



Ohio Administrative Code

Rule 5120:1-8-17 Staffing.

Effective: January 1, 2025

(A) Each jail's rules shall comply with the following staffing standards:

(1) (Important) Pre-employment background checks to include a criminal background check will be conducted prior to hiring of jail staff.

(2) (Important) Pre-employment background checks to include a criminal background check will be conducted prior to hiring of jail staff.

(3) (Important) Annual standardized performance reviews of jail employees will be conducted.

(4) (Important) There will be 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 other atypical situations.

(a) The plan will include 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.

(b) The plan will reflect that the jail has staff for 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 such as escort and transportation of inmates.

(c) The staffing plan will be reviewed once a year by the jail administrator and revised as needed.

(5) (Important) A staff person will be designated in charge or supervisor of each shift.



(6) (Important) There will be a written policy and procedure governing the screening, training and use of volunteers in the jail.

(7) (Important) The jail's policy and procedure manual will contain a code of ethics prohibiting employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. The code of ethics will be reviewed by each employee on at least a bi-annual basis.