall be entered in the JMS jail log as a SHAK (Shake Down) Event to include;
 - a. The Time and Date.
 - b. Who was involved in the shake down.
 - c. What items were found and confiscated, or any defects in the facility (if any).

C. Monthly Security Inspections

1. The Jail Administrator and/or designee will conduct a monthly inspection of the jail to ensure the safety and security of the facility.
 - a. The C Shift Supervisor will conduct an inspection of the jail using once a month using the Monthly Inspection Form.
 - b. They will submit the form to the Jail Administrator once completed.
2. This event shall be entered in the JMS jail log as a MSNP (Monthly Inspection) Event to include;
 - a. The Time and Date.
 - b. Who was involved in the inspection.
 - c. What items were found and confiscated, or any defects in the facility (if any).

Section 3: Security

Subject: Controlled Movement

Minimum Standard: 5120:1-8-03(A)(2) / 5120:1-8-03(B)(12)

Revised: 9/2015, 05/2019

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

POLICY

Passage through the security perimeter shall be strictly controlled and monitored. Any public access to the security perimeter will be controlled and monitored. Inmate movement from one area to another is controlled by staff.

PROCEDURE

A. Vehicle Gate

1. It shall be the responsibility of the officer assigned to the Main Control Board Operator to keep the vehicle gate closed when not in use.
2. Admittance will not be granted if the board operator is uncertain of the identity of the person requesting entrance.
 - a. In the event their identity is in question, the person at the gate should be directed to the 401 lobby door for identification.
3. After being allowed through the gate the officer will be directed to the Sally Port Garage.
 - a. Only under emergency circumstances should more than one vehicle be allowed in the sally port garage

B. Entry/Exit from Security Perimeter

1. It shall be the responsibility of the officer operating the Main Control Board to identify those wishing to enter or exit the security perimeter.
 - a. When the Female Control Board Operator is assisting the Main Control Board Operator with entrance/exit of the security perimeter through the 403 Sally Port Door it shall be the responsibility of that officer to identifying those who wish to enter and exit through that door.
2. Only authorized personnel shall be granted entrance or exit from the security perimeter.
 - a. If the identify of any person(s) wishing to enter or leave the security perimeter is in question, the board operator will not allow entrance or exit to the jail perimeter. A corrections officer will be notified and personally confirm the identity of the person(s) in question.

Inmates

- a. Inmates brought into the Erie County Jail should be in restraints prior to being allowed access into the security perimeter. In the event there are circumstances that the inmate cannot be restrained due to a physical condition, the shift supervisor should be advised prior to the inmate and law enforcement escort being allowed into the security perimeter.

Section 3: Security

Subject: Controlled Movement (Continued)

Minimum Standard: 5120:1-8-03(A)(2) / 5120:1-8-03(B)(12)

Revised: 9/2015. 05/2019

Professional Visitors

- a. Professional visitors are defined as any person(s) acting in an official capacity wishing to gain access into the security perimeter to have direct contact with an inmate. This can include but not be limited to:
 - a. Attorneys
 - b. Officials from other law enforcement agencies
 - c. Medical Personnel
 - d. Counselors of the same sex, except for mental health counselor(s) assigned to jail duties.
 - e. Tutors
- b. Upon request and prior to being allowed entrance into the security perimeter, the professional visitor must present credentials that identify them in their official capacity.
 - a. The shift supervisor may refuse any professional visitor if the visit/visitor appears suspicious in nature.
- c. If allowed access into the security perimeter, the officer allowing the access will log such in the Jail Management System Jail Log
 - a. Using the PROV Code in the Jail Log the officer will list the date, time, location, reason, and name of visitor(s) and inmate(s) involved.
- d. Unless unusual circumstances exist, professional visits should be conducted between the hours of 0800 through 1900. With the exception of bonding agents, the shift supervisor must approve professional visits during general population lock down hours.

C. Movement inside the Jail

1. Inmate and staff identities are verified prior to opening doors.
 - a. It shall be the responsibility of the officer operating the Control Board controlling the door to be opened to identify those wishing to enter or exit through that door.
2. Corrections Officers will escort inmates for safety and security when necessary.
3. Movement in and out of the housing unit is to be logged.

Section 3 Security: Classification

Subject: Inmate Workers

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

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

POLICY

The Erie County Jail shall have written policies and procedures, and practices which evidences compliance showing inmate workers are evaluated and selected based on established criteria. Only sentenced inmates who meet the criteria will be eligible to be classified as an inmate worker. No inmate, including inmate workers, will be given any responsibility that permits them to direct or control the activities of other inmates. Inmates are not allowed to supervise other inmates, use keys, or perform any security post duties. Staff shall search all inmate workers and the areas where they are working. No inmate shall be given control of or authority over any other inmate, security function, or service activity.

PROCEDURE

- A. **Definition:** Any inmate who is sentenced to serve time in the Erie County Jail and is assigned to perform certain work duties. This will include, but not limited to, kitchen, laundry, and/or general cleaning duties.
- B. **Criteria:** The following criteria will be taken into consideration in assigning an inmate work:
1. Classification Status
 2. Nature of Offense
 3. Sentence
 4. Inmate's ability to understand directions
 5. Inmate's behavior
 6. Physical limitations
- C. **Assignment:** Any inmate sentenced to the Erie County Jail and is interested in becoming an inmate worker should submit an Inmate Request indicating so. The booking officer will receive and review the request. If it is determined that the inmate meets the criteria and a position is available the booking officer will:
1. Reclassify the inmate to Inmate Worker
 2. Assign a specific job
 3. Review and explain the appropriate Inmate Worker Duties and Responsibilities Form
 4. Have the inmate sign and date the form indicating they understand it
 5. Change the inmate into the appropriate color uniform
 - i. Tan Uniform – Cleaning and Laundry Inmate Workers
 - ii. White Uniform – Kitchen Inmate Workers
 6. Move the inmate in the Jail Management System to Dorm 042
 7. Physically move the inmate to Dorm 042

Section 3 Security: Classification

Subject: Inmate Workers (Continued)

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

- D. **Community Service:** Any inmate that is assigned to work outside the security perimeter of the jail will be directly supervised by whom they were assigned to.
- E. **Searches:** The Erie County Jail staff shall search all inmate workers prior to them returning to their housing unit from their job assignment. Contraband should not be allowed in housing areas.
- F. **Authority:** No inmates, including inmate workers, are to be given any responsibility that permits them to direct or control activities of other inmates. Inmates shall not be able to regulate other inmates' access to telephones, food, jobs, or other jail services. Inmates shall not be allowed to supervise other inmates, use keys to security doors or areas, or perform any security post duties. Inmates cannot be used to supplement or replace jail staff in maintaining jail security.

Section 3 Security: Classification

Subject: Inmate Workers

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

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

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 4. Have the inmate sign and date the form indicating they understand it
 5. Change the inmate into the appropriate color uniform
 - i. Tan Uniform – Cleaning and Laundry Inmate Workers
 - ii. White Uniform – Kitchen Inmate Workers
 6. Move the inmate in the Jail Management System to Dorm 042
 7. Physically move the inmate to Dorm 042

Section 3 Security: Classification

Subject: Inmate Workers (Continued)

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

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Section 3: Security
Subject: Gender/Cross-gender Supervision
Minimum Standard: 5120:1-8-03(B)(15)
Revised: 01/2017

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

POLICY

At least one male and one female employee will be on duty at all times in the Erie County Jail to provide for supervision of jail inmates. Inmates shall generally be able to shower, use the restroom, and/or change clothing without employees of the opposite gender being able to view an inmate's genitalia, buttocks, or—if a female—breasts, unless exigent circumstances exist or when the viewing is incidental and occurs during routine or authorized inmate/employee interaction.

PROCEDURE

A. Booking and Release

At all times during the booking and/or release process of an inmate, an employee of the same gender will conduct all pat-downs, strip searches, and/or change-outs of the inmate being booked into, or being released from, the jail. All other procedures to be followed during the booking or release processes may be performed by an employee of the opposite gender if an employee of the same gender is not available to perform those duties at that time due to other jail activity.

B. Security/Observation Checks

Security and/or observation checks of inmates in housing areas and/or individual jail cells may be conducted by officers of the same or opposite gender of the inmate(s) being observed. If practicable, employees of the opposite gender of the inmates being observed will announce their presence when entering the housing area in question. Such announcement is not necessary during times when inmates would generally be sleeping.

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Section 3: Security

Subject: Keys, Tools, Culinary Equipment

Minimum Standard: 5120:1-8-03(B)(16)

Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019, 04/2022

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

POLICY

A key, tool, and culinary equipment control policy shall be established for the safety and security of the Erie County Jail. A key control center for storing working and/or daily issued keys that is accessible to authorized persons shall be maintained in the Control Rooms. A culinary equipment control center for storing working and/or daily issued keys that is accessible to authorized persons shall be maintained by the Kitchen Staff. The Kitchen Staff will be responsible for logging all culinary equipment when it is removed and turn to the control center. Prisoners are not allowed to handle jail keys. At no time are jail keys to be set on top of counters or stored in file drawers. Keys should be in the officer's physical possession or in a designated key box at all times. All Tools will be kept on the grounds of the Erie County Jail and are the responsibility of Erie County Facilities and Maintenance Department.

PROCEDURE

Key Control Centers-3 locking key boxes will be made available to store jail keys when not in use. These key storage boxes are located in Main Control, E control and Dispatch. When a set of keys is not in use they should be secured in a key box. Any key removed or returned to the key box must be logged out. Officers will log when they are issued the keys in Jail Management System Jail Log. Officers must provide their name, the time and date the key(s) is taken out and returned. A complete set of duplicate jail keys will be secured in the Dispatch Office (outside the security perimeter). Use of these keys should be limited to emergency use and must be approved by the Sheriff, Jail Administrator or Jail Shift Supervisor. The person requesting the use of these emergency keys should submit a written report. Except for emergency situations keys for exterior doors, gates, or other barriers providing egress from the facility's security perimeter, shall not be carried or stored inside the security perimeter. Keys for exterior locks must be different form keys for the interior locks.

A. Damaged, broken key or lock

1. Any damaged or broken key must be immediately reported to the shift supervisor. The officer finding the damaged key should submit a Request for Maintenance. Erie County Maintenance is responsible for inspecting and repairing any damaged locking device.

B. Emergency Keys

1. A set of color-coded emergency keys for all interior locks shall be kept in each control room key box. Color-coded emergency keys that include keys for all exterior locks shall be secured in the dispatch office. These keys can be issued to officials of any agency responding to an emergency in the jail if it is determined that corrections personnel are unable to allow access into the security perimeter.

C. Key Logs

1. Any time an officer takes possession of any keys they will log a Jail Event in the Jail Records Management System.
 - i. SKEY – Supervisor Key Ring
 - ii. BKEY – Female Rover Key Ring
 - iii. KEY – To be used when an officer removes a key from any Key Storage location.
 - iv. AKEY – A Control Rover Key Ring

Section 3: Security**Subject: Keys, Tools, Culinary Equipment (Continued)****Minimum Standard: 5120:1-8-03(B)(16)****Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019**D. The **Supervisor Key Ring** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Female Medium Dayroom	110
-	Skeleton	Female Maximum Dayroom	120
-	Skeleton	Classification Dayroom	130
-	Skeleton	Segregation Dayroom	140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
MK35TPB	Adams	ECON Master	N/A
MK35TPA	Adams	ACON Master	N/A
35TP36	Adams	Commissary Storage	215
BH005	H Lock	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A
LK143245	Sargent	Administration Office	006
LK143287	Sargent	Asst. Administration Office	106
LK	Sargent	Kitchen Door	N/A
LK	Sargent	Judges Chamber	N/A
C413A	N/A	Cleaning Solution	N/A

E. The **Booking Rover Key Ring** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Classification Dayroom	130
-	Skeleton	Segregation Dayroom	140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
35TP36	Adams	Commissary Storage	215
MK35TPB	Adams	ECON Master	N/A
MK35TPA	Adams	Dormitory Housing	042-049
-	Adams	Main Door	475
-	Adams	Interview Hallway	484
-	Adams	Interview Rooms	082-084
-	Adams	Contact Visitation	010
-	Adams	Female Visitation	011-012

Section 3: Security**Subject: Keys, Tools, Culinary Equipment (Continued)****Minimum Standard: 5120:1-8-03(B)(16)****Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019**

-	Adams	A Hallway Doors	403-412
-	Adams	Medical Area Doors	305-308
-	Adams	Padded Isolation Door	312
-	Adams	SEG/CLS Cell Doors	131-243
-	Adams	Work Hallway Doors	418
-	Adams	Processing Doors	014/086
-	Adams	Courtroom Hallway Doors	119/200
LK	Sargent	Kitchen Door	N/A
BH005	H Lock	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A
LK347823	Sargent	Lobby Master	N/A

F. The **Female Rover Key Ring** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Female Medium Dayroom	110
-	Skeleton	Female Maximum Dayroom	120
-	Skeleton	Medical Waiting	309
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
35TP36	Adams	Commissary Storage	215
MK35TPA	Adams	Main Door	475
-	Adams	Interview Hallway	484
-	Adams	Interview Rooms	082-084
-	Adams	Contact Visitation	010
-	Adams	Female Visitation	011-012
-	Adams	A Hallway Doors	403-412
-	Adams	Female Cell Doors	101-223
-	Adams	Medical Area Doors	305-308
-	Adams	Padded Isolation Door	312
-	Adams	Processing Doors	014/086
-	Adams	Courtroom Hallway Doors	119/200
BH005	H Lock	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A
LK347823	Sargent	Lobby Master	N/A
LK	Sargent	Kitchen Door	N/A

G. The **Key Box in Main Control** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
LK Hoobs	Sargent	Shower Doors	N/A
LK781665	Sargent	Water Closet	N/A
BH005	H Lock	Fire Extinguishers	N/A
LK387623	Sargent	Sargent Lock Master	N/A
LK143245	Sargent	Administration Office	006

Section 3: Security**Subject: Keys, Tools, Culinary Equipment (Continued)****Minimum Standard: 5120:1-8-03(B)(16)****Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019**

LK781665	Sargent	Security Equipment Room	190
LK583667	Sargent	Probation Office (Judge)	201
651	Cobra	Lobby Kiosk	N/A
2341	Illinois	Housing Kiosk	N/A
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Female Med / Max Dayroom	110/120
-	Skeleton	Class/Seg Dayroom	130/140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
x35TP36	Adams	Commissary Storage	215
MK35TPA	Adams	ACON Master	N/A
35TP32	Adams	ACON Booth	001/002
35TP34	Adams	Nurse's Station	003
35TP11	Adams	Female Work Cell Doors	101-104
35TP11	Adams	Dorm Doors	042-049
35TP12	Adams	Medical Area Cell Doors	306-308
35TP14	Adams	Class/Seg Cell	131-243
-	Adams	Female Med Cell Doors	111-213
35TP15	Adams	Medical Exam	305
35TP15	Adams	Medical Ward	311
-	Adams	Dental Exam	302
35TP16	Adams	Female Max Cell Doors	121-223
35TP5	Skeleton	Access Panels	N/A
35TP6	Skeleton	Mop Closet	041
C413A	N/A	Cleaning Solution	N/A
R03	USA1	Medical Boxes	N/A.
35TP3	Skeleton	Property Room Storage	015
LK583641	Sargent	Kitchen Doors	481
LKBlank	Sargent	Visitation Door	024
SEI	N/A	Garage Cages	N/A
B399A	N/A	Audio Processer in S.C	N/A
C005A	N/A	Relay Cabinet in Equip. Room	N/A
Blank	N/A	Paper Towel Dispensers	N/A
MB16/I174	N/A	Gun Locker	N/A
1002	N/A	OC Spray	N/A
H12	N/A	Paper Towel Dispenser	N/A

H. An **Emergency Key Ring in Main Control** will contain the following keys for E Control:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP2	Skeleton	Male Max Dayroom	250
-	Skeleton	Male Med Dayrooms	270/260
-	Skeleton	Male Min Dayroom	288
-	Skeleton	Male Visitation	022

Section 3: Security**Subject: Keys, Tools, Culinary Equipment (Continued)****Minimum Standard: 5120:1-8-03(B)(16)****Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019**

MK35TPB	Adams	ECON Master	N/A
35TP33	Adams	ECON Booth	00
LS 300	LSDA	Medical Cabinet	

I. The **Key Box in E-Control** will contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP5	Skeleton	Access Panels	N/A
LK Hoobs	Sargent	Gym Storage	227
LK583685	Sargent	ECON Electrical Room	266
LK583645	Sargent	Laundry Hallway	446
MK35TPB	Adams	ECON Master	N/A*
651	Cobra	Lobby Kiosk	N/A
2341	Illinois	Housing Kiosk	N/A
35TP33	Adams	ECON Booth	005
35TP23	Adams	Max Cell Doors	151-256
35TP24	Adams	Med Cell Doors	161-276
35TP25	Adams	Min Cell Doors	181-286
35TP2	Skeleton	Male Max Dayroom	250
-	Skeleton	Male Med Dayrooms	270/260
-	Skeleton	Male Min Dayroom	288
-	Skeleton	Male Visitation	022
B399A	N/A	Audio Processer in S.C	N/A
C005A	N/A	Relay Cabinet in Equip. Room	N/A
35TP21	Adams	Line Up Doors	430
-	Adams	Inside Dock Door	447
-	Adams	Inside 444 Door	444
-	Adams	Exit Corridor West	N/A
-	Adams	South Sally Port North	N/A
35TP22	Adams	Classroom	031
-	Adams	ECON Sally Port Doors	459,469,489
-	Adams	ECON Fire Doors	N/A
-	Adams	Inside and Outside Gyms	035/657

J. An **Emergency Key Ring in E-Control** will contain the following keys for A Control:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Female Medium Dayroom	110
-	Skeleton	Female Maximum Dayroom	120
-	Skeleton	Classification Dayroom	130
-	Skeleton	Segregation Dayroom	140
-	Skeleton	Medical Waiting	309

Section 3: Security

Subject: Keys, Tools, Culinary Equipment (Continued)

Minimum Standard: 5120:1-8-03(B)(16)

Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019

-	Skeleton	Booking Sally Port South	414
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
MK35TPA	Adams	ACON Master	N/A
35TP32	Adams	ACON Booth	001/002
35TP34	Adams	Nurse's Station	003

K. The **Key Box in Dispatch** will contain one key for each door in the building and the following two emergency rings:

1. Emergency ring number 1 is for the jail section of the building:
2. Emergency ring number 2 for the Administrative and Maintenance sections of the building:

Section 3: Security

Subject: Toxic, Corrosive, and Flammable Substances

Minimum Standard: 5120:1-8-03(B)(17)

Revised: 05/1990, 09/2015

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

POLICY

It is the Policy of the Erie County Jail that Toxic, Corrosive, and Flammable Substances and Tools shall be stored in a secure area and used by inmates only under direct supervision and used only in accordance with manufacturer's instruction. The substances are only accessible to an authorized person.

PROCEDURE

1. All Toxic, Corrosive, and Flammable Substances and Tools will be stored locked in the:
 - a. Janitors equipment room adjacent to the kitchen
 - b. Inmate Property Storage Room

2. When any Toxic, Corrosive or Flammable Substances and Tools are used by an inmate worker, it will be under direct supervision of jail staff.

Section 4: Housing

Subject: Housing

Minimum Standard: 5120:1-8-04(A)(B)(C)(D)(E)(F)(G)(H)(I)(J)(K)(L)

Revised: 9/2015

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

POLICY

It is the policy of the Erie County Jail to provide sufficient space, seating, air circulation, temperature, toilet and lavatory, shower, wash basin, and natural light for inmates in accordance with the Jail Minimum Standards. The jail shall maintain documentation regarding square footage and maximum occupancy figures for all housing and holding areas.

PROCEDURE

1. **Sufficient Space**
 - a. Holding Cells – Sixty square feet for one to three occupants with twenty square feet for each additional occupant up to a maximum of one hundred and twenty square feet
 - b. Housing Cells – Seventy square feet for single occupancy
 - c. Dormitory Sleeping Space – Fifty Square feet per occupant
 - d. Day Space – Thirty five square feet per number of occupants occupying day space at one time. Minimum size of one hundred and five square feet
2. **Seating** – Each inmate shall be provided with a seat
 - a. Each cell will contain a seat
 - b. Each dayroom will contain a seat for each inmate
3. **Air Circulation** – All housing areas will have air circulation of fifteen cubic feet of outside or recirculated filtered air per minute per occupant
4. **Temperature** – will be mechanically raised or lowered to acceptable comfort levels
5. **Sanitation Facilities** – shall include access to an operable flush toilet and lavatory with hot and cold potable water on a twenty four hour basis without staff assistance
 - a. Toilet, Wash Basin, and Shower facilities will be provided at a rate of one operable for every twelve occupants.
 - b. Shower Temperatures will be controlled thermostatically in a range from one hundred five to one hundred twenty degrees Fahrenheit
6. **Noise Levels** – shall not exceed seventy decibels in daytime and forty-five decibels at night.
7. **Natural Light** – shall be provided in housing units, dorms, cells and/or dayroom spaces
8. **Unadjudicated Juveniles** – will be housed separated by sight and sound from adult inmates
9. No inmate will be denied access to clothing, bed, bedding, toilet, lavatory, or showers without being reviewed on a daily basis by the Jail Administrator or designee.

Section 5: Sanitation and Environmental Conditions

Subject: Hygiene Articles

Minimum Standard: 5120:1-8-05(A)

Revised: 10/2008, 03/2009, 12/2011

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

POLICY

The Erie County Jail shall provide all inmates with hygiene articles at intake and replacement items to indigent inmates.

PROCEDURE

- A. All newly incarcerated inmates shall receive, free of charge, the following personal hygiene items:
 - 1. Bar of Soap.
 - 2. Toothbrush.
 - 3. Tube of Toothpaste.
 - 4. Comb.
 - 5. Female Inmates will receive feminine hygiene items.

- B. Personal Hygiene items will be replaced by Corrections Officers on an as needed basis.
 - 1. Some personal hygiene items are available for purchase through Jail Commissary.

- C. For security reasons, personal hygiene items left for inmates by friends or family will not be accepted.

Section 5: Sanitation and Environmental Conditions

Subject: Safe and Sanitary

Minimum Standard: 5120:1-8-05(B)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

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

POLICY

All areas of the Erie County Jail shall be safe and sanitary, including food service and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but are not limited to daily cleaning toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates and disposal of garbage.

PROCEDURE

A. Kitchen:

1. The food service manager shall be responsible for the safe and sanitary operation of the kitchen and its surrounding areas.
2. With the assistance of food service staff and inmate workers, the food service manager is responsible for the general cleanliness of these areas.

B. Laundry:

1. Corrections staff will be responsible for assigning and supervising inmate workers to the Laundry Room.
2. Inmate Workers assigned to laundry shall be responsible for keeping the Laundry Room clean and free of clutter.
3. Corrections Officers will verify this is being done on a daily basis.
4. The lint traps under the Dryers will be cleaned out regular and inspected by Corrections Officers.

C. Control Rooms:

1. Corrections staff shall be responsible for keeping control rooms clean and free of clutter.
2. Inmate workers are not allowed inside control rooms and cannot assist in cleaning operations.
3. Corrections staff shall be responsible for:
 - a. Wiping of counters.
 - b. Vacuuming of floors.
 - c. Removal of garbage.
 - d. Cleaning of and stocking supplies for control room restrooms.
4. These cleaning duties should be completed at the end of every shift. In the event these duties are not completed, the officer coming on duty shall notify the shift supervisor prior to relieving the officer assigned as control board operator.

Section 7: Sanitation and Environmental Conditions

Subject: Safe and Sanitary (Continued)

Minimum Standard: 5120:1-8-05(B)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

D. General Housing Areas:

1. Corrections staff will be responsible for assigning and supervising inmate workers to sweep, mop, collect food trays and garbage from all areas (to include dorms, pods, hallways & sally ports) prior to the end of their shifts.
2. All garbage collected for each shift should be transported to the outside dumpster.
3. The shift supervisor shall be responsible for maintaining the facility clean and should direct cleaning duties as needed.
4. Cleaning duties should be completed prior the end of every shift.
5. If these cleaning duties are not completed, officers coming on shift shall notify the shift supervisor prior to reliving the officers going off duty and advise him/her of the discrepancies.

E. Dorms/Pods/Cells:

1. Inmates are responsible for keeping their living quarters clean.
2. They shall be provided cleaning equipment daily to accomplish this task.
3. Officers will ensure that inmates sweep and mop floors in their assigned housing area.
4. A spray disinfectant, disposable towels and toilet brush shall be provided for inmate's to clean and sanitize the sink, toilet, urinals, and drinking facilities in their cells and housing area.
5. A scrub brush with a mop and bucket will be provided daily for inmates to clean shower areas

Erie County Jail
Monthly Jail Inspection

5120:1-0803(B)(11)(b)

Date: _____

Officer _____

Holding Area

Locks: OK / Need Attention
Windows: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Plumbing: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Fire Extinguishers: OK / Need Attention
Comments: _____

Dormitories

Window Bars: OK / Need Attention
Locks: OK / Need Attention
Windows: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Plumbing: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Fire Extinguishers: OK / Need Attention
Comments: _____

Medical Area

Window Bars: OK / Need Attention
Locks: OK / Need Attention
Windows: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Plumbing: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Fire Extinguishers: OK / Need Attention
Comments: _____

Pods

Window Bars: OK / Need Attention
Locks: OK / Need Attention
Windows: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Plumbing: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Fire Extinguishers: OK / Need Attention
Comments: _____

Erie County Jail
Monthly Jail Inspection
5120:1-0803(B)(11)(b)

Date: _____

Officer _____

Kitchen Area

Locks: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Plumbing: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Fire Extinguishers: OK / Need Attention
Utensil Storage: OK / Need Attention
Cooler: OK / Need Attention
Comments: _____

Laundry Room

Locks: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Plumbing: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Fire Extinguishers: OK / Need Attention
Washer: OK / Need Attention
Dryer (lint trap): OK / Need Attention
Comments: _____

Male Visitation

Locks: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Phones: OK / Need Attention
Comments: _____

Female Visitation

Locks: OK / Need Attention
Walls: OK / Need Attention
Floors: OK / Need Attention
Vent Covers: OK / Need Attention
Glass Panes: OK / Need Attention
Access Plates: OK / Need Attention
Protective Screens: OK / Need Attention
Doors: OK / Need Attention
CCTV: OK / Need Attention
Lighting: OK / Need Attention
Sanitation: OK / Need Attention
Signs of Vermin/Rodents: Yes / No
Phones: OK / Need Attention
Comments: _____

Section 5: Sanitation and Environmental Conditions
Subject: Monthly Sanitation, Vermin, and Safety Inspections
Minimum Standard: 5120:1-8-05(C)
Revised: 10/2008, 03/2009, 12/2011, 09/2015

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

POLICY

Monthly Sanitation, Vermin, and Safety Inspections of all areas shall be done by a designated, trained staff person. These inspections are to ascertain that acceptable levels of sanitation are maintained. Any treatment of extermination shall be conducted by a licensed pest control professional.

PROCEDURE

- A. The jail shall be inspected once a month for insects, vermin and rodents.
 - a. The Jail Administrator or his designee shall conduct this monthly inspection.
 - b. This inspection shall be documented on the "Erie County Monthly Inspection" sheet.
 - c. Jail administrators shall review this form and take action to address any deficiencies.
 - d. Documentation of such shall be kept on file in the jail.

Section 5: Sanitation and Environmental Conditions

Subject: Regular Maintenance

Minimum Standard: 5120:1-8-05(D)

Revised: 03/2009, 12/2011, 09/2015

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

POLICY

It is the policy of the Erie County Jail to ensure regular maintenance and repairs shall occur. Corrections Staff shall conduct daily maintenance inspections. These inspections are to ascertain that all internal systems (locks, intercoms, speakers, etc.) are in operable condition. Any repairs shall be documented and maintained. The Erie County Facilities Department shall be responsible for maintaining all components of the facility in proper working condition.

PROCEDURE

A. Non-Emergency Maintenance:

1. Non-Emergency items shall be defined as any request for maintenance that does not pose a threat to the safe and sanitary operation of the jail. Non-Emergency items can be but not limited to:
 - a. Clogged drains / minor plumbing issues.
 - b. Lights burned out.
 - c. Door limit switches not operating properly.
 - d. Loose carpet / tile squares.
 - e. Intercom malfunctions.
2. Non-Emergency items should be reported to the Erie County Facilities Department via an email. This email should include:
 - a. Exact location of problem.
 - b. The exact nature of the maintenance problem.
 - c. Be forwarded to the Jail Administrator.

B. Emergency Maintenance:

1. Emergency Maintenance items shall be defined as any malfunction that poses a threat to the safe and sanitary operation of the jail. These items can be but not limited to:
 - a. Any situation that poses a fire hazard, block or non-operational fire escape doors.
 - b. Any situation that compromises the physical integrity of the facility.
 - c. Sewer or water delivery malfunctions that may result in further damage to the facility or cause an environmental hazard.
2. Emergency items should be reported to the Erie County Facilities Department via an email. This email should include:
 - a. Exact location of problem.
 - b. The exact nature of the maintenance problem.
 - c. Be forwarded to the Jail Administrator.
3. A list of on-call maintenance personnel is kept in the Jail Sergeant's Office for after-hour emergencies.
 - a. The Shift Supervisor shall contact the on-call maintenance personnel.
 - b. A Jail incident report shall be completed after calling maintenance personnel.

Section 5: Sanitation and Environmental Conditions

Subject: Annual Health Inspection

Minimum Standard: 5120:1-8-05(E)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall be inspected annually by local or state health authorities and a written report shall be provided. There shall be a written plan to correct jail-related deficiencies.

PROCEDURE

- A. The Jail Administrator shall contact the Erie County Health Department yearly to arrange for an inspection of the entire facility.
- B. A copy of the inspection will be kept on file in the jail.
- C. There will be a written plan to correct any jail-related deficiencies.
 - a. After reviewing the inspection the Jail Administrator or his designee will submit work orders in a form of an email to the Erie County Facilities Department to ensure all deficiencies are corrected in a timely manner.

Section 5: Sanitation and Environmental Conditions

Subject: Illuminated Areas

Minimum Standard: 5120:1-8-05(F)

Revised:

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

POLICY

All grounds, walkways, driveways, and park areas of the Erie County Jail shall be illuminated at night.

PROCEDURE

- A. The grounds, building exterior, sidewalks, driveways, and parking areas that are adjacent to the jail shall be sufficiently lighted during the evening hours to provide adequate vision for security and at a level to enable use of any exterior CCTV's.
- B. The Erie County Facilities Department is responsible to repair or replace any areas that are not properly illuminated.
 - a. Should a Corrections staff member find an area unilluminated they should:
 - 1. Notify the Shift Supervisor.
 - 2. Send the Erie County Facilities Department an email stating the exact location of the problem.
 - 3. Complete a jail incident report.

Section 5: Sanitation and Environmental Conditions

Subject: Interior Lighting

Minimum Standard: 5120:1-8-05(G)(1)(2)(3)

Revised:

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

POLICY

The Erie County Jail shall maintain documentation that at least twenty foot-candles, measured thirty inches above the floor, in inmate reading areas, at least fifteen foot-candles, measured thirty inches above the floor in inmate accessible areas, and lighting in inmate sleeping areas shall be reducible to between two and four foot-candles, measured thirty inches above the floor.

PROCEDURE

1. The Erie County Facilities Department is responsible to conduct periodic inspections to ascertain:
 - a. At least 20 foot-candles of light is provided in all inmate reading areas measured 30 inches from the floor.
 - b. At least 15 foot-candles of light is provided in all accessible inmate areas.
 - c. That in inmate sleeping areas, light shall be reducible to between two and four foot-candles of light measured 30 inches from the floor.

Section 5: Sanitation and Environmental Conditions

Subject: Clean Bedding, Linens, and Clothing

Minimum Standard: 5120:1-8-05(H)(1)(2)(3)(4)(5)(6)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall maintain documentation that bedding and mattresses shall be in good repair and cleaned prior to being reissued. Clean bed linens and towels shall be exchanged once weekly. Issuance of clean linens and towels shall be documented. Issued clothing shall be exchanged or laundered twice weekly. Arrangements are made to exchange or launder personal clothing and undergarments twice weekly. Blankets shall be cleaned or exchanged once a month. Mattresses shall be cleaned monthly. Bedding, mattresses, towels, and clothing shall be exchanged or cleaned when soiled.

PROCEDURE

A. Mattresses:

1. Mattresses shall be cleaned weekly by the inmate using it. A spray disinfectant shall be provided.
2. Any mattress that is found in poor condition (torn/excessive wear) shall be taken out of service, replaced and such shall be documented.
3. Unclean mattresses shall be placed in a separate storage area until they have been cleaned.
4. Unclean mattresses shall be sprayed with disinfectant and wiped down before being reissued for use.
5. Officers should log the cleaning of mattresses in the computer with a Clean (CLEN) Event. This event should include:
 - a. Date and Time of cleaning.
 - b. Number of mattresses cleaned.

B. Reissued Linens:

1. All linens shall be laundered prior to being issued to another inmate.
2. When an inmate is released they will place their issued linen items into a laundry cart in the Processing Room.
3. Corrections Staff will inspect the items to ensure they are in good repair.
4. This cart will then be sent to laundry to ensure the bedding is laundered prior to being reissued.

C. Laundered Linens (Laundry Pass):

1. All inmates will be provided an opportunity to have their linens laundered twice weekly using the following schedule:
 - a. E Control inmates Saturday's and Wednesday's during A Shift.
 - b. B Control inmates Sunday's and Wednesday during B Shift.
 - c. A Control Inmates Tuesday's and Saturday's during B Shift.
2. A corrections officer will place a laundry cart into the housing area.

Section 7: Sanitation and Environmental Conditions

Subject: Clean Bedding, Linens, and Clothing (Continued)

Minimum Standard: 5120:1-8-05(H)(1)(2)(3)(4)(5)(6)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

3. Inmates in the housing area will place their items into the laundry cart
4. A Laundry Inmate Worker will take the cart to laundry and launder the items.
5. Once laundered, the cart will be returned to the housing unit.
6. Prior to being sent to laundry and being returned to the housing unit, a corrections officer will inspect the cart for contraband.
7. Once the Laundry Pass is completed, the corrections officer conducting the pass will enter it into the Jail's Record Management System as a LAUN (Laundry Pass) Event in the Jail Log. This event will include:
 - a. Date and Time of the Laundry Pass.
 - b. The area where the Laundry Pass was conducted.
 - c. Officer conducting the Laundry Pass.

D. Soiled Linens / Mattresses:

1. Any time a corrections officer becomes aware of soiled bedding, mattresses, towels, or clothing they will immediately exchange it for a clean item.
2. The corrections officer will then ensure the soiled items are cleaned and place a LAUN (Laundry Pass) Event in the Jail Log. This event will include:
 - a. Date and Time of the item(s) exchanged.
 - b. Inmate's name who's item is exchanged.
 - c. Officer exchanging the item.

Section 5: Sanitation and Environmental Conditions

Subject: Showers

Minimum Standard: 5120:1-8-05(I)

Revised: 10/2008, 03/2009, 12/2011

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

POLICY

Each inmate in the Erie County Jail shall be provided the opportunity for a hot shower not to exceed 48 hours.

PROCEDURE

1. General Population:

- a. Inmates housed in General Population housing units will be granted access to shower stalls equipped with hot running water daily between the hours of 0700 and 1830 hours.
- b. Showers may be permitted at other times with the approval of the Shift Supervisor.

2. Medical Isolation / Holding:

- a. Inmates housed in a Medical Isolation Cell or Holding will be given the opportunity to shower daily after 1900 hours or any time with the approval of the Shift Supervisor.
- b. This can either be done using shower stalls equipped with hot running water in General Population housing areas, or in the Processing Room.
- c. Any time an inmate from these housing areas is given the opportunity to shower, a Corrections Officers should document it in the Jail Log in the Jail Record Management System as a SHWR (Shower) Event to include:
 - a. Date and Time of shower.
 - b. Location of shower.
 - c. Officer granting the shower.

Section 5: Sanitation and Environmental Conditions

Subject: Haircuts

Minimum Standard: 5120:1-8-05(J)

Revised: 10/2008, 03/2009, 12/2011, 01/2015

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

POLICY

The Erie County Jail shall make provisions for inmate haircuts. A cosmetologist licensed by the State of Ohio shall provide this service once a month. An Inmate must be incarcerated for 30 days before they are eligible to receive a haircut. There is no charge to the inmate for this service.

PROCEDURE

- A. A Corrections Officer will be assigned to supervise the procedure. This officer should:
 - a. Obtain a list of those inmates requesting a haircut.
 - b. Present the list to the shift supervisor for approval.
 - c. Escort the cosmetologist to the classroom.
 - d. Inventory the haircutting tools present (especially scissors and any sharp item).
- B. Once the cosmetologist is prepared the escorting officer shall call to the respective control room where the inmate is housed.
- C. The escorting officer shall always remain with the cosmetologist and never leave him/her alone with any inmates.
- D. When the inmate arrives to the classroom, the escorting officer shall have the inmate sign a dated roster to indicate they have received this service.
- E. After the inmate has received a haircut he/she will be sent back to their housing area.
 - a. The officer should notify the respective control room (via radio) of the returning inmate.
 - b. This process should continue until all approved requests are completed.
- F. When completed with all haircuts the escorting officer shall:
 - a. Re-inventory the barber's equipment before it is stored
 - b. Inspect the area for any contraband that may have been left behind
 - c. Escort the barber out of the jail.
 - d. Present the haircut roster to the jail administrator.
 - e. Document the haircuts in the Jail Record Management System as a HAIR (Haircut) Event in the Jail log to include:
 - i. Date and Time
 - ii. Officer Involved
 - iii. Inmates Involved.
- G. The officer directing haircuts is responsible for having the haircut area cleaned and cut hair shall be properly disposed of:
 - a. Gathered and placed in a plastic garbage bag
 - b. This bag should be tied, closed, and placed inside the dumpster.

Section 5: Sanitation and Environmental Conditions

Subject: Shaving Equipment

Minimum Standard: 5120:1-8-05(K)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

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

POLICY

The Erie County Jail shall make shaving equipment and supplies available daily. Issuance and retrieval of shaving equipment and supplies shall be documented.

PROCEDURE

- A. At the beginning of A Shift the officer assigned to each housing area will obtain a list of inmates requesting a razor.
 - a. The razor request must be made by the person requesting the razor.
- B. Prior to issuance of a razor to any inmate who may be considered high risk or who is under a suicide watch, the shift supervisor must be notified. Issuance of a razor will be at the discretion of the shift supervisor.
- C. The officer will obtain a new disposable razor and write the name of the inmate requesting a razor on the handle of the razor with a permanent marker. The officer will inspect the razor to ensure a blade is present prior to issuing the razor.
- D. The officer will indicate on a Erie County Jail Razor Log Form:
 - a. Date the razor was issued.
 - b. Time the razor was issued to the inmate.
 - c. Name of inmate who requested the razor.
 - d. Name of officer issuing the razor.
 - e. Time the razor was collected from the inmate by the officer.
- E. The officer will enter a RAZO (Razor) Event in the Jail Record Management Jail Log to include:
 - a. Date and Time razors were issued.
 - b. Location razors were issued.
 - c. Names of inmate's razors were issued to.
 - d. Officer issuing razors.
- F. All razors must be collected and accounted for by 0930 hours.
- G. After razors are returned from the inmate the officer receiving the razors should carefully inspect them to ensure the blade has not been removed or otherwise tampered with.
 - a. Any signs of a missing or tampered razor should be immediately reported to the shift supervisor.
- H. Used razors should be handled with universal precautions and disposed of in a Sharps Container.

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

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

POLICY

The Erie County Jail shall have policies and procedures, and practices which evidence that there is a plan that guides the jail's response to emergencies. All jail personnel will be trained in the implementation of the emergency plan. The emergency plan will include procedures to be followed in situations that threaten jail security.

DEFINITION

A jail emergency can be, but not limited to, escape, hostage situation, fire, riot, food poisoning, civil disturbance in the community, natural disaster, suicide, other death, outbreak of contagious disease, inmate strike and other disturbances, bomb threat, or any action that affects or jeopardizes the security of the Erie County Jail and/or the safety of the inmates and/or staff.

PROCEDURE

A. Policy:

1. The Erie County Jail shall have a written fire safety plan that is approved by the Perkins Township Fire Department Inspector, and that is reviewed annually and updated as needed. The plan shall include fire prevention, training and drills, fire response, and post-fire documentation and review. A copy of the current plan shall be maintained at the Perkins Township Fire Department.

B. Fire Inspections:

1. The Erie County Jail shall be inspected annually by a certified local or state fire safety inspector applying the applicable jurisdictional and Ohio Fire Code. The jail will have a written plan to correct any jail-related deficiencies. The jail shall maintain documentation of the inspections and any corrective measures taken.
 - a. The Jail Administrator is responsible to ensure the Erie County Jail is inspected annually by the Perkins Township Fire Department Inspector.

C. Jail Furnishings:

1. Jail Furnishings shall meet fire safety performance requirements.
 1. Jail Furnishings include draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn.
 - a. Such materials will be subjected to careful fire-safety evaluation before being purchased or used.

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

D. Fire Prevention:

1. All employees shall be responsible in helping to prevent a fire by;
 1. Not allowing flammable materials to accumulate such as;
 - a. Newspapers
 - b. Books and/or magazines
 - c. Letters and/or legal documents
 - d. Paper cups
 - e. Excessive clothing and/or linens
 2. Trash containers in housing and storage areas will be emptied daily, or more often if needed.
 3. Inmates are strictly forbidden to use, have access to, or have in their possession any:
 - a. Flammable compounds.
 - b. Incendiary device (matches, lighters, flints, etc.)
 - c. Chemicals, compounds, batteries that may be used as an igniter.
 4. Flammable liquids or compounds are not allowed to be stored inside the security perimeter of the Erie County Jail.
 5. Liquids, elements, or compounds that may create a dangerous reaction are not allowed to be stored in the Erie County Jail.
 6. Employees will routinely turn off electrical machines when not in use.
 7. Fire Department stand pipe and fire extinguisher boxes should be periodically checked for properly operating keys, locks, and doors.
 8. Staff should report any emergency exit lights that may be out.
 9. Fire Doors in need of attention shall be immediately reported and fixed.
 10. The Scott Air Packs located within the jail shall be inspected monthly and documented.

E. Training:

1. Training in jail fire safety equipment shall be conducted annually and documented in the jail training logs.
 1. Fire training will include but not limited to;
 - a. Knowledge of the floor plan outlining all evacuation route options.
 - b. Knowledge of all emergency exits.
 - c. Location of Fire Safety Equipment.
 - d. Use and care of available Fire Safety Equipment.
 - e. The concept and use of the Fire Emergency System.
 - f. Fire Prevention and Awareness.

F. Frill Drills:

1. Fire Drills shall be conducted every three months on each shift.
 1. Staged Fire Drills
 - a. An activation of the fire alarm system shall be conducted annually.

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

1. This may be done in the form of a pull down activation or simulated fire response. Perkins Township Fire Department must be notified prior to conducting any Staged Fire Drill.
 - b. Officers on duty should be evaluated as to their response.
 - c. Officers involved may be required to submit their personal critique of the drill.
 - d. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 - e. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).
2. Shift Fire Drill
- a. A Shift Fire Drill will be conducted every three months on each shift.
 - b. The Shift Supervisor will decide the type of Fire Drill to be conducted:
 1. With Inmate Movement
 1. The Shift Supervisor will observe the movement of inmates using the escape route (ex. Inmates moving to outside recreation area).
 2. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 3. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).
 2. Without Inmate Movement
 1. The Shift Supervisor will observe officers using the escape route (ex. moving through Fire Doors).
 2. This will be documented on the Fire Drill Form and submitted to the Jail Administrator for review.
 3. The Shift supervisor will log the Drill in the Jail's Record Management System using the code FRDR (Fire Drill).

G. Fire Zones:

1. The Erie County Jail Shall be divided into zones to help pinpoint the fire and simplify evacuation. The zones are as follows;
 1. Zone #1 (West)
 - a. Female Work, Medium, and Maximum Pod
 - b. Female Visitation
 - c. Medical Area and Cells
 - d. Segregation and Classification Pod
 - e. Holding Area and Cells
 - f. Garage Sally Port
 - g. Main and Female Control Rooms
 - h. Jail Administration Offices
 - i. Property and Processing Area

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

2. Zone #2 (Central)
 - a. Dorms 042, 045, and 049
 - b. Interview Rooms
 - c. Court Room
 - d. Classroom
 3. Zone #3 (East)
 - a. Indoor Recreation Area
 - b. Male Maximum, Medium G, Medium H, and Minimum Pod
 - c. E Control Room
 - d. Male Visitation
 4. Zone #4 (South)
 - a. Kitchen and Laundry Areas
 - b. Dispatch Center
 - c. Roll Call
 - d. Locker Rooms
 - e. Road Administration Offices
 - f. Detective Bureau
 5. Zone #5 (Basement)
 - a. Will include all areas below ground or the first floor.
2. Sub-zones will appear on the Main Control Board to better pinpoint the alarm area.
 3. Even if the fire zone appears to be secure and free of smoke and fire, the fire officials should still respond to investigate.
 4. The shift supervisor may request dispatch to silence the alarm but the alarm should not be re-set until cleared by the responding fire department.

H. Fire Alarm System:

1. When the Shift Supervisor has been notified that an alarm has come in for Zones 1 through 5, they will direct the nearest available officer to investigate.
2. Upon investigation, the officer will advise the Shift Supervisor of their findings via their portable radio.
3. Upon activation of the fire/smoke alarm, the fire alarm emergency door release system will be activated. This system will initiate a countdown on the screen of the Main Control Board. If the system is allowed to count down to zero, the following will result;
 1. Cell Doors in the affected zone will unlock.
 2. Sliding Doors in the affected zone will open.
 3. Emergency release buttons located by exit doors will be activated.
 - a. This system is used in the event of an evacuation.
 4. It will be the responsibility of the Main Board Operator to continue to reset the count down and not allow it to reach zero.
 - a. The Shift Supervisor shall inform the Main Control Operator if the system is to be allowed to count down to zero.

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

- b. Or in the event of an obvious dire emergency, the Main Control Operator may allow it to reach zero.

I. Discovery:

1. When any Corrections Officer, Support Staff employee, Volunteer, or Visitor detects smoke or fire with the jail, a corrections officer shall:
 1. Immediately notify the Shift Supervisor and Dispatch by the most readily means available (intercom, radio, pull box, etc.) and advise them of the nature, severity, and location of the fire.
 2. Take measures to secure and/or evacuate the area, ensuring the safety of all inmates. This may include using any equipment necessary or available (flashlight, fire extinguisher, breathing apparatus, etc.).
 3. Maintain the security of the area until assistance arrives.
2. The Shift Supervisor shall;
 1. Direct all available personnel in the jail to the area to assist as needed.
 2. Help to evaluate the situation and determine whether or not the fire is extinguishable.
 3. Ensure that the Perkins Township Fire Department has immediate access to the building and location of the fire and/or smoke.
3. The Dispatcher shall:
 1. Immediately notify the Perkins Township Fire Department with the information provided by reporting officers.
 2. Immediately notify the OIC of the Road Division of the situation.

J. Evacuation Plan:

1. Evacuation shall commence at the first sign of smoke or fire in a housing area.
2. All Jail Exits shall be clear and evacuation routes shall be posted and clearly marked.
 1. All Jail occupants; staff, inmates, visitors, etc. shall be provided with clear direction/guidance in order to reach exits, entrances, exterior doors, building exterior areas and/or other safe areas in the event of a fire emergency within or affecting the jail.
3. Inmates in the affected area shall be moved to a designated area as follows if safe passage is accessible:
 1. Inmates housed in Zones #1 or #2 (A and B Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area
 2. Inmates housed in Zone #3 (E Control) shall be moved to;
 - a. Classroom
 - b. Indoor Recreation Area
 - c. Outdoor Recreation Area

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

- d. Holding Area / Female Visitation / Medical Area / Segregation and Classification Pods
3. If it is deemed necessary to evacuate a section or the entire jail outside, inmates will be directed to the outdoor area within the chain link fenced boundaries of the Erie County Jail.
4. In the Event of any evacuation from the jail, dispatch will be contacted to request assistance from local law enforcement personnel to provide an outside security perimeter and supervision of evacuated inmates.
5. Support Staff and Volunteers will be escorted outside the building using the safest route possible
4. The Sheriff, Jail Administrator, or Shift Supervisor shall be responsible for directing and coordinating all personnel in the evacuation of inmates to safety.
5. The Officers from each control area will retrieve the most recent roster and photos of the inmates from the evacuated areas and conduct a head count.
6. A Corrections Officer shall be stationed at the Garage Sally Port to admit and direct Firefighters to the fire area.

K. Fire Department Arrival:

1. When the fire department arrives, they shall be escorted by a Corrections Officer to the fire zone.
2. The Sheriff, Jail Administrator, or Shift Supervisor and Ranking Fire Official shall share authority and responsibility at the scene.
3. If the Fire Official determines inmates secured in the evacuation areas within the jail need to be moved outside, they will be evacuated immediately.

L. Head Count:

1. When any evacuation has taken place, the shift supervisor will be responsible for ensuring a head count of all evacuated inmates is conducted.
2. If any inmate is missing, the fire department shall be told the housing area and/or cell of the inmate.

M. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an FIRE (Fire) Event in the Shift Log of the Jail's Record Management System.

N. Crime Scene:

1. Any and all items that may have been used to start the fire should be kept secure at the scene for investigators.

Section 5 Sanitation: Jail Emergencies Response Plan

Subject: Fire Safety Plan (Continued)

Minimum Standard: 5120:1-8-03(B)(4) / 5120:1-8-05(L)(M)(N)(O)(P)(Q)

Revised: 10/2008, 12/2011

O. Investigation:

1. The Sheriff or designee shall order an investigation of the incident in cooperation with the fire department and the State Fire Marshall.

P. Evaluation:

1. A complete evaluation of the Fire, including circumstances that led up to and action taken by corrections staff, will be conducted by the Jail Administrator.
2. The Jail Administrator will present all findings of the evaluation in writing to the corrections staff and the Sheriff.

Section 6: Communication

Subject: Inmate Mail

Minimum Standard: 5120:1-8-06

Revised: 05/1999, 03/2009, 12/2011, 09/2015, 07/2017, 09/2017

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

POLICY

There shall be no limitation on the amount of incoming or outgoing inmate mail, whether received or sent via the United States Postal Service (USPS) or received or sent via the internal inmate email system when the inmate bears all costs associated with that correspondence, except as outlined below. Incoming and outgoing USPS mail will be inspected to ensure that the mail does not contain contraband or information/communication that could be detrimental to the safety or security of the jail. Legal mail or correspondence, as defined below, will be opened and inspected in the presence of the inmate to ensure that no contraband is contained therein. Mail will be withheld or rejected based on legitimate jail security interests, as authorized by the Jail Administrator or his/her designee and as noted below. Any inmate from whom mail is withheld will be notified and will be provided with the reason for the rejection. Indigent inmates shall receive two (2) postage pre-paid postcards per week.

DEFINITIONS

Mail—includes any item sent through and processed/delivered by the United States Postal Service and/or any other package or parcel delivery service (UPS, FedEx, etc.)

Legal mail—is mail addressed to an inmate that clearly bears the return address of any of the following:

- 1) an attorney and/or his/her law firm;
- 2) a public service law office;
- 3) a legal clinic;
- 4) a court of law;
- 5) any office or official of federal, state, or local government;
- 6) administrators of legal grievance systems; and/or
- 7) any probation officer or probation authority or the Ohio Adult Parole Authority.

PROCEDURES

A. Outgoing Mail

1. Inmates may send mail or email to anyone outside the jail, provided that there are no court orders or other legal or security concerns that would prohibit such contact. Unless otherwise authorized by the Jail Administrator or his/her designee, only postage pre-paid postcards will be used by inmates to send outgoing mail, other than email. All postage pre-paid postcards used by inmates for outgoing mail will be purchased by the inmate through the jail commissary system.
2. Inmates are not authorized to send mail to any other inmate currently housed in the Erie County Jail. Such mail, if received, will not be delivered to the intended recipient.

Section 6: Communication

Subject: Inmate Mail (Continued)

Minimum Standard: 5120:1-8-06

Revised: 05/1999, 03/2009, 12/2011, 09/2015, 07/2017, 09/2017

3. Outgoing mail will be inspected by the officer who receives such mail from an inmate. Any inmate wishing to send USPS mail will hand-deliver his/her mail to a Corrections Officer. All outgoing USPS mail must have the sending inmate's name written in the return address portion of the postcard and/or envelope, along with the name and full address of intended recipient before it is accepted for mailing.
4. Any inmate deemed "indigent" shall receive two (2) postage pre-paid postcards and a pencil free of charge on a weekly basis.
5. Any Corrections Officer receiving an outgoing piece of USPS mail from an inmate will record the following information in the Jail Record Management System as a MAIL (Mail Log) Event in the Jail Log, for each individual piece of USPS mail, to include:
 - i. Date and time of log entry and/or when the mail was received; and
 - ii. Name and address of the mail's intended recipient; and
 - iii. Name of the inmate sending the piece of mail.
6. All outgoing USPS mail will be placed into the outgoing mail basket in the A-Control Room in the jail to be forwarded to the United States Postal Service.
7. If a Corrections Officer has reason to believe, upon its receipt, that a piece of outgoing mail contains contraband, information that may jeopardize the security of the staff, facility, or other inmates, and/or evidence of criminal activity, the mail shall be forwarded immediately to the jail shift supervisor. That supervisor shall determine if cause exists to confiscate the mail or allow it to be mailed. If the piece of mail is not mailed, it will be forwarded to the Jail Administrator or his designee and a detailed report will be completed by all involved personnel.

B. Incoming Mail

1. Incoming USPS mail for inmates will be logged into the Jail Record Management System as a MAIL (Mail Log) Event in the Jail Log to include:
 - i. Date and time of log entry and/or when the mail was received; and
 - ii. Name and address of the sender of the piece of mail; and
 - iii. Name of the inmate receiving the piece of mail.
2. Incoming inmate mail will be opened and/or inspected in order to intercept contraband.
3. All incoming mail pieces will be individually placed in net bags and hung for inspection by the Jail K-9 for inspection.
 - i. All mail pieces in envelopes will be opened and the letter placed in the same bag as the corresponding envelope.
 - ii. The Jail K-9 will inspect each piece of mail prior to any being distributed.
 - iii. Personal correspondence will not be passed to inmates if it has not been inspected by a Sheriff's Office K-9.
4. Books, magazines, newspapers and any other form of USPS mail, other than postcards, letters or legal mail, will not be delivered to the inmate, but will be placed in the inmate's personal property and properly recorded as personal property. The inmate will be informed of any such items placed in his/her property.
5. If, upon inspection, a Corrections Officer has reason to believe that a piece of incoming mail contains contraband, information that may jeopardize the security of the staff, facility, or other inmates, and/or evidence of criminal activity, that officer will confiscate the item of mail or contraband and forward it immediately to the on-duty jail supervisor, who shall determine if the mail in question should be treated as criminal evidence,

Section 6: Communication

Subject: Inmate Mail (Continued)

Minimum Standard: 5120:1-8-06

Revised: 05/1999, 03/2009, 12/2011, 09/2015, 07/2017, 09/2017

6. A detailed jail incident report should be submitted by the officer making the discovery of mail contraband.
7. If the contraband is found to be illegal in nature, the item will be treated as evidence and secured in an evidence locker in the Evidence Processing Room of the Erie County Sheriff's office
8. Incoming mail will be delivered to inmates as soon as possible.

C. Legal Mail

1. Legal mail will be logged as noted above and will be opened and inspected in the presence of the prisoner to whom it is addressed to be inspected for contraband.
2. If no contraband is located in legal mail, the mail will be immediately delivered to the inmate without the envelope. The envelope will be promptly discarded properly and/or shredded by the Corrections Officer delivering the mail. If legal mail is found to contain contraband, no part of the mail will be delivered and the procedures listed above concerning contraband found in mail will be followed.

D. Undeliverable Mail

1. If any mail is received for an inmate not currently in the Erie County Jail, the Corrections Officer receiving the mail will:
 - i. Stamp the un-opened envelope or piece of mail with the "Return to Sender" ink stamp maintained in the jail and check the "Not At This Address" box.
 - ii. Place the mail in the outgoing mail box in A-Control to be returned to the original sender.

E. E-Mail

1. The Erie County Jail offers inmate email services through the kiosks located throughout the jail and routinely available to all jail inmates.
2. As with other mail, email content (both sent and received) is subject to routine monitoring and/or review by any Sheriff's Office employee, or any member of any other authorized law enforcement agency, at any time.

Section 6: Communications

Subject: Inmate Telephone Services

Minimum Standard: 5120:1-8-06(G)

Revised: 05/1999, 03/2009, 12/2011, 09/2015

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

POLICY

Inmates shall have access to inmate telephone services in the Erie County Jail for the purposes of communicating with individuals outside the jail (friends, family, and/or attorneys)

PROCEDURE

- A. Telephones in inmate housing areas are available for inmate use between the hours of 0700 and 1900 daily.
- B. All phone calls shall be outgoing, collect phone calls only.
 1. Inmates may purchase pre-paid phone time through the jail commissary system.
- C. Officers should be vigilant for inmate misuse of the telephones:
 1. Excessive usage that hinders other inmates from telephone access.
 2. Causing physical damage to telephone equipment.
 3. The placing of harassing, threatening or otherwise illegal phone calls.
- D. Misuse of the telephone can result in:
 1. Criminal charges for placing phone calls which may be illegal.
 2. Restrictions on access to the telephone.
- E. Inmates on restriction for disciplinary reasons shall be granted daily access to a telephone for one hour.
 1. Any telephone restrictions shall be documented in the form of a jail incident report.
 2. Any telephone restrictions must be approved by the shift supervisor or jail administration.
- F. An inmate may request to use a regular departmental office phone.
 1. The shift supervisor may approve such a request on an "as needed" basis.
 2. In the event a phone call of this type is approved, the officer assisting the inmate shall dial the telephone number. The inmate is not allowed to dial out.
 3. After this type of call is either made or attempted, the assisting officer shall create a PHON (Phone) Event in the Jail Log of the Jail Record Management System. This record should include:
 - c. Date and time of call.
 - d. Name of inmate allowed to make the call.
 - e. Name and number of person being called.
 - f. Officer allowing the call.
 - g. Reason for the call.
- G. *Hearing Impaired Inmates- A TTD (Tele-Type for the Deaf) unit is available. This unit is stored in the processing room.*
 1. *All requests for use of the TTD unit by a deaf inmate will be immediately forwarded to the shift supervisor or jail administrator.*
 2. *The supervisor will allow use of the TTD at the earliest possible time.*
 3. *An escorting officer will remain with the inmate as he/she uses the TTD in processing.*

Section 6: Communication
Subject: Access to Legal Counsel
Minimum Standard: 5120:1-8-06(H)
Revised:

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

POLICY

Inmates shall have access to legal counsel of record including telephone contact, written communication, and confidential visits.

PROCEDURE

1. Inmates can use the Inmate Telephone Services from 0700 to 1900 hours daily to contact their legal counsel.
 - a. If an inmate is unable to reach their legal counsel, a corrections officer may call on their behalf.
 - b. If a call is made on the inmate's behalf it will be logged as a PHON (Phone) Event in the Jail Log of the Jail Record Management System. This record should include:
 - c. Date and time of call.
 - d. Name of inmate allowed to make the call.
 - e. Name and number of person being called.
 - f. Officer allowing the call.
 - g. Reason for the call.
2. Inmates may write their legal counsel without censor while incarcerated in the Erie County Jail.
 - a. Indigent inmates will be provided with 2 stamped envelopes weekly, along with writing supplies, which they may use to write their legal counsel.
3. Inmates and legal counsel are allowed confidential visits.
 - a. These visits will take place in the Jail Interview Rooms.
 - b. Legal Counsel must present valid identification prior to the visit.
 - c. Visits will take place between 0700-1900 hours.
 - i. The Shift Supervisor may grant a visit outside these hours at their discretion.
 - d. These visits will be logged as a PROV (Professional Visitor) Event in the Jail Log of the Jail Record Management System. This record should include:
 - h. Date and time of visit.
 - i. Location of visit.
 - j. Name of inmate visited
 - k. Name of person visiting.

Section 6: Communication

Subject: Message for Inmates

Minimum Standard:

Revised: 05/1999, 03/2009, 12/2011, 09/2015

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

POLICY

It is a general practice of the Erie County Jail that messages for inmates will not be taken or delivered. Messages from legal sources (Attorney or Legal Offices) and verified emergency messages from inmate's family or friends may be delivered but only after the originating source is verified and the information provided is found to be accurate.

PROCEDURE

A. Referral:

- a. Any staff member who obtains information from a caller claiming to have an emergency message or a message from an attorney shall:
 1. Obtain as much information as possible.
 2. Obtain a name and return phone number from the caller.
 3. Notify the shift supervisor of the call.
 4. Supply the information gathered to the shift supervisor.
 5. Complete a Jail Incident Report of the call, if advised to by the shift supervisor.

B. Verification:

- a. If the shift supervisor has reason to suspect the accuracy or truthfulness of a message is in question, the supervisor may attempt to verify the message through the following means:
 1. Telephone records and data resources.
 2. Contacting any hospital or funeral home that may be involved.
 3. Contacting relatives of the inmate.
 4. Contacting the originating source for additional information.

C. Notification of Injury, Illness, or Death:

- a. If the emergency message left for the inmate involves the death, serious injury, or illness of a person or any other message that may have a negative psychological impact on the inmate, the shift supervisor shall:
 1. Make certain the information received is accurate.
 2. Arrange for the inmate to be brought to a private area of the jail.
 3. Allow the inmate to call the emergency contact number.
 4. In the event the information provided by the caller cannot be verified, the message will not be delivered to the inmate until more information is obtained.
- b. The supervisor or Corrections Officer who escorts the inmate when the message is delivered will monitor the actions and behavior of the inmate.
 1. Officers will watch for signs of emotional distress that may indicate the prisoner is a danger to himself or others.

Section 8: Communication

Subject: Message for Inmates (Continued)

Minimum Standard:

Revised: 05/1999, 03/2009, 12/2011, 09/2015

2. In the event the prisoner displays behavioral signs of concern, officers will move the inmate to holding until a Mental Health Counselor conducts an assessment of the inmate.

D. Emergency Release from Custody:

- a. No staff member of the Erie County Jail has the authority to release an inmate from custody.
- b. Release from custody must be approved in the form of a journal entry from the court of jurisdiction over the inmate.

Section 6: Communication
Subject: Staff Computer Access
Minimum Standard:
Revised:

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

POLICY

All employees of the Erie County Jail who, while in the performance of their duties, use a computer (including those privately owned or owned by an entity other than this agency) or any computer related equipment shall do so for official agency use only. All other uses are hereby prohibited. The sole purpose of the Erie County E-mail Service is to allow a flow of work related communication between staff. Corrections Staff are required to check their E-Mail on a daily basis.

PROCEDURE

- A. Prohibited uses of computers, computer related equipment, Internet, Electronic Mail, and Online Services include the following:
 - 1. Operating a business for personal gain.
 - 2. Sending chain letters.
 - 3. Sending, receiving or storing communications that contain offensive or harassing statements, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs.
 - 4. Sending, receiving, or storing communications that contain incendiary statements that might incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
 - 5. Sending, receiving, or storing data for, or using a computer for recreational purposes,
 - 6. Sending, receiving, storing or disseminating sexually oriented messages, materials or images.
 - 7. Sending, receiving, storing, downloading, disseminating, or printing copyrighted materials (including articles and software) in violation of copyright laws.
 - 8. Any activity not directly related to this agency's operation
- B. The above prohibitions do not apply to any data or images sent, received, stored or disseminated in conjunction with a criminal investigation being conducted by this agency or by a law enforcement agency with which this agency is cooperating with or aiding in a criminal investigation.
- C. Agency employees shall not use an account (Internet, electronic mail, information service, or bulletin board system), electronic mail address, or signature line other than their own.
- D. Access to Erie County funded Internet service is restricted to agency personnel only. Agency personnel are prohibited from authorizing, allowing, or assisting others in gaining access to the county Internet service.
- E. All Erie County Jail staff members are required to maintain a properly functioning E-Mail system.
 - 1. Jail administration will establish an E-Mail account
 - 2. Jail Staff is responsible to contact the Erie County I.T. Department in the event of a malfunctioning or nonfunctioning account.
 - 3. Staff is responsible to check their E-mail messages on a daily basis.

Section 6: Communication

Subject: LEADS

Minimum Standard:

Revised: 05/1999, 03/2009, 12/2011

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

POLICY

The Erie County Jail shall participate in the use of the L.E.A.D.S. (Law Enforcement Automated Data System). The Ohio State Highway Patrol administers this computer network system. The system serves as a communication link between police departments, sheriff's offices, and other criminal justice agencies throughout the State of Ohio. The system may also provide a communication link between criminal justice agencies throughout the United States and its territories. L.E.A.D.S. provides information about crimes, wanted persons or vehicles as well as serving as a communication portal between agencies. It is mandatory that all corrections personnel maintain a current L.E.A.D.S. certification.

PROCEDURE

- A. The primary functions of L.E.A.D.S. in the Erie County Jail is to:
 1. Obtain warrant information of inmates confined to the custody of the jail.
 2. Verify identification of persons confined to the custody of the jail.
 3. Provide secure and verifiable method of communication between agencies:
 - a. Hit confirmation.
 - b. Administrative messages.
 - c. Place Hold request.
 - d. Drop hold request.
- B. The L.E.A.D.S. terminal in the Erie County Jail will not be used to enter, modify, or delete any information.
- C. All persons who operate the system must do so in accordance to rules and regulations set forth by Ohio Highway Patrol L.E.A.D.S. service.
 - a. All Corrections staff must maintain current certification as a L.E.A.D.S. operator.
- D. Paper copies of information received which are not secured with the inmate's file shall be shredded prior to disposal.
- E. Any technical issues with L.E.A.D.S. will be reported to the shift supervisor.
 - a. L.E.A.D.S. control may be contacted (1-800-589-2077) for assistance 24/7.
- F. The L.E.A.D.S. Terminal Agency Coordinator (TAC) is responsible for the completion of monthly records validations.
- G. It is mandatory that all operators read the monthly L.E.A.D.S. newsletters that are provided. Officers will:
 - a. Review these newsletters.
 - b. Sign or initial the attached sheet that indicates you reviewed it.

Section 7: Visitation

Subject: Regular Visitation

Minimum Standard: 5120:1-8-07(A)(B)(C)(D)(E)(G)(H)(I)

Revised: 07/2017, 09/2018

Authorized: _____ **Date:** _____
Sheriff Paul A. Sigsworth

POLICY

It is the policy of the Erie County Sheriff to provide for a secure jail visitation area that allows for two-way, visually non-obscured communication between the inmate and visitor; that provides for visitor seating; and that physically separates the inmate from the visitor in an effort to prevent contraband from entering the jail. A registry shall be maintained that documents the following information for each inmate visit: date, visitor name(s), inmate name, and length of visit. Visitors shall be required to provide valid identification. Unless any restriction is noted in writing by the Jail Administrator or his/her designee—to include inmates or visitors whose behavior is deemed to present a threat to the safety, security, or best interest of the efficient operation of the jail, inmates will be provided the opportunity for sixty minutes of visitation per week.

DEFINITION

Employee—for purposes of this policy, includes the Sheriff, any Deputy Sheriff whose duties are related to jail operations or criminal investigations, and any Corrections Officer.

PROCEDURES.

1. Visitation Kiosks:

- a. Visits for male and female inmates will be conducted via audio/video visitation between video kiosks located in jail housing areas and video kiosks, supplied with seating, located in the jail lobby; or personal computers or other audio/video capable electronic communication devices located outside of the jail.
- b. Such video visitation provides for policy compliance by maintaining the physical separation of inmates and visitors and allowing for two-way, non-obscured conversation capability.

2. Visitor Identification and Registration:

Prior to the commencement of a visit, the visitor must produce verifiable state or other government agency photo identification. Visitors, upon initially establishing their unique personal account through the video visitation system, will be required to produce acceptable identification through the video system. That form of identification will then be examined and approved by an employee prior to any visit with an inmate by that visitor.

Section 7: Visitation

Subject: Regular Visitation (continued)

Minimum Standard: 5120:1-8-07(A)(B)(C)(D)(E)(G)(H)(I)

Revised: 07/2017, 09/2018

3. Visitor Register (Log):

The video visitation system will maintain an electronic registry of all inmate visits to include the date, visitor name, visitor address, inmate visited, and length of the visit.

4. Visitation Schedule:

- a. Each visitor may visit any inmate(s) who are not otherwise prohibited from visitation for a total of sixty (60) minutes per week, at no cost, from the video kiosks located in the lobby of the Sheriff's Office.
- b. Each visitor may visit any inmate(s) for a total thirty (30) minutes per day from a suitable electronic device outside of the jail for a fee.
- c. Video visitation hours are scheduled from 7:00 AM to 1:15 PM, and again from 2:15 PM to 5:30 PM.

5. Food or Drink:

The visitor shall not bring any food or drink in the lobby at any time.

6. Children:

For reasons of public safety and facility security, no person under eighteen years of age may visit an inmate or may be present in the Sheriff's Office lobby, with or without an adult, when the reason for the presence of the child within the building is related in any way to inmate visitation. Children may visit with an inmate via the video visitation system from any location outside of the jail, when a parent or legal guardian is present with the child during the visit.

7. Inmate Visitation Notification:

Inmates are notified of the presence of a visitor through messages transmitted through the video kiosks in the jail housing areas.

8. Visitation Supervision:

Video visitations may be monitored by jail employee(s) through the video visitation system.

9. Monitoring and Recording of Inmate Visits:

All video visits are archived and are subject to being viewed at any time by an employee or other law enforcement personnel.

10. Denial of Visits:

Visits may be denied if:

- a. The visitor or inmate is disruptive or displays inappropriate conduct or dress.
- b. The visitor has a history of disruptive behavior at the jail.

Section 7: Visitation

Subject: Regular Visitation (continued)

Minimum Standard: 5120:1-8-07(A)(B)(C)(D)(E)(G)(H)(I)

Revised: 07/2017, 09/2018

- c. The visitor appears to be under the influence of alcohol or drugs.
- d. The visitor cannot or will not produce proper identification, or does not comply with the information requirements of the video visitation system during initial account setup.
- e. The inmate refuses the visit.
- f. Documented visitation restrictions have been placed on an inmate for reasons related to discipline, security, or other substantial reasons that are deemed necessary for the safety and/or security of the jail.
- g. Visitation privileges may be restored by the Jail Administrator or his/her designee based upon review of the circumstances that led to those privileges being suspended.

11. Contact visits prohibited:

- a. Contact visits, other than professional visits as defined elsewhere, are prohibited.

Section 7: Visitation

Subject: Professional / Clergy Visitation

Minimum Standard: 5120:1-8-07(J)

Revised: 05/1999, 01/2005, 03/2011, 01/2012, 09/2015, 06/2018

Authorized: _____ **Effective Date:** _____

POLICY

Professional visits by attorneys of record or clergy members shall be permitted as dictated by jail safety and security needs. An attorney of record (criminal, civil, or other attorney of record) and members of the clergy or similarly titled person of any religious sect, group, or denomination of which the inmate practices, shall be allowed to visit his/her client during any reasonable time, both day and evening, assuming there are no significant security or safety matters existing or expected at the time that the attorney or clergy member requests the visit.

PROCEDURE

A. Identification Required; Hours

Unless a visitor's professional status is known to the jail staff, any professional visitor must be required to provide appropriate identification documenting his/her professional status to the satisfaction of the jail shift supervisor. Professional visits are authorized between the hours of 0700 hrs. and 1900 hrs.

B. Authorized Professional Visitors

Upon presentation of valid identification, the following individuals will be considered a professional visitor and will be allowed to visit with an inmate at any reasonable time, provided that the visitor has an official and legitimate purpose in visiting with the inmate:

1. Probation officers; and/or
2. Prosecutors; and/or
3. Employees of the Ohio Department of Rehabilitation and Corrections and/or the Ohio Parole Board; and/or
4. Law enforcement officers; and/or
5. The inmate's attorney of record; and/or
6. Social service agency personnel, to include Job and Family Services employees from this or any county; and/or
7. Licensed bond or surety agents; and/or
8. Any individual with prior approval from the Sheriff or Jail Administrator.

Section 7: Visitation

Subject: Professional / Clergy Visitation (continued)

Minimum Standard: 5120:1-8-07(J)

Revised: 05/1999, 01/2005, 03/2011, 01/2012, 09/2015, 06/2018

C. Confidential Professional Visits

Attorneys, mental health or substance abuse counselors, and/or law enforcement officers are permitted to have confidential visits with inmates. Confidential visits are conducted in jail interview rooms and interviews conducted in those rooms are not recorded.

D. Documentation Requirement

All professional visit information will be recorded in the jail log, to include date, time, name of the inmate, name and title of the visitor, and specific room or location in the jail where the visit occurred.

Section 8: Medical / Mental Health
Subject: Health Authority
Minimum Standard: 5120:1-8-09(A)
Revised: 07/2017, 05/2019

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

POLICY

The Erie County Jail shall have a designated health authority with responsibility for health and/or mental health care services pursuant a written agreement, contract, or job description. The health authority may be a physician, health administrator, or agency. When the health authority is other than a local physician, final clinical judgment rest with a single, designated, responsible, local physician licensed in Ohio.

PROCEDURE

- A. The Health Authority for the Erie County Jail is the Erie County Health Department.
- B. The Erie County Health Department is responsible and authorized to:
 - 1. Provide written policies and procedures specifically designed for the jail for all aspects of this standard that shall be reviewed on an annual basis.
 - a. Written policies and procedures shall be easily accessible to staff and simple to understand.
 - 2. Arranges for all levels of health care, mental health care, and dental care and assures quality, accessible, and timely services for inmates. When necessary medical, mental health, and dental care is not available at the jail, including youth services, inmates are referred to an appropriate setting.
 - 3. Ensure where there is a separate organizational structure for Mental Health Services
 - a. The Erie County Jail will utilize Firelands Regional Medical Center Counseling and Recovery Services.
 - 4. Ensure decision and actions regarding health care and mental health needs are the sole responsibility of qualified health care and mental health professionals.
 - 5. No inmate shall be denied necessary health care, as designated by the health authority.
- C. Final Clinical Judgment rest with:
 - a. Anthony G. Tesmond, D.O.
 - b. Max L. Pavlock, D.O.

Section 8: Medical / Mental Health
Subject: Inmate Death
Minimum Standard: 5120:1-8-09 (AA)
Revised:

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

POLICY

In all inmate deaths, the health authority determines the appropriateness of clinical care; ascertains whether corrective action in the system's policies, procedures, or practices is warranted; and, identifies trends that require further study.

PROCEDURE

1. In the event of an in custody death at the Erie County Jail, Corrections Officers will act in accordance with the Jail Emergencies Response Plan – Deaths policy.
2. The medical examiner or coroner should be notified of the inmate's death immediately.
 - a. The Jail Administrator, or designee, will notified the Chief Deputy of the death, who will then notify the Erie County Coroner's Office.
 - b. A postmortem examination should be performed, according to the laws of the jurisdiction, if the cause of death is unknown, the death occurred under suspicious circumstances, or the inmate was not under current medical care.
3. The Erie County Health Department will be responsible for determining the appropriateness of clinical care, whether corrective action in the system's policies, procedures, or practices is warranted and to identify trends that require further study.

Section 8: Medical and Mental Health

Subject: Optical Care

Minimum Standard:

Revised: 09/2017

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

POLICY

It is the policy of the Erie County Sheriff to provide Erie County Jail inmates with appropriate optical care and to ensure that, to the extent practicable, inmates are in possession of prescription eyeglasses and/or contact lenses.

PROCEDURES

- A. Any inmate requesting optical care shall inform the jail nurse during regular sick call of his/her request.
 1. The jail nurse will notify the jail physician of the inmate's request.
 2. The jail physician will review the request and, if necessary, will address the request according to accepted medical standards. Generally, jail inmates will be afforded optical care on an emergency basis; however, all optical care provided is at the discretion of the jail physician.
 3. An emergency optical care situation—including obvious physical injuries to an inmate's eye and/or complaint of sudden onset of impaired vision—shall be immediately addressed as would any other medical emergency by the Corrections Officer being so notified of the issue and/or the jail medical staff.

- B. Corrections Officers, upon inmate intake or at any time thereafter upon the inmate's request, will attempt to make arrangements on behalf of an inmate for the delivery to the jail of any prescription glasses, contact lenses, and/or contact lens supplies that the inmate may claim to need for proper vision if such items were not in the inmate's possession upon intake. If there is any reasonable doubt about the need for such glasses, contact lenses, or contact lens supplies, then the Corrections Officer to whom the request is made and/or his/her supervisor—at his/her discretion—and/or the jail nursing staff may contact the inmate's optometrist or ophthalmologist for confirmation of the prescription.

Upon delivery of the eyeglasses, contact lenses, and/or contact lens supplies to the jail the Corrections Officer receiving such items will inspect them for the presence of contraband. If no contraband is located, the Corrections Officer receiving the items will immediately cause for those items to be provided to the inmate in question, and the delivery of those items will be promptly and properly logged in association with the inmate's personal record. Conversely, if contraband is located during the inspection of the items, the inmate will receive none of the items; the items will be secured as evidence; and an appropriate report will be immediately completed and forwarded to the

Section 10: Medical / Mental Health

Subject: Optical Care (continued)

Minimum Standard:

Revised: 09/2017

Jail Administrator. The fact that the inmate was denied the items due to the presence of contraband will be properly logged in association with the inmate's personal record.

Section 8: Medical and Mental Health

Subject: Body Lice

Minimum Standard:

Revised:

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

POLICY

It is the policy of the Erie County Jail to identify and treat all cases of Pediculosis (lice) or other forms of Ectoparasitic Infestations, such as scabies, as soon as practical on admission. However, to avoid potential facility-wide infestations, all inmates, upon admission, will follow the procedure below.

PROCEDURE

- A. During routine showering procedures, the inmate will be required to use A-200 Pediculocide shampoo according to directions listed below and found on the package.
 1. The Corrections Officer will dispense 1 ounce of A-200 Pediculocide shampoo (the amount dispensed may be increased accordingly if hair is long or hairy areas are extensive).
 2. Inmate will apply shampoo to dry hair and scalp and other potentially infested areas, using enough to completely wet areas being treated.
 - a. Massage shampoo in being careful to avoid getting product in eyes.
 - b. Allow product to remain for 10 minutes (no longer).
 - c. Add small amount of water and work into a lather.
 - d. Rinse thoroughly using warm water.
 - e. Towel dry.
 - f. If shampoo gets in eyes, flush with large amounts of water.
 3. If infestation is evident, follow the above procedure. Additionally, the following steps need to be followed:
 - a. Following the above procedure the hair should be combed with special fine-toothed comb to remove dead lice and eggs.
 - b. Treatment may be repeated in 7 to 10 days.
 - c. If re-infestation is evident, treatment may be reported sooner, however no more frequently than 2 applications in 24 hours.
 - d. All infested clothing and bedding should be plastic bagged and marked. Once bagged and marked, they should be laundered and dried separately.
 - e. Articles bagged but not washable should remain bagged in an intact plastic bag for 10 days before being re-used.
 - f. Following treatment for infestation, the inmate should be re-checked by the nurse for demonstrable living lice or new nits.

Section 8: Medical and Mental Health

Subject: Medical Co-Pay

Minimum Standard:

Revised:

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

POLICY

In accordance with Resolution Number 02-210, the Erie County Sheriff Office Policies, Ohio Revised Code Section 341:06 and the Minimum Standards for the State of Ohio (5120:01-08-09, Medical Services), the Erie County Sheriff's Office will institute a Medical Co-Pay policy, charging sentenced inmates a nominal fee for medical services and medications. The cost of such services shall not exceed the actual cost, nor shall services or medication be denied due to insufficient funds. In all cases the current Medical Services policy shall be observed. The purpose of this policy is an attempt to curtail and control the increasing medical expenditures generated by the inmates at the Erie County Jail. At no time shall proper medical treatment be denied for any reason, including insufficient funds.

Definitions

Initial sick call: shall be defined as the first initial evaluation completed by the Jail Medical Staff that is mandatory for all inmates incarcerated for a period longer than 24 hours.

Immediate Medical Care: is defined as that care which needs immediate medical attention.

Billable Sick Call: is defined as medical services for non-emergency illness or injury.

Doctor Call: shall be when an inmate requests to see the doctor for a non-emergency illness or injury, or when the Nursing Staff determines that an inmate needs to see the Doctor for follow-up to any sick call event. If an inmate visits the Doctor they will not be charged for both a sick call and doctor call unless it is at the inmate's request.

Sentenced Inmate: shall be defined as any inmate who has been adjudicated to a specific term of confinement as ordered by a court of law.

PROCEDURE

- A. Medical Fee Schedule
 1. Doctor Visit: \$10.00
 2. Prescription Medication: \$4.00 each
 3. Tylenol: \$0.30
 4. Antacid: \$0.25
 - 5.
- B. During the initial sick call event, the jail nursing staff, as part of the initial evaluation, will explain to the inmate the procedure for additional sick calls, and the policies pertaining to the Medical Co-Payment procedures. A copy of the policy that lists fees may be provided at the inmate's request.

Section 10: Medical / Mental Health
Subject: Medical Co-Pay (Continued)
Minimum Standard:
Revised:

- C. During the daily procedures, the nurse on duty will document the services rendered in which the Medical Co-Payment policies apply. At the end of each shift the nursing staff will forward the medical Co-Pay report to the Jail Administrator or his designee for withdrawal of funds from the inmate's account.
- D. If the inmate is indigent at the time of services, the inmate commissary account system will record a negative balance allowing for payments to be recouped at a later date.
- E. The Jail Administrator will be responsible for maintaining accounts and keeping a detailed ledger of all transactions associated with the inmate Medical Co-Payment Policy. A monthly report shall be submitted to the Sheriff for his review. All revenue encumbered shall be paid to the Inmate Commissary Account in accordance to RC 341.06(B)(1).
- F. The normal grievance procedure as defined in the Erie County Jail Rules and Regulations Pamphlet shall be utilized for any discrepancies or complaints pertaining to Medical Co-Payment issues.

Section 8 Medical and Mental Health: Reception and Release

Subject: Medical Pre-Screen

Minimum Standard: 5120:1-8-09(B)

Revised: 07/2009, 12/2011, 09/2014, 09/2015

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

POLICY

It is the policy of the Erie County Sheriff that before acceptance into the Erie County Jail, a health trained personnel shall inquire, but not limited to the following conditions and the health authority shall develop policies for the acceptance or denial of admission for;

1. Suicide Thoughts/Plan
2. Current serious or potentially serious medical or mental health issues needing immediate attention
3. The use of Taser, Pepper Spray, or other less lethal use of force during arrest

The Medical Pre-Screen Form questions are to be asked by health-trained personnel assigned to perform duties in the jail. The Medical Pre-Screen Form questions are to be answered by the individual presenting the arrested person for incarceration. No arrested person will be admitted to the jail that is in an unconscious state. Any evidence of illness or injury will be given prompt attention by medical personnel prior to the acceptance of custody. Any time an arrestee is denied due to medical circumstances, documentation of medical clearance form a local hospital or urgent care to be incarcerated shall be provided. When force is used, vitals should be checked and inmates are decontaminated, when accepted. Trainers deemed as qualified by the agency may provide instruction to all jail staff members in first responder aid, CPR/AED, blood and air borne pathogens, diabetes and communicable disease. This training will include the use of the Medical Pre-Screen and signs that may indicate physical or mental distress. Prior to implementation, this policy will be submitted for review and approval by the jail physician, who shall note his approval in writing at the end of this policy, in accordance with Section 5120:1-8-09 of the Standard for Jails in Ohio (SJO).

PROCEDURE

Medical Pre-Screen Evaluation: Prior to accepting custody of an arrestee for jail incarceration, the admitting Employee will ascertain if the prisoner is/was, or is/was not:

1. Conscious, or ever lost consciousness, during the prisoner's arrest; and
2. Experiencing any severe physical disorders, or requesting medical attention; and
3. Displaying signs of severe mental disorder, or has made suicidal statements; and
4. Subjected to the effects of a Taser; OC or pepper spray; any other chemical agents; or any use of physical force during the arrest process; and
5. Involved in a deceleration motor vehicle crash immediately prior to the arrest, or during transport to the jail.

If the admitting Employee notes any concerns with answers to questions 1 through 5 on the Medical Pre-Screen Form, or any concerns with answers to any of the questions on the Preliminary Health Evaluation Forms, the shift supervisor shall be notified. The shift supervisor shall evaluate the situation and will utilize the following guidelines to determine the proper course of action:

Section 8 Medical and Mental Health: Reception and Release
Subject: Medical Pre-Screen (Continued) Minimum Standard:
5120:1-8-09(B) Revised: 07/2009, 12/2011, 09/2014, 09/2015

1. If the prisoner is not conscious, the jail shift supervisor shall refuse to admit the arrested person into the jail, and shall immediately direct the individual presenting the arrested person for incarceration to seek immediate medical treatment for the prisoner in his/her custody, and should contact the appropriate emergency medical service to respond to take custody of the individual. Any jail medical staff members that are on duty will also be notified of the situation and will be asked to respond to assist with the care of the unconscious arrested person until the arrival of the emergency medical service.
2. If the arrested person is exhibiting obvious indications of a serious medical or mental disorder, or if the arrested person states that he/she is suicidal, such information shall be documented. The shift supervisor will then refuse to admit the arrested person into the jail and will direct the transporting officer to seek immediate medical attention for the arrested person.
3. If the arrested person has received medical treatment immediately prior to being presented for incarceration, the admitting Employee shall notify the jail shift supervisor. The individual presenting the arrested person for incarceration will provide proper documentation, as deemed proper by the jail shift supervisor, to that supervisor. The jail shift supervisor will ensure that the documentation contains a diagnosis of the arrested person's medical issue(s); an indication of any treatment that was provided for those medical issue(s); and an indication of any follow-up medical care that has been prescribed for those alleged issue(s). The jail supervisor will also ensure that the documentation does not contain a diagnosis of any medical issue(s) that would preclude the arrested person from being admitted as an inmate into the jail.

Any concerns about the suitability of an arrested person's admittance to the jail due to alleged or diagnosed medical issue(s) will be forwarded by the jail supervisor to the jail medical staff (if available), then to the Jail Administrator, then to the Chief Deputy, and then to the Sheriff (in that order), for a decision prior to the arrested person being admitted to the jail as an inmate.

Approved: _____ Date: _____
Erie County Jail Physician

Section 8 Medical and Mental Health: Reception and Release

Subject: Preliminary Health (Receiving) Screen

Minimum Standard: 5120:1-8-09(C)

Revised: 07/2009, 12/2011, 09/2014, 09/2015

Authorized: _____ Effective Date: _____
Sheriff Paul A. Sigsworth

POLICY

Health trained personnel, in accordance with protocols established by the health authority, shall perform a written medical, dental, and mental health Preliminary Health (Receiving) Screen on each inmate upon arrival at the Erie County Jail as soon as possible, and prior to being placed in general population. The corrections officer conducting the preliminary health evaluation will use the Medical Screen in the Jail Management System. The Preliminary Health (Receiving) Screen questions are to be asked by health-trained personnel assigned to perform duties in the jail and questions will be answered by the inmate. Trainers deemed as qualified by the agency may provide instruction to all jail staff members in first responder aid, CPR/AED, blood and air borne pathogens, diabetes and communicable disease. This training will include the Preliminary Health (Receiving) Screen and signs that may indicate physical or mental distress. Prior to implementation, this policy will be submitted for review and approval by the jail physician, who shall note his approval in writing at the end of this policy, in accordance with Section 5120:1-8-09 of the Standard for Jails in Ohio (SJO).

1. The booking officer will inquire as to the inmate's medical history by asking the following (but not limited to) questions:
 - a. Current and past illness and health problems
 - b. Current and past dental problems
 - c. Current and past mental health problems
 - d. Allergies
 - e. Current medications for medical and mental health
 - f. Hospitalization for medical or mental health purposes
 - g. Special health needs
 - h. Serious infection or communicable illness
 - i. Use of alcohol and drugs including types, amounts, and frequency used, date or time of last use and history of any problems after ceasing use, i.e. withdrawal symptoms
 - j. Suicidal risk assessment
 - k. Possibility of pregnancy
 - l. Other health problems as designated by the health authority
2. The booking officer will make the following (but not limited to) observations:
 - a. Behavior including state of consciousness, mental health status, appearance, conduct, tremors and sweating
 - b. Body deformities and ease of movement
 - c. Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations and needle marks or other indications of drug abuse.
3. The booking officer will note the medical disposition of the inmate
 - a. General Population
 - b. General Population with prompt referral to appropriate health or mental health services

Section 8 Medical and Mental Health: Reception and Release
Subject: Preliminary Health (Receiving) Screen (Continued) Minimum
Standard: 5120:1-8-09(C)
Revised: 07/2009, 12/2011, 09/2014, 09/2015

- c. Referral for emergency treatment
- d. Medical observation/isolation
- e. Mental health observations
- f. Documentation of date, time, and signature and title of person completing screening.

PROCEDURE

1. During the booking process the booking officer will complete the Preliminary Health (Receiving) Screen using the medical screen in the Jail Management System.
 - a. Using the Booking Officer Observations section of the Preliminary Health (Receiving) Screen the booking officer will make note of any medical and/or mental health issues they observe with the inmate
 - b. Using the Inmate Questionnaire section they will ask the listed medical and mental health questions to the inmate.
 - c. Using the Suicide Prevention Observations and Questionnaire section, the booking officer will ask the listed questions and make note of any observations related to suicide with the inmate.
 - d. At the end of the Preliminary Health (Receiving) Screen the booking officer will mark the Disposition/Referral of the inmate based on what was learned of the inmate.
2. If the inmate answers yes to any suicidal, drug withdrawal, or other serious medical or mental issues the booking officer will advise the shift supervisor and/or medical staff to decide if special housing is required.
3. If the inmate is unable to, or refuses to answer any questions they will be placed into a holding cell until the Preliminary Health (Receiving) Screen is completed.
 - a. The booking officer will make a note on the Preliminary Health (Receiving) Screen as to the reason for the form not being completed, and they along with another officer will sign the form.
4. The completed form will be placed in the medical box in Main Control.
 - a. The inmate along with the officer completing the Preliminary Health (Receiving) Screen will sign and date the form.
 - b. A photo of the inmate will be attached to the form.
 - c. Any medical paperwork will be attached to the form.

Approved: _____ Date: _____

Erie County Jail Physician

Section 8: Medical and Mental Health

Subject: Health Appraisal

Minimum Standard: 5120:1-8-09(D)

Revised: 07/2004, 05/2011, 12/2011, 09/2015, 05/2019

Authorized by: _____ **Date:** _____

POLICY

Minimum Standards for Jails in Ohio mandate that, within fourteen days, a licensed nurse, physician, physician's assistant, EMT, or paramedic shall complete a health appraisal to determine the medical and mental health condition for each inmate in custody in the Erie County Jail. It is the policy of the Erie County Jail that this health appraisal will be conducted within seventy-two (72) hours of an inmate's admission to the jail.

PROCEDURE

1. An Erie County Health Department nurse, assigned to the jail, will conduct the required health appraisal of each inmate that was incarcerated within seventy-two (72) hours of the inmate's admission.
 - a. Health appraisals will take place at a time mutually agreed upon between the Sheriff's Office and the Health Department--preferably during day shift
 - b. The nurse will generate a list of inmates that need to be seen pursuant to the requirements of the current jail records management system (RMS).
2. Health appraisals will be conducted daily in the Medical Exam Room of the Erie County Jail.
 - a. Corrections Officer(s) will provide a safe and secure environment for the nurse by:
 1. Escorting inmates to and from the Medical Holding Cell, based upon the nurse's indication to the Corrections Officer(s) of the order in which an inmate will be seen; and
 2. Securing a maximum of six (6) inmates in the Medical Holding Cell together to wait to be called by the nurse for an individual health appraisal; and
 3. Escorting single inmates only from the Medical Holding Cell to the Medical Exam Room for a health assessment; and
 4. Remaining within sight of the inmate at all times while the inmate is in the exam room.
 - b. The Corrections Officer(s) escorting the inmate(s) for a health appraisal will log a sick call event in the RMS. This log entry will include the date and time of sick call, the name of each individual inmate seen, and the name of the Corrections Officer(s) involved.
3. The health appraisal conducted by the nurse shall at least include the following:

Section 8: Medical and Mental Health

Subject: Health Appraisal (continued)

Minimum Standard: 5120:1-8-09(D)

Revised: 07/2004, 05/2011, 12/2011, 09/2015, 05/2019

- a. Review of receiving/booking information; and collection of any additional data necessary to complete the medical, dental, and mental health history(ies); and
- b. Laboratory and/or diagnostic tests to be conducted to detect tuberculosis and/or any other suspected communicable diseases that the inmate may be infected with, as designated by the nurse or other health authority; and
 1. Record of the inmate's height, weight, pulse, blood pressure, and temperature; and
 2. Results of any medical examination conducted determined by the examiner (nurse and/or jail physician and/or other health practitioner; and
 3. Mental health assessment; and
 4. Initiation of therapy when determined necessary by the nurse/physician; and.
 5. Development and implementation of a treatment plan for any illnesses/diseases that the inmate may be afflicted with; and
 6. Any other test and/or examination as determined to be necessary the nurse and/or jail physician and/or other health practitioner.

Section 8 Medical and Mental Health: Jail Emergency Response Plan

Subject: Medical Emergency

Minimum Standard: 5120:1-8-09(E)

Revised:

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

POLICY

The Erie County Jail shall provide 24-hour emergency medical, dental, and mental health care services. All corrections officers are trained to respond to medical emergencies, and will promptly implement emergency medical procedures for inmates who are in need of emergency medical attention.

PROCEDURE

A. Policy

1. Any Corrections Officer or member of the Medical Staff who is available will respond when a Medical Emergency is reported and initiate care.

B. Definitions:

1. The following occurrence define an emergency, which may result from, but not limited to, injury from attempted suicide or injury from assault.
 - a. **Sever Bleeding:**
 - i. Apply clean/sterile pressure dressing to wound, apply pressure by use of hands. Monitor for signs and symptoms of shock. Follow American Red Cross Heartsaver Guidelines.
 - b. **Unconsciousness:**
 - i. Maintain body alignment, observe vital signs, respiration, etc., for any change until the doctor or emergency squad arrives. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - c. **Serious Breathing Difficulties:**
 - i. Keep in a semi-sitting position. Loosen or remove all tight clothing, observe and reassure. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - d. **Head, Neck, and/or Spinal Injury:**
 - i. Keep inmate quiet. Stop any bleeding, maintain neck alignment, observe and reassure. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - e. **Severe Burns:**
 - i. Do not remove clothing. Apply clean wet dressing to area. Prevent chilling, observe and reassure. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.
 - f. **Seizures:**
 - i. Loosen all restrictive clothing. Assure adequate clearance from all furniture and other objects which may be injurious. Monitor for deteriorating status. Follow American Red Cross Heartsaver Guidelines.

Section 8 Medical and Mental Health: Jail Emergency Response Plan
Subject: Medical Emergency (Continued) Minimum Standard:
5120:1-8-09(E) Revised:

C. Response:

1. The Corrections Officer who encounters a Medical Emergency shall:
 - a. Notify Main Control and the Shift Supervisor of the location and nature of the emergency.
 - b. Maintain security in the area.
 - i. Noninvolved inmates will be ordered to their assigned cells
 - ii. If at any time the officer suspects the inmate may be feigning or has any suspicion about the authenticity of the emergency, the officer should wait for back up to arrive before responding with first aid assistance.
 - c. Administer first-aid as needed.
2. The Shift Supervisor shall:
 - a. Notify the Nurse, if one is on duty at that time, and request they proceed to the location of the emergency, where they will take medical leadership of the situation.
 - b. Proceed to the location of the emergency.
 - c. Ensure that the area is secure and assess the situation.
 - d. Assist in administering first aid, if necessary.
 - e. Direct an officer to retrieve the AED unit and/or the Emergency Response Kit, if necessary.
 - i. If the AED is used, it will be placed out of service for date collection.

D. Further Treatment:

1. If it is determined that the emergency requires treatment unavailable at the Erie County Jail, dispatch will be contacted to request a squad from Perkins Township Fire Department transport the inmate to Firelands Regional Medical Center.
 - a. The Shift Supervisor will then:
 - i. Assign a Corrections Officer to meet the squad in the Garage Sally Port and escort them to the location of the emergency.
 - ii. Notify the Jail Administrator or designee of the emergency.

E. Transportation to Hospital:

1. If an inmate is to be transported to the hospital and remain in custody of the Erie County Jail, the shift supervisor will:
 - a. Assign a Corrections Officer to accompany the squad to the hospital. The duties of this officer are;
 - i. To supervise the inmate being transported to the hospital.
 - ii. Secure the inmate with restraints.
 - iii. Adjust restraints as needed for medical reasons.
 - iv. Assist EMT personnel with control and security of the inmate.
 - v. Ensure all pertinent information (Booking Form) accompanies the inmate to the hospital.

Section 8 Medical and Mental Health: Jail Emergency Response Plan

Subject: Medical Emergency (Continued) Minimum Standard:

5120:1-8-09(E) Revised:

- vi. Keep observation of the inmate until relieved by a Deputy Sheriff of the Erie County Sheriff's Office.
 - a. If relieved prior to the squad leaving the hospital, the officer will be returned the jail with the squad.
 - b. The shift supervisor will be notified if a Deputy does not arrive.

F. Reporting:

1. All corrections officers involved are required to submit a detailed written report of the incident as soon as possible. The Shift Supervisor will place an HOSP (Hospital) Event, attaching the inmate, in the Shift Log of the Jail's Record Management System.

G. Return from Hospital:

1. Upon return to the jail from the hospital, a corrections officer will:
 - a. Determine if special observation housing is required.
 - b. Change the inmate into a new jail uniform
 - i. This will be done in accordance with the Searches of Inmate Who Have Left the Security Perimeter Policy.
 - c. Place all pertinent medical paperwork into the Nurse's Box in Main Control.
 - i. It is the Nurse's responsibility for follow-up treatment.

H. Crisis Intervention:

- a. A Medical Emergency can be mentally taxing and difficult for those involved. Any staff member requesting mental health assistance will be referred to a qualified mental health professional by the Sheriff, Jail Administrator, or designee.

Section 8: Medical and Mental Health

Subject: Sick Call

Minimum Standard: 5120:1-8-09(F)

Revised:

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

POLICY

A physician and/or qualified health care professional conducts sick call three times per week. To ensure inmates receive appropriate care, the designated physician or allied medical personnel (LPN, RN) under physician supervision, shall be present at the jail to conduct sick call a minimum of three times per week.

PROCEDURE

1. Sick Call will be conducted daily in the Medical Exam Room of the Erie County Jail.
 - a. Sick Call will take place at a mutually agreed upon time (preferably during A Shift).
2. The Nurse will inform the officer assisting with Sick Call of the names of the inmates to be seen.
 - a. The Nurse will generate this list by running a MDRQ (Medical Request) Shift Log Report from the Reports List in the Jail Record Management System.
 - b. Any officer or nurse who receives a request, either in writing or verbally, from an inmate will place a MDRQ Event in the Jail Shift Log in the JMS. This event will include:
 - i. Date and Time request received.
 - ii. Officer entering the event.
 - iii. Inmate making the request.
3. Corrections Officers are to provide a safe and secure environment for the Nurse by:
 - a. Escorting inmates to and from the Medical Holding Cell.
 - i. The Nurse will advise the officer which inmates are to be seen.
 - b. Secure inmates in the Medical Holding Cell.
 - i. A maximum of 6 inmates will be placed in the cell at one time.
 - c. Escort each inmate from the holding cell to the Medical Exam Room.
 - i. Ensuring only one inmate at a time is seen by Nurse.
 - d. Remain within sight of the inmate while in the exam room.
4. The Corrections Officer escorting the inmates for Sick Call will log it as a SCAL (Sick Call) Event in the Jail Log of the JMS. This record should include;
 - a. Date and time.
 - b. Name of inmates and officer involved.
 - c. Reason for seeing the nurse (Sick Call).

Section 8: Medical and Mental Health

Subject: Credentials

Minimum Standard: 5120:1-8-09(G)

Revised:

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

POLICY

All health and mental health care personnel who provide services to inmates in the Erie County Jail are appropriately credentialed according to the licensure, certification, and registration requirements of Ohio. Verification of current credentials is on file at the Erie County Jail. Health care staff work in accordance with profession-specific job descriptions approved by the Health Authority.

PROCEDURE

1. It is the responsibility of the Jail Administrator to keep the appropriately credentialed, according to the licensure, certification, and registration requirements of Ohio on file at the Erie County Jail.
2. The Erie County Health Department shall develop written policy and procedures for all medical staff in the Erie County Jail.
 - a. Policy and Procedures shall state that the work of the nurses is performed under the supervision of the jail physician.

Section 8: Medical and Mental Health

Subject: Complaints

Minimum Standard: 5120:1-8-09

Revised:

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

POLICY

The Erie County Jail shall ensure that there is a daily procedure whereby inmates have an opportunity to report medical and mental health complaints through health trained personnel, or for urgent matters, to any jail employee. The jail employee shall contact the appropriate medical or mental health department immediately. An inmate grievance system for medical and mental health treatment shall be established by the health authority. Both daily complaints and grievance shall be addressed in a timely manner, recorded and maintain on file, reviewed daily by qualified health care personnel and treatment or follow-up shall be provided as necessary.

PROCEDURE

- A. Inmates are able to express medical complaints daily for review by the nursing staff by filling out an Inmate Request Slip, marking the Nurse Box. In the comment field they will list the reason for the medical complaint.
 - a. Any Corrections Officer who receives a request slip from an inmate will place a MDRQ (Medical Request) Event in the Jail Shift Log in the Jail Record Management System.
 - b. This event will include:
 1. Date and Time request received
 2. Officer entering the event.
 3. Inmate making the request.
 - c. These complaints will be:
 1. Addressed in a timely manner
 2. Recorded and Maintained on File
 3. Reviewed Daily by qualified health care personnel and treatment of follow-up shall be provided as necessary.

- B. Inmates may file a grievance concerning medical staff and/or treatment using the procedure outline in this policy in Section 14 Grievances.
 - a. These grievances will be:
 1. Addressed in a timely manner.
 2. Recorded and Maintained on file.
 3. Reviewed Daily by qualified health care personnel and treatment of follow-up shall be provided as necessary.

- C. Any Corrections Officers who becomes aware of a medical and/or mental health complaint that requires urgent attention will notify the shift supervisor:
 - a. The Shift Supervisor will:
 1. Speak with the inmate and assess the situation.
 2. Contact the on duty or on call Nurse and advise them of the situation.
 3. Notify the Jail Administration and/or designee, if necessary.

Section 8: Medical and Mental Health
Subject: Personal Physician Treatment
Minimum Standard: 5120:1-8-09 (I)
Revised:

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

POLICY

Inmates can be treated by a personal physician in the jail at their own expense, upon the approval by the jail physician, provided that the current credentials of the personal physician are verified.

PROCEDURE

1. Inmates may request services by their private physician or dentist.
2. Services by a private physician or dentist may be rendered either at the jail or at the physician's private office.
3. The nurse will make arrangements for the medical or dental appointment and inform the Jail Administration of them.
4. All inmates that are approved to see a private physician or dentist outside of the jail will need to obtain a furlough through the court.
 - a. Inmates will pre-arrange private transport to and from the appointment.

Section 8: Medical and Mental Health
Subject: Medical and Mental Health Records
Minimum Standard: 5120:1-8-09 (J)
Revised: 07/2004, 05/2011, 12/2011

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

POLICY

The Erie County Jail shall maintain an accurate health and mental health record in written or electronic format. The health authority shall develop policies and procedures concerning; health records remain confidential and area only accessible to personnel designated by the health authority, Corrections Staff may be advised of inmate's health and/or mental health records status only to preserve the health and safety of the inmate, other inmates and/or jail staff (any such authorization shall be at the discretion of the health authority), retention and reactivation of said records if an inmate returns to the facility, and transfer of medical and/or mental health information or record to external provider.

PROCEDURE

1. Health Department Nurses assigned to the Jail shall be responsible for maintaining medical records.
2. All inmate medical records are confidential.
3. Medical Records will be kept in the Medical area of the Jail.
 - a. Current inmate medical records are kept in a file that is protected by a locked door in the Nurse's Office.
 - b. Medical Records of previous inmates are stored in locked files in the Medical Storage Room.
 - c. These records are accessible by the Physician, Nursing Staff, and Erie County Health Department medical record auditors.
4. Corrections Staff may be advised of inmate's health and/or mental health records status only to preserve the health and safety of the inmate, other inmates, and/or jail staff.
 - a. Any such authorization shall be at the discretion of the health authority.
5. Medical records are not removed from the Erie County Jail.
 - a. If an external provider requests any inmate(s) medical records they will:
 - i. Submit a request for release of medical information that is either signed by the inmate or a legal order.

Section 8: Medical and Mental Health

Subject: Pharmaceuticals

Minimum Standard: 5120:1-8-09 (K)

Revised: 06/2020

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

POLICY

Pharmaceuticals are managed in accordance with policies and procedures approved by the health authority and in compliance with state and federal law regulations and include; the policies require dispensing and administering prescribed medications by health trained personnel or professionally trained personnel, adequate management of controlled medications, and provisions of medication to inmates in special management units, the jail shall develop a policy, approved by the health authority, regarding incoming medications.

PROCEDURE

A. Accepting Medication

1. Medication at Booking:

- a. Medications in the form of pills or tablets only that are prescribed to a prisoner and that are in properly labeled and currently dated prescription bottles will be accepted, but will not be handled by Corrections Officers.
- b. The transporting officer presenting a prisoner for incarceration will be directed to place any such medications in the inmate medication deposit box located in the jail vehicle sally port prior to the prisoner being admitted into the jail properly, and the Corrections Officer who is made aware of the presence of that medication will be responsible for properly recording the deposit of this medication such that the jail medical staff will be made aware of the existence of the medication.
- c. In the event that a transporting officer presents a prisoner for incarceration with liquid medication that is not suitable for deposit in the jail vehicle sally port medication deposit box, a Corrections Officer may accept that medication and immediately report its receipt to any on-duty jail medical staff employee.
 1. If no such employee is working, the Corrections Officer is authorized to accept such medication, to properly document its receipt, and to properly store that medication in the refrigerator provided until the medication can be retrieved by a member of the jail medical staff.
- d. The keys for the medication deposit box will be placed on the jail nurse's key chain.
 1. An extra set of keys, to be used only in properly documented emergency situations by a Corrections Officer, will be in the key locker in Main Control.
 2. A third set of keys will be placed in the key cabinet in the Dispatch Center, again to be utilized only during a properly documented emergency situation.
- e. At no time will any medications be stored with an inmate's personal property.

Section 8: Medical and Mental Health
Subject: Pharmaceuticals (Continued)
Minimum Standard: 5120:1-8-09 (K)
Revised: 06/2020

- f. The nurse will be responsible for retrieving and verifying the medication from the medical boxes.
2. Medication ordered from the Pharmacy:
 - a. Medications will be delivered by the dispensing pharmacy daily.
 - b. The person making the delivery will make the transfer of the closed, secured container to the on-duty.
 - c. The nurse will compare the contents of the delivery container with the order and sign indicating acceptance.
 - d. At that time the nurse will give the pharmacy delivery person all of that day's medications to be returned to the pharmacy.

B. Control of Medication

1. All medications will be properly labeled with the inmate's name and locked in the Medication Cart, Narcotic Box, or Cupboards in the Medical Exam Room.
 - a. These storage locations must be locked at all times.
2. No inmate is allowed to have possession of any medication, unless approved by medical staff (e.g. inhaler, nitro, eye drops, or cream).

C. Administration of Medication

1. The Erie County Health Department Nurses will be responsible for administration of medications to inmates in the Erie County Jail.
 - a. No Corrections Officer will administer any type of medication.
2. All medication shall be administered or distributed according to the orders of the prescribing practitioner (physician or dentist) or jail physician.
 - a. Medication and/or medical supplies are administered in a timely manner and in the prescribed amount and form (e.g. liquid, table) as directed by the physician.
3. Dispensing of medication shall be prohibited.
 - a. Dispensing is the issuance of one or more doses of prescription medicine from a stock of bulk containers with required labeling by a registered pharmacist.
4. Prior to administration of any medication the nurse will:
 - a. Double check mathematical calculations and dosages of drugs.
 - b. Not crush sustained-release tablets or open sustained release capsules.
 - c. Not crush enteric coated tablets, which are meant to be absorbed or activated by stomach acid.
 - d. Not alter carcinogenic or teratogenic tablets or capsules. This might expose the nurse to harmful substances that might be inhaled or absorbed through the skin.
5. During the administration of medication the nurse will:
 - a. Have the inmate complete a mouth sweep after each oral medication is administered.
 - b. Document the medication given.

Section 8: Medical and Mental Health
Subject: Pharmaceuticals (Continued)
Minimum Standard: 5120:1-8-09 (K)
Revised: 06/2020

1. The administering of all medications (prescription and non-prescription) and medical supplies shall be documented, including the information specified in this policy and the name of the inmate receiving the medication supplies.
6. Any errors in administration of medications will be immediately reported to the shift supervisor, the supervising RN, and the ordering physician.
7. Medication to inmates in special management units (Segregation / Medical Isolation) will be administered in the manner described in this policy.

D. Release of Medication

1. The nursing staff will be responsible for all medication releases.
 - a. If the nurse is not on duty when an inmate is released, the inmate will be instructed to return when they are on duty.
2. Corrections Officers will not release medication under any circumstance.

Section 8: Medical and Mental Health
Subject: Dental Care
Minimum Standard: 5120:1-8-09 (L)
Revised: 07/2004, 03/2011, 12/2011, 10/2015

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

POLICY

Inmates shall be provided dental and oral care under the direction and supervision of a dentist licensed in the State of Ohio. There is a system of established priorities for care, when in the dentist's judgment; the inmate's health would otherwise be adversely affected. Emergency dental care shall be available for inmates either through a dentist or clinic for acute dental problems (e.g. severe pain, infection, bleeding gums, and broken dental prosthesis necessary for eating).

PROCEDURE

A. Emergency Dental Care

1. When an inmate reports a dental emergency (such as broken tooth, swelling of the jaw area, or extreme pain) to a Corrections Officer they shall notify the Shift Supervisor immediately.
2. The Shift Supervisor shall verify:
 - a. Verify the emergency.
 - b. Notify the nurse and request assistance.
 - c. If a nurse is not available, the Supervisor will contact the nurse on call.
3. After consultation with the nurse, the Shift Supervisor shall determine if the inmate should be transported to Firelands Regional Medical Center for emergency treatment.
4. When an inmate reports a dental emergency to the nurse, they shall:
 - a. Refer the inmate to the jail physician at the earliest possible time.
 - b. The jail physician may refer the inmate to the jail dentist.
5. If the inmate is transported, the Jail Emergency Response Plan - Medical Emergency procedures will be followed.
6. Involved officers and medical staff shall document all pertinent reports and observations.

B. Routine Dental Care

1. Each inmate is provided with a toothbrush and toothpaste.
2. Additional dental hygiene supply items may be purchased from the commissary.

C. Extended Dental Care

1. For those inmates who have been in the Erie County Jail more than six months, professional dental services are available
2. The inmate should request to see the jail physician and explain to the jail physician the dental procedures requested.
3. The jail physician shall refer the inmate to the jail administrator using the Medical Referral Form.
4. The Jail Administrator will approve the appointment for the inmate and return the form to the jail physician.
 - a. If the appointment is not approved, the Jail Administrator will note the reason for non-approval on the form and notify the inmate.

Section 8: Medical and Mental Health
Subject: Mental Health Services
Minimum Standard: 5120:1-8-09 (M)
Revised: 07/2004, 05/2011, 12/2011, 10/2015

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

POLICY

Inmates evidencing signs of mental illness or developmental disability shall be referred immediately to qualified mental health personnel. The health authority shall develop policies for screening for mental health problems, referral to outpatient services, including psychiatric care, crisis intervention and management of acute psychiatric episodes, stabilization of the mentally ill and prevention of psychiatric deterioration in the jail, referral and admission to inpatient facilities, and informed consent.

PROCEDURE

A. Screening

1. All inmates will be screened for mental health concerns during the reception process.
 - a. The admitting Corrections Officer will ask mental health specific questions from the Preliminary Health (Receiving) Screen.

B. Request

1. Any inmate may request counseling or other psychological services.
 - a. Corrections Officers who have an inmate requesting mental health services will help the inmate fill out a Referral for CDTC assessment.

C. Referrals

1. Non-Emergency:
 - a. Corrections Officer would observe an inmate exhibiting signs of emotional or psychological distress, or have an inmate request mental health services will help the inmate fill out a Referral for CDTC assessment.
 - b. Using this form the Corrections Officer will determine the priority level.
 1. If high, the inmate will be moved to an observation cell, placed on watch, and Firelands Mental Health contacted immediately.
 2. If medium, the Corrections Officer will contact Firelands Mental Health to conduct a phone assessment as soon as possible.
 3. If low, the form will be submitted for follow up with the Jail Adjustment Consultation Services.
 - c. Mental Health issues are referred to Firelands Regional Medical Center Counseling and Recovery Services, not the Jail Physician.
 1. There is staff who regularly visits the jail to see inmates in need of consultation.
 - a. When an inmate is seen by Jail Adjustment Consultation Services the Mental Health Professional will complete a Jail Adjustment form.
 - b. This form will be forwarded to the Medical Staff.

Section 8: Medical and Mental Health

Subject: Mental Health Services

(Continued) Minimum Standard: 5120:1-8-09

**(M) Revised: 07/2004, 05/2011, 12/2011,
10/2015**

- c. Any recommendation made in this form will be immediately followed by the jail staff.
2. Emergency:
 - a. The Corrections Officer who discovers a mental health emergency (signs of severe depression, drastic mood changes, suicidal ideation, and hallucinations) will immediately notify other officers on duty of the type of mental health emergency.
 1. If the nurse is confronted with a situation when there is a concern that the inmate is in immediate danger of hurting themselves, they will stay with the inmate and call for assistance from officers.
 2. If the emergency involves a suicide attempt, officers will follow the Jail Emergency Response Plan – Suicide policy.
 - b. When possible the Corrections Officer will isolate the inmate to a holding cell and place the inmate on an observation watch.
 - c. Firelands Mental Health will be contacted immediately to conduct either a phone assessment or a face to face interview.
 - d. Firelands Mental Health will:
 1. Determine if the mental health emergency warrants the inmate being referred to Northern Ohio Psychiatric Hospital (NOPH).
 2. Coordinate the necessary tests and information to be provided and requested by NOPH in order for the transportation to be arranged.
 3. Provide crisis intervention.
 4. Ensure informed consent.
 - e. At the conclusion of any assessment conducted by Firelands Mental Health the Mental Health Professional will complete a Crisis Incident Report.
 1. A Copy of this report will be forwarded to the Medical Staff
 - f. In the Event the inmate is to be admitted to NOPH, the shift supervisor will:
 1. Notify the Jail Administrator or designee.
 2. Prepare an Order to Hold.
 - g. All involved officers will complete a Jail Incident Report in the Jail Record Management System as soon as possible.

Section 8 Medical and Mental Health: Reception and Release

Subject: Suicide Prevention

Minimum Standard: 5120:1-8-09(N)

Revised: 07/2009, 12/2011, 09/2015

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

POLICY

It is the policy of the Erie County Jail to identify potential suicide victims and to take such measures as necessary to prevent suicide attempts. Through training, observation and communication the corrections staff will attempt to identify a potentially suicidal inmate.

PROCEDURE

1. Identification
 - a. As part of the admission process the booking officer shall complete the Suicide Prevention Observation and Questionnaire as part of the Preliminary Health (Receiving) Screen.
2. Training
 - a. Corrections Officers will receive yearly training on the Suicide Prevention Screening Form and how to recognize verbal and behavioral cues that indicate potential suicide.
 - b. The training will also include how to respond to a suicide or suicidal inmate.
3. Assessment
 - a. If Correction Staff deems that an inmate needs to be further assessed for possible suicidal risk after completing the Suicide Prevention Observation and Questionnaire, or after an attempted suicide has taken place they will immediately contact Firelands Mental Health at 1-800-826-1306 to conduct a phone interview of the inmate. After that is completed the Mental Health Professional from Firelands Mental Health will make a recommendation on the status of the inmate.
4. Housing
 - a. Prior to an assessment being conducted, if the inmate is determined to be a suicidal risk they will be moved to a Holding Cell or Isolation-Detention Cell.
 - b. If after the assessment is completed and Firelands Mental Health deems the inmate a suicide risk, they will be housed in either a Holding Cell or Isolation-Detention Cell.
 - c. Prior to moving the inmate to an observation cell, the inmate will be changed into a suicidal prevention smock. In the cell the inmate will only be allowed a mattress, the suicidal prevention smock, and a suicidal prevention blanket.
5. Monitoring
 - a. Any inmate that is deemed a suicide risk and moved to a holding or isolation-detention cell will have a 10 minute Suicide Watch initiated on them.
 - b. The Corrections Officer performing the 10 minute observation will log it on a Special Observation Check log sheet. This log will include the date and time of

Section 8 Medical and Mental Health: Reception and Release
Subject: Suicide Prevention (Continued) Minimum Standard:
5120:1-8-09(N) Revised: 07/2009, 12/2011, 09/2015

the check, the officer conducting the check, and the inmate's condition at the time of the check.

- c. Once an inmate is placed on suicide observation, only a Mental Health Professional may remove from for the watch.

6. Referral

- a. Corrections Officers who notice a potential suicidal risk inmate, or have an inmate request mental health services will help the inmate fill out a Referral for CDTC assessment.
- b. Using this form the Corrections Officer will determine the priority level.
 - i. If **High** the inmate will be moved to an observation cell, place on watch, and Firelands Mental Health contacted immediately
 - ii. If **Medium** the Corrections Officer will contact Firelands Mental Health to conduct a phone assessment as soon as possible.
 - iii. If **Low** the form will be submitted for follow up with the Jail Adjustment Consultation Services.

7. Communication

- a. At the conclusion of any phone assessment conduct by Firelands Mental Health the Mental Health Professional will complete and fax a copy of a Crisis Incident Report to the Erie County Jail
 - i. A Copy of this report will be forwarded to the Medical Staff
 - ii. The officer requesting the phone assessment will document such in a Jail Narrative and attach a copy of the crisis incident report to it.
- b. When an inmate is seen by Jail Adjustment Consultation Services the Mental Health Professional will complete a Jail Adjustment form.
 - i. This form will be forwarded to the Medical Staff.
 - ii. Any recommendation made in this form will be immediately followed by the jail staff.

8. Intervention

- a. A Corrections Officer who observes an inmate attempting suicide shall:
 - i. Secure the area and request backup.
 - ii. Notify the Shift Supervisor
 - iii. Talk to the inmate and do not leave him or her alone
 - iv. Offer alternatives until help arrives
 - v. The Shift Supervisor shall:
 - 1. Respond to the area and evaluate the situation
 - 2. Follow procedures as required by the situation such as:
 - a. Contact Dispatch for inmate Transportation to the Hospital
 - b. Contact Firelands Mental Health for Emergency Evaluation
 - c. Move the inmate to an appropriate housing location
 - d. Initiate a suicide watch
 - vi. All Staff involved in the incident shall document the incident as soon as possible.
- b. A Corrections Officer who observes a suicide attempt shall:
 - i. Notify the Shift Supervisor immediately and call for backup
 - 1. Corrections Officers will not enter the housing area until the other inmates

Section 8 Medical and Mental Health: Reception and Release
Subject: Suicide Prevention (Continued) Minimum Standard:
5120:1-8-09(N) Revised: 07/2009, 12/2011, 09/2015

- are have been secured and/or back up arrives
 - 2. With assistance, remove the inmate from the threatening situation
 - 3. Begin first aid as required
 - 4. Document all action as soon as possible
 - ii. The Shift Supervisor shall:
 - 1. Secure the area and assign other officers to assist, as needed
 - 2. Determine if the inmate needs immediate medical attention
 - a. If the nurse is on station, ask that he/she responds to the scene
 - b. If the squad is need, contact dispatch for Perkins Fire Department to respond
 - c. The Shift Supervisor will do the following if the inmate does not need immediate medical attention:
 - i. Contact Firelands Mental Health Center for an Emergency Evaluation
 - ii. Move inmate to appropriate housing location
 - iii. Notify the Jail Administrator of the situation
 - iv. See that all officers involved complete reports as soon as possible
9. Notification
- a. The Shift Supervisor will be responsible for notifying the Jail Administrator of the situation.
 - b. The Jail Administrator will then contact the Chief Deputy if the suicide attempt is successful and family notification is required.
10. Reporting
- a. All officers involved in the situation will complete a detailed jail narrative of the incident.
 - b. The Shift Supervisor will be responsible for entering the event into the Jail Log
 - i. The log code to be used is SASC – Suicide Attempted / Competed
 - c. If the suicide is completed, the Erie County Sheriff’s Office patrol division will be responsible for contacting the Erie County Coroner.
 - d. The Jail Administrator will be responsible for notifying the division of parole and community services of the incident within 30 days.
11. Review
- a. In the event of a serious or successfully completed suicide attempt, a review of the incident will take place.
 - i. Jail Administration will review the incident and ensure all Jail Policy and Procedures were followed.
 - ii. The Erie County health department will review the incident to ensure all Medical Policy and Procedures were followed.
12. Critical Incident Debriefing
- a. All staff and inmates affected by a serious or successfully completed suicide attempt will be offered services from Firelands Mental Health.

Approved: _____ Date: _____

Erie County Jail Physician

Section 8 Medical and Mental Health: Jail Emergency Response Plan

Subject: Emergency Medical Equipment / Supplies

Minimum Standard: 5120:1-8-09

Revised:

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

POLICY

Emergency Medical Equipment and Supplies, as determined by the health authority, shall be available at all times and replenished as needed and may include an automatic external defibrillator (AED). Emergency Medical Equipment and Supplies shall be placed in specified area(s) of the jail. The health authority shall approve the contents, location, and intervals for inspections of the Emergency Medical Equipment and Supplies and the procedures.

PROCEDURE

- A. Automatic External Defibrillator (AED)
 1. The AED will be stored in the Main Control Room.
 2. The Emergency Equipment and Supply Officer will inspect the AED monthly for serviceability.
 - a. If found unserviceable, it will immediately taken out of service and reported to the Jail Administrator.
 3. The AED will be used in accordance with 21.08 of the Erie County Sheriff's Office Policies and Procedures.

- B. First Aid Response Kit
 1. The first aid response kit will be located in the Main Control Room.
 2. The kit will include;
 - a. 1 Ambu-Bag.
 - b. 1 Ambu Recuse Mask.
 - c. 1 pair of Eye Goggles.
 - d. 1 Roll of Medical Tape.
 - e. 1 Bottle of Hand Sanitizer.
 - f. 1 Seat Belt Cutter.
 - g. 1 Pair of Scissors.
 - h. 2 Packs of Combat Gauze
 - i. 2 Pad Dressings 4" x 4" in size.
 - j. 2 Pad Dressings 5" x 9" in size.
 - k. 3 Ammonia Inhalants.
 - l. 3 Rolls of Gauze Bandages
 - m. 6 Pairs of Latex Gloves
 - i. 2 Size Medium
 - ii. 2 Size Large
 - iii. 2 Size Extra Large
 3. The first aid response kit will be used in accordance with the Jail Emergency Response Plan – Medical Emergency Policy.

Section 8 Medical and Mental Health: Jail Emergency Response Plan

Subject: Emergency Medical Equipment / Supplies (Continued)

Minimum Standard: 5120:1-8-09

Revised:

- C. Naloxone Hydrochloride (Narcan)
 - 1. Narcan will be stored in a box in Main Control.
 - 2. The box will include;
 - i. 1 CPR Microshield
 - ii. 2 Naloxone Hydrochloride Prefilled Syringes
 - iii. 3 MAD Mucosal Atomization Devices
 - 3. Narcan will be used in accordance with 21.12 of the Erie County Sheriff's Office Policies and Procedures.

- D. The Emergency Equipment and Supply Officer will inspect the AED, First Aid Kit, and Narcan Box monthly.
 - 1. If the AED is found to be unserviceable, it will immediately be taken out of service and reported to the Jail Administrator.
 - 2. Using the First Aid Kit and Narcan Box inspection forms, the officer will ensure the contents of the box are filled and up to date.
 - i. Any officer that uses any contents of the First Aid Kit or Narcan Box will notify the Emergency Equipment and Supply Officer of such so they can be replenished.

Approved: _____ Date: _____
Erie County Jail Physician

Section 8: Medical and Mental Health
Subject: Infectious Disease Control Program
Minimum Standard: 5120:1-8-09 (P)
Revised:

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

POLICY

The health authority shall have a written infectious disease control program which collaborates with the local health department and shall include, at minimum an Exposure Control Plan and Standard Isolation Precautions for inmates and staff, which are update annually. The health authority will develop written policy and procedure. Provisions should be made for the screening, surveillance, treatment, containment, and the reporting of infectious diseases. Procedures should be in place for handling bio-hazardous waste and decontaminating medical, dental, and contaminated areas/equipment, which shall comply with applicable local, state, and federal regulations.

DEFINITIONS

- A. **Infectious Disease:** A disease that can be transferred from an infected person to another individual. A disease that can be transmitted from one infected organism to another. Infectious Disease can include but not limited to A.I.D.S., Hepatitis, Tuberculosis and M.R.S.A.

- B. **Universal Precautions:** approaches to infectious disease control are designed to prevent transmission of blood-borne diseases, such as AIDS and hepatitis. These guidelines include specific recommendations for use of gloves, masks, and protective eyewear when contact with blood or bodily secretions containing blood or blood elements is anticipated. The protocols used to maintain an aseptic field and to prevent cross-contamination and cross- infection. These include, but are not limited to:
 - a. The isolation and disinfection of the immediate environment
 - b. The use of sterile disposables; scrubbing, masking, gowning, and gloving
 - c. The proper disposal of contaminated waste.

PROCEDURE

- A. Screening
 - 1. Reception
 - a. All inmates will be processed using universal precautions.
 - b. During the reception process the admitting Corrections Officer will ask specific questions relating to infectious diseases from questions on the Preliminary Health (Receiving) Screen.
 - c. If an inmate is admitted with a possible communicable disease the shift supervisor will immediately notify the nurse on duty, or on call nurse if after hours.
 - d. The shift supervisor will properly document all actions and any directions received from the nurse regarding treatment of the inmate
 - e. The inmate will be housed in a holding cell until the medical staff evaluates the inmate.

Section 8: Medical and Mental Health

Subject: Infectious Disease Control Program (Continued)

Minimum Standard: 5120:1-8-09 (P)

Revised:

2. Testing

- a. A confidential interview shall be performed by the nurse during the Health Appraisal of the inmate.
- b. All inmates received will be screened to determine whether they may be considered from a high risk group for contracting or exposing others to a communicable disease
- c. Inmates who have a history of exposure to a communicable disease shall be interviewed by a medical staff member who may advise of the necessity of further medical attention.
- d. Inmates who show a positive response to a contagious disease test shall receive appropriate follow up medical attention:
 1. All test results shall be maintained in a confidential manner and released only to persons having a medical need to know.
 2. All inmates with a positive infectious disease status will be evaluated to determine the stage of their illness. Appropriate treatment will be provided by the jail physician.
 3. Under certain circumstances, court ordered mandatory testing of persons may be necessary.
- e. Procedure for informing inmates of positive test results of a communicable disease shall be:
 1. Inmates who have had tested positive for any reason shall have their test results maintained in a confidential manner.
 2. Inmates are to be informed of the results by the jail physician or his/her designee. Mental or Medical counseling may be considered at the time the results are given.

B. Surveillance

- a. Inmates who have tested positive for an infectious disease will be evaluated for their need for inpatient care or segregation by the medical director/jail physician.
- b. Positive tested inmates without special medical needs may be housed in the general population.
- c. Any inmate who states he has an infectious disease should be segregated until his/her status and medical needs can be evaluated by the jail physician.
- d. Inmates who have tested positive for a communicable disease and shows constant disregard for the safety of themselves or others may be referred for consideration of administrative segregation.

C. Treatment

- a. The Jail Physician is responsible for providing appropriate medical treatment and determining the stage of the illness.
- b. The Jail Nursing Staff will ensure the physician's orders are followed.

D. Containment

- a. Universal Precautions approaches to infectious disease control are designed to prevent transmission of blood-borne diseases, such as AIDS and hepatitis.

Section 8: Medical and Mental Health

Subject: Infectious Disease Control Program (Continued)

Minimum Standard: 5120:1-8-09 (P)

Revised:

- b. These guidelines include specific recommendations for use of gloves, masks, and protective eyewear when contact with blood or bodily secretions containing blood or blood elements is anticipated.
- c. The protocols used to maintain an aseptic field and to prevent cross-contamination and cross- infection. These include, but are not limited to:
 - d. The isolation and disinfection of the immediate environment.
 - e. The use of sterile disposables; scrubbing, masking, gowning, and gloving.
 - f. The proper disposal of contaminated waste, which comply with applicable local, state, and federal regulations.

E. Reporting

- a. Communication with media regarding infectious diseases will be the responsibility of the Erie County Sheriff with the support of the Erie County Health Department Medical Director and the Community Health Coordinator.

Section 8: Medical and Mental Health

Subject: Pregnancies

Minimum Standard: 5120:1-8-09 (Q)

Revised: 09/2018

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

POLICY

Pregnant inmates shall receive appropriate medical care.

PROCEDURE

- A. The jail medical staff will generally be responsible for the verification of a claimed pregnancy through testing, unless a prisoner being presented for admission as a jail inmate indicates she may be, or is, pregnant, at which time a female Corrections Officer will administer the pregnancy test.
 1. Pregnancy testing will be performed using an HCG test. Further testing may be performed if recommended by the jail medical staff.
 2. Corrections Officers will properly document the result of any pregnancy test that is performed in their presence pursuant to this policy. Said documentation will be immediately forwarded to the jail medical staff, who will arrange for any necessary follow-up medical care.

Section 8 Medical and Mental Health: Security

Subject: Use of Restraints

Minimum Standard: 5120:1-8-03(B)(9) / 5120:1-8-09(R)

Revised: 08/2002, 01/2006, 10/2008, 12/2011, 09/2015

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

POLICY

Inmates in physical restraints shall be personally checked by staff every ten minutes. All checks shall be logged. Health trained staff shall check the restrained inmate every two hours for responsiveness and restraint pressure. They shall review for least restrictive alternatives. The report of use of physical restraints shall be reviewed and signed off by a non-involved supervisor or higher ranking personnel. The use of physical restraints shall be reviewed for policy compliance by the jail administrator or designee. It is the Policy of the Erie County Jail to use restraining devices for the sole purpose of protection of the inmate from self-injury, the prevention of an inmate from injuring others or the prevention of escape. Restraining devices will never be used for punishment or for medical and/or psychiatric reasons.

DEFINITIONS

Administrators and Supervisors: Persons who have managerial responsibility for a full service jail, or who supervises employee's security assignments or activities in the jail.

Acute Behavioral Disturbance: The extreme state of agitation, excitability, perhaps paranoia, coupled with great strength, aggression and non-pain compliance.

Acute Exhaustive Mania: A state of agitation, fear or anxiety so intense that it may lead to cardiac arrhythmia, cardiac arrest, or death. This condition is characterized by: Aggressive behavior/Panic/incoherent speech/sweating/dilated pupils/high body temperature/paranoia/shivering/a sudden calmness.

Backboard Restraint: The Maximum Restraint Backboard system manufactured by RIPP Restraints, Inc. This restraint is used in a prone position to restrain and control a combative or self-destructive inmate.

Hog tie or Hobble tie: A (non-approved) method of restraint that lays the prisoner on their front and secures the hands and feet together behind the back.

Restraint Chair: The Emergency Restraint Chair, manufactured by ERC, Inc. is a padded chair that safely restrains a combative or violent prisoner.

Restraining Device: Any mechanical contrivance, appliance or object designed or fashioned to physically control or incapacitate a person.

Section 8 Medical and Mental Health: Security
Subject: Use of Restraints (Continued)
Minimum Standard: 5120:1-8-03(B)(9) / 5120:1-8-09(R)
Revised: 08/2002, 01/2006, 10/2008, 12/2011, 09/2015

PROCEDURE

A. When an inmate's behavior indicates a potential of serious self-injury or serious injury to others, officers shall take preventative action. The Shift Supervisor will decide which restraint method is appropriate. This decision will be based on the seriousness of the inmate's actions and the ability to carry out their intentions. Only the below listed type of restraints are authorized for use in the Erie County Jail:

1. **Handcuffs** – should be applied properly.
 - a. Officers should be certain the handcuffs do not cut off blood circulation to the hands
 - b. To ensure the handcuffs do not become overly tightened, they should always be double locked.
2. **Shackles** – should be applied properly.
 - a. Officers should be certain the handcuffs do not cut off blood circulation to the feet
 - b. To ensure the shackles do not become overly tightened, they should always be double locked.
3. **Restraint Belt** – should be snugly fitted around the inmate's waist
 - a. Officers should be certain the inmate cannot lower the belt and step out of the restraints.
4. **The RIPP Maximum Restraint Backboard** – should be used in accordance to manufacturer's directions.
5. **The Emergency Restraint Chair** – should be used in accordance to manufacturer's directions.
6. **Flex-Cuffs** – are available for use as a temporary restraining device to be used until other means of authorized restraining devices are available.

B. Hogtie

- a. Because of the risk of death from Positional Asphyxia, the practice of a hogtie restraint should not be used.

C. Surveillance

- a. Any inmate placed in restraints shall be observed every 10 minutes at an irregular interval. Checks should be documented on a hand written observation log.

D. Physician

- a. No inmate shall remain in restraints for more than 8 hours without an examination by the jail physician or his designee.

Section 8 Medical and Mental Health: Security

Subject: Use of Restraints (Continued)

Minimum Standard: 5120:1-8-03(B)(9) / 5120:1-8-09(R)

Revised: 08/2002, 01/2006, 10/2008, 12/2011, 09/2015

- b. If an inmate is to remain in restraints longer than 2 hours, the Shift Supervisor must document the reasons in a Jail Incident Report in the Jail Record Management System.
- c. In the event the inmate who has been restrained continues their violent or self-destructive behavior, the Shift Supervisor may request an emergency psychological evaluation.
- d. The jail administrator will be immediately notified upon the occurrence of any action response incident that results in injuries that warrant medical attention.

E. Reporting

- a. All officers involved in placing an inmate into restraints must write an incident report in the jail's JMS as soon as possible after the incident
- b. These reports should then be reviewed and signed off by a non-involved supervisor or higher ranking personnel.

F. Jail Administrator Review

- a. All use of physical restraints shall be reviewed for policy compliance by the Jail Administrator or designee.
 - i. This will be accomplished by reading and reviewing all reports and watch sheets of the incident.
 - ii. The date and time of review will be placed in the Administrator Review field on the incident report screen in the JMS.

Section 8: Medical and Mental Health
Subject: Continuous Quality Improvement Program
Minimum Standard: 5120:1-8-09 (S)
Revised:

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

POLICY

The health authority shall develop a Continuous Quality Improvement Program (CPI) system of monitoring and reviewing, at least annually, the fundamental aspects of the jail's health and mental health care system, including but not limited to, access to care, the intake process, emergency care and hospitalizations, and adverse inmate occurrences, including death. Periodic chart reviews are included to determine the timeliness and appropriateness of the clinical care provided to inmates.

PROCEDURE

- A. The Erie County Health Department will conduct on-site monitoring of health service performance that may include:
1. Chart reviews of signed orders by the physician and their designee, including investigation of complaints and quality of health records.
 2. Reviewing of prescribing practices and administration of medication practices
 3. Logging the investigation of complaints and grievances
 4. Reviewing all deaths in custody, serious suicide attempts, and contagious illness outbreaks.
 5. Monitoring of corrective action plans.
 6. Maintaining appropriate records of internal review activities, issuing an annual report to the jail administrator of the findings of internal review activities, and ensuring records of internal review activities comply with legal requirements on confidentiality of records.

Section 8 Medical and Mental Health: Jail Emergency Response Plan

Subject: Health Aspects

Minimum Standard: 5120:1-8-09 (T)

Revised:

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

POLICY

Emergency medical care, including first aid and basic life support, is provided by all health care professionals and those health-trained correctional staff specifically designated by the jail administrator. All staff responding to medical emergencies are certified in cardiopulmonary resuscitation (CPR) in accordance with the recommendations of certifying health organizations.

PROCEDURE

A. Approval

1. The Jail Emergency Response Plan is approved by the health authority and jail administrator.

B. Responsibility of Health Staff

1. All Jail Nurses will act in accordance with the Erie County Health Department Policies and Procedures for the Erie County Jail.

C. Triage

1. It will be the responsibility of the nursing staff to ensure the assignment of degrees of urgency to wounds and/or illnesses, to decide the order of treatment of patients or casualties.

D. Site for Care

1. All inmates and/or staff members requiring treatment outside the Erie County Jail will be transported by a medical squad to Firelands Regional Medical Center.

E. Telephone Numbers

1. Health Staff

- a. If a nurse is on duty during the emergency corrections staff shall;
 1. Notify them via the portable radio system.
 2. If unable to reach them via the radio system, they will contact them using the inter-office phone system dialing 623.
 - b. If no nurse is on duty they will be contacting using the on call phone numbers listed in the nurse schedule book in the jail sergeant's office.
2. Corrections Staff should notified Erie County Sheriff's Office Dispatch Center if a medical squad is needed.
 - a. Using the inter-office phone system dialing 6221 or 6222

Section 8 Medical and Mental Health: Jail Emergency Response Plan
Subject: Health Aspects (Continued) Minimum Standard: 5120:1-8-09
(T) Revised:

F. Drills

1. At least one master drill be conducted annually
2. A man-down drill will be practiced once a year on each shift
3. Both the master and man-down drill will be critiqued and shared with all staff members.

G. Alternative Backup Plan

1. Triage
 - a. In the event a nurse is unable to decide the triage plan of injured inmates or staff members, the shift supervisor will assume responsibility of the situation until an EMT and/or Paramedic from Perkins Township Fire Department arrives. At that point the PTFD personnel will assume medical control of the situation.
2. Site of Care
 - a. In the event FRMC is unable to provide care of injured inmates or staff, they will be transported to Fisher Titus Medical Center.
3. Telephone Numbers
 - a. In the event of an emergency and corrections staff cannot get through to the dispatch center or nursing staff they will dial 9-1-1.

Section 8: Medical and Mental Health
Subject: Continuing Education for Health Trained Personnel
Minimum Standard: 5120:1-8-09(U)
Revised:

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

POLICY

All qualified health care professionals participate annually in continuing education appropriate for their position.

PROCEDURE

- A. During the first year of employment Nurse Staff members will receive 24 hours of training.
- B. Each subsequent year of employment they will receive 2 hours of in-service training addressing specific job assignments and/or jail related issues.
- C. These trainings may include:
 - a. Security procedures and regulations.
 - b. Signs of suicide risk.
 - c. Suicide precautions.
 - d. Use of force regulations and tactics.
 - e. Inmate rules and regulations.
 - f. Key Control.
 - g. Rights and responsibilities of inmates.
 - h. Safety procedures.
 - i. All emergency plans and procedure.
 - j. Interpersonal relations.
 - k. CPR/First Aid.
 - l. Sexual harassment / sexual misconduct awareness.
 - m. Purpose, goals, policies, and procedures for the jail and health department.
 - n. Security and contraband regulations.
 - o. Appropriate conduct with inmates.
 - p. Universal precautions.
 - q. Occupational exposure.
 - r. Personal protective equipment and bio-hazardous waste disposal.

Section 8: Medical and Mental Health
Subject: Special Nutritional and Medical Diets
Minimum Standard: 5120:1-8-09 (V)
Revised:

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

POLICY

Inmate diets are modified when ordered by the appropriate licensed individual to meet specific requirements related to clinical conditions. Special nutritional and medical diets are prepared and served to inmates according to the orders of the treating clinician or as directed by the responsible health authority official.

PROCEDURE

- A. If an inmate requests a special diet for medical reasons, the officer receiving such request will channel it by normal sick call procedures to the nurse. After the Jail physician or nurse reviews the request and determines that a modified diet is appropriate, written instructions as to the dietary needs of the inmate will be forwarded to the Jail Administrator and kitchen personnel.
- B. It will be the responsibility of the food service employees to ensure special nutritional and medical diets are prepared and served to inmates according to the orders of the treating clinician or as directed by the responsible health authority official.

Section 8: Medical and Mental Health
Subject: Intoxication and Detoxification
Minimum Standard: 5120:1-8-09 (W)
Revised:

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

POLICY

The health authority shall develop specific policies and protocols in accordance with local, state, and federal laws for the treatment and observation of inmates manifesting symptoms of intoxication or detoxification from alcohol, opiates, hypnotics, or other drugs. Specific criteria are established for immediately transferring inmates experiencing severe, life-threatening intoxication (overdose) or detoxification symptoms to a hospital or detoxification center.

PROCEDURE

A. Screening

1. All inmates will be screened for intoxication or detoxification from alcohol, opiates, hypnotics, or other drugs during the reception process.
 - a. The admitting Corrections Officer will ask intoxication and detoxification specific questions from the Preliminary Health (Receiving) Screen.

B. Observations

1. Prior to an assessment being conducted, if the inmate is determined to be an intoxication or detoxification risk they will be placed to a Holding Cell.
2. The shift supervisor may place the inmate on a special observation watch, if necessary.

C. Assessment / Treatment

1. The Nursing staff shall be responsible for assessing the inmate and notifying the jail physician to begin a treatment plan in accordance with Erie County Health Department Policies and Procedures for the Erie County Jail.

D. Hospitalization

1. Inmates experiencing severe, life-threatening intoxication (overdose) or detoxification symptoms will be immediately transferred to Firelands Regional Medical Center, after ordered so by a nurse.
2. Officers shall respond to this situation in accordance with the Jail Emergency Response Plan – Medical Emergencies.

Section 8: Medical and Mental Health

Subject: Confidentiality

Minimum Standard: 5120:1-8-09 (X)

Revised:

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

POLICY

Information about an inmate's health status is confidential. Non health trained staff only has access to specific medical information on a need to know basis in order to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, criminal justice professionals, or correctional staff. Information provided to correctional staff, volunteers, and visitors address only the medical needs of the inmate as it relates to housing, program placement, security, and transport.

PROCEDURE

1. Health Department Nurses assigned to the Jail shall be responsible for maintaining medical records.
2. All inmate medical records are confidential.
3. These records are accessible by the Physician, Nursing Staff, and Erie County Health Department medical record auditors only.
4. Corrections Staff may be advised of inmate's health and/or mental health records status only to preserve the health and safety of the specific inmate, other inmates, volunteers, visitors, criminal justice professionals, or correctional staff.
 - a. Any such authorization shall be at the discretion of the health authority.
 - b. Information provided to correctional staff, volunteers, and visitors address only the medical needs of the inmate as it relates to housing, program placement, security, and transport.

Section 8: Medical and Mental Health

Subject: Privacy

Minimum Standard: 5120:1-8-09 (Z)

Revised:

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

POLICY

The health authority shall develop a policy whereby health care encounters, including medical and mental health interviews, examinations, and procedures are conducted in a setting that respects the inmate's privacy.

PROCEDURE

- A. When discussing or examining an inmate for medical or mental health reasons:
 - 1. The Corrections Officer will:
 - a. Speak to the inmate in a private area away from other inmates using lowered voices.
 - 2. The Nurse will:
 - a. If speaking with the inmate during Medication Pass, ensure other inmates are not around the door and speak using lowered voices.
 - b. If during a Health Appraisal, Sick Call, or other medical reasons in the Medical Exam, ensure that only one inmate is in the Exam Room at a time.

Section 8: Medical and Mental Health

Subject: Informed Consent

Minimum Standard: 5120:1-8-09 (Y)

Revised:

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

POLICY

The health authority shall develop a policy and procedure requiring that all examinations, treatments, and procedures are governed by informed consent practices and applicable in the jail's jurisdiction.

PROCEDURE

1. Inmates will sign the Preliminary Health (Receiving) Screen indicating they have given their informed consent.
 - a. Using question 32 the admitting Corrections Officer will ask the inmate if they consent to be seen and/or treated by medical personnel if need, except in emergency circumstances.

2. Further written consent is required for any treatment or procedure that is invasive and carries some risk of an adverse outcome.
 - a. Not all health encounters require written consent. If the treatment and/or procedure is neither risky nor invasive, consent may be implied when the inmate shows up for the treatment and/or procedure.

Section 9: Food Service

Subject: Food Service

Minimum Standard: 5120:1-8-10(A)(B)(C)(D)(E)(F)(G)(H)

Revised: 10/2021

Authorized: _____


Sheriff Paul A. Sigsworth

Effective date: _____

10/5/2021

POLICY

All food service operations shall comply with rules and regulations set forth by the Erie County Department of Health in an effort to maintain the health of inmates at the Erie County Jail. Foods prepared and served in the jail will be of the highest nutritional quality and with the greatest variety possible within budgetary constraints. Inmates shall be served three meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals. Menu cycles and contents shall be evaluated and approved annually by a licensed nutritionist or registered dietitian nutritionist. Records of food items shall be maintained pursuant to the jail's record retention schedule. The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion practice by an inmate. All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations. All food handlers are to wash their hands upon reporting for kitchen duty, after restroom breaks, and/or after handling unsanitary items. The assigned food service manager is responsible for a healthy and sanitary kitchen environment and shall immediately address any health or cleanliness issues with kitchen staff or inmate workers. All inmates in the jail are to be served the same meal unless the inmate uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Food shall not be withheld from inmates as punishment.

PROCEDURE

A. Health Department Rules and Regulations

1. It shall be the responsibility of the food service manager to ensure all food service operations comply with the rules and regulations of the Erie County Health Department.

B. Inspection

1. The County Health Department or Ohio Department of Food Service may conduct an inspection of the food service program of the Erie County Jail at any time.
2. The kitchen shall also be inspected for fire safety by the Perkins Fire Department.

C. Meal Schedule

1. All inmates, including those in disciplinary confinement, shall be served three meals a day at regularly scheduled intervals, with no span to exceed 14 hours between meals.
 - a. Breakfast – between 0600 and 0630.
 - b. Lunch – between 1130 and 1200.
 - c. Dinner – between 1700 and 1730.

D. Menu Cycles and Contents

1. The food service vendor shall plan menus. Menus, menu cycles, and contents shall be evaluated and approved in writing by a qualified dietician. Food shall be served fresh, in reasonable variety.

Section 9: Food Service

Subject: Food Service (Continued)

Minimum Standard: 5120:1-8-10(A)(B)(C)(D)(E)(F)(G)

Revised: 10/2021

E. Documentation

1. All meals and their contents shall be documented on the jail log using the FEED (Meal Pass) Event in the Jail's Record Management System. The documentation should indicate:
 - a. What area of the jail the meal pass was in.
 - b. The officer conducting the meal pass.
 - c. A description of the meal (i.e. Dinner served: hotdogs, fries, salad, orange, coffee.)
2. Any inmate refusing to accept a meal should be documented as a MLRF (Meal Refused) Event.

F. Special Diets

1. Medical: If an inmate requests a special diet for medical reasons, the officer receiving such request will channel it by normal sick call procedures to the nurse. After the Jail physician or nurse reviews the request and determines that a modified diet is appropriate, written instructions as to the dietary needs of the inmate will be forwarded to the Jail Administrator and kitchen personnel.
2. Religious: All reasonable efforts shall be made to accommodate the dietary needs of an inmate for religious reasons. Requests for such modifications shall be forwarded, in writing, to the Jail Administrator, who shall consult with an appropriate authority regarding necessary compliance.

G. Screening / Examinations

1. Non-Inmate personnel working in food service shall be initially screened for contagious diseases by qualified personnel provided by the food service vendor and annual re-examinations.
2. All inmate workers assigned to the kitchen will be screened for contagious diseases by jail medical personnel prior to their assignment.
3. All inmate workers must be checked for wants and warrants through LEADS prior to being assigned to the kitchen.
4. Inmate workers should review and sign their job assignment information sheet.

H. Sanitary

1. The Food Service Manager or designee is responsible for a healthy and sanitary kitchen environment. All health and cleanliness issues must be immediately addressed by kitchen staff or inmate workers. All food handlers will wash their hands upon reporting for kitchen duty, after restroom breaks, and/or after handling unsanitary items.

I. Service

1. Breakfast Pick-up: All breakfast trays should have been prepared by the prior kitchen staff shift. Officers will enter the kitchen in the morning and retrieve the counted trays and beverage containers to be served.
2. Kitchen staff will notify main control when food carts containing the afternoon and evening meal trays are ready for distribution. Officers will receive and account for the trays accepted. Officers may assign kitchen workers to assist in passing out food trays.

Section 9: Food Service

Subject: Food Service (Continued)

Minimum Standard: 5120:1-8-10(A)(B)(C)(D)(E)(F)(G)

Revised: 10/2021

J. Tray disbursement:

1. Officers will directly supervise those workers who are assisting in passing out trays. Only corridors inside the security area will be used when transporting food carts to or from the kitchen area.
2. The control officer will summon each housing unit by voice intercom to the food pass located at the entrance into each housing unit. Where applicable, trustees will place food carts into the sally port area and secure before food passes are opened.
3. The officer, when supervising serving, will be especially vigilant to guard against any attempts of an inmate intimidating another into surrendering any part of a meal. Payment of debts using food is forbidden. Should an officer suspect this type of activity, a jail narrative should be written and the Shift Supervisor informed.
4. Inmates confined to their cell will have a tray delivered to the cell through the door by the rover supervising the distribution of meals.
5. Inmates will be issued one complete food tray, one spork, and one beverage serving.

K. Tray return

1. When serving has been completed, officers will directly supervise the workers collecting the trays. All issued food service items must be accounted for. Once all issued items have been accounted for and returned to the food carts, the main control operator will instruct the kitchen workers to transport the items back to the kitchen.

L. Complaints

1. Complaints from inmates about jail food are common, but the officer who receives such complaints will properly document consistent complaints from several inmates. The officer receiving the complaints shall notify the Shift Supervisor. Inmates may also use the grievance mechanism outlined in the inmate handbook to register complaints.

Section 10: Recreation and Programming

Subject: Exercise

Minimum Standard: 5120:1-8-11(A)

Revised:

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

POLICY

Exercise and/or equipment for inmates shall be provided and the jail shall ensure that inmates are offered at least five hours per week. A full size indoor gym and 2 outdoor half court gyms are available for inmate use.

PROCEDURE

A. Recreation Programs

1. Indoor gym

- a. Will take place in the full size indoor gym.
- b. Basketballs are available for inmate use.
- c. Inmates are permitted to jog around the outside of the gym area.
- d. Inmates are permitted to perform calisthenics in the gym area.
- e. Inmates wishing to participate in gym activities must wear
 1. Gym shoes.
 2. Gym shirt.
 3. Gym shorts.
- f. Sandals and regular uniforms should not be worn in any gym area.
- g. Officers should inspect recreation areas for security concerns and contraband that may have been left behind by others prior use.

2. Outdoor Gym

- a. Will take place following the same guidelines as Indoor Gym, except the following conditions:
 1. Will take place in the either of the outdoor half court gyms.
 2. Will be scheduled when weather permits:
 1. Outdoor Gym will only be allowed if the air temperature is at least 50 degrees with no precipitation and no standing water on the ground.

B. Schedule

1. During normal jail operating conditions, the following schedule should be used to determine opportunities for recreation.
 - a. E control:
 - i. Monday through Saturday 1000 to 1400 hours.
 - b. B Control:
 - i. Monday, Thursday, Friday, Saturday, and Sunday 1400 to 1600.
 - c. A Control Inmates:
 - i. Monday, Thursday, Friday, Saturday, and Sunday 1600 to 2100.
 - d. For special needs inmate and security risk, the shift supervisor will decide their schedule depending on schedule availability after 2100 hours.

Section 10: Recreation and Programming

Subject: Exercise (Continued)

Minimum Standard: 5120:1-8-11(A)

Revised:

C. Eligibility

1. All inmates will be allowed to participate for at least five hours of dayroom/indoor/outdoor recreation per week, unless medical staff determines their physical condition prevents them from participating.
 - a. The Nursing Staff will be responsible for placing inmates with physical condition that prevents them from participating in gym on the No Gym List.
 - b. The C Shift Supervisor will run a No Gym Report from the Jail's Record Management System Report List and place 1 copy in each of the control rooms and the Jail Sergeant's Office.
 - c. It is the responsibility of the officer working the control board of the area sending the inmates to gym to ensure they are not on the No Gym List.
2. Recreation should not interfere with mandatory scheduled activities such as Meals, Laundry Exchange, Visitation, etc. If a conflict between programs (church, AA, etc.) occurs, the inmate will be allowed to decide which program they wish to attend.

D. Recording

1. The Corrections Officer conducting recreation will:
 - a. Ascertain those housing areas and inmates wishing to participate in recreation activities.
 - b. Verify the eligibility of participation by checking the No Gym List.
 - c. Log the Gym Event as either a GYMI (gym indoor) or GYMO (outdoor gym) Event in the Jail Log of the JMS. This event will included:
 - i. Date and Time of Gym.
 - ii. Inmates that participated.
 - iii. Officer sending the inmates.
 - d. Only inmates from the same assigned pods or dorms will be allowed in the same gym area at the same time.
 - e. Because of safety concerns, participants are not allowed to play full court basketball games.

E. Monitoring

1. Prior to Gym being conducted, the Corrections Officer assigned as E Control Rover will inspect the Gym Area that inmates are being sent to.
 - a. They will look for any contraband and/or security issues and ensure the gym area is clean.
2. The Corrections Officer assigned to E Control Board will monitor the inmates during the gym time from the control board using the CCTV system and visually through the windows.

Section 10: Recreation and Programming

Subject: Dayroom Activities

Minimum Standard: 5120:1-8-11(B)

Revised:

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

POLICY

The Erie County Jail shall provide for inmate television viewing and table games.

PROCEDURE

A. Television

1. Each Housing Unit will have a Television.
2. Viewing is allowed from 0700 to 2300 hours daily, provided it does not interfere with required jail activities.

B. Board Games

1. Board games are available in each housing unit.
 - i. Broken and/or games missing pieces should be removed from the unit and replaced by the corrections officer assigned to that area.
2. Play cards are available for purchase on commissary.

Section 10: Recreation and Programming
Subject: Reading Materials
Minimum Standard: 5120:1-8-11
Revised: 06/2005, 04/2011, 01/2012, 10/2015

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

POLICY

The Erie County Jail shall provide inmate access to reading and printed materials, at the discretion of the jail administrator or designee, but should be in sufficient quantity, variety, and in good conditions.

PROCEDURE

A. Newspapers

1. A copy of a newspaper will be provided for each housing area.
2. Newspapers will be distributed upon receipt at the Jail.
3. Inmates will not be allowed to accumulate newspapers in their housing areas.
4. The Corrections Officer passing the newspapers library will log it as a NEWS (Newspaper) Event in the Jail Log of the Jail Record Management System, this record should include:
 - i. Date and time of pass.
 - ii. Area of the jail that received the newspaper.
 - iii. Officer passing the newspaper.

Section 10: Recreation and Programming
Subject: Inmate Program – Academic Training
Minimum Standard: 5120:1-8-11(D)
Revised: 07/2001, 04/2011, 10/2015

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

POLICY

The Erie County Jail shall provide the opportunity for academic training. The Erie County Jail shall outline eligibility requirements for inmates to participate in programs and guidelines and training requirements for outside agency personnel within the facility.

PROCEDURE

A. Eligible Inmates

1. Inmates may request to participate in the General Education Development (GED) Program by submitting a request form indicating so.
2. The officer receiving the request will place an IPGED appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
 - i. The officer will also notify the Jail Administrator of the request.
3. Only inmates sentenced to the Erie County Jail for 3 months or longer will be eligible for GED.

B. Schedule

1. Once approved for GED, the Jail Administrator will contact a GED instructor and arrange for date and times for the instructor to meet with the inmate.
 - a. GED will take place in the Jail Interview Rooms.

C. Recording

1. The Corrections Officer conducting the GED will log this as a PROV (Professional Visitor) Event in the Jail Log of the Jail Record Management System. This record should include:
 - a. Date and time.
 - b. Name of inmate.
 - c. Name of GED Instructor
 - d. Name of officer logging the event.

Section 10: Recreation and Programming
Subject: Inmate Program – Alcohol Abuse Treatment
Minimum Standard: 5120:1-8-11(D)
Revised: 07/2001, 04/2011, 10/2015

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

POLICY

The Erie County Jail shall provide the opportunity for drug abuse treatment. The Erie County Jail shall outline eligibility requirements for inmates to participate in programs and guidelines and training requirements for outside agency personnel within the facility.

PROCEDURE

A. Eligible Inmates

1. Inmates may request to participate in the weekly Alcohol Anonymous meeting by submitting a request form indicating so.
 - i. Bayshore Counseling and Recovery Services will provide a counselor to conduct the meetings.
2. The officer receiving the request will place an IPAA appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
3. The Program's Officer will use the IPAA appointment list to create a list of eligible inmates, and place them on the approved list group (EAAA, AAAA, BA1, and BA2).
4. Inmates will be eligible for IPAA based on the following:
 - a. A maximum of 10 inmates for each group.
 - b. Inmates will be placed on the list based on how long they have been incarcerated in the jail.
 - c. Inmates who have been placed on the approved list, but refuse to go will be removed from the list and will not be allowed to attend for 4 weeks, or until a spot opens again.
 - d. Inmates with Keep Separates that conflict with IPAA will not be eligible.
 - e. The final decision on eligible inmates is that of the counselors from Bayshore Counseling and Recovery Services.

B. Schedule

1. E Control
 - a. Mondays, 1400 – 1500 hours.
2. A Control
 - a. Mondays, 1500 – 1600.
3. B Control
 - a. Group 1, Fridays 1400 – 1500.
 - b. Group 2, Fridays 1500 – 1600.

Section 10: Recreation and Programming

Subject: Inmate Program – Alcohol Abuse Treatment (Continued)

Minimum Standard: 5120:1-8-11(D)

Revised: 07/2001, 04/2011, 10/2015

C. Recording

1. The corrections officer conducting IPAA will log it as an IPAA (Inmate Program AA) Event in the Jail Log of the JMS. This record should include;
 - a. Date and time.
 - b. Name of inmates going.
 - c. Officer conducting IPAA.

D. Monitoring

1. IPAA will be conducted in the Jail Classroom
2. The officer conducting IPAA will run a report list for the group to attend (EAAA, AAAA, BA1, and BA2) from the Report List of the JMS.
3. Using that list the officer will escort the eligible inmates to the classroom.
4. The officer assigned to the E Control Board will monitor the IPAA group using the CCTV system.
5. After IPAA is over, the officer conducting it will return the inmates to their housing unit.
 - a. Prior to this each inmate will be search for contraband.

E. Training

1. Prior to allowing the counselor to see inmates, the jail will screen and train the counselor in accordance with the Staff - Use of Volunteers Policy of this Policy Manual.

Section 10: Recreation and Programming
Subject: Inmate Program – Drug Abuse Treatment
Minimum Standard: 5120:1-8-11(D)
Revised: 07/2001, 04/2011, 10/2015

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

POLICY

The Erie County Jail shall provide the opportunity for drug abuse treatment. The Erie County Jail shall outline eligibility requirements for inmates to participate in programs and guidelines and training requirements for outside agency personnel within the facility.

PROCEDURE

A. Eligible Inmates

1. Inmates may request to participate in the weekly Bayshore Counseling and Recovery Services meeting by submitting a request form indicating so.
 - i. Bayshore Counseling and Recovery Services will provide a counselor to conduct the meetings.
2. The officer receiving the request will place a BAYS appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
3. Inmates will be eligible for BAYS based on the following:
 - a. A maximum of 10 inmates for each group.
 - b. Inmates will be placed on the list based on how long they have been incarcerated in the jail.
 - c. Inmates who have been placed on the approved list, but refuse to go will be removed from the list and will not be allowed to attend for 4 weeks, or until a spot opens again.
 - d. Inmates with Keep Separates that conflict with IPBA will not be eligible.
 - e. The final decision on eligible inmates is that of the counselors from Bayshore Counseling and Recovery Services

B. Schedule

1. Male Inmates
 - a. Mondays, 0900 – 1000 hours.
2. Female Inmates
 - a. Mondays 1000 – 1100 hours.

C. Recording

1. The Corrections Officer conducting Bayshore will log it as an IPBS (Inmate Program Bayshore) Event in the Jail Log of the JMS. This record should include:
 - a. Date and time.
 - b. Name of inmates going.
 - c. Officer conducting BAYS.

Section 10: Recreation and Programming

Subject: Inmate Program – Drug Abuse Treatment (Continued)

Minimum Standard: 5120:1-8-11(D)

Revised: 07/2001, 04/2011, 10/2015

D. Monitoring

1. IPBS will be conducted in the Jail Classroom
2. The officer conducting IPBS will run a report list for the group to attend (BAYS) Report List of the JMS.
3. Using that list the officer will escort the eligible inmates to the classroom.
4. The officer assigned to the E Control Board will monitor the IPBS group using the CCTV system.
5. After IPBS is over, the officer conducting it will return the inmates to their housing unit.
 - a. Prior to this each inmate will be searched for contraband.

E. Training

1. Prior to allowing the counselor to see inmates, the jail will screen and train the counselor in accordance with the Staff - Use of Volunteers Policy of this Policy Manual.

Section 10: Recreation and Programming
Subject: Inmate Program – Psychological Services
Minimum Standard: 5120:1-8-11(D)
Revised: 07/2001, 04/2011, 10/2015

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

POLICY

The Erie County Jail shall provide the opportunity for psychological services. The Erie County Jail shall outline eligibility requirements for inmates to participate in programs and guidelines and training requirements for outside agency personnel within the facility.

PROCEDURE

A. Eligible Inmates

1. Inmates may request to participate in the weekly Firelands Mental Health Group meeting by submitting a request form indicating so.
 - i. Firelands Regional Medical Center Counseling and Recovery Services will provide a counselor to conduct the meetings.
2. The officer receiving the request will place an IPFM appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
3. Inmates will be eligible for IPFM based on the following:
 - a. A maximum of 10 inmates for each group.
 - b. Inmates will be placed on the list based on how long they have been incarcerated in the jail.
 - c. Inmates who have been placed on the approved list, but refuse to go will be removed from the list and will not be allowed to attend for 4 weeks, or until a spot opens again.
 - d. Inmates with Keep Separates that conflict with FMHG will not be eligible.
 - e. The final decision on eligible inmates is that of the counselors from Firelands Mental Health.

B. Schedule

1. Male Inmates
 - a. Fridays, 0800 – 0900 hours.
2. Female Inmates
 - a. Fridays, 0900 – 1000 hours.

C. Recording

1. The Corrections Officer conducting IPFM will log it as an IPFM (Inmate Program Firelands Mental Health Group) Event in the Jail Log of the JMS. This record should include:
 - a. Date and time.
 - b. Name of inmates going.
 - c. Officer conducting IPFM.

Section 10: Recreation and Programming

Subject: Inmate Program – Psychological Services (Continued)

Minimum Standard: 5120:1-8-11(D)

Revised: 07/2001, 04/2011, 10/2015

D. Monitoring

1. IPFM will be conducted in the Jail Classroom
2. The officer conducting IPFM will run a report list for the group to attend (IPFM) Report List of the JMS.
3. Using that list the officer will escort the eligible inmates to the classroom.
4. The officer assigned to the E Control Board will monitor the IPFM group using the CCTV system.
5. After IPFM is over, the officer conducting it will return the inmates to their housing unit.
 - a. Prior to this each inmate will be search for contraband.

E. Training

1. Prior to allowing the counselor to see inmates, the jail will screen and train the counselor in accordance with the Staff - Use of Volunteers Policy of this Policy Manual.

Section 10: Recreation and Programming
Subject: Inmate Program – Social / Community Services
Minimum Standard: 5120:1-8-11(D)
Revised: 07/2001, 04/2011, 10/2015

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

POLICY

The Erie County Jail shall provide the opportunity for social / community services. The Erie County Jail shall outline eligibility requirements for inmates to participate in programs and guidelines and training requirements for outside agency personnel within the facility.

PROCEDURE

A. Eligible Inmates

1. Inmates may request to participate in the weekly Life Skills meeting by submitting a request form indicating so.
 - i. The Erie County Sheriff's Office Chaplin will provide a counselor to conduct the meetings.
2. The officer receiving the request will place it as a LIFE appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
3. Inmates will be eligible for LIFE based on the following;
 - a. A maximum of 10 inmates for each group.
 - b. Inmates will be placed on the list based on how long they have been incarcerated in the jail.
 - c. Inmates who have been placed on the approved list, but refuse to go will be removed from the list and will not be allowed to attend for 4 weeks, or until a spot opens again.
 - d. Inmates with Keep Separates that conflict with LIFE will not be eligible.
 - e. The final decision on eligible inmates is that of the counselors from the Erie County Sheriff's Office Chaplin Program.

B. Schedule

1. Male Inmates
 - a. Fridays, 0800 – 0900 hours.
2. Female Inmates
 - a. Fridays, 0900 – 1000 hours.

C. Recording

1. The corrections officer conducting LIFE will log it as an IPLS (Inmate Program Life Skills) Event in the Jail Log of the JMS. This record should include:
 - a. Date and time.
 - b. Name of inmates going.
 - c. Officer conducting IPLS.

Section 10: Recreation and Programming

Subject: Inmate Program – Social / Community Services (Continued)

Minimum Standard: 5120:1-8-11(D)

Revised: 07/2001, 04/2011, 10/2015

D. Monitoring

1. IPFM will be conducted in the Jail Classroom
2. The officer conducting IPLS will run a report list for the group to attend (IPLS) Report List of the JMS.
3. Using that list the officer will escort the eligible inmates to the classroom.
4. The officer assigned to the E Control Board will monitor the IPLS group using the CCTV system.
5. After IPLS is over, the officer conducting it will return the inmates to their housing unit.
 - a. Prior to this each inmate will be search for contraband.

E. Training

1. Prior to allowing the counselor to see inmates, the jail will screen and train the counselor in accordance with the Staff - Use of Volunteers Policy of this Policy Manual.

Section 10: Recreation and Programming
Subject: Religion
Minimum Standard: 5120:1-8-11(E)
Revised: 07/2001, 04/2011, 10/2015, 02/2023

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

POLICY

Inmates in the Erie County Jail shall be permitted to practice a recognized religion subject to limitations necessary to maintain security and order of the jail. Practicing religion includes, but is not limited to, access to religious publications, possession of religious symbols, being permitted to congregate to worship in an appropriate space, individual or group counseling, religious study classes, and adherence to dietary requirements. The Erie County Jail shall ensure that all recognized religions receive equal status and protection and that limitation placed upon religious practice further a compelling safety or security interest using the least restrictive means necessary.

PROCEDURE

A. Religious Publications and Symbols

1. Religious Materials and/or Publications are permitted in cells as long as it is not excessive.
2. Religious Symbols, not including jewelery or other talismans already excluded by policy, will also be permitted as long as they are not a threat or offensive to the jail, staff, or other inmates.

B. Individual Services

1. All persons who are recognized ministers, ordained and endorsed by their pastor with a letter of recommendation on file from an organized congregation, are welcome to conduct pastoral activities at the Erie County Jail.
2. Any inmate who wishes to meet with their minister may do so.
 - a. The inmate shall submit a request on the housing area kiosk that the Jail Administrator or designee contact that minister and notify them of the request.
3. Visits between ministers and inmates will take place in the Jail Visitation Rooms.
4. Minister Visits will be conducted in accordance with the Visitation – Professional / Clergy Visit Policy of this Policy Manual.
5. If an inmate expresses a desire to see a member of the clergy, but does not know who to contact, the Corrections Officer who receives the request will advise the Erie County Sheriff's Office Chaplin of the request.

C. Group Services

1. Inmates are allowed to congregate, worship, and be involved in group counseling involving religious worship.
2. Group studies are not prohibited as long as an approved member of the clergy, as defined above, is present for the entire session and it does not cause a disruption of jail activities or create a violation of jail policy.

Section 10: Recreation and Programming
Subject: Religion (Continued)
Minimum Standard: 5120:1-8-11(E)
Revised: 07/2001, 04/2011, 10/2015, 02/2023

D. Religious Study Class

1. Eligible Inmates

- a. Inmates may request to participate in the weekly Religious Study Class by submitting a request form.
- b. The officer receiving the request will place an IPCH appointment for that month in the inmates Appointment Screen in the Jail's Record Management System (JMS).
- c. The Program's Officer will use the IPCH appointment list, using the last day of the current calendar month, to create a list of eligible inmates, and place them on the approved list group (ACHURCH, ECHURCH, BCHURCH)
- d. Inmate's will be eligible for IPCH based on the following:
 1. A maximum of 15 inmates.
 2. Inmates will be placed on the listed based on how long they have been incarcerated in the jail.
 3. Inmates who have been placed on the approved list, but refuse to go will be removed from the list and will not be allowed to attend for 4 weeks, or until a spot opens again.
 4. Inmates with Keep Separates that conflict with IPCH will not be eligible.
 5. The final decision on eligible inmates is that of the ministers.

2. Schedule

- a. E Control
 1. Thursday's, 1800 – 1900 hours
- b. A Control
 1. Thursday's 1800 – 1900 hours
- c. B Control
 1. Thursday's 1800 – 1900 hours

3. Recording

- a. The Corrections Officer conducting IPCH will log it as an IPCH (Inmate Program Church) Event in the Jail Log of the JMS. This record should include:
 1. Date and time.
 2. Name of inmates going.
 3. Minister conducting the religious study class.

4. Monitoring

- a. IPCH will be conducted in the Jail Classroom for male inmates and the Jail Court Room for female inmates.
- b. The officer conducting IPCH will run a report list for the group to attend (EChurch, AChurch, BChurch) from the Report List of the JMS.
- c. Using that list the officer will escort the eligible inmates to the classroom or courtroom.

Section 10: Recreation and Programming

Subject: Religion (Continued)

Minimum Standard: 5120:1-8-11(E)

Revised: 07/2001, 04/2011, 10/2015, 02/2023

- d. The officer assigned to the E Control Board will monitor the IPCH group in the classroom using the CCTV system.
- e. The officer assigned to A Control Board will monitor the IPCH group in the courtroom using the CCTV system.
- f. After IPCH is over, the officer conducting it will search each inmate for contraband and return the inmates to their housing unit.

E. Dietary Requirements.

1. All reasonable efforts shall be made to accommodate the dietary needs of an inmate for religious reasons.
2. Requests for such modifications shall be forwarded, in writing, to the Jail Administrator, who shall consult with an appropriate authority regarding necessary compliance.

F. Religious Freedoms

1. The Erie County Jail staff will not interfere with or comment upon an inmate's religious belief.
2. Any limitations placed on religion shall be only on religious practice and not on religious beliefs.
3. Religious practice shall only be limited when there is a compelling and reasonable safety and security issue for the facility.
4. All limitations shall be made by the Sheriff and/or Jail Administrator and shall be documented as to the nature of the limitations and the compelling safety or security issue.

Section 10: Recreation and Programming
Subject: Commissary
Minimum Standard:
Revised: 07/1998, 04/2011, 01/2012, 11/2022

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

POLICY

Inmates will have the opportunity to make purchases of personal items through the commissary system provided by the Erie County Jail. The commissary program will provide optional hygiene articles, snacks, and writing materials. Inmates who are deemed indigent will receive weekly 2 stamped envelopes, writing material, and a pencil free of charge.

PROCEDURE

A. Ordering

1. Inmates will place their order using the Commissary Kiosk Machines.
2. All inmates will utilize the Housing unit Kiosk to order commissary.
3. Corrections Officers may assist special needs inmates in placing orders, if the inmate requests help.

B. Delivery

1. Commissary will be delivered daily to the jail, except Monday's and Saturday's.
2. Commissary shall be passed upon delivery to the jail and as jail activities permit.
3. The Corrections Officer passing the commissary will verify that the items on the receipt match the items being delivered.
 - a. The inmate will sign the receipt indicating they received all the listed items.
 - b. Any missing and/or damaged items will be listed on the receipt, and the receipt placed in the Jail Administrator's Box in Main Control.
 - c. The Jail Administrator will ensure the item is either replaced or refunded.
 - d. All other receipts will be placed in the Commissary Records in the Administration Office 006. These records will be pulled at the end of the month.
4. Orders for inmates that have since been released will be placed in the Jail Administrator's Office.
 - a. Inmates will have 3 days (from date of delivery) to claim their items. Any unclaimed items will be returned to the Commissary Vender.
5. The officer passing the commissary will log it as a COMM (Commissary Pass) Event, this event will include:
 - a. Date and Time.
 - b. Location where commissary is passed.
 - c. Officer passing the commissary.

C. Accounting

Section 10: Recreation and Programming

Subject: Commissary

Minimum Standard:

Revised: 07/1998, 04/2011, 01/2012, 11/2022

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

1. The management of the commissary funds will be controlled in accordance with the procedure adopted by the Auditor of the State of Ohio.
2. The Jail Administrator or designee will reconcile the commissary cashbook and account monthly and yearly for audit and accounting purposes.

Section 11: Inmate Discipline
Subject: Rules and Sanctions
Minimum Standard: 5120:1-8-12 (A)(B)(C)(D)
Revised:

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

POLICY

The Erie County Jail shall have written inmate rules that specify prohibited acts or conduct, degrees of violations, ranges of penalties, and disciplinary hearing procedures. There shall be a sanctioning schedule for rule violations. The jail administrator or designee shall approve any penalty exceeding suspension of rights or disciplinary isolation for more than one hundred twenty hours. The maximum sanction for rule violations shall be no more than sixty days for violations arising out of one incident. Continuous confinement for more than thirty days requires the review and approval of the jail administrator or designee. Inmate rules shall specify the fundamental rights that cannot be suspended except in an emergency or other condition beyond the control of the jail administrator. Jail disciplinary measures shall not include corporal punishment, discipline administered by inmates and withholding food.

PROCEDURE

A. Rules

1. Rules and Regulations Pamphlet

- a. Erie County Jail Inmate Rules shall be accessible to all inmate and shall provide information regarding confinement including:
 - 1. Prohibited acts / Rules of Conduct.
 - 2. Degrees of Violations / Ranges of Penalties.
 - 3. Disciplinary Hearing Procedures.
- b. Each inmate will be provided with a copy of the Erie County Jail Rules and Regulations Pamphlet during booking.

2. Minor Violations

- a. Shall include acts, which do not constitute a present and immediate threat to the security of the facility, its staff, inmates, visitors or the inmate who committed the violation. Such violations may include, but not be limited to:
 - 1. Failure to comply with any Corrections Officers orders.
 - 2. Profanity, derogatory remarks or gestures to any member of the staff, visitors, or fellow inmates.
 - 3. Creating unnecessary noise such as arguing, shouting, whistling, rattling or pounding windows, doors or other parts of the jail.
 - 4. Loud talking or unnecessary noise after sleep hours.
 - 5. Talking through windows to persons on the exterior of the jail.
 - 6. Failure to perform routine duties, such as cleaning housing area, and other prescribed duties.
 - 7. Horse playing, teasing, or verbally harassing other inmates.

Section 11: Inmate Discipline

Subject: Rules / Sanctions (Continued)

Minimum Standard: 5120:1-8-12 (A)(B)(C)(D)

Revised:

3. Major Violations

a. Shall include repeated minor rule infractions. Instances when it is determined that the punishment for continuous minor violation serves as no deterrent effect and a continuation of minor rule violations would constitute a present and immediate threat to the security of the jail, staff, inmates or visitors. Such violations may include, but not be limited to:

1. Repeated minor violations.
2. Disobeying a Corrections Officer.
3. Lying to a Corrections Officer.
4. Fighting.
5. Rough, disruptive play.
6. Minor damage of jail property.
7. Abusing commissary, visiting, telephone and/or recreation privileges.
8. Abusing food services.
9. Attempting to control the behavior of other inmates through coercion, force, threat or assigning work to other inmates.
10. Disrupting religious, medical or food services or any jail activity or program.
11. Possession or use of any tobacco product.
12. Stoppage or placement of foreign matter into toilets or sinks.
Retention on any medication
13. Writing on the walls.
14. Possession of anything not on the list of permitted items or not authorized by the jail staff.

4. Serious Violations

i. Shall include acts, which constitute a violation of statutory law and/or a present and immediate threat to the security of the jail, staff, inmates, visitors. Such violations shall include, but not limited to:

1. Repeated major violations.
2. Assault on another inmate or staff member.
3. Escape, attempting to escape or aiding another in escape.
4. Possession of alcoholic beverages, fermenting fruit or unauthorized drugs.
5. Theft.
6. Damage of jail property.
7. Interfering with security operations in the jail.
8. Arson.
9. Possession of a weapon or chemical agent or any object, which has been modified so that it may be used as a weapon.
10. Creating or inciting to riot.
11. Malicious destruction, alteration or misuse of property.

Section 11: Inmate Discipline

Subject: Rules / Sanctions (Continued)

Minimum Standard: 5120:1-8-12 (A)(B)(C)(D)

Revised:

B. Sanctioning Schedule

1. Minor Rule Violation
 - a. Punishable up to 48 hours lock down
2. Major Rule Violation
 - a. Punishable up to 120 hours lock down
3. Serious Rule Violation
 - a. Punishable up to 240 hours lock down

C. Approved Sanctions

1. Any penalty suspending of rights or disciplinary isolation must be approved by the Shift Supervisor.
2. Any penalty exceeding suspension of rights or disciplinary isolation for more than 120 hours shall be approved by the Jail Administrator or designee.

D. Maximum Sanctions

1. Sanctions for rule violations shall be no more than 60 days for violations arising out of one incident.

E. Sanctions Review

1. Continuous confinement for more than 30 days requires the review and approval of the jail administrator or designee.

F. Fundamental Rights

1. Phone calls and visits by attorney and/or clergy, adequate food (nutritional diet), light, ventilation, temperature control, sanitations, and medical care cannot be suspended except in an emergency or other condition beyond the control of the jail administrator.

G. Disciplinary Measures

1. Jail disciplinary measures will not include corporal punishment, discipline administered by inmates, and/or the withholding of food.
2. Inmates will be allowed one hour out of their cell each day during disciplinary isolation for shower, exercise, and use of phone.
 - a. This hour will take place from 0700 to 0800 hours, unless otherwise stated by the Jail Administrator.
 - b. The Corrections Officer allowing the hour out will log it in the Jail Log as a HOUR (Hour Out of Lockdown) Event, to include:
 1. Date and Time.
 2. Location.
 3. Officer involved.

Section 11: Inmate Discipline
Subject: Disciplinary Hearings
Minimum Standard: 5120:1-8-12(E)(F)(G)(H)(I)
Revised: 07/2017

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

POLICY

The Erie County Jail shall have a written policy that specifies the circumstances under which a disciplinary hearing is conducted. Pre-disciplinary hearing requirements shall include, at minimum a written incident report, an inmate's opportunity to waive in writing the disciplinary hearing, an investigation that commences within twenty-four hours of the incident to determine whether sufficient evidence exists to support the charge, and written notification to the inmate of the nature and date of the violation within twenty-four hours of the alleged violation(s) or discovery of the alleged violation(s). The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing. The inmate may waive the twenty-four hour period. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation. Postponement of the hearing may be granted. Disciplinary hearing requirements shall include an impartial hearing officer appointed by the jail administrator or designee, the inmate's opportunity to be heard, present evidence and question witnesses subject to limitations imposed by the hearing officer, the hearing officer shall state the reasons for any limitations in writing, a written statement by the hearing officer of the facts relied upon and reasons for the imposition of any penalties shall be provided to the inmate and a copy placed in the inmate's file, and selection by the jail administrator or designee of a staff person to assist an inmate when the inmate is unable to effectively communicate. Jail inmates shall be afforded an opportunity to appeal disciplinary actions to the jail administrator or designee.

PROCEDURE

A. Due Process

1. The disciplinary process and hearing must be fair, documented, and systematic so that no staff can be bias or an inmate may plead ignorance of the rules. Sufficient evidence must exist to support the rule violation.
2. At no time will an inmate be punished, harassed, neglected, or ignored in his/her pursuit of the right to due process during disciplinary proceedings.

B. Pre-Disciplinary Hearing

1. When a Corrections Officer witnesses a violation of an established jail rule, that officer shall determine if immediate action on the officer's part is required.
2. That Corrections Officer will make a preliminary determination as to the nature of the violation (minor, major, or serious).
 - a. If the violation appears minor in nature, that corrections officer may:
 1. Verbally reprimand the inmate offender and inform him that continued violation of the rule may result in loss of privileges.

Section 11: Inmate Discipline

Subject: Disciplinary Hearings (Continued)

Minimum Standard: 5120:1-8-12(E)(F)(G)(H)(I)

Revised: 07/2017

2. Document the inmate's actions that constitute a rule violation in the form of a Jail Incident Report. This report should be submitted to the Shift Supervisor for proper disposition.
 3. The Shift Supervisor may impose Disciplinary Sanctions not to exceed 48 hours.
 - b. If the violation is major or serious, that Corrections Officer will promptly prepare a Jail Incident Report and a Rule Violation Report, and state fully and accurately all facts pertaining to the rule violation.
 1. The Rule Violation Report, along with the Jail Incident Report, shall be delivered to the Shift Supervisor immediately upon its completion.
 2. If the inmate offender is violent and there is immediate and reasonable cause to believe the inmate offender will continue to inflict injury to another person, himself, or cause immediate harm to others in the facility, action, including use of force as outlined in policy may be used to neutralize the situation, the inmate offender shall be promptly isolated or restrained to an area where his/her actions no longer pose a threat.
 3. Placement in isolation may not exceed 48 hours (excluding weekends, holidays and emergencies) without a disciplinary hearing.
3. The Shift Supervisor shall immediately begin an investigation of the incident to determine whether sufficient evidence exists to support the charge.
4. If the inmate is to be charged with a major or serious rule violation, the shift supervisor will prepare and immediately give the inmate a Jail Charges Report. This report will include:
 - a. The specific rule(s) broken.
 - b. The accuser, unless deemed inadvisable by the investigation.
 - c. The time the violation occurred.
 - d. The date and place of the violation and the facts on which the charges are based.
5. An inmate accused of major or serious violations shall be informed of the right to waive a disciplinary hearing. Such a waiver shall be obtained in writing from the inmate using the Disciplinary Hearing Waiver Form.

C. Disciplinary Hearing

1. The inmate shall have a minimum period of twenty-four hours after receiving written notification of the rule violation(s) to prepare for the disciplinary hearing.
2. The Jail Administrator or designee may appoint an impartial officer to investigate the incident. The investigating officer shall:
 - a. Conduct a complete investigation of the incident within 24 hours of the accusation.
 - b. Review statements from witnesses, parties involved, and the examination of audio and video records.

Section 11: Inmate Discipline
Subject: Disciplinary Hearings (Continued)
Minimum Standard: 5120:1-8-12(E)(F)(G)(H)(I)
Revised: 07/2017

- c. Prepare a complete written report and submit it to the designated hearing officer.
3. The inmate may waive the twenty-four hour period.
 - a. If waived, the inmate is required to submit a signed form indicting so.
4. The inmate is given a hearing within forty-eight hours excluding holidays, weekends, and emergencies after receiving the written notification if placed in isolation or within three business days if the inmate is not placed in isolation.
5. Postponement or Continuance of the hearing may be granted, but the reason must be documented.
6. Disciplinary hearing requirements shall include:
 - a. An impartial hearing officer appointed by the jail administrator or designee.
 - b. The inmate's opportunity to be heard, present evidence and question witnesses subject to limitations imposed by the hearing officer.
 1. The hearing officer shall state the reasons for any limitations in writing.
 - c. Written statement by the hearing officer of the facts relied upon and reasons for the imposition of any penalties shall be provided to the inmate and a copy placed in the inmate's file
 - d. Selection by the jail administrator or designee of a staff person to assist an inmate in presenting the case if:
 1. The issue is complex.
 2. There is a language barrier.
 3. The inmate is functionally illiterate or is otherwise unable to effectively communicate due to mental or physical disability.
7. The hearing officer shall provide the following information to the inmate and the accusing Corrections Officer or staff member:
 - a. The inmate has the right to be given a written notice of the charges against him/her.
 - b. The inmate may request assistance in preparing for the hearing.
 - c. The inmate has the right to testify or remain silent regarding the alleged violations.
 - d. Each side shall have the right to present witnesses on its own behalf and to question the opposing witnesses.
 - e. Each side has the right to present any letters or documents, and the right to examine or review any and all documents introduced into evidence.
8. The hearing officer shall:
 - a. Ask the inmate if he understands the purpose of the hearing and if he has any questions.
 - b. Determine if a neutral investigation of the incident in question was conducted within 24 hours of the incident that prompted the hearing.
 - c. All hearings must be held within twenty-four hours, even if the inmate has been placed in administrative segregation.
 - d. Examine written notice of charges, notice shall include:
 1. Name of the staff member who reported the violation.

Section 11: Inmate Discipline

Subject: Disciplinary Hearings (Continued)

Minimum Standard: 5120:1-8-12(E)(F)(G)(H)(I)

Revised: 07/2017

2. Specific rule broken.
 3. Time, date, and place of violation.
 4. Description of the conduct that constitutes the violation.
 5. The reading of the violation charges; each violation read separately.
9. Witnesses will be called to testify separately and may include:
- a. Testimony from the Corrections Officer reporting the violation.
 - b. Testimony of Staff witness or documents and evidence.
 - c. Cross examination of witnesses.
 - d. Testimony from the accused Inmate.
 - e. Inmate's witness, documents, or evidence (any reasons for limitations placed on testimony or witness shall be stated in writing by the hearing officer).
10. The hearing officer shall find either probable cause or no probable cause on each charge, and announce the decision at the conclusion of the hearing. Substantial evidence of guilt must be found before assessing penalties.
11. The hearing officer shall specify the disciplinary action to be taken.
- a. There must be a time limit set on every penalty imposed.
 - b. The hearing officer should provide the inmate with a written statement of facts and reasons for any action taken.
 - c. The specific disciplinary action to be taken and the time limit on the penalty will be documented and provided to the inmate.

D. Appeal

1. If the inmate desires to appeal the decision, he shall complete a Grievance Request stating such using the Kiosk System.
2. The appeal shall be addressed to the Jail Administrator and filed within 24 hours of the close of the hearing.
3. The jail administrator, upon receipt of a request for an appeal hearing, shall set a date and time for the hearing. An additional investigation may be started.
4. If the Jail Administrator was a witness to the incident, a party to the previous hearing or involved in the original investigation, he shall not serve as the hearing appeal officer, and shall appoint another impartial person to serve.
5. Records from the disciplinary hearing shall be placed in the inmate's file. If found not guilty of the violation, records of the hearing may not be used in any future disciplinary action.

Section 12: Administrative Segregation
Subject: Administrative Segregation
Minimum Standard: 5120:1-8-15 (A)(B)(C)(D)(E)(F)
Revised: 06/1993, 06/2000, 01/2012, 10/2015

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

POLICY

The Erie County Jail shall have written policies and procedures that govern the administrative segregation of inmates from the general population. The use of administrative segregation as a penalty shall be prohibited. Administrative segregation shall be employed to separate an inmate from the general population whenever one or more of the following exist; the inmate presents an inability to conform to established standards of behavior for general population, the inmate poses a threat to self, others, or the security of the jail, the inmate presents a need for protection as determined by the jail administrator or designee, the inmate is at risk of spreading a communicable disease, the jail administrator or designee has otherwise determined that such segregation is necessary and in the best interest of the inmate, staff, or the safe and secure operation of the jail. Within twenty-four hours of administrative segregation, the inmate shall be provided with written documentation of the reason for confinement. The inmate shall be provided an opportunity for a written or oral response to the jail administrator or designee, to be reviewed within seventy-two hours for determination of continued confinement. Inmates held in administrative segregation for thirty consecutive days shall receive an administrative review by the jail administrator or designee. Inmates in administrative segregation shall receive all privileges and rights unless the inmate poses a threat to the security of the jail or the health and welfare of themselves or others. Any suspension or modification of privileges and/or rights shall be documented.

PROCEDURE

A. Use of Administration Segregation

1. Penalty

- a. The use of Administrative Segregation as a penalty shall be prohibited.
- b. Administrative Segregation is not a disciplinary action and should not be used as a tool of punishment.

2. The use of Administration Segregation shall be employed to separate an inmate from the general population whenever one or more of the following exists:

- a. The inmate presents an inability to conform to established standards of behavior for general population.
- b. The inmate poses a threat to self, others, or the security of the jail.
- c. The inmate presents a need for protection as determined by the jail administrator or designee.
- d. The inmate is at risk of spreading a communicable disease.
- e. The jail administrator or designee has otherwise determined that such segregation is necessary and in the best interest of the inmate, staff, or the safe and secure operation of the jail.

Section 12: Administrative Segregation
Subject: Administrative Segregation (Continued)
Minimum Standard: 5120:1-8-15 (A)(B)(C)(D)(E)(F)
Revised: 06/1993, 06/2000, 01/2012, 10/2015

B. Request for Administrative Segregation

1. It is the responsibility of any Shift Supervisor to submit a request for Administrative Segregation to the Jail Administrator.
 - a. The Supervisor must provide documentation to support the condition(s) existing for Administrative Segregation classification.
2. The Jail Administrator will review documentation that was submitted by the Shift Supervisor.
 - a. If conditions exist, the Jail Administrator or his direct designee may approve the classification of an inmate to Administrative Segregation.

C. Notification of Administration Segregation

1. Within twenty-four hours of Administrative Segregation, the inmate shall be provided with written documentation of the reason for confinement and any restrictions of privileges and/or rights being placed upon the inmate.

D. Response to Administration Segregation

1. The inmate shall be provided an opportunity for a written or oral response to the Jail Administrator or designee.

E. Administrative Review

1. The Jail Administrator will review the written or oral response from the inmate placed into administration segregation within 72 hours for determination of continued confinement.
2. Inmates held in Administrative Segregation for 30 consecutive days shall receive an Administrative Review to determine if continued Administrative Segregation is warranted.
 - a. If continued Administrative Segregation is warranted, then a review of continuation shall be conducted by the Jail Administrator or designee no less than once every 30 days thereafter.
3. All Administrative Reviews will be documented, and the inmate provided with written documentation of the outcome to include, but not limited to, reason for continued confinement and any restrictions of privileges and/or rights being placed upon the inmate.

F. Rights

1. The Jail Administrator or designee shall ensure inmates in administrative segregation living conditions, rights and access to programs, services and privileges available to inmates in general population are available to them.
2. Inmates in Administrative Segregation shall have access to, but not limited to:
 - a. Dayroom activities.
 - b. Recreation.
 - c. Telephone.
 - d. Visitation.

Section 12: Administrative Segregation

Subject: Administrative Segregation (Continued)

Minimum Standard: 5120:1-8-15 (A)(B)(C)(D)(E)(F)

Revised: 06/1993, 06/2000, 01/2012, 10/2015

3. Restrictions may be exercised in order to protect the safety and security of the jail and its occupants, or the health and welfare of the inmate or others.
 - a. Any restrictions shall be limited to the degree necessary to ensure such protection, not to be imposed longer than is justifiable, be approved by the Jail Administrator or designee, and should be documented.

Section 13: Grievance

Subject: Grievance

Minimum Standard: 5120:1-8-16 (A)(B)

Revised: 7/2017

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

POLICY

The Erie County Jail Inmate Rules and Regulations Pamphlet shall include a grievance procedure that is available to inmates and includes at least one level of appeal. Retaliation by staff for inmate grievances is prohibited.

PROCEDURE

A. Grievance Request

1. When an inmate request to file a grievance, the Corrections Officer shall instruct the inmate to complete a Grievance Request using the Kiosk System in their housing area.

B. Grievance Hearing

1. The Shift Supervisor receiving the Grievance Request will address the grievance as soon as jail activities allow.
 - a. If the grievance is against that Shift Supervisor, the following Shift's Supervisor will address the grievance.
2. The Shift Supervisor will response to their grievance using the Kiosk System.

C. Appeal

1. If the inmate is not satisfied with the Shift Supervisor's response, they will submit a Grievance Request using the Kiosk System to the Jail Administrator.
2. The Jail Administrator will address the appeal as soon as possible.
3. The Jail Administrator will response to their grievance using the Kiosk System.

D. Retaliation

1. The Erie County Jail provides a mechanism by which inmates can effectively express a grievance to the Jail Administrator or designee without fear of being penalized in any way.
2. Retaliation by staff for inmate grievances is prohibited.

Section 14: 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.

Section 14: Staffing
Subject: Pre-Employment Background Checks
Minimum Standard: 5120:1-8-17 (B)
Revised:

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

POLICY

Pre-employment background checks shall be conducted prior to hiring of jail staff.

PROCEDURE

A. Background Checks

1. Prior to employment in the Erie County Jail, all prospective candidates will be subject to a background investigation.
 - a. The Sheriff or directly appointed designee will insure all prospective candidates be submitted to a thorough background investigation.
2. The use of LEADS, FBI, BCI, OHLEG, and local files and references will be used to examine a prospective employee's background.
3. Medical staff will be screened by the Erie County Health Department to ensure all licenses are current to perform duties as required and medical staff assigned to the jail are of good character.

Section 14: Staffing
Subject: Performance Evaluations
Minimum Standard: 5120:1-8-17 (C)
Revised:

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

POLICY

The Erie County Jail shall have annual standardized performance reviews of jail employees.

PROCEDURE

- A. Performance Review
 - 1. Annual performance reviews of jail staff shall be conducted.
 - a. The Jail Administrator or designee will instruct the Shift Supervisor when a performance review of an employee is to be conducted.
 - b. The Shift Supervisor will use the Erie County Employee Performance Evaluation Form for this purpose.

Section 14: 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 14: Staffing

Subject: Post Orders – A Control Board Operator

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

Revised:

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

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.

Section 14: Staffing

Subject: Post Orders – Booking (A) Rover

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. Answers and directs telephone calls.
4. Directs, controls, and monitors inmate movement.
5. 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.
- 0605 Prepare current count sheet.
- 0645 Open cell doors and turn on TV's.
- 0645 Log and serve breakfast.
- 0700 Log and pass razors.
- 0730 Collect Breakfast trays.
- 0900 Collect razors.
- 1130 Log and serve lunch.
- 1145 Collect trays.
- 1345 Secure cell doors.
- 1345 COUNT-Verify current count sheet.

Section 14: Staffing

Subject: Post Orders – Booking (A) Rover

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

Revised:

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

F. Scheduled Duties (B Shift)

- 1400 Review incidents/problems with officer going off duty, account for keys, and conduct the count.
- 1630 Log and serve dinner.
- 1730 Collect trays.
- 1900 Secure cell doors for lock down.
- 2145 Prepare count sheet.

G. Scheduled Duties (C Shift)

- 2200 COUNT-Review incidents/problems with officer going off duty, account for keys, conduct the count, log the count into computer, prepare current count sheet.
- 2300 Turn off lights.
- 0530 Verify count sheet.

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. 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.

Section 14: Staffing

Subject: Post Orders – Booking (A) Rover

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

Revised:

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

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.

Section 14: Staffing
Subject: Post Orders – B Control Operator
Minimum Standard: 5120:1-8-17(D)(1)
Revised: 08/2022

Authorized: 
Sheriff Paul A. Sigsworth

Effective date: 8/30/2022

POLICY

The Erie County Jail shall have a written order established for each post, consistent with staff position descriptions and jail operating procedures. B Control is assigned to female only officers.

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: log on duty, review incidents/problems with officer going off duty, account for keys, and conduct the count.
 - 0605 Prepare current count sheet.
 - 0645 Open cell doors and turn on TV's.
 - 0645 Log and serve breakfast.
 - 0900 Collect Razors.
 - 0700 Log and pass razors.
 - 0730 Collect trays.
 - 1130 Log and serve lunch.
 - 1145 Collect trays.
 - 1200 Log/monitor scheduled inmate programs, if any.
 - 1345 Secure cell doors.
 - 1345 COUNT-Verify current count sheet.

Section 14: Staffing

Subject: Post Orders – B Control Operator (continued)

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

Revised: 08/2022

F. Scheduled Duties (B Shift)

- 1400 Review incidents/problems with officer coming on duty, account for keys, conduct the count, log the count in the computer, and log off duty.
- 1400 Report to assigned area, log on duty, review.
- 1415 Prepare current count sheet.
- 1630 Log and serve dinner.
- 1730 Collect trays.
- 1800 Log/monitor/supervise scheduled inmate programs.
- 1800 Monitor nurse making medical rounds.
- 1900 Secure cell doors.
- 1900 Inmates secured.

G. Scheduled Duties (C Shift)

- 2200 COUNT-Review incidents/problems with officer coming on duty, log off duty, account for keys, conduct the count, log the count into computer, assist with lockdown, and log off duty.
- 2210 Prepare current count sheet.
- 2300 Turn off lights.
- 0530 Verify count sheet.

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. 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.

Section 14: Staffing

Subject: Post Orders – B Control Operator (continued)

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

Revised: 08/2022

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.

Section 14: 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

Section 14: Staffing

Subject: Post Orders – Court Officer

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

Revised:

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

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. 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.

Section 14: 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 14: Staffing

Subject: Post Orders – E Control Board Operator

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

Revised:

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

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.

Section 14: Staffing

Subject: Post Orders – General Population (E) Rover

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. Answers and directs telephone calls.
4. Directs, controls, and monitors inmate movement.
5. 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 Serve breakfast.
- 0700 Pass razors.
- 0730 Collect trays.
- 0900 Collect razors.
- 1130 Serve lunch.
- 1145 Collect trays.
- 1345 Secure cell doors.

F. Scheduled Duties (B Shift)

Section 14: Staffing

Subject: Post Orders – General Population (E) Rover

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

Revised:

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

- 1400 Review incidents/problems with officer going off duty, account for keys, and conduct the count.
- 1630 Serve dinner.
- 1645 Collect trays.
- 1900 Secure cell doors for lock down

G. Scheduled Duties (C Shift)

- 2200 COUNT-Review incidents/problems with officer going off duty, account for keys, conduct the count, log the count into computer, prepare current count sheet.
- 2300 Turn off lights.
- 0530 Verify count sheet.

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. 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 Keep Separate Inmates in female general population.
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.).

Section 14: Staffing

Subject: Post Orders – General Population (E) Rover

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

Revised:

Authorized: _____ **Effective date:** _____

Sheriff Paul A. Sigsworth

- 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.

Erie County Sheriff's Office Jail Division Policies

POST ORDERS
E-CONTROL OFFICER

Hours of Duty/Shift: 0600 to 1400 1400 to 2200 2200 to 0600

Days of Duty: Sunday through Saturday

Equipment Proper uniform, handcuffs, pen, note pad.

General Instructions:

1. Check mailbox and computer mail daily.
2. Check bulletin board and Daily Comments for announcements.
3. Follow instructions of shift supervisor.

SCHEDULED DUTIES – TIMES ARE APPROXIMATE

0700 COUNT-Report to assigned area: log on duty, review incidents/problems with officer going off duty.
0705 Prepare current count sheet.
0715 Open cell doors and turn on TV's.
0730 Log and monitor rover serving breakfast.
0745 Monitor tray return, log/monitor inmate cleaning, log/monitor inmate shaving.
0900 Monitor nurse making medical rounds.
0930 Secure cell doors.
1100 Open cell doors.
1130 Log and monitor rover serving lunch.
1145 Monitor tray return.
1200 Log/monitor scheduled inmate programs, if any.
1230 Secure cell doors.
1445 COUNT-Verify current count sheet.
1500 Review incidents/problems with officer coming on duty, log off duty.
1500 Report to assigned area, log on duty, review.
1515 prepare current count sheet, **open cell doors**.
1515 Monitor nurse making medical rounds
1630 Log/monitor rover serving diner.
1645 Monitor tray return.
1730 Secure cell doors.
1800 Log/monitor/supervise scheduled inmate programs.
1800 Monitor nurse making medical rounds.
1900 All inmates locked down
2130 Snacks passed out
2300 COUNT-Review incidents/problems with officer coming on duty, and log off duty.
2300 Report to assigned area, log on duty, review incidents/problems with officer going off duty, and assist with lockdown.
2310 Prepare current count sheet.
2315 Turn off lights and secure E-Control Room.
0630 Verify count sheet.
0700 COUNT-Review incidents/problems with officer coming on duty, log off duty.

Erie County Sheriff's Office Jail Division Policies

NON-SCHEDULED 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 JNAR and HHIS 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 Keep Separate Inmates in general population.
17. Complete any and all other assigned duties.

Erie County Sheriff's Office Jail Division Policies

POST ORDERS
B-CONTROL OFFICER

Hours of Duty/Shift: 0600 to 1400 1400 to 2200 2200 to 0600

Days of Duty: Sunday through Saturday

Equipment: Proper uniform, handcuffs, pen, note pad.

General Instructions:

1. Check mailbox and computer mail daily.
2. Check bulletin board and Daily Comments for announcements.
3. Follow instructions of shift supervisor.

SCHEDULED DUTIES – TIMES ARE APPROXIMATE

- 0700 COUNT-Report to assigned area: log on duty, review incidents/problems with officer going off duty, account for keys, conduct the count, log of duty.
- 0705 Prepare current count sheet.
- 0715 Open cell doors and turn on TV's.
- 0730 Log and serve breakfast.
- 0745 Collect trays.
- 1930 Secure cell doors.
- 1100 Open cell doors.
- 1130 Serve lunch.
- 1145 Collect trays.
- 1200 Log/monitor scheduled inmate programs, if any.
- 1230 Secure cell doors.
- 1445 COUNT-Verify current count sheet.
- 1500 Review incidents/problems with officer coming on duty, account for keys, conduct the count, log the count in the computer, and log off duty.
- 1500 Report to assigned area, log on duty, review.
- 1515 Prepare current count sheet.
- 1630 Serve dinner.
- 1645 Collect trays.
- 1730 Secure cell doors.
- 1800 Log/monitor/supervise scheduled inmate programs.
- 1800 Monitor nurse making medical rounds.
- 19:00 Inmates secured
- 2300 COUNT-Review incidents/problems with officer coming on duty, log off duty, account for keys, conduct the count, log the count into computer, assist with lockdown, and log off duty.
- 2310 Prepare current count sheet.
- 2315 Turn off lights.
- 0630 Verify count sheet.
- 0700 COUNT-Review incidents/problems with officer coming on duty, account for keys, conduct the count, log the count into the computer, log off duty.

Erie County Sheriff's Office Jail Division Policies

NON-SCHEDULED 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 JNAR and HHIS 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, shakedown, 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 Keep Separate Inmates in female general population.
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.

Erie County Sheriff's Office Jail Division Policies

**POST ORDERS
A-CONTROL OFFICER**

Hours of Duty/Shift: 0600 to 1400 1400 to 2200 2200 to 0600

Days of Duty: Sunday through Saturday

Equipment Proper uniform, handcuffs, pen, note pad.

General Instructions:

1. Check mailbox and computer mail daily.
2. Check bulletin board and Daily Comments for announcements.
3. Follow instructions of shift supervisor.
4. Monitors all movement within the facility (visual/CCTV)
5. Remotely opens doors allowing only authorized traffic through
6. Advises appropriate jail staff of traffic requesting entry to the jail (book in/transport/professional visitors/deliveries/etc.)
7. Answers and directs telephone calls.
8. Runs individuals through LEADS
9. Directs, controls and monitors inmate movement
10. Answers radio traffic/ intercom
11. Records A control incoming mail

SCHEDULED DUTIES – TIMES ARE APPROXIMATE

07:00 The on coming A board operator will inspect the general condition of the Control Room, looking for missing, mal-functioning equipment and inspecting the general cleanliness of the control room. The officer going off duty is not considered properly relieved until the on coming officer deems the control room secure and acceptable. Any discrepancies that cannot be resolved at shift change should be directed to the shift supervisor.

07:15 Cell doors in Segregation and Classification are opened.

07:30 Monitor officers as morning activity proceeds (razors, cleaning supplies, breakfast trays passed out).

07:45 Monitor tray pick up

09:30 Cell doors in Segregation and Classification are closed.

11:30 Monitor officers as lunch trays are passed out

12:30 Cell doors in Segregation and Classification are secured

14:45 Inmates locked down for headcount

15:00 Headcount. The on coming A board operator will inspect the general condition of the Control Room, looking for missing, mal-functioning equipment and inspecting the general cleanliness of the control room. The officer going off duty is not considered properly relieved until the on coming officer deems the control room secure and acceptable. Any discrepancies that cannot be resolved at shift change should be directed to the shift supervisor.

15:15 Cell doors in Segregation and Classification are opened.

16:30 Monitor officers as supper trays are passed out.

16:45 Monitor tray pick up

17:00 Observe officers as they conduct hourly checks in Segregation, Classification and holding. Direct inmate movement during visitation and program hours.

1645 Monitor tray return.

1730 Secure cell doors.

1800 Log/monitor/supervise scheduled inmate programs.

1800 Monitor nurse making medical rounds.

1900 All inmates locked down

Erie County Sheriff's Office Jail Division Policies

- 2130 Snacks passed out
- 2300 COUNT-Review incidents/problems with officer coming on duty, and log off duty.
- 2300 Report to assigned area, log on duty, review incidents/problems with officer going off duty, assist with lockdown.
- 2310 Prepare current count sheet.
- 2315 Turn off lights and secure E-Control Room.

Section 14: Staffing
Subject: Staff Plan
Minimum Standard: 5120:1-8-17 (D)
Revised: 06/2019, 02/2023

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.

Section 16: Staffing

Subject: Staff Plan (Continued)

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

Revised: 06/2019, 02/2023

- 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. Three male officers must be on duty at any one time.

- F. Plan Review
 - 1. The Jail Administrator(s) 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.

Job Classification

Steps	Job Classification				
	Lieutenant	Sergeant	Corrections Officer		
1. Total hours contracted per employee per year (if a regular workweek is 40 hours, then 40 (52.14 weeks = 2,086)	2,080	2,080	2,080		
2. Average number of vacation hours per employee per year	200.2	156.67	111.58		
3. Average number of compensatory hours off per employee per year	N/A	N/A	N/A		
4. Average number of sick leave hours off per employee per year	26.25	69.81	55.60		
5. Average number of training hours off per employee per year	N/A	8	8		
6. Average number of personal hours off per employee per year	40	40	40		
7. Average number of military hours off per employee per year	0	0	13.5		
8. Average number of break hours off per employee year (Optional; it may be a contractual item.)	0	130	130		
9. Other: [Specify.]	N/A	N/A	N/A		
10. Other: [Specify.]	N/A	N/A	N/A		
11. Other: [Specify.]	N/A	N/A	N/A		
12. Other: [Specify.]	N/A	N/A	N/A		
13. Total hours off per employee per year [total lines 2 through 12]	240.2	404.48	295.08		
14. Net annual work hours [subtract line 13 from line 1]	1845.80	1759.33	1790.92		

Section 14: Staffing
Subject: Volunteers
Minimum Standard: 5120:1-8-17(F)
Revised:

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

POLICY

The Erie County Jail shall have written policy and procedures that govern the screening, training, and use of prior to utilizing volunteers in the jail. It is the policy of the Erie County Jail to provide for competent volunteers to ensure the safety and security of the staff, inmates, and the jail. Prior to being allowed to be volunteer all will be subject to a thorough background investigation. Volunteers will be subject to the same background evaluation such as for correctional officers and must be approved by the Sheriff or Jail Administrator.

PROCEDURE

A. Screening

1. The Sheriff or directly appointed designee will ensure all volunteers of the Erie County Jail be submitted to a thorough background investigation.
2. The use of LEADS, FBI, BCI, OHLEG, local files and references will be used to examine a prospective volunteers' background.

B. Training

1. All newly assigned Volunteers will receive training in, but not limited to, the following areas:
 - a. Intercom use.
 - b. Contraband.
 - c. Jail Emergencies.
 - d. Any Jail Policy or Procedure that would relate to their volunteer assignment.

C. Use Of Volunteers

1. The Erie County Jail will utilize Volunteers for the following:
 - a. Bible Study.
 - b. AA Meetings.
 - c. Bayshore Mental Health.
 - d. CDTC Assessment.

Section 14: Staffing
Subject: Code Of Ethics
Minimum Standard: 5120:1-8-17(G)
Revised:

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

POLICY

The Erie County Jail shall have a written code of ethics that is provided to Correction Officers.

PROCEDURE

- A. The proper operation of democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made in the proper channels of governmental structure, that public office not be used for personal gain and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics as follows for all officials and employees appointed and employed by the Sheriff's Office.
1. No employee shall use his/her official position for personal gain, or shall engage in any business or transaction, or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties.
 2. No employee shall, without proper legal authorization, disclose confidential information concerning the property or governmental affairs of the sheriff's Office, nor shall he/she use such information to advance the financial or otherwise private interest of himself/herself or others.
 3. No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation which is interested, directly or indirectly, in any manner whatsoever, in business dealings with the Sheriff's Office; nor shall employees accept any gift, favor or item of value that may tend to influence an employee in the discharge of his/her official duties. Nor shall any employee grant in the discharge of his/her duties, any improper favor, service or item of value.
 4. Any employee offered a gift or favor who is not sure if its acceptance is a violation of the Code of Ethics should inform his/her supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the Sheriff's Office any material or service for the private use of the employee.
 5. No employee shall represent private interest in any action or proceeding against the interest of the Sheriff's Office in any manner in which the Sheriff's Office is a part.
 6. State law prohibits employees and officials from having a financial interest in companies, which do business with public agencies with only minor exceptions. Employees who have any doubt concerning possible violation of these statutes are advised to consult their own attorney.
 7. No employee shall engage in, or accept, private employment, or render services for private interest, when such employment or service is incompatible with the proper discharge of his/her official duties, or it would tend to impair his/her independent judgment or action in the performance of his/her official duties.
 8. Any employee having doubt as to the applicability of a provision of this code to a particular situation shall consult his/her supervisor. If the supervisor is in doubt, he/she will refer the employee to the Sheriff. Violations of this code may constitute a cause for suspension, removal from office, or other disciplinary action.

Section 15: Staff Training

Subject: Support Staff

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

Revised: 02/94, 07/96, 12/11, 9/2015

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

POLICY

It is the policy of the Erie County Jail to provide for competent support staff to ensure the safety and security of the staff, inmates and facility. Prior to being allowed to be support staff all will be subject to a thorough background investigation. Support Staff will be subject to the same background evaluation such as for correctional officers and must be approved by the Sheriff or Jail Administrator. All Support Staff (routine and occasional inmate contact) will receive training in pertinent agency policies and procedures prior to or in conjunction with assignment to jail duties.

PROCEDURE

A. Screening

1. The Sheriff or directly appointed designee will ensure all Support Staff of the Erie County Jail be submitted to a thorough background investigation.
 - a. The use of LEADS, FBI, BCI, OHLEG, local files and references will be used to examine a prospective support staff background

B. Training

1. All newly assigned Support Staff will receive training in, but not limited to, the following areas:
 - a. During first year of assignment twenty four hours training in:
 - a. Legal aspects of Corrections.
 - b. Basic Security Concepts.
 - c. Emergency Preparedness.
 - d. Interpersonal Communications.
 - e. First Aid / CPR.
 - f. Unarmed Self-Defense.
 - g. Standards for Jails in Ohio.
 - b. Two hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues.

C. Use Of Support Staff

1. The Erie County Jail will utilize Support Staff for the following:
 - a. Medical Staff
 - b. Kitchen Staff

Section 15: Staff Training

Subject: Training-Corrections Officers

Minimum Standard: 5120:1-8-18 (B)

Revised: 02/94, 07/96, 12/11, 09/2014, 08/2022

Authorized: _____

Sheriff Paul A. Sigsworth

Effective date: _____

8/30/2022

POLICY

Correctional Officers shall receive training in jail policies and procedures within sixty day of employment, training consistent with Chapter 109-2-9 of the Ohio Administrative Code within the first year of assignment, and eight hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. Corrections officers that present proof of completion of the New Employee Orientation (NEO) training through the Ohio Department of Rehabilitation and Correction satisfy the training requirement in Chapter 109:2-9 of the Administrative Code. It is the policy of the Erie County Sheriff to develop and maintain a training program that will ensure jail personnel perform their various duties in accordance with agency policies, Standards for Jails in Ohio, and state and federal law. Corrections Officers must complete the Ohio Peace Officer Training Commission Corrections Academy and pass the mandated examination as required in order to be employed as a Jail Corrections Officer by the Erie County Sheriff.

PROCEDURE

- A. All Corrections Officers will be trained at the earliest opportunity within the first year of employment in the jail.
- B. Any Corrections Officer whose primary responsibility is inmate supervision, and who is required to enforce jail rules and policies, respond to facility safety/security needs, and/or directly interact with prisoners in the performance of his/her duties, must receive training consistent with Chapter 109-2-9 of the Ohio Administrative Code within the first year of assignment to such duties.
- C. In addition to the above listed training, Corrections Officers may also receive:
 1. On the job training.
 2. Instruction during in-service meetings.
 3. Instructional documents for training and review.
 4. Instructional videos for training and review.
 5. Taser training and certification.
 6. Cell extraction procedures training.
 7. Monthly policy review training.
- D. Training for newly hired Corrections Officers shall also include:
 1. Review of Erie County Sheriff's Office Policies and Procedures, including Jail Policies, immediately after employment.
 2. Twenty-four (24) hours of in-service reviews each subsequent year of employment addressing specific job assignments and/or jail related issues.
- E. Training may be documented by:
 1. Written examinations.
 2. Training checklists.
 3. Oral interviews.
 4. Signature sheets.
 5. Entries into training logs.

Section 15: Staff Training

Subject: Training-Administrators, Supervisors

Minimum Standard: 5120:1-8-18 (C)

Revised: 02/94, 07/96, 12/11, 09/2014

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

POLICY

It is the policy of the Erie County Sheriff that the Jail Administrator and jail supervisors must have completed the Ohio Peace Officers Training Commission prescribed Basic Corrections Officers Training Academy and must have successfully passed the examination given at the conclusion of that academy prior to their appointment(s). Corrections Officers who are promoted to, or initially employed for, administrative or supervisory duties within the jail will be trained, in addition to the training for Corrections Officers, in applicable agency policies and procedures prior to the assignment of such duties, forty hours of training including legal aspects of jail management, managerial principles, labor relations and records/information management during their first year of assignment, and eight hours of in service training each subsequent year of employment addressing special issues, skills-enhancement, and other assignment related topics.

PROCEDURE

- A. Corrections Officers who are initially employed for administrative or supervisory duties within the jail must receive at least forty hours of training within the first six months of assignment.
- B. Training for the Jail Administrator, and Jail Supervisors, will be in accordance with Section 5120:1-08-18 of the Ohio Administrative Code.
- C. Corrections Officers who are promoted to, or initially employed for, administrative or supervisory duties within the jail will receive:
 1. Training in applicable agency policies and procedures prior to the assignment of such duties.
 2. Forty hours of training including legal aspects of jail management, managerial principles, labor relations and records/information management during their first year of assignment.
 3. At least eight hours of in service training each subsequent year of employment addressing special issues, skills-enhancement, and other assignment related topics.

Section 15 Staff Training: Policy Manuals
Subject: Policy Manuals
Minimum Standard: 5120:1-8-18(E)
Revised: 05/1990, 01/2012, 09/2014, 10/2015

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

POLICY

It shall be the policy of the Erie County Jail, through the Sheriff and his designee(s) to create, implement and enforce the following policies and procedures concerning the operation of the Erie County Jail. The purpose of this policy and procedure manual is to guide staff members in the safety and secure operation of The Erie County Jail. Erie County Sheriff's Jail Policies and Procedures shall be available at all times to the entire jail staff, shall be reviewed annually by the Jail Administrator, and shall be updated by the Sheriff as necessary.

PROCEDURE

Section 5120.10 of the Ohio Revised Code requires the Director of the Department of Rehabilitation and Correction to promulgate *Standards for Jails in Ohio* to serve as basic criteria for the establishment of this facility's policies and procedures. This policy should reflect procedures to be the minimum conditions necessary to ensure the safe, efficient, effective and legal operation of this jail. The Erie County Sheriff's Office shall establish rules, regulations, policies and procedures that regulate the personal conduct of employees, where a rational basis exists for restriction and where the regulated conduct has an adverse effect on the Sheriff's Office or the officers ability to effectively perform his/her duties. This policy manual establishes and regulates the methods, processes or means and establishes standards by which an officer carries out this Office's services and programs.

A. Priorities

1. The number one priority of this facility is the safe and secure detention of those persons committed by lawful authority. The policies and procedures herein go into great detail in delineating staff responsibility in all areas of jail management.

B. Review

1. The Sheriff, Jail Administrator and designated staff personnel will be vigilant to observe new court interpretations effecting the jail operations, legislative enactments that influence jail operations and recommendations by various groups and organizations that address themselves to local jail management. Should a procedure in practice at this facility be affected by judicial or legislative dictates, corrections will be promulgated. These interpretations will be gathered in the form of a Policy & Procedure Manual.

C. Maintenance of Manuals

1. Every jail staff member will have computer access to this manual. Every staff person is responsible for review of all information contained therein, not just those areas in individual spheres of responsibility. When changes are made, jail staff will be notified in accordance to the Agreement with the Erie County Sheriff and the FOP/OLC. It will be the responsibility of each staff person to read and understand any policy changes. Any item(s) in question should be immediately presented to a supervisor or jail administrator for clarification. An electronic copy of the manual will be available on the "W" Drive. The Jail Administrator will be responsible for the updating of this manual.

Section 15 Staff Training: Policy Manuals
Subject: Policy Manuals (Continued)
Minimum Standard: 5120:1-8-18(E)
Revised: 05/1990, 01/2012, 09/2014, 10/2015

D. Suggestions

1. Should any Employee become aware of documented evidence of a policy or procedure in use at this facility that is in violation of law or legislation, he/she should bring it to the immediate attention of the Jail Administrator. Any policy or procedure that appears to unwieldy violate security, the Agreement between The Erie County Sheriff and The FOP/OLC, or in any way is a hindrance to the performance of assigned duties should be immediately brought to the attention of the Jail Administrator for clarification and possible alteration.

DEFINITION:

Employee – For purposes of this policy, “an employee” is defined as the Sheriff, any Deputy Sheriff and/or any Corrections Officer responsible to perform any duties as listed in this policy. The term “Corrections Officer”, as generally used throughout this policy, is to be used interchangeably with the term Sheriff or any Deputy Sheriff if those individuals would be assigned to perform duties prescribed in the policy to be performed by a Corrections Officer.

SIGNATURES:

For jail policies filed electronically, the signature line has intentionally been left blank to ensure document quality. Employees are directed to treat any electronically filed unsigned policy as having been signed and approved by the Sheriff. Signed paper originals of each policy are available upon request.