

SMITH COUNTY SHERIFF'S OFFICE
SMITH COUNTY DETENTION CENTER
August 22, 2013

STAFFING RECOMMENDATIONS

TOTAL CAPACITY: 1149

POSITION	SHIFT			SHIFT RELIEF FACTOR	TOTAL
	1	2	3		
<u>ADMINISTRATION</u>					
Jail Administrator ¹	1	-	-	--	1
Asst. Jail Administrator ^{2&3}	-	1	1	--	2
Clerk/Secretary	1	-	-	--	1
Central Jail Commander	1	-	-	--	1
Low Risk Commander	1	-	-	--	1
Support Service Supervisor	1	-	-	--	1
Discipline/Grievance Officers	2	-	-	--	2
Classification Officers	1	1	1	1.63	5
Transportation Officers ⁴	5	5	3	--	13
I/M Work Crews ⁵	2	-	-	--	2
Laundry Officer ⁶	1	-	-	--	1
<u>INMATE SUPERVISION/SUPPORT STAFF</u>					
Shift Supervisor	1	1	1	1.63	5
Asst. Shift Supervisor	2	2	2	1.63	10
<u>Jail Expansion (394 beds)</u>					
Booking/Release/Property Officer	3	3	3	1.63	15
Kitchen Officers	1	1	-	1.63	4
Infirmary	1	1	1	1.63	5
Central Control	2	2	2	1.63	10
1 st Floor – 1D – 48 beds	1	1	1	1.63	5
1 st Floor – 2D – 48 beds	1	1	1	1.63	5
1 st Floor – 3D – 48 beds	1	1	1	1.63	5
1 st Floor Rover ⁷	1	1	1	1.63	5
3 rd Floor – 1D – 48 beds	1	1	1	1.63	4
3 rd Floor – 2D – 48 beds	1	1	1	1.63	5
3 rd Floor – 3D – 48 beds	1	1	1	1.63	5
3 rd Floor Rover ⁷	1	1	1	1.63	5
5 th Floor – 1D – 48 beds	1	1	1	1.63	5
5 th Floor – 2D – 48 beds	1	1	1	1.63	5
5 th Floor Rover ⁷	1	1	-	1.63	4
<u>Central Jail (276 beds + 47 beds (work crew) = 323 Beds)</u>					
2 nd Floor-Control Officer	1	1	1	1.63	5
2 nd Floor-Floor Officers	3	3	3	1.63	15
2 nd Floor – Rover ⁷	1	1	-	1.63	4
3 rd Floor-Control Officer	1	1	1	1.63	5
3 rd Floor-Floor Officers	3	3	3	1.63	15

3rd Floor – Rover ⁷	1	1	-	1.63	4
5 th Floor-Floor Officer	1	1	1	1.63	5
Inmate Services Officer ⁸	1	1	-	1.63	4

Low Risk Jail (432 beds)

(24 man dorms- 240 low risk/192 med risk)

Shift Supervisor	1	1	1	1.63	5
Control Room Officer	1	1	1	1.63	5
Floor Officers	9	9	9	1.63	44
Inmate Services Officer ⁸	1	-	-	--	1
Video Visitation (Public Side) ⁹	1	1	-	1.63	4
Video Visitation (Inmate Side) ⁹	1	1	-	1.63	4
Kitchen/Laundry ¹⁰	1	1	-	1.63	4

TOTAL **256**

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¹ Jail Administrator is considered 8-5, M-F.

² The Assistant Jail Administrator (Administrative) is assigned the tasks of managing and directing support operations. Such operations encompass management, training and the scheduling; enforcement of facility rules and regulations; inmate management; coordination of activities with other criminal justice entities; functions associated with inmate supervision; facility operations (i.e., cell searches, head counts, inmate programs, intake and release, etc.) and program activities. The Assistant Jail Administrator will review all classification reassessments, reviews, and audits. The Administrative Assistant Jail Administrator will also be responsible for policies, procedures, and monthly reporting and other correspondence to State and Federal entities, and scheduling for the transportation/court officers.

³ The Assistant Jail Administrator (Operations) is assigned the tasks of managing and directing the floor security and support operations. Such operations encompass management, training and the scheduling of line and support supervisors; enforcement of facility rules and regulations; inmate management; coordination of activities with other criminal justice entities; functions associated with inmate supervision; facility operations (i.e., cell searches, head counts, inmate programs, intake and release, etc.) and program activities. The Operational Assistant Jail Administrator is also responsible for all personnel matters such as staff evaluations, issued equipment and materials, etc.

⁴ Transport Officers will transport inmates to court, medical/dental appointments and transfers to and from other correctional facilities, both in-state and out-of-state. Correctional officers, assigned to the jail, should not be reassigned to help with the transporting of inmates unless it is an emergency situation. **Also, due to the number of transports back and forth between the new jail, the downtown jail and the low risk jail for court, classification purposes and for feeding purposes, the number of transport officers is elevated to insure all services are met in an appropriate and timely manner.**

⁵ The Inmate Work Crew Officers are required to coordinate and supervise inmate workers, community service and other county related duties that may be assigned by the sheriff. Shift times may vary according to need.

⁶ The Laundry Officer is required to coordinate with each building and supervise inmate laundry workers in the washing, drying, folding and dissemination of laundry. These officers should be assigned to shifts that are commensurate with the hours of operation of the laundry.

⁷ The Floor Rovers are required to assist in escorting inmates to recreation, medical appointments, legal visits, assist in the supervision of the serving of meals (at low risk), assist in hourly and 30 minute counts, assist in the booking and release of inmates, assist in the preparation of meals and laundry services and any other job duties assigned by their supervisor.

⁸ The Inmate Services Officer shall be responsible for overseeing all recreational activities, as well as assist in the movement of inmates throughout the facility for visitation, medical appointments, and other activities deemed necessary. The Inmate Services Officer shall also be responsible for assisting in the booking and release of inmates as well as assuring the proper classification and housing of the inmates upon completion of the booking process. The inmate services officer will also assist with any kitchen or laundry duties or any other duties assigned by their supervisor.

⁹Due to the operation of visitation (6 days a week for 8 hours) this position should be assigned during visitation times and not be used on shift.

¹⁰ The Kitchen/Laundry Officer at the Low Risk Facility is required to coordinate and supervise inmate kitchen workers and laundry workers in the washing, drying, folding and dissemination of laundry as well as supervising the inmate workers as they prepare the food, wash the dishes and mop the floors. These officers should be assigned to shifts that are commensurate with the hours of operation of both the kitchen and laundry operations.

Note: The staffing analysis contains positions that are needed for inmate supervision and to meet minimum jail standards. Although positions such as commissary officer, mailroom officer, library officer, chaplain, supply/safety officer, information and technology officer, laundry, background/extra employment unit officer, step-down unit officers, utility officers, bailiff's and public lobby clerks may be needed to effectively operate a jail and other various support service functions, they are not included in this analysis.

Texas Administrative Code

<u>TITLE 37</u>	PUBLIC SAFETY AND CORRECTIONS
<u>PART 9</u>	TEXAS COMMISSION ON JAIL STANDARDS
<u>CHAPTER 275</u>	SUPERVISION OF INMATES
RULE §275.4	Staff

Inmates shall be supervised by an adequate number of corrections officers to comply with state law and these standards. **One corrections officer shall be provided on each floor of the facility where 10 or more inmates are housed, with no less than 1 corrections officer per 48 inmates or increment thereof on each floor for direct inmate supervision.** This officer shall provide visual inmate supervision not less than hourly. Sufficient

staff to include supervisors, correctional officers and other essential personnel as accepted by the Commission shall be provided to perform required functions. A plan concurred in by both commissioners' court and sheriff's department, which provides for adequate and reasonable, staffing of a facility, may be submitted to the Commission for approval. This rule shall not preclude the Texas Commission on Jail Standards from requiring staffing in excess of minimum requirements when deemed necessary to provide a safe, suitable, and sanitary facility nor preclude submission of variance requests as provided by statute or these rules.

Source Note: The provisions of this §275.4 adopted to be effective December 20, 1994, 19 TexReg 9651; amended to be effective February 26, 1996, 21 TexReg 1285; amended to be effective December 22, 1999, 24 TexReg 11519