

# **IDAHO JAIL STANDARDS**

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*MINIMUM STANDARDS FOR  
DETENTION FACILITIES*

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*IDAHO SHERIFFS' ASSOCIATION*

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**IDAHO SHERIFFS' ASSOCIATION  
MINIMUM JAIL STANDARDS**

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**2009**

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# INTRODUCTION

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## BACKGROUND

In June of 1975, the Idaho Governor's Council on Criminal Justice issued a report, which described the majority of Idaho Jails as being "Obsolete, inadequate, and incapable of complying with state law." It became quickly evident to the Sheriffs statewide that these inadequate conditions would soon become the target of litigation. Throughout the decade of the seventies, the Federal Courts had become increasingly involved in correctional matters, primarily as a result of inmate initiated Section 1983 civil rights actions. Faced with the prospect of spiraling liability and insurance costs resulting from such litigation, the Idaho Sheriffs' Association took the initiative to provide leadership and direction to bring about needed reform in Idaho jails.

In October of 1978, the Idaho Sheriffs' Association applied to the National Institute of Corrections for funding of a project to develop and implement minimum standards for Idaho jails. That project and subsequent efforts resulted in the establishment of the Idaho Jail Standards and an on-going mechanism for the inspection of Idaho jails. The inspections were conducted annually by a Jail Standards Coordinator and teams of practitioners selected from five regional areas. Each team assisted the Coordinator with inspecting the jails located within their respective regions. The Coordinator worked under a contract with the Idaho Association of Counties. Based upon the inspection findings, the Sheriffs' Association certified jails as Class C (short-term), Class B (intermediate-term), or Class A (full-term) facilities. The inspection process was governed by the Jail Standards Committee of the Idaho Sheriffs' Association.

Since the effort began in 1978, conditions and practices in Idaho jails significantly improved. There existed a high level of awareness among Idaho Sheriffs as to their legal responsibility to operate and maintain constitutionally adequate facilities. Within the often-limited resources available to them, the majority of Idaho Sheriffs took steps to meet this responsibility. Unfortunately, the Idaho Jail Standards were not regularly reviewed and were not updated to reflect the ongoing evolution of corrections standards, case law, or professional practices. The Standards remained largely unchanged from the time they were originally adopted ten years ago. The Idaho Sheriffs' Association became concerned that the Standards had become outdated and no longer served as a reliable instrument with which to measure the adequacy of jail facilities and operations.

In an attempt to address this concern, the Idaho Sheriffs' Association requested short-term technical assistance from the National Institute of Corrections for the purposes of evaluating the Idaho Jail Standards and making recommendations for revisions, as appropriate. The consultants' findings indicated a need for a major revision of the Standards. The consultant recommended that the following steps be taken:

1. The Idaho Jail Standards should be revised and updated to reflect the ongoing evolution in corrections standards and related case law and to promote professional practices in Idaho jails. The standards for the three classes of jails as currently defined should be scrapped in favor of two sets of standards -- one for short-term holding facilities and one for detention facilities.
2. Written operational procedures should be developed to guide the Jail Standards Committee of the Idaho Sheriffs' Association in the implementation and administration of the Standards.
3. Appropriate inspection instruments and related forms for documentation and reporting of inspection findings and follow-up corrective action should be developed.

With funding assistance from the National Institute of Corrections, the Association moved forward to implement these recommendations. The Association contracted with Mark D. Martin, Chief of the Jail Standards Division of the Nebraska Commission on Law Enforcement and Criminal Justice, to research and draft the revised Standards. In

addition, with the consultant's assistance, the Association established written operational guidelines for the implementation of the newly revised Standards. These guidelines defined the roles and responsibilities of the Association, the Jail Standards Committee, and the Jail Standards Coordinator with regard to the implementation of the Standards. The guidelines further defined a process for the systematic inspection, follow-up, and certification of Idaho jails.

Two sets of Standards were established. The Minimum Standards for Holding Facilities were established to apply to facilities used for the temporary detention of pretrial detainees for up to seventy-two hours, prior to arraignment, transfer, or release. The Minimum Standards for Detention Facilities were established to apply to full-service jails, which, by statute, hold persons who are:

- a) Committed in order to secure their attendance as witnesses in civil cases,
- b) Charged with a crime and are committed for trial,
- c) Committed for contempt, or
- d) Sentenced to confinement up to one year upon conviction of a crime.

These Standards are not intended to be used in any legal proceeding to establish a "duty of care" or evidence of a legal duty to any person or entity. Rather, these standards are intended:

- (1) As a statement of professional goals to be achieved;
- (2) To promote recognition of needed improvements, both as to facilities and operations
- (3) To promote operational efficiency, and
- (4) To encourage professionalism in the operation of Idaho jails

These Standards are intended as minimum standards for the operation of Idaho jails. They in no way prohibit the Sheriff from providing greater services, security, or programs to enhance the operation of his or her facility.

## **INSPECTION AND CERTIFICATION PROCESS**

The Idaho Sheriffs' Association has established a means whereby Sheriffs can demonstrate compliance with these Standards in their respective jail facilities through a systematic inspection and follow-up process. Regularly scheduled inspections of county jails shall be conducted at least annually. A team comprised of two (2) Sheriffs, one (1) County Commissioner and one (1) Jail Administrator or representative from the jail along with the Jail Coordinator, shall conduct the inspection. (Revised 12/04/2006)

Following each inspection in which the facility is not found to be in full compliance, the Sheriff will receive a detailed report listing the areas of non-compliance. Within thirty (30) days of receipt of the report, the Sheriff, in conjunction with the County Board, must prepare and submit a Compliance Plan to the Jail Standards Coordinator. The Compliance Plan must include a listing of the deficiencies cited, a detailed statement of the steps taken or to be taken to correct each of the deficiencies, and a projected compliance date for each cited deficiency. Sheriffs of facilities found to be in full compliance with the Standards upon inspection will receive a report to that effect and will not be required to take any further action. The Jail Standards Coordinator will then evaluate the submitted Compliance Plans and make recommendations to the Jail Standards Committee. Based upon the inspection findings and the submitted Compliance Plans, the Jail Standards Committee may take one of the following actions:

- \* The Committee may find a facility in full compliance and issue a Certificate of Compliance to the Sheriff;
- \* The Committee may approve a submitted Compliance Plan. Upon verified completion of the proposed corrective action, the Committee may then issue a Certificate of Compliance; or
- \* The Committee may reject a Compliance Plan it deems unacceptable and decline to issue a Certificate of Compliance to such facilities until it receives verification that the cited deficiencies have been corrected. Where Compliance Plans are rejected, the Committee will make reasonable efforts to work with the Sheriff to devise an acceptable Plan.

The inspection and certification process is designed to provide Sheriffs a systematic way to address jail deficiencies. The Association recognizes that some deficiencies may take an extended period of time to correct. The establishment of the Compliance Plan helps the Sheriff and County board put into motion a Plan of Action which will ultimately bring the facility into compliance with these Standards. The Compliance Plan demonstrates the County's "good faith" and commitment to achieving compliance. As such, it is an important interim step for those counties not immediately able to demonstrate full compliance. It should be noted that for those jails that are under a specific court order, which governs the operation of, or standards of compliance for that specific jail, they shall adhere to, and be judged by the appropriate court order.

#### **INTENTION OF JAIL STANDARDS AND REVISIONS**

These standards, and revisions, are not intended to be used in any legal proceeding to establish a "duty of care" or evidence of a legal duty to any person or entity. Rather, these standards are intended (1) as a statement of professional goals to be achieved; (2) to promote recognition of needed improvements, both as to facilities and operations; (3) to promote operational efficiency, and (4) to encourage professionalism in the operation of Idaho jails. These standards are intended as minimum standards for the operation of Idaho jails. They in no way prohibit the Sheriff from providing greater services, security, or programs to enhance the operation of his or her facility.

Following each standard is the designation of mandatory (M) or recommended (R)



## CHAPTER 1

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# ADMINISTRATION, ORGANIZATION, AND MANAGEMENT

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### Organizational Structure

- 01.01** The facility has a designated administrator who is responsible for all facility operations. **(M)** (Revised 12/09)
- 01.02** The facility has a written statement, which describes its mission, philosophy, and goals. **(R)** (Revised 12/09)
- 01.03** The facility has a written plan with an organizational chart, which describes the facility organization. **(M)** (Revised 12/09)

### Policies and Procedures

- 01.04** There are written policies and procedures describing all aspects of facility administration and operation. **(M)** (Revised 12/03) (Revised 12/09)
- 01.05** All policies and procedures are reviewed by the facility administrator on a regular basis and are revised as frequently as necessary. When policies and procedures are revised, a copy of the policies and procedures being replaced is kept on permanent file. **(M)** (Revised 12/03) (Revised 12/09)
- 01.06** Written policies and procedures are made available to all staff. **(M)** (Revised 12/09)
- 01.06.01** Written policies and procedures form the basis for orientation and training of new facility employees. **(M)** (Revised 12/03) (Revised 12/09)
- 01.06.02** There is a procedure for dissemination of new or revised policies and procedures to facility employees prior to implementation. **(M)** (Revised 12/09)



## CHAPTER 2

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### FISCAL MANAGEMENT

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- 02.01** The Sheriff or his/her designee prepares and presents an annual budget request that ensures an adequate allocation of resources for facility operations and programming. Budget requests shall be prepared in the manner and detail prescribed by the Sheriff's Office and the County Board. **(M)** (Revised 12/03)  
(Revised 12/09)
- 02.02** The facility utilizes a fiscal system, which accounts for all income and expenditures on an ongoing basis. **(R)** (Revised 12/09)
- 02.03** The fiscal process of the Sheriff's Office includes an annual financial audit of the facility. **(R)** (Revised 12/03) (Revised 12/09)
- 02.04** The methods used for collecting, safeguarding, and disbursing monies, including inmates' personal funds held by the facility, comply with accepted accounting procedures. **(R)** (Revised 12/09)
- 02.05** All monies collected by the facility are secured daily in an officially designated and secure place. **(R)**  
(Revised 12/09)
- 02.06** The facility administrator maintains documentation of the number and type of positions authorized and the number and type of positions filled or vacant at any time. The payroll is based upon documented time and attendance records of all facility employees. **(R)** (Revised 12/09)
- 02.07** The facility administrator maintains current and complete records of all property, equipment, and stores. An inventory is to be conducted at least annually in the manner and detail prescribed by the Sheriff's Office and the County Board. **(R)** (Revised 12/03) (Revised 12/09)
- 02.08** The facility administrator shall submit a completed "Inmate Cost per Day" formula worksheet to the Idaho Sheriffs' Association Jail Coordinator by November 1 of each year. (Added 12/04/2006)



## CHAPTER 3

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# PERSONNEL

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### Staffing

- 03.01** The facility is staffed by facility employees awake and on duty on a twenty-four hour basis when inmates are housed. **(M)** (Revised 12/09)
- 03.02** The facility has sufficient staff to perform all functions relating to the security, custody, and supervision of inmates and as needed to operate the facility in conformance with the Idaho Jail Standards. **(M)** The Sheriff or his/her designee prepares and/or updates a staffing plan on an annual basis, prior to the annual budget request which details staff assignment in the facility and the number of full and part-time positions. **(R)** Facilities are staffed with a minimum of two employees at all times, one of which is a detention officer. **(M)** (Revised 12/03) (Revised 12/04/2006) (Revised 12/09)
- 03.03** A female employee is available at all times when female inmates are housed. An on-duty female employee of the Sheriff's Office assigned primarily to a non-jail position, but who is properly trained and available as needed to assist with female inmates, may satisfy this requirement. **(M)** If a female deputy is not available, a minimum of two male employees must be present when dealing with female inmates. **(M)** (Revised 12/03) (12/04/2006) (Revised 12/09)

### Qualifications

- 03.04** All persons employed as county detention deputies, as defined within Idaho Code Section 19-5101 (b), shall meet the standards for employment established by the Idaho Peace Officer Standards and Training Council. **(M)** The Sheriff or his/her designee maintains documentation of compliance with POST standards for employment in the respective personnel files of each new employee. **(R)** (Revised 12/03) (12/04/2006) (Revised 12/09)

### Personnel Rules

- 03.05** The facility has a personnel manual, a copy of which is made available to each new employee and which is explained to new employees at orientation. The manual shall include, at a minimum, the following: **(R)** (Revised 12/09)
- a.** Description of the facility's equal opportunity program where such program has been adopted as part of a county's personnel system;
  - b.** Policy for selection, retention, and promotion of all employees on the basis of merit and specified qualification;
  - c.** Rules for entry level or introductory status employees;
  - d.** Compensation and benefit plan;
  - e.** Rules of conduct and disciplinary process for employees; and
  - f.** Employee grievance process
- 03.06** The facility maintains a current, accurate and confidential record for each employee. **(R)** Employees have access to information maintained in their own personnel file. **(R)** (Revised 12/03) (Revised 12/09)



## CHAPTER 4

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### TRAINING AND STAFF DEVELOPMENT

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- 04.01** The facility has a written training and staff development plan. **(R)** The training program is coordinated by a designated employee and is based on, and consistent with the facility's written policies and procedures. **(R)** (Revised 12/03) (12/09)
- 04.02** All new employees are provided an accepted orientation program. **(M)** (Revised 12/03) (Revised 12/09)
- 04.03** All county detention deputies employed after July 1, 1997 have been trained and certified within one (1) year of employment as required by the Idaho Peace Officer Standards and Training Council, unless granted additional time by the Council. **(M)** (Revised 12/03) (12/04/2006) (Revised 12/09)
- 04.04** The basic training specified in Chapter 04.03 above, conditional upon its development and adoption, may be provided by the Idaho Peace Officers Standards and Training Academy or provided in schools certified by the Idaho Peace Officer Standards and Training Council.
- 04.05** New sheriff's office employees with prior training received from other sources shall be considered to have met the requirements of Chapter 04.03 above upon the approval of a waiver by the Idaho Peace Officer Standards and Training Council for equivalent training. Documentation of the waiver shall be maintained in the employee's personnel file. **(M)** (Revised 12/03)
- 04.06** All new support staff and part-time employees receive orientation appropriate to their job assignments and additional training, as needed. **(R)** (Received 12/09)
- 04.07** In addition to basic training, all facility employees receive a minimum of forty (40) hours of in-service training every two years. **(M)** (Revised 12/03) (Revised 12/09)
- 04.08** All facility employees receive training in the execution of the facility's written emergency plans and in the use of emergency equipment. **(M)** (Revised 12/09)
- 04.09** All facility employees are familiar with the inmate rules and regulations and receive training in the enforcement of these rules. **(M)** (Revised 12/09)
- 04.10** All facility employees authorized to perform duties which require certification beyond basic Post Detention Officers Certification, keep those certifications current at all times. **(R)** (Revised 12/09)

*Training and Staff Development*

- 04.11** All facility employees and inmates working on food service areas receive training in proper food service sanitation practices prior to assignment to this area and are encouraged to complete the Idaho Department of Health, Food Handler's Program. **(M)** (Revised 12/03) (Revised 12/09)
- 04.12** The facility maintains a complete and current record, including certificates issued of all training received for each facility employee in the employee's personnel file. **(R)** (Revised 12/03) (Revised 12/09)

## CHAPTER 5

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# FACILITY INFORMATION SYSTEMS

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### **Records and Data Management**

- 05.01** The detention facility has a written policy and procedure to govern the collection, management, and retention of information pertaining to inmates and the operation of the facility which addresses, at a minimum, the following: **(M)** (Revised 12/03) (Revised 12/09)
- a.** Accuracy of information, including procedures for verification;
  - b.** Security of information, including access and protection from unauthorized disclosure;
  - c.** Content of records;
  - d.** Maintenance of records;
  - e.** Length of retention; and
  - f.** Method of archival or disposal of inactive records
  - g.** Monthly completion of jail population reports. (Revised 12/03)

### **Release of Information**

- 05.02** Prior to release of non-public information to agencies other than criminal justice authorities or other agencies with court orders for access, a written release of information is obtained from the inmate involved with a copy placed in the inmate's file folder. **(R)** (Revised 12/03) (Revised 12/09)
- 05.03** Inmates are permitted reasonable access to information in their own files and records. The facility administrator may restrict the inmate's access to certain information, or provide a summary of the information, as per Idaho Public Records Law 9-342(3) (e) when its disclosure to the inmate presents a threat to individual safety and the security off the facility. **(R)** (Revised 12/04/2006) (Revised 12/09)

### **Facility Records**

- 05.04** The facility maintains an accurate record of all persons committed to the facility, including the detainee's name, date and time of commitment, cause and authority for commitment, time and date of discharge, and authority for discharge. **(M)** (Revised 12/03) (Revised 12/09)
- 05.05** The facility maintains a log on each shift in which the following, at a minimum, are recorded: **(M)** (Revised 12/03) (Revised 12/09)
- a.** Personnel on duty;
  - b.** Time and results of cell checks and inmate counts;
  - c.** Names of inmates received or discharged with times recorded;
  - d.** Time of meals served;
  - e.** Shift activities, including any action taken on the handling of any unusual or routine incidents;
  - f.** Entry and exit of all visitors, including physicians, attorneys, volunteers and others;

- g.** Notations of problems, disturbances (Revised 09/07)
  - h.** Notations of any use of emergency or restraint equipment
  - i.** Notations of any use of force, prior to end of shift. (Revised 12/03)
- 05.06** The facility maintains a log for disciplinary detention and administrative segregation areas. The log may be combined with the log required in Chapter 05.05 above. The following information, at a minimum, is recorded: (M) (Revised 12/03) (Revised 12/09)
- a.** All admission and release to segregation, including time and date;
  - b.** All visits to inmates housed in segregation;
  - c.** Any services or programs provided to inmates housed in segregation;
  - d.** Any disciplinary action taken on inmates housed in segregation; and
  - e.** Any deprivation or removal of an authorized item, with the reason noted.
- 05.07** The facility maintains a master file or roster board indicating the current cell assignment and status of all inmates housed in the facility. (M) (Revised 12/03) (Revised 12/09)
- 05.08** Facility shall have a policy that requires employees promptly prepare written reports of all incidents resulting in physical harm to any individual or the facility, or threatening the safety of any individual or security of the facility for review by the facility administrator. (M) (Revised 12/03) (Revised 12/09)
- 05.09** The facility maintains an accurate record of all meals served to inmates, including items served, time and date served. (R) (Revised 12/03) (Revised 12/09)
- 05.10** The facility maintains a visitor's register in which the following are recorded: (R) (Revised 12/03) (Revised 12/09)
- a.** Name of each visitor;
  - b.** Time and date of visit;
  - c.** Inmate to be visited; and
  - d.** Relationship of visitor to inmate.

### **Inmate Records**

- 05.11** The facility maintains a current record for each inmate detained which contains, at a minimum, the following: (M) (Revised 12/03) (Revised 12/09)
- a.** Booking and intake records;
  - b.** Court orders/records;
  - c.** Photographs or digital image and fingerprints; (Revised 12/03)
  - d.** Itemized and detailed inventory forms for all clothing, property, money and valuables taken from the inmate; (Revised 12/03)
  - e.** Record of deposits/withdrawals from the inmate's account;
  - f.** Classification records;
  - g.** Record of participation in programs and services;
  - h.** Rule infraction reports;
  - i.** Records of disciplinary actions;
  - j.** Grievances filed and their dispositions;
  - k.** Incident reports involving the inmate;
  - l.** Release records, and
  - m.** Any other pertinent inmate information.

**05.12** The facility maintains a separate file for each inmate's medical records which contains, at a minimum, the following: **(M)** (Revised 12/03) (Revised 12/09)

- a. Medical screening form;
- b. Any mental health screening form;
- c. Any subsequent health appraisal forms;
- d. Any requests for medical attention;
- e. All records of medical encounters, including time, date and provider of the services;
- f. All findings, diagnoses, and treatments;
- g. Copy of all prescriptions and records of dispensing;
- h. Any release of medical information forms completed;
- i. Any consent or refusal of medical services forms completed; and
- j. Other pertinent medical information.

**05.13** There are written policy and procedures to determine access to medical files which, at a minimum, shall address the following: **(M)** (Revised 12/03) (Revised 12/09)

- a. Establishes a “privacy deputy” who reviews all requests for access to medical records, reviews and proposes related policies and procedures and other activities designed to facilitate proper documentation of health care and access to records of such care; (12/04/2006)
- b. Identifies those persons who need to have access to medical records in order to protect staff members, inmates and other persons who may come in contact with inmates;
- c. Establishes protocols to be followed in order to have “routine” access to medical records and “non-routine” requests for access to medical records;
- d. Recognizes that once an inmate is no longer incarcerated, his or her medical records must be securely stored and a procedure is in place that limits access to such medical information consistent with applicable local, state and/or federal laws;
- e. Establishes measures to be taken to mitigate damage or harm arising from improper access to or release of such records;
- f. Provides sanctions for attempted and/or completed improper access to or release of such records;
- g. Clearly identifies mandatory training for facility employees, contractors and such other persons as are deemed necessary to be aware of applicable laws, policies and procedures regarding such records;
- h. Provides a process for inmates, staff and any other persons to use to report improper access to or use of medical records.

**05.14** The facility prepares and keeps current, and provides copies to the Idaho Sheriffs Association, statistical records which identify the following: **(M)** (Revised 12/09)

- a. Total Monthly Bookings
- b. Total Prisoner Days
- c. Housing Status (in house, housed off-site, housed in programs)
- d. Transport Holds
- e. Sentence Type (pre-sentenced, sentenced)
- f. Gender (male, female)
- g. Charge Type (felony, misdemeanor, civil)
- h. Hold Type (county, other county, state, federal/tribal)
- i. Juveniles Detained as Adults
- j. State Prisoners on Parole or Probation



## CHAPTER 6

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### FIRE SAFETY AND EMERGENCY PROCEDURES

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- 06.01** The facility has written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff. **(M)** (Revised 12/09)
- 06.02** The facility maintains documentation by the Idaho State Fire Marshal, local Fire Department or other qualified entity that the facility complies with the current fire safety standards based on an annual inspection of the facility. **(M)** (Revised 12/09)
- 06.03** The facility has a designated employee who is trained and familiar with applicable regulations, inspection processes, and fire safety practices to serve as fire safety officer. **(M)** (12/04/2006) (Revised 12/09)
- 06.03.01** The fire safety deputy conducts regular fire safety inspections of the facility. **(M)** (Revised 12/03) (12/04/2006) (Revised 12/09)
- 06.03.02** The fire safety deputy schedules and coordinates fire drills annually. **(M)** (Revised 12/03) (12/04/2006) (Revised 12/09)
- 06.03.03** The fire safety deputy coordinates the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly. **(M)** (12/04/2006) (Revised 12/09)
- 06.03.04.1** The time, date and results of all fire safety inspections, fire drills, and equipment testing and inspection are documented. **(R)** (Revised 12/09)
- 06.03.04.2** The detention facility is equipped with at least one AED (automatic electronic defibrillator) and all employees are trained in the use of the AED. **(M)** (Revised 12/03) (Revised 12/09)
- 06.03.05** The detention facility is equipped with adequate self contained breathing apparatus and all employees are trained in the use of the SCBA devices. **(M)** (Revised 12/03) (Revised 12/09)
- 06.04** The facility has a written fire evacuation plan which includes routes of evacuation and provisions for housing of inmates after evacuation. The evacuation route is posted where inmates and staff may familiarize themselves with it. **(M)** (Revised 12/09)
- 06.05** The local fire department is involved in fire emergency planning and training, and drills, as appropriate. **(R)** (Revised 12/09)
- 06.06** The facility has equipment necessary to provide emergency electrical power to maintain essential services, security, and safety in the event of a power failure. **(R)** (Revised 12/09)



## CHAPTER 7

### SECURITY AND CONTROL

- 07.01** The facility has written policy and procedure to govern all aspects of facility security and control and addresses, at a minimum, the following: **(M)** (Revised 12/09)
- a.** Inmate supervision and management;
  - b.** Inmate and facility searches and contraband control;
  - c.** Control of keys, tools and weapons;
  - d.** Security inspections and maintenance of security systems; and
  - e.** Emergency procedures.

#### Inmate Supervision and Management

- 07.02** Facility employees observe all inmates at least every thirty (30) minutes on an irregular schedule and the time of all such checks is to be logged. **(M)** More frequent checks are made of persons who are suicidal, who have special needs, or who pose a threat to the safety of the facility warranting closer observation. **(M)** (Revised 12/09)
- 07.03** Inmates participating in work programs, except those on temporary release status, are supervised in keeping with their custody classification while outside the security perimeter of the facility and minimum security custody inmates are periodically checked to assure appropriate accountability and security. **(R)** (Revised 12/09)
- 07.04** Policies governing supervision of female inmates by male employees and male inmates by female employees are based on equal employment opportunity and inmate privacy needs. **(R)** Except in emergencies, facility employees are not permitted to observe inmates of the opposite sex in toilet and shower areas. **(M)** Adequate employees are available, as needed, to conduct or assist in the admissions process of female and male inmates, conduct searches of inmates, and perform other sensitive procedures involving inmates. **(M)** (ref. 03.03) (Revised 12/03) (Revised 12/09)
- 07.05** The facility has a system to physically count inmates. At least three (3) documented inmate counts, during which the inmates' physical presence is confirmed, shall be conducted every twenty-four (24) hours. **(M)** (Revised 12/09)
- 07.05.01** At least one (1) count shall be conducted each shift.
  - 07.05.02** The system shall also provide strict accountability of inmates on work release, educational release, or other temporary leave status who may be absent from the facility for certain periods of the day.
- 07.06** The facility has staff located in or adjacent to inmate housing areas to permit facility employees to hear and respond promptly to problems or emergency situations. **(M)** (Revised 12/09)
- 07.07** Where staff posts are not located in or adjacent to inmate housing areas, an audio electronic surveillance and communication system is available. **(M)** (Revised 12/09)

- 07.08** Visual electronic surveillance equipment, where available, is used primarily to monitor hallways, stairwells, points of access through the security perimeter, and common areas. **(R)** If inmate living areas are visually monitored with electronic equipment, provisions are made to shield shower and toilet areas to protect inmate privacy. **(M)** (Revised 12/09)
- 07.09** There is a written policy regarding the use of physical force by facility employees and the use of force is restricted to instances of justifiable self-protection, the protection of others or property, the prevention of escapes, or the suppression of disorder and then only to the degree necessary to restore order. **(M)** (Revised 12/09)
- 07.09.01** The use of physical force as punishment is prohibited. **(M)** (Revised 12/09)
- 07.09.02** Prior to the end of shift following any use of force, facility employees prepare a written report for review. **(R)** (Revised 12/03) (Revised 12/09)
- 07.10** Restraint equipment is used only as a precaution against escape during transfer or as prevention against inmate self-injury, injury to others, or damage to property. **(M)** (Revised 12/09)
- 07.10.01** Restraint equipment is applied only for the time absolutely necessary. **(M)** (Revised 12/03) (Revised 12/09)
- 07.10.02** The use of restraint equipment, other than for routine use during transfer, is approved by the senior employee on-duty and documented in a report. **(M)** (Revised 12/09)

### **Security**

- 07.11** The facility has a security perimeter to prevent access to the facility by unauthorized personnel. **(R)** (Revised 12/09)
- 07.12** All security perimeter entrances, cell block doors, and doors opening into a corridor within the security perimeter are kept locked except when in use and doors to vacant units, unoccupied cells, and storage units are kept secured. **(R)** (Revised 12/09)
- 07.13** The facility administrator or his/her designee conducts at least weekly inspections of all locks, bars, windows, floors, walls, ventilator covers, access plates, glass panels, protection screens, doors and other security equipment. **(R)** The date, time, and results of these inspections are recorded on a checklist or log and identified problems are promptly corrected. **(R)** (Revised 12/09)

### **Searches and Contraband Control**

- 07.14** The facility administrator maintains a list of items designated as contraband and contraband is described in inmate rules and visiting rules and employees are familiar with items included on the list. **(R)** (Revised 12/09)
- 07.15** The facility has a facility search plan for the control of contraband which provides for unannounced and irregularly timed searches of cells, dayrooms, and activity, work or other areas accessible to inmates. **(R)** (Revised 12/09)

- 07.16** Contraband control procedures provide for the inspection of all materials and supplies coming into the facility. **(M)** (Revised 12/09)
- 07.17** The facility has a plan for the searching of inmates for the control of contraband, which includes, at a minimum, the following provisions: **(R)** (Revised 12/09)
- a. Search of inmates upon re-entering the security perimeter;
  - b. Search of new inmates in accordance with Chapter 15.05;
  - c. Unannounced and irregularly timed searches of inmates;
  - d. Frequent searches and close supervision of trustees; and
  - e. Provision for strip searches at such times when there exists reasonable suspicion that the inmate is in the possession of contraband.
  - f. Provision for body cavity searches at such times where there exists probable cause to believe that the inmate is in possession of contraband.
- 07.18** All strip and body cavity searches are conducted in private and in a manner, which preserves the dignity of the inmate to the greatest extent possible and under sanitary conditions. All strip searches shall be conducted by facility employees of the same sex as the inmate (unless the inmate's conduct necessitates the use of force to complete the search). All body cavity searches shall be conducted by a licensed physician or medical personnel. No persons of the opposite sex of the inmate, other than a licensed physician or medical personnel shall be present during strip or body cavity searches unless the inmates conduct necessitates the use of force to complete the search. **(M)** (Revised 09/07) (Revised 12/09)
- 07.19** All contraband items found during facility or inmate searches are seized and the seizure and disposition of the contraband is documented. **(M)** When a crime is suspected to have been committed within the facility, all evidence is maintained and made available to the proper authorities. **(M)** (Revised 12/09)

#### **Key Control**

- 07.20** All facility employees are familiar with the locking system of the jail and are able to release inmates immediately in the event of a fire or other emergency. **(M)** (Revised 12/09)
- 07.21** The facility has a key control system which includes the following provisions: **(M)** (Revised 12/09)
- a. All keys not issued to employees are to be stored in a secure depository, which is inaccessible to unauthorized persons at all times;
  - b. There is an accounting procedure for the issuance and return of keys;
  - c. There is a procedure for reporting and repair of any broken key or lock;
  - d. A duplicate set of keys is maintained in a separate, secure place;
  - e. Inmates are prohibited from handling keys, which operate security locks;
  - f. Emergency keys are to be readily accessible for issuance in accordance with emergency procedures;
  - g. A key inventory is maintained in which each lock is identified with its location, number of keys available, and key labels recorded; and
  - h. Precautions are taken to ensure the security of non-key operated locks such as electrical switches or mechanical levers.

#### **Tool Control**

- 07.22** The facility has a tool control system, which includes the following provisions: **(R)** (Revised 12/09)
- a. All facility owned tools and other potentially dangerous equipment are securely stored in a locked area or outside the security perimeter;

- b. There is an accounting system to record the issuance and return of all facility-owned tools and equipment;
- c. Facility employees carefully monitor the use of tools and equipment by maintenance and repair workers within the security perimeter to ensure that none are left unattended, lost or forgotten;
- d. Tools and equipment are used by inmates within the security perimeter only under the direct supervision of facility employees; and
- e. The loss or misplacement of tools or equipment is promptly reported to the facility administrator.

**Control of Firearms, Chemical Agents, Stun Guns and Other Weapons**

- 07.23** All firearms, chemical agents, stun guns, tasers and other weapons assigned to the facility are stored in an arsenal, vault, or other secure area under lock. (M) (Revised 12/03) (Revised 12/09)
- 07.23.01** The weapons storage area is inaccessible to unauthorized persons. (M) (Revised 12/09)
- 07.23.02** There is an accounting procedure for the issuance and return of all weapons. (M) (Revised 12/09)
- 07.23.03** All weapons are inventoried at least annually to determine their condition and expiration dates. (M) (Revised 12/04/2006) (Revised 12/09)
- 07.24** Except in emergency situations, no firearms, chemical agents, or other weapons are permitted within the security perimeter unless authorized. (R) (Revised 12/03) (Revised 12/09)
- 07.24.01** Facility employees shall use only those firearms or other security equipment issued through, or approved by the sheriff or his designee and only when authorized by the facility administrator. Facility employees shall use only those weapons for which they have received training and are qualified to use. (M) (Revised 12/03)
- 07.24.02** The facility provides a weapons locker or similar arrangement at security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers who must enter the facility. (M) (Revised 12/09)
- 07.25** Facility employees discharging firearms, using chemical agents or any other weapon, or otherwise using force to control inmates, shall document the incident in a written report to the facility administrator prior to the end of shift. (M) (Revised 12/03)

**Emergency Procedures**

- 07.26** The facility has written policy and procedure for the handling of emergency situations including, at a minimum, the following: (M) (Revised 12/09)
- a. Escape;
  - b. Hostage taking;
  - c. Riots or major disturbances;
  - d. Suicide;
  - e. Natural disasters; and
  - f. Mass arrest.
  - g. Evacuation

## CHAPTER 8

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### SPECIAL MANAGEMENT INMATES

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- 08.01** The facility has written policy and procedure to govern the management of inmates housed in administrative segregation, protective custody, medical/mental holds and disciplinary detention. (Revised 12/03) **(M)** (Revised 12/09)
- 08.02** When immediate segregation is ordered to protect the inmate or others, such order is reviewed within three (3) days, excluding weekends and holidays, by the classification deputy, disciplinary deputy, or other appropriate authority having jurisdiction over the type of segregation ordered. **(M)** (12/04/2006) (Revised 12/09)
- 08.03** Inmates may be placed in disciplinary detention for a rule violation only after a full hearing before the disciplinary deputy or committee as provided in Chapter 13. (This does not prevent emergency segregation prior to the hearing) **(M)** The facility has a written policy that except in the most serious cases, inmates are not be kept in disciplinary detention for more than fifteen (15) days for one offense, but in no case does the period of detention exceed thirty (30) days for one incident without the specific written approval of the facility administrator. **(M)** (12/04/2006) (Revised 12/09)
- 08.04** The facility has a written policy that the classification deputy or the facility administrator may place an inmate in administrative segregation or protective custody when the inmate's presence in the general population poses a serious threat to life, property, self, staff or other inmates. Administrative segregation may be warranted when: **(M)** (12/04/2006) (Revised 12/09)
- a.** The inmate is segregated pending investigation or trial for a criminal act allegedly committed while in custody;
  - b.** The inmate is segregated pending transfer;
  - c.** The inmate requests or requires segregation for his/her own protection;
  - d.** The facility physician orders segregation for medical reasons; or
  - e.** The inmate's behavior while confined in disciplinary detention indicates the need for further segregation from the general population upon release from disciplinary detention.
- 08.05** The facility has a written policy that the status of inmates in administrative segregation or protective custody is reviewed by the classification deputy after seven (7) days and then every thirty (30) days thereafter. **(R)** (12/04/2006) (Revised 12/09)
- 08.06** The facility has a written policy that inmates in administrative segregation or protective custody are to be released only after a review by the classification deputy or facility administrator. **(R)** (12/04/2006) (Revised 12/09)
- 08.07** Cells used for segregation provide living conditions which are approximately equivalent to the conditions in general population. **(R)** An inmate is placed in an unequipped cell only if it is necessary to prevent suicide or other self-destructive acts or to prevent damage to the cell or equipment. **(R)** (Revised 12/09)
- 08.08** Segregated inmates shall be able to maintain acceptable levels of personal hygiene. **(M)**

*Special Management Inmates*

- 08.09** The facility has a policy regarding access of inmates in disciplinary detention, administrative segregation and protective custody to telephone access or other method of communication to contact legal counsel. **(M)** (Revised 12/09)
- 08.10** The facility has a policy regarding inmates in administrative segregation or protective custody having access to programs and services to the same extent as the general population, except where such participation threatens the safety and security of the facility or community. **(M)** (Revised 12/09)
- 08.11** The facility has a policy regarding inmates in administrative segregation or protective custody being deprived of an authorized item, or activity, only when necessary to ensure the inmate's safety or the well being of staff and other inmates and other inmates and, when an item or activity is withheld, a written report is made of the action. **(M)** (Revised 12/09)

## CHAPTER 9

### FOOD SERVICES

- 09.01** The facility has written policy and procedure to govern the facility's food services operation. **(M)** (Revised 12/09)

#### **Menu Planning and Dietary Requirements**

- 09.02** The facility's food service operation is supervised by a designated employee or contractor who is qualified by experience and/or training. **(R)** (Revised 12/09)
- 09.03** Menus provide a nutritionally balanced diet and a minimum of 2500 calories daily. **(M)** (Revised 12/09)
- 09.04** All menus are planned, dated, and available for review at least one week in advance and notations are to be made of any changes in the menu. Menus are kept at least two (2) years after use. **(R)** (Revised 12/09)
- 09.05** The facility has a policy regarding special diets prescribed by a physician are followed according to the physician's written instructions or the written instructions of a local dietician. **(M)** (Revised 12/09)
- 09.06** Provisions are made for special diets when an inmate's religious beliefs require adherence to particular dietary practices. **(M)** The facility administrator shall contact appropriate clergy to secure diet specifications, as necessary. In the provision of religious diets, the facility administrator may exclude such items as those containing alcohol or controlled substances which may threaten the safety and order of the facility or other food items which may create an unreasonable burden to the facility to make available to the requesting inmate. (Revised 12/09)
- 09.07** The facility maintains a record of all meals served to inmates and the time and date served are recorded. **(M)** (Revised 12/09)
- 09.08** Menus and records of meals served are reviewed at least annually by a dietician or nutritionist to verify nutritional adequacy and the facility maintains documentation of the dietician's or nutritionist's review and verification. Menus are revised to eliminate any deficiencies noted. **(M)** (Revised 12/09)

#### **Menu Preparation and Serving**

- 09.09** Three meals, two of which are hot, are served daily and no more than fourteen (14) hours elapse between the evening meal and breakfast. Meals are served at approximately the same time every day. **(M)** (Revised 12/09)
- 09.10** Food flavor, texture, temperature, appearance and palatability are considered in food preparation and food shall be served promptly after preparation. Procedures ensure that hot food is served hot and cold food is served cold. **(R)** (Revised 12/09)
- 09.11** Food is neither withheld from inmates, nor the menu varied either as a disciplinary sanction or as a reward without prior approval of the sheriff or designee, after consultation with legal counsel. **(M)** (Revised 12/03) (Revised 12/09)

- 09.12** All meals are prepared and served under the direct supervision of facility employee to prevent contamination, favoritism, careless serving, or waste. **(R)** (Revised 12/03) (Revised 12/09)
- 09.13** The facility has a policy regarding the issuance and return of all food preparation and eating utensils. **(R)** (Revised 12/09)
- 09.14** The facility has a system to account for all food and supplies in order to prevent pilferage. Yeast, vanilla extract, and similar substances that are often pilfered are accessible only to facility employees. **(R)** (Revised 12/09)

**Sanitation**

- 09.15** Food service and related sanitation practices provide the following: **(M)**
- 09.15.01** The facility administrator shall solicit at least an annual sanitation inspection by a qualified health officer. The results of the inspection shall be documented and the facility administrator shall take prompt action to correct any identified problems. **(M)**
  - 09.15.02** A daily inspection of all food service areas and equipment shall be conducted by the facility administrator, food service personnel, or other facility employee who is familiar with food service sanitation requirements and practices. **(M)**
  - 09.15.03** If inmate food is obtained through a contract for food service from another source outside the facility, the food service provider meets all local health, sanitation and licensing requirements. **(M)**
- 09.16** All persons assigned to food service work, including inmates, are carefully screened and determined to be in good health and free from any communicable or infectious diseases, vermin, or open, infected wounds. **(M)** (Revised 12/09)
- 09.17** All persons assigned to food service work are required to maintain adequate personal hygiene and cleanliness. **(M)** (Revised 12/09)
- 09.18** All persons assigned to food service work are familiar with appropriate food service sanitation practices and requirements. **(R)** (Revised 12/09)
- 09.19** The facility has a policy regarding all dishes, utensils, pots, pans, trays, and food carts used in the preparation, serving, or consumption of food are washed and rinsed promptly after every meal. **(R)** (Revised 12/09) Disposable utensils and dishes are not reused. **(M)** (Revised 12/09)
- 09.20** The facility has a policy regarding a daily cleaning schedule is established and followed to ensure the entire food service area is kept clean and sanitary. **(M)** (Revised 12/09)
- 09.21** All storage and pantry areas are maintained in clean and sanitary condition at all times, and kept free from contamination from any source at all times. **(M)** (Revised 12/09)
- 09.22** All garbage is stored in water tight containers with plastic trash liners and tight fitting covers and is removed daily. **(M)** (Revised 12/09)

**Food Service Storage**

- 09.23** All food or food products prepared or in bulk, are stored in clean, seamless containers after opening of the original container. Non-perishable food shall be stored off the floor on washable shelving and shall be protected from flies, rodents, vermin, overhead leakage, and away from excessive heat. All perishable food, meat and dairy products, fresh fruit and fresh vegetables shall be refrigerated at the proper temperature to maintain them in their best condition until used. **(M)** (Revised 12/09)
- 09.24** All items stored for future use are rotated on a first in, first out basis. **(M)** (Revised 12/09)
- 09.25** Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poison materials are kept in a separate, locked storage area. **(M)** (Revised 12/09)

**Food Service Facilities**

- 09.26** Kitchen floors shall be constructed of smooth, durable material to provide an easily cleanable surface. **(M)**
- 09.27** All kitchen walls, shelves, ceilings, and cabinets shall be finished with smooth, washable light colored finishes to provide easily cleanable surfaces. **(M)**
- 09.28** At least 20 foot-candles of artificial lighting shall be provided in the kitchen. **(M)**
- 09.29** Adequate ventilation shall be available to dispel excessive heat, steam, condensation, obnoxious odors, vapors, smoke, and fumes from the kitchen area. **(M)**
- 09.30** All vent openings to outside air shall be screened to prevent entrance of dirt, dust, and other contaminants. **(M)**
- 09.31** Adequate supplies of hot and cold water shall be available in the kitchen. Water required for washing and rinsing shall be available in sufficient quantities at the temperatures required. **(M)**
- 09.32** Toilet and lavatory facilities shall be available to food service workers in the vicinity of the kitchen. **(M)**



## CHAPTER 10

# SANITATION AND HYGIENE

### Facility Sanitation and Maintenance

- 10.01** The facility maintains documentation by state and/or local health officials or other qualified persons that the kitchen complies with state and local sanitation and health codes based on at least an annual inspection of the facility. **(M)** (Revised 12/09)
- 10.02** The facility administrator or his/her designee conducts at least weekly sanitation and maintenance inspections of all areas of the facility. **(R)** (Revised 12/09)
- 10.03** The facility has a plan of the control of vermin and pests which includes monthly inspections and fumigations as necessary by a licensed pest control professional. **(R)** (Revised 12/09)
- 10.04** The facility has a written housekeeping plan for all areas of the physical plant which provides for daily housekeeping and maintenance by assigning specific duties to inmates and staff, which includes the following provisions: **(R)** (Revised 12/09)
- a.** All work is assigned and supervised by facility employees. No inmates are allowed to assign work to other inmates;
  - b.** Bars, screens, ledges, and other exposed surfaces are to be dusted and/or washed at least weekly or when soiled, dirty or otherwise necessary;
  - c.** Floors are swept daily and scrubbed and rinsed at least weekly. Floors are to be kept free from hazardous objects at all times;
  - d.** Walls and ceilings are to be washed as needed and inmates are to be prohibited from placing pictures, pin-ups or other objects on walls or ceilings which might be used to conceal contraband or offer a breeding place for vermin;
  - e.** Toilets, lavatories, sinks and other sanitary equipment are to be cleaned with hot, sudsy water daily;
  - f.** Shower facility is to be cleaned thoroughly with hot water, soap, and scouring powder daily;
  - g.** Each inmate is to be responsible for keeping his/her own cell area clean at all times. Cells and dormitories are to be kept free of accumulations of food or unnecessary articles, which might attract vermin;
  - h.** Durable, fire-retardant trash receptacles and ashtrays, if smoking is authorized, are to be provided throughout the facility and be emptied and cleaned daily; (Revised 12/03)
  - i.** Adequate cleaning tools and supplies are to be provided to inmates to be used under the supervision of facility employees. Supplies are not to be stored in inmate cells or rooms. Mops and other cleaning tools are to be thoroughly cleaned after each use and stored in a well-ventilated place. Inmate access to cleaning equipment, tools, and supplies is controlled;
  - j.** Mop sinks and janitor's closets are to be cleaned thoroughly after each use;
  - k.** To the extent possible, cleaning and janitorial supplies are to be nontoxic to humans. All poisonous and caustic compounds used for cleaning are to be clearly labeled and kept in a locked storage area apart from all other articles.

- 10.05** Painted surfaces are not scaled or deteriorated. **(R)** Repainted surfaces are painted with a light, soft-toned, fire-retardant, and washable paint. **(R)** (Revised 12/09)
- 10.06** All plumbing, lighting, ventilation equipment, furnishings, and security hardware in inmate living areas are kept in good working order and any broken fixture, equipment, furnishings, or hardware is promptly repaired or replaced as soon as practical. **(M)** (Revised 12/09)
- 10.07** Where the facility's water supply is obtained from a private source, the source is properly located, constructed, and operated to protect it from contamination and pollution and the water meets all current standards set by the applicable state and/or local authority as to bacteriological, chemical, and physical tests for purity. **(M)** (Revised 12/09)

**Inmate Personal Hygiene**

- 10.08** Sufficient shower facilities with adequate supplies of hot and cold water are available in inmate living areas to permit inmates to shower or bathe daily. **(M)** Inmates shall be encouraged to shower or bathe at least three times per week. (Revised 12/09)
- 10.09** Provisions are made for inmates to receive a hair cut at least monthly and to shave daily if they choose. **(R)** The facility has a policy assuring that razors issued for inmate use are not shared. **(M)** (Revised 12/09)
- 10.10** Upon booking, the facility provides without charge the following articles necessary for maintaining proper personal hygiene: **(M)** (Revised 12/04/2006) (Revised 12/09)
- a.** Soap;
  - b.** Toothbrush;
  - c.** Toothpaste or powder;
  - d.** Comb; and
  - e.** Products for female hygiene needs
  - f.** Underwear
- 10.11** Toilet paper is available at all times in inmate toilet areas. **(M)** (Revised 12/09)
- 10.12** The facility provides for the issue of clean clothing, bedding, linens, and towels to new inmates held overnight. At a minimum, the following is to be provided: **(M)** (Revised 12/09)
- a.** A set of standard facility clothing or uniform;
  - b.** Fire-retardant mattress;
  - c.** Pillow and pillow cases;
  - d.** Two (2) sheets or one (1) sheet and One (1) mattress cover;
  - e.** Sufficient blankets to provide comfort under existing temperature conditions; and
  - f.** One (1) clean towel.
- 10.13** Laundry services are to be sufficient to allow required clothing, bedding, and towel exchanges for inmates. **(M)** (Revised 12/09)
- 10.13.01** Inmate clothing is to be laundered or exchanged at least twice (2) each week.
  - 10.13.02** Linen is to be changed and laundered or exchanged at least once weekly or more often, as necessary.
  - 10.13.03** Blankets in use are to be laundered or exchanged at least monthly, or before reissue to another inmate.
  - 10.13.04** Towels are to be laundered or exchanged at least twice (2) weekly.

**10.14** The facility inventory of clothing, bedding, linen, and towels exceeds the maximum inmate population so a reserve is always available. **(R)** (Revised 12/09)



## CHAPTER 11

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**HEALTH CARE SERVICES**

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**Health Care Authority**

**11.01** The facility must have a written agreement with a physician or nurse practitioner licensed in the State of Idaho who has ultimate responsibility for the health care provided to inmates within the facility. The physician or nurse practitioner with ultimate authority for the health care service provided is the Medical Director for the facility. (M) (Revised 12/09)

If the facility has contracted with a hospital or clinic to provide health care services for inmates in the facility, that hospital or clinic shall identify a physician or nurse practitioner licensed in the State of Idaho who will have ultimate responsibility for the health care service provided by that hospital or clinic. (Revised 12/09)

**11.02** All matters of health care service judgment shall be the sole province of the responsible Medical Director. For the purpose of this Chapter, the term **medical care** shall be inclusive of medical, mental health and dental. (M) (Revised 12/09)

**11.03** The facility shall have written policies and procedures to govern the delivery of medical, mental health and dental services. The written policies and procedures shall address, at a minimum, the following: (M) (Revised 12/09)

- a. Receiving screening;
- b. Collection of health appraisal data;
- c. Non-emergency medical services;
- d. Emergency medical and dental services;
- e. First-aid;
- f. Screening, referral, and care of mentally ill, suicide-prone, retarded, and disabled inmates;
- g. Arrangements for providing chronic and convalescent care;
- h. Arrangements for providing close medical supervision of inmates with special medical or psychiatric problems;
- i. Delousing procedures;
- j. Arrangements for providing detoxification;
- k. Handling of pharmaceutical; and
- l. Notification of next of kin in case of serious illness, injury or death.

**Health Care Staffing**

**11.04** All state licensing, certification, and/or registration requirements and restrictions shall apply to health services personnel. Copies of current credentials for each health service employee shall be kept on file in the facility. In addition, the medical director and each medical provider (meaning PA or Nurse Practitioner) must maintain and provide proof of malpractice insurance. (M) (Revised 12/09)

**11.05** The facility shall have written job descriptions for all health services personnel which define their respective roles in the facility's health care system. **(M)** As basic guidance, the following are provided: (Revised 12/09)

- **Medical Director:** a physician, or nurse practitioner who has ultimate responsibility for the health care of inmates within a facility.
- **Medical Provider:** Medical Doctors, Physician's Assistants (Pas), or Nurse Practitioners (NPs) who are licensed in the State of Idaho to do medical evaluations and write prescriptions.
- **Health Services Staff:** Nurses, medical assistants, EMTS and other medically trained personnel who provide medical services inside a facility. These individuals operate under the direction of the facility Medical Director.
- **Health Services Support Staff:** Clerical support staff.

**11.06** At a minimum, each detention facility must have medical clinics staffed by a medical provider, which is a physician, physician's assistant or nurse practitioner. If the facility uses a Physician Assistant to provide health care to inmates, the Medical Director of the facility must be the supervising physician for these practitioners and will have ultimate responsibility for the medical care they provide. **(M)**

Each detention facility should also have one person who is responsible for running the day-to-day medical operations of the facility. Inmates are not used in the provision of health care services. In a small facility, this may be a deputy who has a medical background, or additional medical training. However, in most facilities this would be a nurse, medical assistant (MA) or an EMT/paramedic. The Medical Director must supervise whichever method of delivery the facility uses. **(R)** (Revised 12/03) (Revised 12/09)

### **Health Care Facilities and Equipment**

**11.07** The facility administrator and Sheriff shall make reasonable efforts to provide space, equipment, supplies, and materials to provide health care services. **(M)** (Revised 12/09)

**11.08** The facility administrator has established procedures for the strategic location of first-aid kits and for the monthly inspection and maintenance of the kits. AED's shall also be available and maintained. **(M)** (Revised 12/09)

**Medical Screening and Health Appraisal**

**11.09** Medical Screening. The facility must have a process in place for the medical screening of all arrestees during the booking process. Medical conditions requiring an immediate referral to a medical facility for a medical clearance include arrestees with any of the following conditions: **(M)** (12/04/2006) (Revised 12/09)

- a. Unconscious;
- b. Uncontrolled bleeding;
- c. Involved in a significant motor vehicle accident;
- d. Significant injuries from an altercation;
- e. Significant injuries from handcuffs or other restraint devices;
- f. Knife wounds, gunshot wounds, or lacerations;
- g. Individuals who have had pepper spray, Taser devices, or blunt trauma force used upon them during arrest;
- h. Intoxication to a degree that the individual cannot speak coherently or cannot stand or walk unaided;
- i. Recent drug overdose;
- j. Suspected or known complications of pregnancy;
- k. Active seizures;
- l. Suspected or known complications of diabetes;
- m. Patients who are a danger to themselves or others;
- n. TB and other serious contagious disease;
- o. Actively suicidal; and
- p. Any other medical condition, which, in the opinion of the booking personnel, should be urgently referred for evaluation by medically trained personnel.

It is much better medically for the arresting officer to take an arrestee with any of the above conditions to an emergency department for a medical clearance **prior** to taking the arrestee to the detention facility. The IJA strongly recommends that facilities work cooperatively with local law enforcement agencies to set up medical clearance protocols for arrestees.

**Disposition:**

Based upon the information obtained during the screening process, disposition will be one of the following:

- General population, or other appropriate cell assignment;
- General population, or other appropriate cell assignment and timely referral to appropriate health care services; or
- Immediate referral to health care services prior to housing

**11.10** A health appraisal for each inmate is provided within fourteen (14) days of admission. That appraisal includes, at a minimum, the following: **(M)** (Revised 12/09)

- a. Review of earlier medical screening information;
- b. Collection of additional data to complete medical, dental, psychiatric, and immunization histories;
- c. Recording of height, weight, pulse, blood pressure, and temperature;
- d. Administration of other tests and examinations, as appropriate; and
- e. Initiation of therapy, as appropriate.

Health assessment data shall be recorded on forms approved by the facility physician.

**Medical Records**

- 11.11** Each facility shall keep appropriate records of the medical care provided to inmates in a manner approved by the medical director of the facility. **(M)** (Revised 12/09)
- 11.11.01 When inmates are seen by medical personnel within the facility, the facility must keep records of those encounters, and store the record in a secure location within the facility.
- 11.11.02 When facility inmates are seen by medical providers outside of the facility, the outside provider who sees the inmates is responsible to keep appropriate medical records and to make them available to the facility.
- 11.11.03 Facilities shall maintain medical records of inmates for a minimum of ten (10) years from the date of the inmate's release.
- 11.11.04 It is recommended that records of immunizations, such as TB and hepatitis B, be kept indefinitely.
- 11.11.05 Facilities using electronic medical records shall make arrangements for redundant back-up so that medical records will not be permanently lost during any system failure.
- 11.11.06 Facility medical records shall be kept confidential. Medical records should be stored in a secure location and access to medical records should be restricted. Facilities must have written policies and procedures outlining how medical records will be kept confidential and secure, and who is authorized to have access to the records.

**Non-emergency Services**

- 11.12** Inmate requests for medical treatment shall be collected daily. Inmate requests for medical treatment shall be reviewed by health services staff or the designated medically trained employee to determine appropriate disposition and referred directly health services personnel. **(M)** Non-health services personnel shall never diagnose or treat an illness. **(M)** (Revised 12/09)
- 11.13** Facilities shall conduct sick call staffed by a Medical Provider at least once each week at which time inmates may report non-emergency injuries and illnesses, and may receive appropriate treatment or referral. **(M)** (Revised 12/09)
- 11.14** All treatment provided by Health Services staff other than physicians and dentists shall be performed pursuant to standing or direct orders. Such standing orders must conform to Idaho state law and to the rules of the Idaho Board of Medicine and Board of Nursing. **(M)** (Revised 12/09)
- 11.15** Inmates suspected of having contagious or infectious diseases, excluding the common cold or other similar common ailments, shall be isolated immediately from other inmates and shall be examined by the facility Health Services staff within twenty-four (24) hours. The instructions of the Medical Provider regarding care of the patient and sanitizing of eating utensils, clothing, and bedding shall be carefully followed. **(M)** (Revised 12/09)
- 11.16** Dental care and treatment, not limited to extractions, shall be provided to inmates when the health of the inmate during the confinement would otherwise be adversely affected. **(M)** (Revised 12/09)
- 11.17** Arrangements may be made for providing detoxification programs for alcohol and drug-dependent inmates, when determined to be necessary by health services personnel. **(M)** (Revised 12/09)
- 11.18** All examinations, treatments, and procedures affected by informed consent standards in the state shall be observed for inmate care. In the case of a minor, the informed consent of a parent, guardian, or legal custodian shall apply when required by law. **(M)** (Revised 12/09)

**Emergency Services**

- 11.19** Emergency medical and dental care shall be available at all times. **(M)** Written policies for emergency services shall include arrangements for the following: **(M)** (Revised 12/09)
- a.** Emergency evacuation of inmates from the facility;
  - b.** Use of an emergency vehicle;
  - c.** Use of emergency rooms or other appropriate health care facility;
  - d.** Emergency physician and dental services when the emergency health care facility is not located nearby; and
  - e.** Security procedures that provide the immediate transfer of inmates when appropriate.

**Management of Pharmaceutical**

- 11.20** Written procedures shall be established to provide for the proper management of pharmaceuticals. **(M)** (Revised 12/09)

These procedures should include: **(M)** (Revised 12/09)

- 1. How pharmaceuticals may enter the facility.
  - 2. Proper storage of pharmaceuticals in the facility
  - 3. How pharmaceuticals will be dispensed to inmates in the facility.
  - 4. How pharmaceutical dispensing records will be kept.
  - 5. How pharmaceuticals will be released to inmates after incarceration.
  - 6. How excess pharmaceuticals will be disposed of.
  - 7. That all pharmaceutical procedures must conform to state and federal law.
  - 8. The IJA recommends that facilities receive regular inspections by a pharmacist or other qualified individual to insure that proper procedures are being followed.
- 11.21** The facility has a policy requiring that no inmate is subjected to medical or pharmaceutical testing for research purposes. **(M)** (Revised 12/09)
- 11.22** The facility has a policy regarding the notification of those individuals so designated by the inmate in the case of serious illness, injury, or death. **(M)** (Revised 12/09)
- 11.23** In the event of an inmate's death, the coroner and sheriff are notified immediately. **(M)** (Revised 12/03) (Revised 12/09)
- 11.24** Medical personnel have access to information in the inmates' confinement records, when needed. **(M)** (Revised 12/09)
- 11.25** Facility employees are apprised of inmates' medical conditions when they have a need to know to ensure the safety of the inmate or others. **(M)** (Revised 12/03) (Revised 12/09)
- 11.26** Deputies attending POST Basic Academy will receive training in CPR, basic first aid and awareness for recognition of selected emergency medical conditions.

Following the Basic Detention Academy, personnel shall attend training as needed to maintain CPR certification and AED proficiency. **(M)**

It is highly recommended that additional training at least every two years with appropriate ongoing refresher training be provided to all facility staff on confidentiality (HIPPA), infectious diseases (such as TB, viral hepatitis and MRSA), suicide prevention and other important medical and mental health conditions.

In facilities where deputies or other non-medical personnel pass medications to inmates, it is strongly recommended that these personnel receive appropriate training regarding this function on at least an annual basis. **(R)**

### **Transfer Between Correctional Facilities**

**11.27** The facility has written policy that establishes for the transfer of medical information and medications during inmate transfers between correctional facilities. **(M)**

**11.27.01** The facility has written policy that requires medical transfer documentation will, at a minimum, include: **(M)**

- a. Active medical and mental health problems.
- b. TB screening results, if done.
- c. A list of currently prescribed medications
- d. Active infectious diseases (e.g. MRSA)
- e. A summary of recent pertinent medical and/or mental health clinical visits.  
(Example: If the day before being transferred an inmate was sent to the hospital for chest pain, this fact should be noted on the transfer documents).
- f. The name and phone number of a contact person who the receiving facility can call with any medical or mental health questions.

**11.27.02** The facility has written policy which requires that a supply of all currently prescribed medication that will last for a minimum of fourteen days and for one week in the new facility be provided by the transferring facility. **(M)**

**11.27.03** A full copy of the inmate's medical records does not routinely need to be sent with the inmate.

- a. If the receiving facility requests a copy of the full medical record, the transferring facility should supply a copy of the medical record within five (5) working days.

### **Continuity of Care – Transfers Other Than Correctional Facilities**

**11.28** The facility has written policy to provide for the transfer of medical information and medication during inmate transfers to and from outside health care facilities. This policy should include: **(M)**

**11.28.01** When sending an inmate to an outside medical facility, the facility should include a document that provides the following information, at a minimum:

- a. The reason for the transfer.
- b. A list of pertinent medical problems
- c. A list of currently prescribed medications
- d. The name and phone number of a contact person who the medical facility can call with any medical or mental health questions.
- e. Space for the outside agency to communicate back to the facility medical staff.

This communication should include:

- i. Diagnosis.
- ii. Recommended medications
- iii. Recommended other therapy (example: wound care, physical therapy)
- iv. Recommended follow-up

**Staff TB Screening and Hepatitis Inoculation**

**11.29** The facility has a written policy and procedure to provide testing on employees for TB on an annual basis, immunization for Hepatitis A and B and Tetanus. Any employees who voluntarily refuse such testing or immunization shall sign a waiver releasing the County from liability. **(R)**



## CHAPTER 12

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### INMATE RIGHTS

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- 12.01** The facility safeguards the basic rights of inmates through the employment of written policies and procedures that are consistent with fundamental legal principles, sound correctional practice, and humane treatment. **(M)** The facility's written policies and procedures shall ensure the following: **(M)** (Revised 12/09)
- a. Inmates' right to have access to attorneys and their authorized representatives, the courts, and to legal materials;
  - b. Inmates' right to basic medical and dental care;
  - c. Inmates' right to practice their religion, subject to the limitations necessary to maintain facility security and order;
  - d. Inmates' right to receive visits and to communicate and correspond with persons, representatives of the media or organizations, subject to the limitations necessary to maintain facility security and order; and
  - e. Inmates' right to be free from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.
- 12.02** The facility has a written grievance procedure which includes the following provisions: **(M)** (Revised 12/09)
- a. Any inmate has the right to report and file a grievance;
  - b. The facility administrator or his/her designee promptly investigates and responds to all grievances, providing reasons for the decisions; Responses to grievances shall be within a prescribed, reasonable time period, with special provisions for responding to emergencies;
  - c. Inmates reporting a grievance are not be subject to reprisal; and
  - d. Inmates are provided at least one level of appeal.
- 12.03** The facility, in accordance with the **Prison Rape Elimination Act of 2003**, shall have written policies and procedures that promote zero tolerance toward the sexual assault of inmates. The policies and procedures shall contain, at a minimum, the following provisions:
- a. The facility shall make every effort to inform inmates of the means available to safely report rape and sexual activity;
  - b. The facility shall provide two (2) or more avenues for an inmate to report rape and sexual activity;
  - c. The facility personnel shall treat all information regarding sexual assault and sexual activity with confidentiality;
  - d. The facility shall have a process in place for an initial internal investigation when a complaint is reported and a subsequent external investigation when rape or sexual activity is suspected;
  - e. The facility shall make provisions for housing the victim inmate away from the accused inmate until the investigation is complete;
  - f. If the facility is selected to receive the yearly "Survey on Sexual Violence" from the Bureau of Justice Statistics, the facility shall complete and submit the survey; and

- g.** The facility shall provide a minimum of one (1) hour per year of training for personnel on how to prevent, detect and report rape and sexual activity among inmates. This training will count towards the 40 hours of training every two years already required by Idaho Jail Standards. (04.07). (12/2005) (Revised 12/09)

**12.04** The facility shall have written policies prohibiting the sexual contact, by any employee, with a prisoner, not their spouse, as defined in section 18-6110 Idaho Code. These policies and procedures shall contain at a minimum the following provisions:

- a.** The facility shall make every effort to inform inmates of the means available to safely report rape and sexual activity;
- b.** The facility shall provide two (2) or more avenues for an inmate to report rape and sexual activity;
- c.** The facility shall have a process, which requires reporting of any instance of solicitation of correctional personnel by inmates;
- d.** The facility personnel shall treat all information regarding sexual assault and sexual activity with confidentiality;
- e.** The facility shall have a process in place for an initial internal investigation when a complaint is reported and a subsequent external investigation when rape or sexual activity is suspected;
- f.** The facility shall make provisions for housing the victim inmate at another facility until the investigation is complete; and
- g.** The facility will provide at a minimum one (1) hour of annual training for staff concerning the statutory prohibition of sexual contact with an inmate. This training will count towards the 40 hours every two years training already required by Idaho Jail Standards. (04.07). (12/2005)

## CHAPTER 13

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# INMATE RULES AND DISCIPLINE

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- 13.01** The facility has written policy and procedure for maintaining discipline and regulating inmate conduct. The following general principles shall apply. **(M)** (Revised 12/09)
- a.** Disciplinary action shall be of a nature to regulate the inmate's behavior within acceptable limits and shall be taken at such times and in such degrees as necessary to accomplish this objective;
  - b.** The behavior of inmates shall be controlled in an impartial and consistent manner;
  - c.** Disciplinary action shall not be capricious, retaliatory, or revengeful;
  - d.** Corporal punishment is prohibited;
  - e.** Use of mechanical restraints as punishment is prohibited;
  - f.** Withholding of food or variation of diet as punishment is prohibited;
  - g.** Inmates shall not be subject to any situation in which inmates exert influence or impose discipline on each other.
- 13.02** The facility has written rules of inmate conduct, which specify prohibited acts within the facility, the penalties that may be imposed for various degrees of violation, and the disciplinary procedures to be followed. **(M)** Upon admission, each inmate is provided a copy of the inmate rules. **(M)** (Revised 12/09)
- 13.03** The facility has written policy and procedures for handling minor rule infractions. Infractions of the rules for which the maximum penalty is deprivation or limitation of privileges for seven (7) days or less, shall be considered minor rule infractions. Procedures for handling minor rule infractions shall include: **(M)** (Revised 12/09)
- a.** The inmate shall be informed of the specific charges by the senior deputy on duty; (12/04/2006)
  - b.** The inmate shall be given an opportunity to explain or deny the charges;
  - c.** The inmate shall be notified of any report placed in his/her file and of any action taken;
  - d.** The inmate shall have the right to appeal any disciplinary decision or action.
- 13.04** The facility has written policy and procedures for handling major rule infractions. Where the possible sanction of violation of a rule is limitation or deprivation of privileges more than seven (7) days or the placement in disciplinary segregation, the violation shall be treated as a major infraction. Procedures for handling major infractions shall include: **(M)** (Revised 12/09)
- a.** Facility employees alleging a major rule violation shall prepare a disciplinary report and forward it to the designated disciplinary deputy or committee without delay. The report shall include, at a minimum: (12/04/2006)
    - (i)** A description of the incident;
    - (ii)** Specific rule violated;
    - (iii)** Unusual inmate behavior;
    - (iv)** Staff or inmate witnesses;

- (v) Disposition of any physical evidence;
    - (vi) Any immediate action taken, including use of force and pre-hearing detention; and
    - (vii) Reporting staff member's signature with date and time report is made.
  - b. An investigation of the reported major rule infraction shall be started within twenty-four (24) hours of the time the alleged violation was reported, unless there are exceptional circumstances to justify a delay.
  - c. The inmate charged with a major rule infraction shall be provided with a written statement of the charges, including a description of the incident, the specific rule violated, and notice of the hearing on the incident. The inmate shall have at least twenty-four (24) hours prior to the hearing to prepare a defense.
  - d. A hearing on the reported major infraction shall be held within seventy-two (72) hours of the time the statement of charges is delivered to the inmate before a designated disciplinary deputy or committee. The deputy or committee shall not have been directly involved in the incident. Hearing procedures shall include the following provisions: (12/04/2006)
    - (i) The inmate shall be present at the hearing unless he/she waives in writing the right to attend or the inmate's behavior justifies exclusion from the hearing.
    - (ii) The inmate may request the services of a facility employee to represent him/her at the hearing.
    - (iii) The inmate shall be allowed to call witnesses and present documentary evidence in his/her defense. The disciplinary deputy or committee can impose reasonable restrictions on the length of testimony and the number of witnesses. (12/04/2006)
    - (iv) The disciplinary deputy or committee shall render a decision based on the preponderance of evidence presented and prepare a written record of the decision and any sanctions imposed. (12/04/2006)
    - (v) A copy of the decision and the sanctions imposed shall be provided to the inmate.
- 13.05** The inmate has the right to appeal a decision on a disciplinary action to the sheriff or their designee who shall consider the following: **(M)** (Revised 12/09)
- a. If there was substantial compliance with facility policy and procedures on inmate discipline;
  - b. If the decision was based on a preponderance of evidence; and
  - c. If the sanction imposed was proportionate to the infraction.
- 13.06** If an inmate is found not guilty of an alleged infraction, all documentation in reference to the incident will be retained in the inmate's file.
- 13.07** Inmates charged with major infractions may be held in detention prior to the hearing when necessary to ensure the safety of the inmate or the facility. **(R)** (Revised 12/09)
- 13.08** When an inmate allegedly commits an act that violates federal, state, or local criminal law, the case may be promptly referred to the appropriate authority for possible prosecution. **(R)**

## CHAPTER 14

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# COMMUNICATION, MAIL AND VISITING

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### MAIL

- 14.01** The facility has written policy and procedure to govern inmate mail. **(M)** (Revised 12/09)
- 14.02** The facility has written policy regarding the length, source, or volume of mail an inmate may send or receive is not limited, except where there is clear and convincing evidence to justify the limitation for reasons of public safety, facility order, or security. **(R)** (Revised 12/09)
- 14.03** Written correspondence between inmates housed at a county facility and inmates housed within the same county jail facility or other jail or correctional facility is generally prohibited. Inmates seeking authorization to correspond with other inmates must request and obtain written authorization from the Sheriff, or his designee, of each facility wherein an inmate is located with whom the inmate wishes to correspond. Such authorization may be granted, for good cause, under the following conditions: **(R)** (Revised 12/09)
- 14.03.01**
- a. When the inmates are, and were at the time of their commitment, immediate family members such as spouse, parent, child, or sibling. Authorization for correspondence between inmates may not be granted if such contact has been prohibited for investigative purposes or court order.
  - b. Inmates may be authorized to correspond with other inmates concerning legal matters in which they are co-parties and not represented by counsel. Inmates corresponding with other inmates concerning legal matters do so with the understanding that this mail is not considered privileged mail and may be opened, inspected, and read.
- 14.04** Inmate mail, both incoming and outgoing, may be opened and inspected for contraband. **(M)** Cash, checks, and money orders are removed from incoming mail and promptly credited to the inmate's account. All checks, money orders or other negotiable instruments, intended for deposit, are endorsed by the inmate, and the inmate is informed of the intended use of the deposited monies. **(R)** If contraband is discovered in either incoming or outgoing mail, it is removed and its disposition properly recorded. **(R)** (Revised 12/03) (Revised 12/09)
- 14.05** If any publication, correspondence, or any contents of a package, or any other form of mail is rejected, the sender and the person to whom it is addressed shall be notified in writing of the item rejected and the reasons for the rejection. **(M)** Any item which is rejected shall be returned to the sender or placed in the inmate's property, unless it contains illegal matter and/or is kept for evidence **(R)** (Revised 12/09)
- 14.06** Inmates shall be permitted to send sealed letters to attorneys, courts, government officials, officials of the confining authority, and administrators of grievance systems. **(M)**

- 14.07** Incoming correspondence from attorneys, courts, government officials, officials of the confining authority, or administrators of grievance systems may be opened only to inspect for contraband, but is not read. Such correspondence is opened only in the presence of the inmate to whom it is addressed. **(M)** (Revised 12/09)
- 14.08** Indigent inmates are provided with writing supplies and postage for all letters to their attorneys, the courts, government officials, officials of the confining authority, or administrators of grievance systems. **(M)** (Revised 12/09)
- 14.09** Indigent inmates are provided with writing supplies and postage for a minimum of two, one-ounce letters per week to maintain family and community ties. **(R)** (Revised 12/09)
- 14.10** Incoming mail is delivered to inmates within twenty-four (24) hours, excluding weekends and holidays. Outgoing mail is delivered to the postal service daily, excluding weekends and holidays. **(R)** (Revised 12/09)

### **Telephone**

- 14.11** The facility has written policy and procedure which provides for inmate access to telephone services. **(M)** (Revised 12/09)
- 14.12** All inmates, except those restricted as a result of disciplinary action, are provided access to telephone services for personal calls. **(R)** (Revised 12/09)
- 14.12.01** At least ten minutes may be allotted for each telephone call.
- 14.12.02** If calls are monitored, inmates shall be so notified.
- 14.12.03** The facility may require that any costs for telephone calls be borne by the inmate or the party called.
- 14.13** Inmates are provided access to telephone services to contact their attorneys. **(M)** (Revised 12/09)
- 14.13.01** Calls to attorneys shall be of reasonable duration.
- 14.13.02** Calls to attorneys shall not be monitored.
- 14.13.03** Calls to attorneys shall not be revoked as a disciplinary measure.

### **Visitation**

- 14.14** The facility has written policy and procedure to govern visiting. **(M)** (Revised 12/09)
- 14.14.01** Visitation may be accomplished in person, local (on-site) video, or by internet video
- 14.15** The facility has an established visiting schedule with sufficient hours set aside weekly to fulfill the visiting opportunities of all inmates in the facility. **(M)** (Revised 12/09)
- 14.15.01** Pertaining to on site visiting, times for visiting shall be scheduled on at least three (3) days each week, one of which must be during the weekend, and one of which must be in the evening. Visitation using video is much more flexible, and as long as each inmate may access visitation, rigid scheduling is not necessary. (Revised 12/09)

- 14.15.02** Each inmate, except those restricted as a result of disciplinary action, shall have the opportunity for approximately 1 hour of visiting each week. (Revised 12/09)
- 14.15.03** Visits should be at least twenty (20) minutes in duration.
- 14.15.04** The number of visitors an inmate may receive shall be limited only by facility space constraints, except where there are substantial reasons to justify limitations.
- 14.15.05** Pertaining to on-site visitation, minor children, when accompanied by a parent or legal guardian, should be permitted to visit inmates.
- 14.16** Pertaining to on-site visitation, no restrictions are placed on who may visit an inmate, unless the detention deputy on duty determines a visitor should be excluded for one or more of the following reasons: **(R)** (12/04/2006) (Revised 12/09)
- a.** The visitor refuses to register and show proper identification, consent to search, or to abide the visiting rules;
  - b.** The visitor represents a clear and present danger to the facility;
  - c.** The visitor has a past history of disruptive conduct at the facility;
  - d.** The visitor appears to be under the influence of alcohol or drugs; or
  - e.** The inmate refuses the visit; or
  - f.** Persons listed in no contact orders, and domestic violence civil prosecution orders. (Revised 12/03)
- 14.17** Rules governing visitors' conduct and responsibilities for both on-site and video visitation are conveyed either in writing, by audio, or both. If the visitor fails to abide by the rules, the visit may be terminated. **(R)** (Revised 12/09)
- 14.18** Pertaining to on-site visitation, Visitors are required to register prior to admission to the visiting area. **(M)** (Revised 12/09)
- 14.19** Pertaining to on-site visitation, the facility administrator makes special arrangements for persons who must travel over 150 miles to visit an inmate when such visits cannot reasonably coincide with regular visiting hours. **(R)** (Revised 12/09)
- 14.20** Pertaining to on-site visitation, a secure and suitable area is provided for inmates and visitors to converse at normal voice levels. **(R)** (Revised 12/09)
- 14.21** Facility employees may monitor on-site or video non-attorney and non-clergy visitor's conversations when proper notice is given and may observe visitation as necessary to maintain appropriate levels of security. **(R)** (Revised 12/03) (Revised 12/09)
- 14.22** The facility has written policy providing inmates adequate opportunities to meet with attorneys and make every reasonable effort to provide opportunity to meet with the clergy. **(M)** (Revised 12/03) (Revised 12/09)
- 14.22.01** Attorneys and clergy shall be permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours. Attorneys and clergy may also visit inmates via video visitation.
  - 14.22.02** On-site or video visits with attorneys and clergy shall not be monitored, except that facility employees may visually observe the visitation as necessary to maintain appropriate levels of security.

- 14.22.03** Visits on-site with attorneys or clergy may be of the contact type unless otherwise indicated by the inmate or visitor, or the facility administrator determines there is a substantial security justification to restrict the visit to a non-contact type. When a contact visit is not allowed, the senior deputy on duty shall document the reasons for the restriction. (12/04/2006)
- 14.22.04** Attorneys and clergy may be subject to search prior to an on-site contact visit.
- 14.23** For jails that use video visitation, the facility may require that any costs for visitation exceeding the standard cited in 14.15.02 be borne by the inmate or the party called.



## CHAPTER 15

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### ADMISSION AND RELEASE

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#### Admission

- 15.01** The facility shall have written policy and procedure to govern admission and orientation of new inmates and release of inmates from the facility. **(M)**
- 15.02** The admitting deputy shall identify the arresting or committing officer, verify the arresting or committing officer's authority to make the commitment, and verify that he/she has the appropriate commitment papers to assure proper documentation. (12/04/2006)
- 15.03** The admitting deputy, to the best of his or her ability, shall ascertain the identity and age of the detainee. (12/04/2006)
- 15.04** If the detainee shows signs of illness or injury, or is incoherent, every effort should be made to medically clear the arrestee prior to being admitted to the facility. **(R)** (Revised 12/09)
- 15.05** The admitting deputy conducts a complete and thorough search of the inmate being admitted. **(M)** Written policies and procedures regarding searches upon admission shall be consistent with the following provisions: **(M)** (Revised and Re-numbered 12/04/2006) (Revised and re-numbered 12/09)
- 15.05.01** All searches shall be of the least intrusive type necessary to satisfy the safety and security needs of the facility.
- 15.05.02** The pat search shall be considered the initial method of searching inmates upon admission.
- 15.05.03** Strip searches upon admission are authorized only upon an individualized determination that reasonable suspicion exists that an arrestee who is being booked into the facility has on his/her person weapons, criminal evidence, contraband or other items concealed which may present a threat to the safety and security of the facility. (Revised 12/03)
- a.** When there is reasonable suspicion that the inmate has on his/her person contraband, weapons, criminal evidence, or other items concealed which present a threat to the safety and security of the facility;
  - b.** When there is reasonable suspicion that a strip search is necessary to confirm the presence of a health condition requiring immediate medical attention; or
  - c.** When there is probable cause to believe that a strip search is necessary to confirm the presence of other criminal evidence concealed on the inmate's body (as authorized by Idaho Code Section 19-625, any other provision of law, rule or court decision).

- 15.05.04** For the purpose of determining when a strip search is authorized, the existence of reasonable suspicion may be based upon but is not limited to, one or more of the following: (Revised 12/03)
- a.** The nature of the offense for which the arrestee is being booked, i.e. a crime of violence, a crime in which a weapon was used for crimes involving narcotics and drug related offenses; (Revised 12/03)
  - b.** In circumstances where the arrestees criminal record indicates past crimes of violence and narcotic/drug related offenses; (Revised 12/03)
  - c.** The arrestee's appearance or demeanor; (Revised 12/03)
  - d.** The specific circumstances surrounding the arrest as reported by officers who were present; (Revised 12/03)
  - e.** The detection of objects beneath an arrestees clothing during a field search incident to arrest, as reported by an officer who personally participated in the arrest. (Revised 12/03)

- 15.05.05** Body cavity searches upon admission are authorized only when there is probable cause to believe that weapons, drugs, or other contraband will be discovered.
- a.** Body cavity searches must be authorized by the facility administrator or his/her designee.
  - b.** No body cavity searches may be conducted unless a thorough pat search, strip search and search of the inmate's clothing have failed to satisfy the safety and security needs of the facility.

- 15.05.06** All body cavity searches shall be conducted by a licensed physician or medical personnel designated by a physician.

- 15.05.07** A written record shall be made of any strip search or body cavity search of an inmate upon admission. Such record shall include.

- a.** The name of the inmate being searched;
- b.** Name of the facility employee or medical person conducting the search and other persons present during the search;
- c.** Time, date, and place of the search;
- d.** Statement of the results of the search along with any unauthorized items or health conditions discovered;
- e.** Statement of the facts which led facility employees to believe there was reasonable suspicion or probable cause to conduct the search.

- 15.06** The jail completes an intake form on every new inmate which shall include, at a minimum, the following: (M) (Revised 12/09)

- a.** Time and date of admission;
- b.** Name, alias, nicknames;
- c.** Official charge(s);
- d.** Agency/authority ordering arrest or commitment;
- e.** Signature and title of arresting officer and admitting deputy; (12/04/2006)
- f.** Date of birth and age;
- g.** Race;
- h.** Sex;
- i.** Physical description;

- j.** Current or last known address and telephone number;
  - k.** Marital status;
  - l.** Occupation and employer;
  - m.** Educational level;
  - n.** Emergency contact;
  - o.** Social security number; and
  - p.** Driver's license number and state
- 15.07** Inmates are photographed and finger printed upon admission. **(M)** (Revised 12/09)
- 15.08** Inmates are screened and observed as prescribed by Chapter 11.09 to determine if immediate medical or mental health attention is needed. **(M)** (Revised 12/04/2006) (Revised 12/09)
- 15.09** Each inmate detained is allowed to communicate with his/her attorney by completing an unmonitored telephone call upon completion of admission. This does not preclude the facility from allowing more than one phone call. **(M)** (Revised 12/04/2006) (Revised 12/09)
- 15.10** All money, valuables, and other personal property not allowed in the facility is taken from inmates at the time of admission and securely stored. **(M)** If necessary, clothing taken from the inmate shall be cleaned and/or disinfected before storage. An itemized inventory signed by the inmate and admitting deputy is prepared and placed in the inmate's file. **(M)** Personal property released to a third party has the inmate's signature of approval and the signature receipt of the third party. **(M)** (12/04/2006) (Revised 12/09)
- 15.11** After the booking process is completed, inmates to be housed who are unclean are required to shower and, if there is indication of vermin, delousing procedures are followed. **(M)** (Revised 12/04/2006) (Revised 12/09)
- 15.12** Newly admitted inmates are provided clothing and standard issue of bedding and hygiene items as provided in Chapter 10.10 and 10.12. **(M)** (Revised 12/09)
- 15.13** Newly admitted inmates are assigned to initial housing according to the facility's classification plan. **(M)** (Revised 12/09)
- 15.14** Newly admitted inmates shall receive a thorough orientation to the facility and its operation. Each inmate is provided written information about the facility's regulations governing inmate treatment and conduct, listing of programs and services available, methods of seeking information or assistance, procedure for making complaints, emergency procedures, and any other information necessary to enable the inmate to adapt to the routine of the jail. **(R)** (Revised 12/09)
- 15.14.01** The written information includes a copy of inmate rules, including a listing of prohibited acts, the range of possible sanctions for various levels of violation, and the disciplinary procedures to be followed.
  - 15.14.02** Where a literacy or language barrier prevents the inmate from understanding the orientation material, assistance is provided.
  - 15.14.03** Upon completion of orientation, the inmate is requested to verify that he/she has been made aware of the facility's rules, programs, and services with his/her signature.
- 15.15** If an inmate's physical condition, mental condition, or behavior prevents the completion of the admissions process, the process may be temporarily delayed until the inmate is capable of being processed in a safe and orderly manner. **(M)**

- 15.16** Policies governing supervision of female inmates by male employees and male inmates by female employees shall be based on equal employment opportunity and inmate privacy needs. Except in emergencies, facility employees shall not observe inmates of the opposite sex in toilet and shower areas. Adequate employees shall be available, as needed, to conduct or assist in the admissions process of female and male inmates, conduct searches of inmates, and perform other sensitive procedures involving inmates. (ref. 03.03) (Revised 12/03)
- 15.17** No persons under the age of eighteen (18), except those waived to adult court on criminal felony charges or those convicted in adult court of criminal felonies, are admitted to the facility. **(M)** This shall not apply to facilities qualified for the Rural Exception. Juveniles not eligible for admission to the facility may be held in non-secure custody at the facility under the following conditions: (Revised 12/09)
- a.** The area where the juvenile is held is an unlocked area outside the security perimeter which is not designated or intended to be used for residential purposes such as an interview room, staff lounge, office, or training room;
  - b.** The juvenile is not physically secured to a cuffing rail or stationary object;
  - c.** The length of custody is limited to the time needed for purposes of identification, investigation, release to parents or responsible person, or transfer to an appropriate facility;
  - d.** The juvenile must be under continuous visual supervision by a law enforcement officer, facility employee, or designated youth attendant during the holding period.

#### **Release**

- 15.18** The facility shall have a policy that, prior to releasing an inmate, the releasing deputy positively identifies the inmate to be released, verifies the authority for the release, and verifies that no detainers, holds, or warrants are pending which might prevent release. When the inmate is released to another authority, the identity of the receiving deputy is also verified. **(M)** (12/04/2006) (Revised 12/09)
- 15.19** The facility shall have a policy requiring that when an inmate is released to another authority, the releasing deputy shall record the time, date, authority for release, and receiving authority, and any necessary medical or behavioral information that is pertinent to the inmate's well being on the facility's release form and sign the completed form. **(M)** (12/04/2006) (Revised 12/09)
- 15.20** The facility shall have a policy requiring that upon release, any property not legally confiscated or retained is compared against the inventory of property taken and returned to the inmate. The inmate and the releasing deputy signs a receipt for all property returned. **(M)** (12/04/2006) (Revised 12/09)
- 15.21** The facility shall have a policy for handling inmate complaints about their missing or damaged property. **(M)** (Revised 12/09)

## CHAPTER 16

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### CLASSIFICATION

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- 16.01** The facility has written policy and procedure to govern inmate classification. The classification system shall address the safety and security of all inmates and the security of the facility as provided by I.C. 20-602. **(M)** (Revised 12/09)
- 16.02** All inmates are subject to an objective classification process, which serves, at a minimum, the following purposes: **(M)** (Revised 12/09)
- a.** Identifying the appropriate level of custody required;
  - b.** Identifying appropriate housing assignment; and
  - c.** Identifying the inmate's interest and eligibility to participate in available programs.
- 16.03** The facility has designated at least one facility employee as classification deputy who is trained in classification techniques and made responsible for administration of the classification system. **(R)** (Revised 12/03) (12/04/2006) (Revised 12/09)
- 16.04** The classification process shall involve collecting and verifying information on each inmate and, based on an assessment of risk and the inmate's specific needs, placement in appropriate housing, custody levels, and programs. The classification process conforms to the following provisions: **(M)** (Revised 12/09)
- 16.04.01** The classification process shall be initiated as soon as possible after admission and each inmate's classification status shall be reviewed periodically thereafter. Inmates shall be permitted to request a review of their classification status and request changes.
  - 16.04.02** Inmates shall be provided the opportunity to appeal classification decisions.
  - 16.04.03** The basis for any classification decisions made shall be in writing.
- 16.05** Inmates are not subjected to discrimination in classification decisions on the basis of race, color, creed, national origin, sex (*except required housing separation*), or economic status. **(M)** (Revised 12/09)
- 16.06** The inmate classification system provides for the separate housing of the following categories of inmates: **(M)** (Revised 12/09)
- a.** Male inmates shall be housed separate and apart from female inmates;
  - b.** Juveniles processed as adults under Idaho Code.



## CHAPTER 17

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### INMATES SERVICES AND PROGRAMS

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- 17.01** The facility has written policies and procedures which provide that inmate services and programs be available and include, at a minimum, religious services, exercise and passive recreational activities, library service, work programs, and commissary. **(R)** (Revised 12/09)
- 17.02** The facility administrator has designated at least one facility employee to be responsible for assessing the needs of inmates, coordinating the delivery of services and programs to inmates, and developing local resources. **(R)** (Revised 12/09)
- 17.03** The facility has a plan for inmate services and programs, which provides for the identification and use of available community resources. **(R)** (Revised 12/09)
- 17.04** All facility employees are familiar with services and programs available to inmates. **(R)** (Revised 12/09)
- 17.05** Inmates participate in work assignments and/or programs required by court order. **(M)** (Revised 12/09)

#### Counseling

- 17.06** The facility provides, or makes available through arrangements with community agencies, a range of counseling services appropriate to the needs of inmates. Such services may include counseling services in the following areas: substance abuse, mental health, crisis intervention, religion, education, health and welfare, and family problems. **(R)** (Revised 12/09)

#### Education

- 17.07** Sentenced adult inmates **are** provided opportunities as available in the community for basic education at least up to high school equivalency. The educational program conforms to the following requirements: **(R)** (Revised 12/03) (Revised 12/09)
- 17.07.01** The educational program should be supported by sufficient equipment and educational materials.
- 17.07.02** Inmates may participate in educational release programs as authorized by the sentencing court.
- 17.07.03** Juveniles being housed as adults shall be provided educational opportunities as provided by law. **(M)**

**Religion**

**17.08** Every inmate, upon his or her request, is allowed to practice a court recognized religion, have access to clergy, publications, and religious symbols, subject to those limitations necessary to maintain facility security and order. (M) (Revised 12/09)

**Exercise and Recreational Activities**

**17.09** The facility provides exercise opportunities for inmates. (M) (Revised 12/09)

**17.09.01** Inmates held longer than five (5) consecutive days have access to at least one (1) hour of exercise per day, five (5) days per week away from their cell areas. When weather permits, exercise is provided outdoors in a secure exercise area. (M)

**17.09.02** Sufficient space and staffing to facilitate exercise is provided. (M)

**17.09.03** Provisions may be made for active and passive activities.

**Non-Legal Library Services**

**17.10** Non-legal library services shall be available to all inmates and conform to the following. (M) (Revised 12/03) (Revised 12/09)

**17.10.01** Non-legal library materials shall include a variety of reading materials. (Revised 12/03)

**17.10.02** Non-legal library services shall be available to inmates at least twice weekly. (Revised 12/03)

**17.10.03** Non-legal library materials do not have to be physically located within the facility if alternative sources can be provided. (Revised 12/03)

**Legal Library Services**

**17.11** Inmates shall be provided a meaningful opportunity to prepare the initial pleading necessary to challenge the legality of their confinement or legality of the conditions of their confinement. To comply with this standard, jails may adopt either of the methods in Sections 17.12.01 - .03 or 17.12.04, or a combination of both methods which provides inmates with meaningful opportunities for access to the courts. Additionally, a typewriter or word processor should be made available where court rules require pleas to be typed. (Revised 12/03)

**17.11.01** Inmates have access to legal reference materials and to supplies and services related to legal matters. (M) Legal reference materials shall include, at a minimum, the following: (M) (Revised 12/09)

- a. U.S. Supreme Court Reporter;
- b. Federal 2d Reporter;
- c. Federal Supplement;
- d. State Reports;
- e. Shepard's Citations;
- f. Idaho Code Annotated;
- g. United States Code Annotated;
- h. Idaho Rules of Criminal Procedure;
- i. Federal Rules of Criminal Procedure;
- j. Federal Rules of Civil Procedure;

- k.** Local Municipal Code; and
- l.** Black's Law Dictionary.

The above prescribed reference materials need not be physically located within the facility if sufficient access can be provided through an arrangement with local or state law libraries. Referenced books must be updated annually or as re-published by publisher. (Revised 12/03)

- 17.11.02** The facility has procedures to provide inmate access to specific cases or legal references other than those prescribed above on a request basis. Where the facility is unable to provide specific requested materials, a person knowledgeable in the law is available to assist the inmate. **(M)** (Revised 12/09)
- 17.11.03** Legal reference materials and assistance are made available to inmates on the following basis: **(R)** (Revised 12/09)
- a.** Inmates shall have access to those legal reference materials provided at the facility upon request for reasonable periods of time;
  - b.** If an inmate, requests a specific case or legal reference not available in the facility's legal reference materials, provisions may be made to secure the requested material;
  - c.** If the requested materials are not available in the county's law library, reasonable efforts should be made to procure the requested materials from other outside sources;
  - d.** If the facility is unable to fulfill the inmate's request for specific cases or legal references from outside sources, a person knowledgeable in the law may be assigned to work with the inmate to evaluate his or her specific needs and assist in procuring appropriate references and materials.
- 17.11.04** Jails utilizing persons trained in the law should contract with an Idaho admitted and licensed attorney to provide consultation and assistance with access to courts as defined in section 17.11. **(R)**

### **Work Programs**

- 17.12** The facility has a policy regarding an inmate work assignment plan for facility housekeeping and maintenance which includes the following provisions: **(M)** (Revised 12/09)
- 17.12.01** Written policy and procedure prohibits discrimination in work assignments based on sex, race, religion, or national origin.
- 17.12.02** The work plan makes provision for handicapped inmates.
- 17.13** In addition to facility housekeeping and maintenance, the facility may require sentenced inmates to work in public works-related projects as provided in Idaho Code 20-617. **(R)** (Revised 12/09)
- 17.14** Pre-trial and unsentenced inmates are not required to work except to do personal housekeeping. **(R)** (Revised 12/09)
- 17.15** Inmates are cleared by the facility physician or medical personnel prior to assignment in a work program. **(R)** (Revised 12/09)
- 17.16** The facility may offer inmates opportunities to continue their regular employment as authorized by the sentencing court. **(R)**

**Commissary**

**17.17** The facility may arrange for and provide commissary services for inmates. **(R)** (Revised 12/09)

**17.17.01** The facility provides inmates a list of items, which they may purchase.

**17.17.02** Inmates are provided the opportunity to make commissary purchases at least weekly.

**17.17.03** Payment for commissary items is made by a signed order form or receipt for goods received, the amount of which is then deducted from the inmate's account.

**17.17.04** All profits are put into a separate account and all profits shall be used as provided by Idaho Code 20-618.

**17.17.05** Indigent inmates are provided, without charge, those items specifically authorized by facility policy and procedure.

## CHAPTER 18

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### PHYSICAL PLANT

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**18.01** The facility has a rated capacity established in accordance with these Standards. Except in emergencies, the total number of inmates in each cell or housing unit does not exceed its stated capacity. The number of inmates which may be housed in a particular cell or room, housing unit, or facility is based upon available square footage, sanitary fixtures, and other physical plant features as specified in these Standards. (M)  
(Revised 12/09)

#### Existing Facilities

*All Standards in this section shall apply to all facilities opened prior to April 1, 1990.*

**18.02** Recognizing the difficulties older facilities may have in meeting space requirements, the facility administrator of existing facilities may request that rated capacity be based on an alternate method of calculation as provided herein. This alternate method allows capacity to be based on overall "living space" available to inmates, adjusted for the time inmates actually have access to any specific areas. If the alternate method of determining rated capacity is selected, the facility administrator, together with the governing body, shall develop a plan designed to bring the facility into explicit compliance with the space-related Standards within a five (5) year period.

**18.02.01** Inmates may be housed in cells, which provide less than sixty (60) square feet of floor space in single occupancy cells under the following conditions:

- a. Cells provide at least thirty five (35) unencumbered square feet of floor space;  
(Revised 12/03)
- b. Inmates are locked in their cells no longer than ten (10) hours per day; and
- c. Inmates have access to a day room at other times which provides the additional space necessary to offer inmates access to a total of ninety-five (95) square feet of living space in combined cell and day room;

**or,**

Inmates have access to a day room at other times which provides inmates access to at least thirty-five (35) square feet per inmate and inmates are permitted to participate in out-of-housing-unit activities (exercise, library, education, work programs, visitation, etc.) at least two (2) hours per day, five (5) days per week. The facility shall maintain documentation of actual participation in out-of-housing-unit activities. *(Note: If this option is selected, facilities may need to schedule more time for inmate programs and services than is minimally required by the Standards.)*

**18.02.02** Inmates may be housed in dormitories, which provide less than seventy (70) square feet of floor space per inmate under the following conditions:

- a. Dormitories provide at least fifty (50) square feet of floor space per inmate; and

- b. Inmates are permitted to participate in out-of-housing-unit activities (exercise, library education, work programs, visitation, etc.) at least eight (8) hours per day, five (5) days per week.

**18.03** The facility shall comply with the requirements set forth in all applicable state and local building codes. **(M)**

#### **General Conditions**

**18.04** Light levels in all inmate-housing areas provide at least twenty (20) foot-candles measured three feet above the floor. Light levels in other inmate occupied areas are appropriate for the use and type of activities, which occur. Night lighting levels permit adequate illumination for supervision, but do not hinder restful sleep (5 ft. candles). **(M)** (Revised 12/03) (Revised 12/09)

**18.05** All inmate living areas should provide visual access to natural light, unless prohibited by security concerns. **(R)**

**18.06** Sustained noise levels within inmate occupied areas do not average higher than 70 decibels during the day and 45 decibels during sleeping hours. **(M)** (Revised 12/09)

**18.07** Heating and cooling systems shall provide a comfortable and healthful living and working environment with temperatures maintained between 65 and 85 degrees Fahrenheit. **(M)**

**18.08** Ventilation systems provide circulation of at least 10 cubic feet of fresh or re-circulated filtered air per minute per occupant. **(M)** (Revised 12/09)

**18.09** Untiled walls and metal work in the inmate living areas are finished predominantly with light, soft-toned washable paint. **(R)** (Revised 12/09)

**18.10** All locks, detention hardware, fixtures, furnishings, and equipment have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is prohibited. **(M)** (Revised 12/09)

#### **Admission and Release Areas**

**18.11** The facility has an intake and release area which is located within the security perimeter, but apart from other inmate living and activity areas. Adequate space shall be allocated for, at least, the following functions: **(R)** (Revised 12/09)

- a. Inmate reception;
- b. Booking;
- c. Identification;
- d. Search, shower and clothing exchange;
- e. Medical screening;
- f. Storage of inmates' personal property;
- g. Telephone;
- h. Interview and pretrial release screening;
- i. Temporary holding; and
- j. Release processing.

- 18.12** Temporary holding cells provide at least twenty-five (25) square feet of floor space per occupant, but are not smaller than forty (40) square feet. Temporary holding cells provide seating for all occupants at capacity. Occupants have access to toilets, lavatory with hot and cold water, and an immediate source of fresh potable water. **(M)** (Revised 12/09)
- 18.13** Detoxification cells shall provide at least twenty-five (25) square feet of floor space per occupant, but are no smaller than forty (40) square feet. Detoxification cells are equipped with low benches or a raised concrete slab. Occupants have access to toilets, lavatory with hot and cold water, and an immediate source of fresh potable water. **(M)** (Revised 12/09)

### **Inmate Housing Areas**

- 18.14** The facility has a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility's classification plan and as required in Chapter 16.06. **(M)** (Revised 12/09)
- 18.15** Single occupancy cells have a minimum of sixty square feet of floor space and are equipped with at least a bed above the floor, toilet and lavatory with hot and cold water. **(M)** (Revised 12/09)
- 18.16** Multiple occupancy cells are defined as a living area that does not include a dayroom (however, inmates have access to a dayroom). Multiple occupancy cells have at least thirty-five (35) square feet of floor space per occupant at the cells' rated capacity and are equipped with at least a bed above the floor and storage shelf or compartment for each occupant at capacity. A toilet and lavatory with hot and cold water shall also be provided. Multiple occupancy cells house no more than twelve (12) inmates. (Revised 12/03) **(M)** (Revised 12/09)
- 18.17** Multiple occupancy cells have a day room of functional configuration (*not just a corridor in front of the cells*) which provides a minimum thirty (30) square feet of floor space per inmate at capacity, to provide for a total of sixty five (65) square feet of floor space per inmate at capacity. (Revised 12/03) **(M)** (Revised 12/09)
- 18.17.01** Day rooms are equipped with at least one shower for every fifteen (15) inmates, or fraction thereof, and tables and sufficient seating for all inmates at capacity. Where inmates do not have continuous access to their cells, day rooms are also equipped with one (1) toilet, an immediate source of fresh potable water, and lavatory with hot and cold water for every twelve (12) inmates, or fraction thereof. **(M)** (Revised 12/09)
- 18.18** Dormitory units have a minimum of seventy (70) square feet of floor space per inmate at capacity including both sleeping and day room space. Dormitory units shall be equipped with at least the following: **(M)** (Revised 12/09)
- a.** One (1) toilet and one (1) lavatory with hot and cold water for each twelve (12) inmates, or fraction thereof;
  - b.** One (1) shower and an immediate source of fresh potable water for each fifteen (15) inmates, or fraction thereof;
  - c.** A bed for each inmate;
  - d.** A storage compartment for each inmate; and
  - e.** Sufficient tables and seating for all inmates at capacity.
- 18.19** Isolation and/or administrative segregation cells have a minimum of sixty (60) square feet of floor space and are equipped with at least a bed above the floor, toilet, and lavatory with hot and cold water. **(M)** (Revised 12/09)

**Program Support Areas**

**18.20** Adequate space is allocated for, but not limited to, the following functions: **(R)** (Revised 12/09)

- a. Inmate programs;
- b. Inmate exercise (indoor and outdoor);
- c. Inmate activities;
- d. Visiting;
- e. Confidential attorney interview;
- f. Inmate commissary;
- g. Counseling; and
- h. Library;

Multi-purpose use of space is permitted if compliance with Standards can be achieved through its time phased use.

**18.21** The facility has a secure outdoor exercise area of approximately six hundred (600) square feet in size. **(M)** (Revised 12/09)

**18.22** The facility has at least one (1) room available within the security perimeter for indoor recreation, activities and programs. **(M)** (Revised 12/09)

**Operational Support Areas**

**18.23** Adequate space is allocated for, but not limited to, the following functions: **(R)** (Revised 12/09)

- a. Deputy stations and workstations; (12/04/2006)
- b. Food service;
- c. Medical service;
- d. Laundry;
- e. Storage for inmate clothing, bedding, facility supplies;
- f. Secure storage of chemical agents, weapons, and security devices; and
- g. Housekeeping and maintenance.

**Administrative Support Areas**

**18.24** Adequate space is allocated for, but not limited to, the following functions: **(R)** (Revised 12/09)

- a. Administrative and clerical activities; and
- b. Public reception and waiting.

**18.25** All parts of the facility that are accessible to the public are accessible to and usable by handicapped persons. **(M)**

**18.26** The security perimeter is secured in a way, which provides that inmates remain within the perimeter and that access by the general public is denied without proper authorization. **(M)**

**Equivalencies**

**18.27** The specific requirements of the physical plant standards for existing facilities may be modified by the Jail Standards Committee on an individual basis to allow arrangements that would, in the Committee's

judgment, provide at least equivalent conditions as would be afforded by explicit compliance with the corresponding Standards.

**18.27.01** When a modification of a Standard is desired, the facility administrator submits a request to the Jail Standards Committee outlining the proposed alternative arrangement together with documentation showing how such arrangement will provide conditions at least equivalent to the corresponding Standard.

**18.27.02** The modification, if granted, applies only to the petitioner for the specific facility cited.

### **New Construction and Renovation**

*All standards in this section, except where exceptions are stated, shall apply to new facilities and renovation of existing facilities for which construction is initiated after April 1, 1990. In the case of partial renovation of an existing facility, it is intended that these standards should apply only to the part of the facility being renovated. The un-renovated portion of the facility would remain subject to the existing facility standards as specified in Chapter 18.02 through 18.27. The purpose in applying the Standards in this manner is to encourage local jurisdictions to proceed with making needed improvements to existing facilities where new construction or total renovation may not be practical in the short term.*

**18.28** In addition to these Standards, all new construction and renovation complies with all state and local building, safety, and health codes.

### **Planning**

**18.29** New facilities or major renovations, are designed only after a thorough assessment of needs have been conducted and the population to be served has been projected and described on the basis of research, data analysis, and policy review.

**18.29.01** Prior to any physical construction, plans and program statements shall be presented to the ISA Jail Standards Committee for review and comment. Input provided by the Jail Standards Committee does not constitute “approval”, which must be obtained from appropriate governmental authorities.

**18.30** A written program statement, which provides the basis upon which architectural plans are drawn, shall be prepared for all new construction and major renovation projects. The program statement shall include, at a minimum, the following:

- a.** A written statement defining the problems, which require facility renovation or new construction;
- b.** Written goals and objectives for the project (may include facility goals, operational and program goals, criminal justice system goals, funding goals, etc.);
- c.** Description of the anticipated inmate population including classifications to be housed, number of beds per classification, total capacity, and security levels to be provided;
- d.** Descriptions of functional criteria and basic policies for each usage area in the proposed facility;
- e.** Description of the type, number, size, and required adjacencies of all renovated or newly constructed spaces within the proposed facility;
- f.** Site plan;
- g.** Initial staffing plan; and
- h.** Initial construction cost estimate and estimated annual operating costs.

- 18.31** New facility plans should consider access to community resources, criminal justice agencies, and inmates' families. The site selection process shall include evaluation of alternative sites, consideration of facility requirements, and consideration of future expansion.
- 18.32** At each submission of key planning and design documents to the county for review and approval, the architect shall certify, in writing, the plan's compliance with these Standards.

**General Conditions**

- 18.33** Light levels in all inmate housing areas are at least twenty (20) foot-candles measured three feet above the floor. Light levels in other inmate occupied areas are appropriate for the use and type of activities which occur. Night lighting does not exceed five (5) foot-candles during sleeping hours.
- 18.34** In all new construction, natural lighting should be available either from cell or room windows to the exterior or from a source within twenty (20) feet of the room or cell.
- 18.35** Sustained noise levels within inmate occupied areas do not average higher than seventy (70) decibels during the day and forty-five (45) decibels during sleeping hours.
- 18.36** Heating and cooling systems provide a comfortable and healthful living environment with temperatures maintained between sixty-five (65) and eighty (80) degrees Fahrenheit.
- 18.37** Ventilation systems provide circulation of at least ten (10) cubic feet of fresh or re-circulated filtered air per minute per occupant in all areas of the facility.
- 18.38** All locks, detention hardware, fixtures, furnishings, and equipment are appropriate for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is prohibited.
- 18.39** Inmates' privacy from unauthorized observation shall be protected without compromising the security and control of the facility. Privacy screening for all toilet and shower areas which still allows adequate supervision of those areas should be incorporated into the design.
- 18.40** The facility shall have a security perimeter which is secured in such a way that inmates remain within the perimeter and that access by the general public is denied without proper authorization.
- 18.41** The security areas of the facility are equipped with an audio communication system designed to allow monitoring of activities and to allow inmates to communicate emergency needs to facility employees. Closed circuit television should not be used as the primary source of inmate observation, but as an enhancement to detention deputies observation of cell space and of day room and program space. (Revised 12/03) (12/04/2006)
- 18.42** All newly constructed facilities provide an emergency source of power to supply electricity for entrance lighting, exit signs, circulation corridors, fire alarm, electrically operated locks and the ventilation system.

### **Admission and Release Area**

- 18.43** The facility has an intake and release area, which is located inside the security perimeter, but apart from other inmate housing, and activity areas. It should include, at a minimum, the following components:
- a.** Vehicular sallyport;
  - b.** Booking, photograph, fingerprint, and inmate identification areas;
  - c.** Shower and search areas. Modesty screening shall be provided which would permit showering and dressing out inmates which are not strip searched;
  - d.** Secure storage space for inmate valuables and personal property;
  - e.** Space for storage and issue of clothing and sundries such as linens, blankets, towels, hygiene items, etc.
  - f.** Telephone facilities;
  - g.** Space for interview and pretrial release screening;
  - h.** Space for medical screening;
  - i.** Space for release processing;
  - j.** One or more temporary holding cells designed to detain inmates for up to eight (8) hours pending booking, court appearance, housing assignment, transfer, or release; and
  - k.** One or more detoxification cells designed to temporarily detain intoxicated inmates or other inmates who pose a danger to themselves, or others.
- 18.44** Temporary holding cells may be designed for multiple occupancy and shall provide at least twenty-five (25) square feet of floor space for each inmate at capacity, but shall be no smaller than fifty (50) square feet. Temporary holding cells shall be equipped with benches, which provide sufficient seating to accommodate all persons at capacity, a high security toilet, washbasin with hot and cold water, and an immediate source of fresh potable water. Modesty screening of toilet areas shall be provided.
- 18.45** Detoxification cells may be designed for multiple occupancy and shall provide at least twenty-five (25) square feet of floor space for each inmate at capacity, but shall be no smaller than fifty (50) square feet. Detoxification cells may be equipped with a high security toilet, washbasin with hot and cold water, an immediate source of potable water and low benches. Modesty screening of toilet areas shall be provided. All detoxification cells shall be located so as to be readily observable by staff.

### **Inmate Housing Areas**

- 18.46** The facility shall have a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility's classification plan and as required by Chapter 16.
- 18.46.01** Work release areas shall conform to the requirements of Chapter 19.
- 18.46.02** Jails using the concept of "dry" cell housing areas provide that inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities twenty-four (24) hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.
- a.** Toilets and washbasins will be provided at a minimum ratio of one (1) for every fifteen (15) inmates;
  - b.** Showers will be provided at a minimum ratio of one (1) for every fifteen (15) inmates.

- 18.47** Single occupancy cells shall provide at least sixty (60) square feet of floor space and shall be equipped with at least a toilet, mirror, lavatory with hot and cold water, an immediate source of fresh potable water, table, seating, storage shelf or compartment, and a bed.
- 18.48** Multiple occupancy cells shall provide at least thirty-five (35) unencumbered square feet of floor space per inmate at capacity and shall be equipped with at least a bed, and storage shelf or compartment, for each inmate at capacity. A toilet, lavatory with hot and cold water, an immediate source of fresh potable water, mirror, table and seating shall also be provided. (Revised 12/03)
- 18.49** Day room space provides a minimum of thirty-five (35) square feet of floor space per inmate at capacity, exclusive of a three (3) foot circulation area in front of cell door openings, toilets, and showers, shall be available adjacent to all single and multiple occupancy cells in each housing unit. No dayroom shall be smaller than one hundred (100) square feet in size.
- 18.49.01** Day rooms shall be equipped with at least one (1) shower for every fifteen (15) inmates or fraction thereof and tables and seating sufficient for all inmates. Day rooms should provide access to passive recreation.
- 18.49.02** Where inmates do not have continuous access to their cells, day rooms shall also be equipped with one (1) toilet and one (1) lavatory with hot and cold water for every fifteen (15) inmates or fraction thereof.
- 18.50** Dormitory units shall provide a minimum of seventy (70) square feet of floor space per inmate at capacity including both sleeping and day room areas. Dormitories shall be equipped with at least one (1) toilet and one (1) lavatory with hot and cold water for each fifteen (15) inmates or fraction thereof; one (1) shower, one (1) mirror, and an immediate source of fresh potable water for every fifteen (15) inmates or fraction thereof; one (1) bed above the floor for every inmate at capacity; and sufficient tables and seating for all inmates at capacity. Note: neither beds, tables, nor chairs need to be excluded when measuring dormitories for square footage.
- 18.50.01** Dormitory units may provide individual partitioned sleeping areas for inmates utilizing partial height screen walls or similar means to accommodate a moderate amount of privacy and personal space.
- 18.51** Isolation and/or administrative segregation cells shall be designed for single occupancy and shall have at least seventy (70) square feet of floor space. Isolation and/or administrative segregation cells shall be equipped with at least a toilet, lavatory with hot and cold water, an immediate source of fresh potable water, mirror, table and seating, shelf or storage compartment, and a bed above the floor.

### **Programs Support Areas**

- 18.52** Adequate space is allocated for, at a minimum, the following functions:
- a.** Inmate programs;
  - b.** Indoor exercise when weather dictates a need;
  - c.** Outdoor exercise;
  - d.** Inmate activities;
  - e.** Visitation;
  - f.** Confidential attorney visits; and
  - g.** Counseling.

- 18.53** Adequate visiting space is provided to accommodate the demand projected by the number of visitors, visiting schedule, and the requirements of Chapter 14.15. These areas may provide for either contact or non-contact visitation. Privacy partitions shall be provided between visiting stations and sound absorbing materials shall be utilized to reduce noise and privacy during visits.
- 18.54** A sufficient number of confidential interview areas to accommodate the projected demand of visits by attorneys, counselors, clergy, or other officials shall be provided. At least one (1) confidential interview area is required.
- 18.55** Sufficient outdoor exercise space shall be provided to accommodate the projected facility capacity, the exercise functions for which the space will be utilized, the maximum number of users at any one time, and the requirements of Chapter 18.40. At least one (1) outdoor exercise area of not less than fifteen hundred (1500) square feet of unencumbered space is recommended for jails of 100 inmate capacity or larger and 750 square feet of unencumbered space for jails with less than 100 inmate capacity.

### **Operational Support Areas**

- 18.56** Staff posts are located in close proximity of inmate housing areas in order to hear and respond promptly to disturbances or calls for help. At least one (1) staff post is provided on each floor of inmate housing.
- 18.57** Newly constructed facilities shall be designed with a control center. The control center shall be designed to be secure from unauthorized access. Entrances to the security perimeter shall be controlled from the control center. The control center shall be equipped with release switches to open all cell doors in the event of an emergency.
- 18.58** “Overall, space provisions for the level of health care service provided by the jail need not be extravagant.” However, “some activities must take place at the facility and require appropriate space.” (NIC ~ Jail Design Guide, 4-104)
- “Therefore, space shall be provided for routine medical examinations, emergency first-aid, emergency equipment storage, secure medicine storage and secure medical records storage.” Examination rooms will permit privacy during clinical encounters.” (NCCHC J-D-03)
- “**General conditions**” as described in **standards 18.33 through 18.42** shall be applicable to health services facilities.
- 18.59** Where food is to be prepared in-house, the kitchen has sufficient space for food preparation, serving, disposal, and clean-up to serve the facility at its projected capacity. The kitchen shall be properly equipped and have adequate storage space for the quantity of food prepared and served. Provisions shall be made for the secure storage of knives and other utensils.
- 18.60** Where laundry services are provided in-house, there is sufficient space available for heavy duty or commercial type washers, dryers, soiled laundry storage, clean laundry storage, and laundry supply storage.
- 18.61** At least one (1) secure janitor's closet containing a mop sink and sufficient space for storage of cleaning supplies and equipment is provided within the security perimeter of the facility.
- 18.62** A secure storage area is provided for all chemical agents, weapons, and security equipment.

### **Administrative Support Areas**

- 18.63** Sufficient space is provided for administrative and clerical personnel. The space includes an area for conference and staff training.

*Physical Plant*

- 18.64** Locker space, showers, and dressing area should be provided for facility employees. Toilets shall be provided for facility employees.
- 18.65** A public lobby or waiting area is provided which includes sufficient seating, access to restroom facilities, and drinking fountains. Public access to security and administrative work areas shall be restricted. All public areas of the facility shall be accessible to the handicapped.

**Equivalencies**

- 18.66** A variance from the specific requirements of the physical plant standards for new construction or renovation may be granted by the Jail Standards Committee on an individual basis to allow arrangements that would, in the Committee's judgment, provide at least equivalent conditions as would be afforded by explicit compliance with the corresponding standards.
- 18.66.01** When a variance from a Standard is desired, the facility administrator shall submit a request to the Jail Standards Committee outlining the proposed alternative arrangement together with documentation showing how such arrangement will provide conditions at least equivalent to the corresponding Standard.
- 18.66.02** The variance, if granted, shall apply only to the petitioner for the specific facility cited.

## Chapter 18

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### Idaho Jail Standards for Health Services Physical Facilities

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#### **References for standards:**

- Idaho Jail Standards
- NCCHC Standards (J-D-03 ~ Specific to facility design)
- Jail Design Guide ~ A Resource for Small and Medium-Sized jails (NIC)
- Correctional Health Care ~ Guidelines for the Management of an Adequate Delivery System ~ Specifically Chapter 11 (NIC document derived from NCCHC)
- Isolation Rooms: Design, Assessment and upgrade ~ A resource document from Institutional Consultation Services

These standards are written to be applicable to new construction, or renovation. In addition, they identify facility standards that will be applicable to existing jails to meet certification.

There is a significant difference in the sizes of jails in the State of Idaho ranging from 8 beds to 1,220. The range of health service also varies greatly. These standards identify what “facility space” shall be required at minimum, as well as areas that may be considered.

There are three common areas that *all jails* (future or existing) *shall have to meet certification*.

- Examination area
- Medication/pharmaceutical storage (NCCHC J-D-01)
- Medical records storage

These areas are addressed first in the following standards.

For jails providing a scope of service beyond the three common areas described above, the following should be considered:

- Examination
- Medication/Pharmacy
- Records
- Urgent care / Ambulance access
- Inmate waiting area
- Sobering/detox
- Dental
- Lab

- X-Ray
- Control room
- Staff floor stations
- Conference room
- Interview rooms
- Support/staff offices/locker room/decontamination-shower
- Medical supply/storage
- Medical gas (tank storage and shut off locations)
- Single cells
- Multi-occupancy cells
- Anti-cells/Isolation cells
- Mental health
- Dayroom
- Exercise area
- Ambulance access
- Telecom-security, electrical, Mechanical (HVAC), plumbing chases
- Janitor closets ~ storage
- Staff restrooms
- Hazardous waste

**18.70 Emergency Access** ~ All jails shall have identified ambulance access to the facility. *I*

**18.71 Examination Rooms** ~ All jails shall have an area adequate for use as an exam room.

- Whether the examination room will be new construction or converted existing space, adequate area is one that would accommodate physical examination of a prone patient.
- The area should allow sufficient room for security staff to be present for high-risk individuals. Reference documents suggest that an exam-room area should be no less than 80 net square feet, and it is highly recommended that the room be sized to the community standard of 100 net square feet.

**18.71 Exam** - If the room is to be used for other situations such as emergency care it should be 180 net square feet to allow for gurney access. (Urgent Care: NCCHC J-E-08 AED recommendation)

- The facility shall have an AED available to staff. (Also, see IJS 06.03.04.2)
- The room shall be sized and arranged to allow handicapped access. (NIC 4-107, 4-108)
- The inmate's privacy and the staff/facility security should be primary consideration in selecting or designing an exam room. The design will provide visual and acoustic privacy but may incorporate blinds, vision panel or other apparatus to provide for selective observation by security staff. (NCCHC J-A-09 and NIC 4-109, 4-110 & 4-411)
- **The examination room area may be designed in a manner to accommodate a variety of use; however, sufficient combined square footage must be allowed.**
- It is highly recommended that exam rooms be located to provide direct line of sight from a constantly staffed security post. If there are to be multiple examination rooms, these should be located next to, or adjacent to one another. (NIC 4-107)
- Shall be located off a main circulation corridor for quick and easy access.
- Should incorporate panic or duress alarms, as well as have two-way communication via telephone and/or intercom. The design may include a status indicator light to notify staff when the room is occupied and/or door monitoring by the control center.
- Cabinets and drawers shall be equipped with locks.
- Lighting will be sufficient to conduct routine examinations. (NIC 4-411)
- Should incorporate sufficient control for the room temperature.
- Data ports for computer use should be considered.

**18.72 Medication Storage/Pharmacy Area** ~ All jails shall have storage for pharmaceuticals that complies with the State Board of Pharmacy. (NCCHC J-D-01 and NIC 4-112 through 4-115)

- Depending on the size of the jail and the population, the space for medications may be as small as a cabinet or as large as a full service pharmacy. Regardless, it must be in an area restricted to health services or security staff assigned to health service duty. The area must be secure from break-in with controlled access.
- Consider the location of the pharmacy in relation to the inmate housing areas regardless of whether staff delivers medications or inmates go to the pharmacy to receive them.
- The medication storage areas must be secured and locked. Any narcotic type of medication must be double locked, such as a locked storage cabinet/cart within a locked room/closet.

*Further reference can be found in Idaho Board of Pharmacy and DEA regulations.*

- A facility must have a DEA License if that facility stores any narcotics on site. Schedule II narcotics must be counted daily by two people.
- It is highly recommended that the pharmacy be located to provide direct line of sight from a constantly staffed security post.
- If the jail has an actual pharmacy room that area should have sufficient countertop work area, a sink and a refrigerator.
- Consideration should be given to incorporating panic or duress alarms, as well as has two-way communication via telephone and/or intercom, and data ports for computer use.
- Consideration to be given for a med-pass window that can be secured and locked when not in use.
- Consideration for doorway that will allow passage of any medication-push-cart/cabinet storage.

**18.73 Records Area** ~ All jails shall have storage for inmate health records, which complies with restricted access and confidentiality. NCCHC J-D-03-4, NCCHC J-H-02-2

- NCCHC J-G-03 “A complete inpatient health record is kept for each patient and includes ...”
- “Secure health care record storage should be provided.” (NIC 4-115)
- “Health records are confidential and should be kept secure and separate from other inmate records and under the custody of medical personnel only.” (NIC 4-115)

“The key to proper location of health records is that they be accessible to health care staff work areas and highly secured from casual access by unauthorized staff or inmates.” (NIC 4-115)

**18.74 Detox Area** ~ All jails need an area identified to handle sobering/detox ~ See existing IJS 18.45

- In direct line of sight from a constantly staffed security post
- Minimum of fixtures
- Floor toilet/drain
- Consideration for a “low 8-inch bench” should be given. This reduces chance of injury if a person rolls/falls off of it.

**18.75 Housing / Infirmary** ~ Definition:

“An infirmary is an area in the facility accommodating patients for a period of 24 hours or more, expressly set up and operated for the purpose of caring for patients who need skilled nursing care but are not in need of hospitalization or placement in a licensed nursing facility, and whose care cannot be managed safely in an outpatient setting. It is not the area itself, but the scope of care provided that makes the bed an infirmary bed.” (NCCHC J-G-03) (NCCHC J-B-03 also addresses “Inmate Housing”)

“Patients are always within sight or hearing of a qualified health care professional.” “Call lights and buzzer systems can be a useful way of ensuring this.” (NCCHC J-G-03)

- **Single Occupancy Cell** ~ See IJS 18.47
- **High Risk Cell(s)** for housing suicide risk (no fixtures to tie off on, etc.)

- **Isolation Cell & Anteroom cell** ~ See IJS 18.51 / *Note:* An anteroom differs from an iso-room in that the anteroom actually has a room in front of the cell/patient room, which further reduces the infectious particles from transferring to other areas. (Refer to Chapter 4 letter “H” in Isolation Rooms: Design, Assessment and upgrade ~ A resource document from Institutional Consultation Services) (Negative air ~ see below) /
- **Multiple Occupancy Cell** ~ See IJS 18.48
- **Dormitories** ~ See IJS 18.50
- **Day Rooms** ~ Health Services infirmary areas significantly differ from general inmate housing. For the most part the health services inmate population is quite transient with short stays until stabilized or recovered. Some of these inmates may be restricted to their cell for health reasons while others may be allowed to recreate. It is reasonable that the majority of dayroom standards (18.49) for general housing be applied in a health services setting, however, a reduced dayroom size is allowed. Those involved with developing the facility design will need to determine what portion of the infirmary population may reasonably be allowed out of cell at any given time. The square foot standard “per inmate” in IJS 18.49 should then be applied to that number to determine the amount of dayroom that will be required. IJS 18.49.01 and 18.49.02 remain applicable. Further reference: NCCHC J-F-03
  - *Note:* Dry cell housing referred to in IJS 18.46.02 is not recommended in a health services infirmary.
- **Exercise areas:** As stated above, sufficient dayroom area will exist to accommodate indoor exercise when weather dictates a need. An outdoor recreation area in close proximity of the infirmary is highly recommended. Outdoor recreation areas should be in close proximity to the infirmary and shall have walls at least 12 feet high, and be securely covered with expanded metal of a gauge no less than 11. (Refer to IJS 18.55) (NCCHC J-F-03 ~ “There should be a designated room or area, inside or outside, for exercise.”)
- **Negative airflow and other considerations** ~ Cell areas should have HVAC balanced to create negative air. By doing this the amount of air from the cells mixing back into the dayroom and other areas is reduced, thereby helping to minimize contamination. (Refer to Chapter 2 in Isolation Rooms: Design, Assessment, and Upgrade, specifically letter “F”, also NCCHC J-B-01, J-G-04-5, J-G-04-6)

**18.76 Waiting Area** ~ Appropriate seating should be provided for inmate waiting.

- “Appropriate seating should be provided for inmate waiting. The waiting area should be adjacent to the examination area and, preferably, visible from a constantly staffed post.” (NIC 4-118)
- “Space for the inmate waiting area should be programmed at about 12 to 15 net square feet per person, which should be adequate for both seating and movement around the seating.”
- Design should minimize staff having to go through inmate waiting to access examination rooms and other space.
- Consideration should be given to including a maximum level holding cell in the waiting area. (High risk cell) / NCCHC J-D-03-7

A restroom and drinking fountain will be accessible in the waiting area. *Note: separate restrooms for staff in other areas of the health services facility shall be programmed.*

- If a lab is programmed, it is recommended to locate the inmate restroom such that a specimen pass can be installed directly to the lab from the restroom. If this is not accomplished a specimen shelf should be included.

**18.77 Visiting** ~ Video visitation is highly recommended. Due to the nature of a health services setting and the various health issues within such facility, limiting movement and exposure is better achieved through video visitation. However, it is acceptable to accomplish visiting using existing jail procedures for those who are well enough to participate. (Refer to IJS 18.53 & 18.54)

**18.78 Administrative Support Areas** ~ Refer to 18.63 and 18.64 (With regard to shower it is recommended that an eye-wash-shower type combo for decontamination be considered in lieu of a standard shower.)

- Optional rooms to support Jail administration may be considered (Conference room, Library, etc.)

**18.79 Control Center** ~ Refer to IJS 18.57.

Note: If the jail has more than one control center, programming for hand off to the main control station should be considered.

**18.80 Staff Posts** ~ Refer to IJS 18.56

- Maximize sight lines to inmate areas for supervision

**18.81 Laundry** ~ Refer to IJS 18.60

- NCCHC J-B-02 also references laundry

**18.82 Janitorial**

- Consideration to specialized cleaning service of cells and contaminated areas.
- Refer to IJS 18.61 and 18.62 ~ NCCHC J-B-02 also references "Housekeeping"

**18.83 Hazardous material/waste** ~ All jails should have protocol for safe handling of sharps and hazardous materials

- Consideration must be given to protocol for handling and where hazardous waste materials will be stored for disposal.
- The facility ensures that "sharps and biohazardous waste are disposed of properly." (NCCHC J-B-01, 3-b) Consideration should be given to having a hazardous waste business pick up and dispose of such material.

**18.84 Mental Health**

- Housing (Variation of options from single cell isolation, multi-occupancy to small dormitory)
- Observation cell(s) for housing suicide risk (no fixtures to tie off on, etc.)
- Muted color scheme
- Interview rooms
- References: NCCHC J-D-03-5

- 18.85 ADA Considerations** ~ ADA accessibility must be included in a portion of the inmate housing areas, clinic, dental, etc.
- 18.86 Physical therapy considerations** ~ Jails may not be set up to accommodate full physical therapy programs; however, consideration may be given to accommodation on case-by case basis.  
Example: stationary bike in a dayroom area, etc.
- 18.87 Dental** ~ The size and configuration of a dental area will depend on the extent of service – x-ray, etc. ~ as example: ACSO is 122 sq. ft. per chair
- No less than 90 square feet and may vary up to 150 sq. ft. for a single chair dental area.
  - Consideration must be given to proper venting of dental compressor and suction.
  - At least two sinks (one for cleaning and one for consumption use)
  - References: NCCHC J-D-03-10 &11
- 18.88 Laboratory** ~ Will be determined by extent of service.
- There are regulations in place for labs, so standards are not identified other than a statement to refer to regulatory requirements.
  - References: NCCHC J-D-03-6
- 18.89 X-Ray**
- Due to the various types of x-ray equipment it is hard to write a specific standard. (Traditional that requires developing vs. digital, etc.)
  - Portable units, most do not require special wall lining, etc.
  - Refer to building code regulatory requirements.
- 18.90 Storage and supply area(s)** ~ All jails need to have adequate medical supply storage. Consideration must be given to provide adequate storage areas.
- Janitorial
  - Medical/dental/specialty supplies
  - Inmate supplies (uniforms, bedding, etc.)
  - Office supplies



## CHAPTER 19

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### WORK RELEASE FACILITIES

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#### **Facility**

- 19.01** The facility shall be in compliance with all applicable zoning ordinances.
- 19.02** The facility shall conform to applicable building codes.
- 19.03** When the facility is part or attached to a detention facility or a correctional institution, residents should be housed separately from other inmates.
- 19.04** Ventilation systems shall provide circulation of at least ten (10) cubic feet of fresh or recirculated filtered air per minute per occupant.
- 19.05** Light levels in all inmate-housing areas shall be at least twenty (20) foot-candles measured three feet above the floor. Light levels in other inmate occupied areas shall be appropriate for the use and type of activities, which occur. Night lighting levels shall permit adequate illumination for supervision, but shall not hinder restful sleep. (5 ft. candles). (Revised 12/03)
- 19.06** A minimum of sixty (60) square feet of floor space per resident shall be provided in the facility.
- 19.07** Each occupant shall be provided a bed above the floor. Each occupant shall be provided a mattress, pillow, and bedding.
- 19.08** Laundry services shall be sufficient to allow required clothing, bedding, and towel exchanges for inmates.
- 19.08.01** Inmate clothing shall be laundered or exchanged at least twice (2) each week.
- 19.08.02** Linen shall be changed and laundered or exchanged at least once weekly or more often, as necessary.
- 19.08.03** Blankets in use shall be laundered or exchanged at least monthly, or before reissue to another inmate.
- 19.08.04** Towels shall be laundered or exchanged at least twice (2) weekly.
- 19.09** Work release inmates may have a reasonable amount of toiletry and hygiene items to maintain a clean and neat appearance at the Work Release Center.

- 19.10** The facility will provide articles of personal hygiene that are needed on an emergency basis.
- 19.11** Toilet paper shall be available at all times in inmate toilet areas.
- 19.12** The facility will have, at a minimum, one operable toilet for every fifteen (15) inmates.
- 19.13** The facility will have, at a minimum, one operable washbasin with hot and cold running water for every fifteen (15) inmates.
- 19.14** The facility will have, at a minimum, one operable shower or bathing facility with hot and cold running water for every fifteen (15) inmates.
- 19.15** The facility shall maintain documentation by state and/or local health officials or other qualified persons that the facility complies with applicable state and local sanitation and health codes based on at least an annual inspection of the facility.
- 19.16** Written policy and procedure provided for vermin and pest control, and trash and garbage removal.
- 19.17** There is written documentation of regular sanitation inspections of all internal and external areas.
- 19.18** A housekeeping and maintenance plan is in effect to ensure that the facility is clean and in good repair.
- 19.19** The facility shall have written policy and procedure, which provides for inmate access to telephone services.
- 19.20** The facility shall have written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff.
- 19.21** The facility shall maintain documentation that the facility complies with safety and fire prevention standards and has been inspected by the State Fire Marshall, local fire department, or other qualified entity, on an annual basis.
- 19.22** The facility administrator shall designate a facility employee as fire safety deputy who has received training and is familiar with the applicable regulations, inspection process, and fire prevention practices.  
(12/04/2006)
- 19.22.01** The fire safety deputy shall conduct regular fire safety inspections of the facility.  
(Revised 12/03) (12/04/2006)
- 19.22.02** The fire safety deputy shall schedule and coordinate fire drills at least annually. (Revised 12/03) (12/04/2006)
- 19.22.03** The fire safety deputy shall coordinate the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly. (12/04/2006)
- 19.22.04** The time, date and results of all fire safety inspections, fire drills, and equipment testing and inspection shall be documented.
- 19.23** The facility shall have a written fire evacuation plan for use in the event of fire or major emergency. The plan shall include routes of evacuation and provisions for housing of inmates after evacuation. The plan shall be posted where inmates and staff may familiarize themselves with it.

- 19.24** The facility administrator shall involve the local fire department in fire emergency planning and training, and drills, as appropriate.
- 19.25** The facility shall have equipment necessary to maintain essential services, security, and safety in the event of a power failure.
- 19.26** The work release facility shall be equipped with at least one (1) AED – automatic electronic defibrillator, and employees shall be trained in the use of the AED. (Revised 12/03)
- 19.27** The work release facility shall be equipped with adequate self-contained breathing apparatus and employees shall be trained in the use of the SCBA equipment. (Revised 12/03)
- 19.28 - 19.29** (Reserved)

### **Food Service**

- 19.30** The facility shall provide a food service operation that takes into consideration varying work schedules of the inmates.
- 19.31** Special diets prescribed by a physician shall be followed according to the physician's written instructions or the written instructions of a local dietitian.
- 19.32** Provisions shall be made for special diets when an inmate's religious beliefs require adherence to particular dietary practices.
- 19.33** A cleaning schedule shall be established and followed to ensure the food service area is kept clean and sanitary.
- 19.34** Written procedure shall assure that the food service operation complies with all applicable health and sanitation codes.
- 19.35 - 19.39** (Reserved)

### **Medical Care**

- 19.40** The facility shall provide access to emergency medical care.
- 19.41** The facility shall provide access to dental care.
- 19.42** All state licensing, certification, and/or registration requirements and restrictions shall apply to medical personnel.
- 19.43** All detention deputies shall receive basic first-aid training or its equivalent and training in Cardiopulmonary Resuscitation techniques within the first year of employment. Certification in these areas shall be kept current. (Revised 12/03) (Revised 12/04/2006)
- 19.44** The facility should have first aid equipment available at all times.
- 19.45** A health appraisal for each inmate shall be provided within fourteen (14) days of admission which includes, at a minimum, the following:
- a.** Review of earlier medical screening information;
  - b.** Collection of additional data to complete medical, dental, psychiatric, and immunization histories;
  - c.** Recording of height, weight, pulse, blood pressure, and temperature;

*Work Release Facilities*

- d. Administration of other tests and examinations, as appropriate;
- e. Initiation of therapy, as appropriate

**19.46** Medical screening shall be performed by the receiving deputy on all inmates upon admission to the facility. The findings shall be recorded on a printed form approved by the facility physician. The medical screening shall include, at a minimum, the following: (12/04/2006)

**Inquiry into:**

- a. Current illness and health problems, including dental problems, sexually transmitted diseases and other infectious diseases;
- b. Medication taken and special health requirements;
- c. Use of alcohol or drugs, which includes types, methods, date or time of last use, and a history of problems that may have occurred after ceasing use;
- d. Past or present treatment or hospitalization for mental disturbance or suicidal behavior;
- e. Mental illness; and
- f. Other health problems designated by the facility physician.

**19.47** Written procedures shall be established to provide for the proper management of pharmaceuticals.

**19.48** The facility shall have a procedure for the notification of those individuals designated by the inmate in case of serious illness, injury, or death.

**19.49** In the event of an inmate's death, the coroner, and the sheriff, shall be notified.

**19.50 - 19.59** (Reserved)

**Intake**

**19.60** The facility shall have written policy and procedure to govern admission and orientation of new inmates and release of inmates from the facility.

**19.61** The admitting deputy shall properly identify the inmate and verify that he or she has the appropriate commitment papers to assure proper documentation. (12/04/2006)

**19.62** The facility shall complete an intake form on every new inmate, which shall include, at a minimum, the following:

- a. Time and date of admission;
- b. Name, alias, nicknames;
- c. Signature of admitting deputy; (12/04/2006)
- d. Date of birth and age;
- e. Race;
- f. Sex;
- g. Physical description;
- h. Current or last known address and telephone number;
- i. Marital status;
- j. Occupation and employer;
- k. Educational level;
- l. Emergency contact;
- m. Social security number; and
- n. Driver's license number and state.

**19.63** Written policy and procedure shall provide that all inmates are informed of and agree in writing to abide by the rules and regulations governing the facility.

**19.64 - 19.69** (Reserved)

**Supervision**

**19.70** The facility shall have written procedures and a system of accounting for the whereabouts of all inmates at all times.



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## DEFINITIONS

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### **ADMINISTRATION OF MEDICINE**

The act of giving a single dose of an identified drug to a patient.

### **ADMINISTRATIVE SEGREGATION**

A form of separation from the general population when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates, or to the security or orderly running of the institution. (See PROTECTIVE CUSTODY and SEGREGATION)

### **ADMINISTRATOR**

The Sheriff, Facility Administrator, or other duly authorized person who is responsible for the operation of the jail facility.

### **BODY CAVITY SEARCH**

Searches which involve the examination and possible intrusion into the rectal or vaginal cavities.

### **BOOKING**

Both a law enforcement process and a jail facility procedure. As a police administrative action, it is an official recording of an arrest and the identification of the person, place, time, arresting authority, and reason for the arrest. In the jail facility, it is the procedure for admitting of a person charged with or convicted of an offense, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's personal property.

### **CELL BLOCK**

A group or cluster of single and/or multiple occupancy cells immediately adjacent and directly accessible to a day room.

### **CHEMICAL AGENT**

An active substance used to deter activities which might cause personal injury or property damage.

### **CLASSIFICATION**

A process for determining the housing needs and requirements of those for whom confinement has been ordered and for assigning housing units appropriately, using the ANorthpoint@ classification system or other objective classification system approved by the Jail Standards Committee.

### **COMMUNITY RESOURCES**

Any individual, public or private organizations or agencies who offer services, facilities, or other functions which can meet the needs of the facility.

### **CONTRABAND**

Any item possessed by inmates or found within the confinement facility which is declared illegal by law or not specifically approved for inmate possession by those charged with the responsibility for administration and operation of the facility.

### **CONTROL CENTER**

Secured space outside the inmate-occupied area to consolidate facility communications, monitor intercoms installed in inmate living areas, monitor internal alarms, or control locks, or doors. Program needs dictate whether the control center is established for jail functions only or is combined with other functions.

**CORPORAL PUNISHMENT**

Any act of inflicting punishment directly on the body, causing pain or injury.

**DAY ROOM SPACE**

A secure area directly adjacent to an inmate living area to which inmates may be admitted for activities such as showering, exercise, recreation, and dining. Spaces originally designed for circulation, such as corridors, are not day room spaces.

**DETAINEE**

Any person confined in a jail facility, not serving a sentence for a criminal offense.

**DETENTION**

The confinement of an inmate in a secure area.

**DETENTION FACILITY**

A confinement facility operated by the county which holds persons; a) who are committed in order to secure their attendance as witnesses in criminal cases; b) who are charged with crime and are committed for trial; c) who are committed for contempt, or upon civil process, or by other authority of law; and d) who are sentenced to confinement up to one year upon conviction for crime.

**DETOXIFICATION CELL**

A cell which is used to temporarily hold one or more chemically impaired persons during the detoxification process until they can care for themselves and be moved to general population housing areas, or which is used to detain a person whose behavior requires close supervision.

**DISPENSING MEDICATION**

The issuing of one or more doses of medication from a stock or bulk container.

**DISCIPLINARY HEARING**

A nonjudicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

**DISCIPLINARY SEGREGATION**

A form of separation from the general population in which inmates committing serious violation of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time to individual cells separated from the general population.

**DORMITORY**

Dormitory units are cells that house thirteen (13) or more inmates.

**DUE PROCESS**

Compliance with the fundamental rules which guarantee that an inmate has notice and an opportunity to present evidence in a dispute.

**EDUCATIONAL RELEASE**

A custody status under which inmates leave a jail facility to attend school in the community, returning to custody after school hours.

**EMERGENCY**

Any significant disruption of normal facility procedure, policy, or activity caused by riot, strike, escape, fire, natural disaster or other serious incident.

**EMERGENCY CARE**

Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call.

**EQUAL OPPORTUNITY EMPLOYMENT**

A concept designed to ensure equal opportunity for all persons regardless of race, religion, age, sex, or ethnic origin. These equal opportunities extend to all personnel programming such as selection, retention, rate of pay, demotion, transfer, layoff, termination, and promotion.

**FACILITY**

A jail, either a detention facility or holding facility, including the buildings and site.

**FACILITY EMPLOYEES**

Employees, full-time and part-time, retained by the county to operate the jail facility. For the purposes of these Standards, all volunteers and employees of other agencies and organizations are considered employees when they are in the facility or on its ground. (Also FACILITY PERSONNEL)

**FACILITY PHYSICIAN**

A person or organization licensed to practice medicine with whom the facility enters into an agreement to plan for and provide health services to the inmate population of the facility.

**FIRE RESISTIVE**

A building which has walls, ceilings, floors, partitions, and a roof made of noncombustible materials and which has a structural steel frame protected by a noncombustible material that has a fire resistance rating.

**FOOTCANDLE**

A unit for measuring the intensity of illumination; the amount of light thrown on a surface one foot away from the light source.

**GRIEVANCE**

A written complaint filed by an inmate with the facility administrator concerning personal health and welfare or the operations and services of the facility.

**HEALTH CARE**

The sum of all action taken, preventive and therapeutic, to provide for the physical and mental well-being of a population. Health care includes medical and dental services, mental health services, nursing, personal hygiene, dietary services, and environmental conditions.

**HIGH-SECURITY AREA**

A part of the facility in which high security inmates are housed or held. These areas have the highest level of physical and operational security.

**HOLDING CELL**

A cell within a facility that is used to hold one or more persons temporarily while they await processing, booking, court appearance, or discharge.

**HOLDING FACILITY**

A facility used for the temporary detention of pretrial detainees for up to seventy-two (72) hours prior to arraignment, release, or transfer. Sentenced inmates may be held only pending transfer to another facility or authority; sentences shall not be served in Holding Facilities.

**INDIGENT**

An individual with no funds or source of income.

**INFORMATION SYSTEM**

Includes the concepts, personnel, and supporting technology for the collection, organization, and delivery of information for administrative use. There are two types of information: a) Standard information, consisting of data required for operational control, such as the daily count, positive and negative release rates, absconding or runaway rates, referral sources, and payroll data in a personnel office; and b) Demand information, which can be generated when a report is required, such as the number of inmates participating in education programs and duration of confinement.

**INFORMED CONSENT**

An agreement by a patient to a treatment, examination, or procedure after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination or procedure.

**INMATE**

Any person, whether pretrial, unsentenced, or sentenced, who is confined in a detention or holding facility.

**INMATE LIVING AREA**

Space provided for sleeping, storage of approved personal affects, personal hygiene accommodations, and activity.

**INMATE-OCCUPIED AREA**

That portion of the facility to which inmates normally may have access.

**INMATE RECORDS**

Information concerning the individual's personal, criminal, and medical history, behavior, and activities while in custody, including but not limited to: commitment papers, court orders, detainers, personal property receipts, visitors lists, photographs and fingerprints, classification information, grievance reports, disciplinary infractions and action taken, work assignments, program participation, and miscellaneous correspondence.

**MAJOR RULE VIOLATION**

A violation of inmate rules that requires imposition of due process procedures and may result in a deprivation of privileges for more than seven (7) days and/or placement in disciplinary detention.

**MEDICAL PERSONNEL**

Physicians, dentists, and other professional and technical workers who provide health care services to inmates in keeping with their respective levels of certification, qualifications, training and experience.

**MEDICALLY TRAINED PERSONNEL**

Correctional officers or other correctional personnel who may be trained and appropriately supervised to carry out specific duties with regard to the administration of health care.

**MEDICAL RECORDS**

Separate records of medical examinations and treatments maintained by facility medical personnel.

**MEDICAL SCREENING**

A system of structured observation and initial health assessment to identify newly arrived inmates who pose a health threat to themselves and others.

**MINOR RULE INFRACTION**

A violation if inmate rules which may result in loss of privileges for seven (7) days or less, a warning, reprimand, or counseling.

**MULTIPLE OCCUPANCY CELLS**

Multiple occupancy cells are those units that house between two (2) and twelve (12) inmates.

**OBSERVATION CELL**

A cell used to temporarily house an inmate in need of close supervision and observation.

**PAT SEARCH**

Searches which involve the touching and feeling of the inmate's clothed body to detect contraband.

**POLICY**

A statement of what is to be done in relation to an issue. It reflects the philosophy of the organization and defines the purpose for which the action is taken.

**POST ORDERS**

A written set of procedures describing activities associated with a specific post or work station.

**PROCEDURE**

A detailed description of how a policy is to be accomplished. It describes the steps to be taken, the order in which they will be carried out, and by whom.

**PROTECTIVE CUSTODY**

A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety.

**RATED CAPACITY**

The number of persons a facility may house in a particular cell or room, housing unit, or facility based upon available square footage, sanitary fixtures, and other physical plant features as specified in these Standards.

**RESTRAINT EQUIPMENT**

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

**SAFETY EQUIPMENT**

This includes fire fighting equipment and other items necessary to ensure the safety of facility personnel, inmates, and visitors.

**SAFETY VESTIBULE**

An enclosure that divides inmate areas from the remainder of the facility. Vestibules have two doors or gates, only one of which is to be open at a time, to permit entry and exit from inmate areas in a safe and controlled manner.

**SALLYPORT**

An enclosure located in the perimeter wall or fence of the facility, containing gates or doors at both ends, only one of which opens at one time. This method of entry ensures there will be no breach in the perimeter security of the facility. The sallyport may handle either pedestrian or vehicular traffic.

**SECURITY AREA**

A defined space whose physical boundaries have controlled access and egress.

**SECURITY DEVICES**

Equipment used to maintain facility security.

**SECURITY PERIMETER**

The outer portions of a facility which actually provides for secure confinement of inmates.

**SEGREGATION**

The confinement of an inmate to an individual cell that is separated from the general population.

## *Definitions*

### **SINGLE OCCUPANCY CELL**

Single cells are those units which by design and function hold no more than one (1) inmate.

### **SPECIAL MANAGEMENT INMATES**

Persons whose behavior presents a serious threat to the safety and security of the facility, the inmate, the staff, or the general inmate population.

### **SPECIAL NEEDS INMATE**

An inmate whose mental and/or physical condition requires special handling and treatment by staff. Special needs inmates include, but are not limited to, drug or alcohol addicts or abusers, the emotionally disturbed, mentally retarded, suspected mentally ill, physically handicapped, chronically ill, and the disabled or infirm.

### **STRIP SEARCH**

An examination that can include the visual inspection of an inmate's nude body including a visual inspection of the outer genital area and inside the mouth, nostrils, and ears for the detection of weapons, contraband, or physical abnormalities. This also includes a thorough search of the entire inmate's clothing while not being worn by the inmate.

### **SUPERVISORY STAFF**

Facility employees charged with the responsibility of supervising other personnel during a given time period.

### **TOOLS**

Any commonly used pneumatic, hydraulic, electrical or mechanical instrument, commonly used in the building or repair of a jail facility.

### **TRAINING**

An organized, planned, and evaluated activity designed to achieve specific learning objectives. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. Training programs usually include requirements for completion, record of attendance, and a system for recognition of completion.

### **UNENCUMBERED SPACE**

Unencumbered space is standing floor space that is not encumbered by fixed/required furnishings or fixtures. When measuring floor space, all fixtures must be in their operational position.

### **WORK RELEASE**

A formal arrangement, sanctioned by law, whereby an inmate is permitted to leave confinement to maintain regular employment in the community, returning to custody during non-working hours.

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## REFERENCES

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The following reference materials served as primary resources in the development of this document:

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