
IDAHO SHERIFFS' ASSOCIATION
MINIMUM JAIL STANDARDS

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INTRODUCTION

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

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 Sheriffs and two County Board members, along with the Jail Standards Coordinator, shall conduct the inspections. Inspection teams shall be established for each of the six districts in the state.

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.

CHAPTER 1

ADMINISTRATION, ORGANIZATION, AND MANAGEMENT

Organizational Structure

- 01.01** The facility shall have a designated administrator who shall be responsible for all facility operations.
- 01.02** The facility shall have a written statement, which describes its mission, philosophy, and goals.
- 01.03** The facility shall have a written plan with an organizational chart, which describes the facility organization.

Policies and Procedures

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

CHAPTER 2

FISCAL MANAGEMENT

- 02.01** The facility administrator shall prepare and present 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. (Revised 12/03)
- 02.02** The facility shall utilize a fiscal system, which accounts for all income and expenditures on an ongoing basis.
- 02.03** The fiscal process of the Sheriff's Office shall include an annual financial audit of the facility. (Revised 12/03)
- 02.04** The methods used for collecting, safeguarding, and disbursing monies, including inmates' personal funds held by the facility, shall comply with accepted accounting procedures.
- 02.05** All monies collected by the facility shall be secured daily in an officially designated and secure place.
- 02.06** The facility administrator shall maintain documentation of the number and type of positions authorized and the number and type of positions filled or vacant at any time. The payroll shall be based upon documented time and attendance records of all facility employees.
- 02.07** The facility administrator shall maintain current and complete records of all property, equipment, and stores. An inventory shall be conducted at least annually in the manner and detail prescribed by the Sheriff's Office and the County Board. (Revised 12/03)

CHAPTER 3

PERSONNEL

Staffing

- 03.01** The facility shall be staffed by facility employees awake and on duty on a twenty-four hour basis when inmates are being housed.
- 03.02** The facility shall have 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. The facility administrator shall prepare and/or update a staffing plan annually, prior to the preparation of the facility's annual budget request. The plan shall detail staff assignment in the facility and the number of full and part-time positions. Offices should be staffed with a minimum of two officers at all times. (Revised 12/03)
- 03.03** A female employee shall be available at all times when female inmates are housed. An on-duty female employee of the Sheriff's Office assigned primarily to non-jail position, but who is properly trained and available as needed to assist with female inmates, may satisfy this requirement. If a female deputy is not available, a minimum of two male officers should be made available. (Revised 12/03)

Qualifications

- 03.04** All applicants for employment as county detention officers, 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. The facility administrator shall maintain documentation of compliance with these standards for employment in the respective personnel files of each new employee. (Revised 12/03)

Personnel Rules

- 03.05** The facility shall have 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:
- 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 sheriff's office shall maintain a current, accurate and confidential record for each employee. Employees shall have access to information maintained in their own personnel file. (Revised 12/03)

CHAPTER 4

TRAINING AND STAFF DEVELOPMENT

- 04.01** The sheriff's office shall have a written training and staff development plan. The training program shall be coordinated by a designated supervisory-level employee. Training shall be based on, and consistent with the facility's written policies and procedures. (Revised 12/03)
- 04.02** All new employees shall be provided an accepted, JTO CTO orientation program. (Revised 12/03)
- 04.03** All county detention officers employed after July 1, 1997 shall be trained and certified within one (1) year of employment as required by the Idaho Peace Officer Standards and Training Council, except in cases where the council for good cause and in writing, has granted additional time to complete such training. All county detention officers who were employed prior to July 1, 1997, shall have completed the training and certification provisions referred to above by July 1, 1999. (Revised 12/03)
- 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. (Revised 12/03)
- 04.06** All new support staff and part-time employees shall receive orientation appropriate to their job assignments and additional training, as needed.
- 04.07** In addition to basic training, all facility employees shall receive a minimum of twenty-four (24) hours of in-service training annually. (Revised 12/03)
- 04.08** All facility employees shall receive training in the execution of the facility's written emergency plans and in the use of emergency equipment.
- 04.09** All facility employees shall be familiar with the inmate rules and regulations and shall receive training in the enforcement of these rules.
- 04.10** All facility employees who are authorized to perform duties which require certification beyond basic Post Detention Officers Certification, shall be required to keep their certifications current at all times.

Training and Staff Development

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

CHAPTER 5

FACILITY INFORMATION SYSTEMS

Records and Data Management

- 05.01** The detention facility shall have written policy and procedure to govern the collection, management, and retention of information pertaining to inmates and the operation of the facility. Written policy and procedure shall address, at a minimum, the following: (Revised 12/03)
- 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 shall be obtained from the inmate involved with a copy placed in the inmate's file folder. (Revised 12/03)
- 05.03** Inmates shall be 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, when its disclosure to the inmate presents a threat to the safety and security of the facility.

Facility Records

- 05.04** The sheriff's office shall maintain 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. (Revised 12/03)
- 05.05** The sheriff's office shall maintain a document on each shift in which the following, at a minimum, shall be recorded: (Revised 12/03)
- 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, and
 - 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 sheriff's office shall maintain a permanent 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, shall be recorded: (Revised 12/03)
- 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 detention facility shall maintain a master file or roster board indicating the current cell assignment and status of all inmates housed in the facility. (Revised 12/03)
- 05.08** Employees shall 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 prior to the end of shift. (Revised 12/03)
- 05.09** The detention facility shall maintain an accurate record of all meals served to inmates, including items served, time and date served. (Revised 12/03)
- 05.10** The detention facility shall maintain a visitor's register in which the following will be recorded: (Revised 12/03)
- 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 detention facility shall maintain an accurate and current file folder for each inmate detained. The file folder shall contain, at a minimum, the following: (Revised 12/03)
- 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 detention facility shall maintain a file for each inmate's medical records. The file shall contain, at a minimum, the following: (Revised 12/03)

- 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 The detention facility administrator, in conjunction with the healthcare provider, shall establish written policy and procedures which, at a minimum, shall address the following: (Revised 12/03)

- a. Establishes a "privacy officer" 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;
- 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 shall prepare, keep current, and provide copies to the Idaho Sheriffs Association, statistical records which identify the following:

- 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

FIRE SAFETY AND EMERGENCY PROCEDURES

- 06.01** The facility shall have written policy and procedure, which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff.
- 06.02** 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.
- 06.03** The facility administrator shall designate a facility employee as fire safety officer who has received training and is familiar with the applicable regulations, inspection process, and fire prevention practices.
- 06.03.01** The fire safety officer should conduct regular fire safety inspections of the facility. (Revised 12/03)
- 06.03.02** The fire safety officer shall schedule and coordinate fire drills annually. (Revised 12/03)
- 06.03.03** The fire safety officer shall coordinate the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly.
- 06.03.04.1** The time, date and results of all fire safety inspections, fire drills, and equipment testing and inspection shall be documented.
- 06.03.04.2** The detention facility shall be equipped with at least one AED (automatic electronic defibrillator). (Revised 12/03)
- 06.03.05** The detention facility shall be equipped with adequate self contained breathing apparatus, and all employees should be trained in the use of the SCBA devices. (Revised 12/03)
- 06.04** 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.
- 06.05** The facility administrator shall involve the local fire department in fire emergency planning and training, and drills, as appropriate.
- 06.06** The facility shall have equipment necessary to provide emergency electrical power to maintain essential services, security, and safety in the event of a power failure.

CHAPTER 7

SECURITY AND CONTROL

- 07.01** The facility shall have written policy and procedure to govern all aspects of facility security and control. These written policies and procedures shall address, at a minimum, the following:
- 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 shall observe all inmates at least every thirty (30) minutes on an irregular schedule and the time of all such checks shall be logged. More frequent checks should be made of persons who are violent, suicidal, mentally ill, intoxicated, or who have other special problems or needs warranting closer observation.
- 07.03** Inmates participating in work programs, except those on temporary release status, shall have supervision provided in keeping with their custody classification while outside the security perimeter of the facility. Minimum security custody inmates shall be periodically checked to assure appropriate accountability and security.
- 07.04** 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)
- 07.05** The facility shall have 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.
- 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 should have staff posts located in or adjacent to inmate housing areas to permit facility employees to hear and respond promptly to problems or emergency situations.
- 07.07** Where staff posts are not located in or adjacent to inmate housing areas, an audio electronic surveillance and communication system shall be available.

Security and Control

- 07.08** Visual electronic surveillance equipment, where available, shall be used primarily to monitor hallways, stairwells, points of access through the security perimeter, and common areas. If inmate living areas are visually monitored with electronic equipment, provisions shall be made to shield shower and toilet areas to protect inmate privacy.
- 07.09** The use of physical force by facility employees shall be 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.
- 07.09.01** Physical force shall not be used as punishment.
- 07.09.02** Facility employees shall prepare a written report prior to end of shift following any use of force to be made available for review by the facility administrator. (Revised 12/03)
- 07.10** Restraint equipment shall be used only as a precaution against escape during transfer or as a prevention against inmate self injury, injury to others, or damage to property.
- 07.10.01.1** Accepted policy must be established and approved, and restraint equipment shall be applied only for the time absolutely necessary, and always in accordance with manufacturer's guidelines and detention facility policy. (Revised 12/03)
- 07.10.02** The use of restraint equipment, other than for routine use during transfer, shall be approved by the senior employee on-duty and documented in a report prepared for review by the facility administrator.

Security

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

Searches and Contraband Control

- 07.14** The facility administrator shall maintain a list of items designated as contraband and shall describe contraband in inmate rules and visiting rules. Facility employees shall be familiar with what items are included on the list of designated contraband.
- 07.15** The facility shall have 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.

- 07.16** Contraband control procedures shall provide for the inspection of all materials and supplies coming into the facility.
- 07.17** The facility shall have a plan for the searching of inmates for the control of contraband which includes, at a minimum, the following provisions:
- 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 shall be 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 inmate's conduct necessitates the use of force to complete the search.
- 07.19** All contraband items found during facility or inmate searches shall be seized. The seizure and disposition of the contraband shall be documented. When a crime is suspected to have been committed within the facility, all evidence shall be maintained and made available to the proper authorities.

Key Control

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

Tool Control

- 07.22** The facility shall have a tool control system which includes, at a minimum, the following provisions:
- a. All facility owned tools and other potentially dangerous equipment shall be securely stored in a locked area or outside the security perimeter;

- b. There shall be an accounting system to record the issuance and return of all facility-owned tools and equipment;
- c. Facility employees shall 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 shall be 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 shall be promptly reported to the facility administrator.

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

07.23 Unless authorized all firearms, chemical agents, stun guns tazers and other weapons assigned to the facility shall be stored in an arsenal, vault, or other secure area under lock. (Revised 12/03)

07.23.01 The weapons storage area shall be inaccessible to unauthorized persons.

07.23.02 There shall be an accounting procedure for the issuance and return of all weapons.

07.23.03 All weapons shall be inspected and inventoried at least monthly to determine their condition and expiration dates.

07.24 Except in emergency situations, no firearms, chemical agents, or other weapons shall be permitted within the security perimeter unless authorized. (Revised 12/03)

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. (Revised 12/03)

07.24.02 The facility shall provide 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.

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. (Revised 12/03)

Emergency Procedures

07.26 The facility shall have written policy and procedure for the handling of emergency situations including, at a minimum, the following:

- a. Escape;
- b. Hostage taking;
- c. Riots or major disturbances;
- d. Suicide;
- e. Natural disasters; and
- f. Mass arrest.

CHAPTER 8

SPECIAL MANAGEMENT INMATES

- 08.01** The facility shall have 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)
- 08.02** The facility administrator or the senior officer on duty may order immediate segregation when necessary to protect the inmate or others. The segregation shall be reviewed within three (3) days, excluding weekends and holidays, by the classification officer, disciplinary officer, or other appropriate authority having jurisdiction over the type of segregation ordered.
- 08.03** Inmates may be placed in disciplinary detention for a rule violation only after a full hearing before the disciplinary officer or committee as provided in Chapter 13. Except in the most serious cases, an inmate shall not be kept in disciplinary detention for more than fifteen (15) days for one offense, but in no case shall the period of detention exceed thirty (30) days for one incident without the specific written approval of the facility administrator.
- 08.04** The classification officer 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:
- 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 status of inmates in administrative segregation or protective custody shall be reviewed by the classification officer after seven (7) days and then every thirty (30) days thereafter.
- 08.06** Inmates in administrative segregation or protective custody shall be released only after a review by the classification officer or facility administrator.
- 08.07** Any cell used for segregation shall provide living conditions which are approximately equivalent to the conditions in general population. An inmate may be 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.
- 08.08** Segregated inmates shall be able to maintain acceptable levels of personal hygiene.

Special Management Inmates

- 08.09** The access of inmates in disciplinary detention to telephone services may be restricted to contact with legal counsel. Inmates in administrative segregation or protective custody shall have access to telephone services to include contact with legal counsel and as otherwise authorized by the facility administrator.
- 08.10** Inmates in administrative segregation or protective custody shall have 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.
- 08.11** Inmates in administrative segregation or protective custody shall not be deprived of an authorized item, service, or activity, except when necessary to ensure the inmate's safety or the well being of staff and other inmates. When items, services, or activities are withheld, a written report shall be made of the action to the facility administrator.

CHAPTER 9

FOOD SERVICES

09.01 The facility shall have written policy and procedure to govern the facility's food services operation.

Menu Planning and Dietary Requirements

09.02 The facility's food service operation shall be supervised by a designated employee who is qualified by experience and/or training.

09.03 The preparation of menus should provide a nutritionally balanced diet, and all menus shall provide a minimum of 2500 calories daily.

09.04 All menus shall be planned, dated, and available for review at least one week in advance. Notations shall be made of any changes in the menu. Menus shall be kept at least one (1) year after use.

09.05 Special diets prescribed by a physician shall be followed according to the physician's written instructions or the written instructions of a local dietician.

09.06 Provisions shall be made for special diets when an inmate's religious beliefs require adherence to particular dietary practices. 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.

09.07 The facility shall maintain an accurate record of all meals served to inmates, including special diets. The items served, the time and date served shall be recorded.

09.08 Menus and records of meals served shall be reviewed at least annually by a dietician or nutritionist to verify nutritional adequacy. The facility shall maintain documentation of the dietician's or nutritionist's review and verification. Subsequent menus shall be promptly revised to eliminate any deficiencies noted.

Menu Preparation and Serving

09.09 Three meals, two of which are hot, shall be served daily. No more than fourteen (14) hours shall elapse between the evening meal and breakfast. Meals shall be served at approximately the same time every day.

09.10 Food flavor, texture, temperature, appearance and palatability shall be considered in food preparation. Food shall be served promptly after preparation. Procedures shall ensure hot food is served hot and cold food is served cold.

09.11 Food shall not be withheld from inmates, nor the menu varied either as a disciplinary sanction or as a reward without prior approval of sheriff or his designee, after consultation with legal counsel. (Revised 12/03)

Food Services

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

Sanitation

- 09.15** Food service and related sanitation practices shall provide the following:
 - 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.
 - 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.
 - 09.15.03** If inmate food is obtained through a contract for food service from another source outside the facility, the food service provider shall meet all local health, sanitation and licensing requirements.
- 09.16** All persons assigned to food service work, including inmates, shall be carefully screened and determined to be in good health and free from any communicable or infectious diseases, vermin, or open, infected wounds.
- 09.17** All persons assigned to food service work shall be required to maintain adequate personal hygiene and cleanliness.
- 09.18** All persons assigned to food service work shall be familiar with appropriate food service sanitation practices and requirements.
- 09.19** All dishes, utensils, pots, pans, trays, and food carts used in the preparation, serving, or consumption of food shall be washed and rinsed promptly after every meal. Disposable utensils and dishes shall not be reused.
- 09.20** A daily cleaning schedule shall be established and followed to ensure the entire food service area is kept clean and sanitary.
- 09.21** All storage and pantry areas shall be maintained in clean and sanitary condition at all times, and kept free from contamination from any source at all times.
- 09.22** All garbage shall be stored in water tight containers with plastic trash liners and tight fitting covers. Garbage shall be removed daily.

Food Service Storage

- 09.23** All food or food products, prepared or in bulk, shall be 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.
- 09.24** All items stored for future use shall be rotated on a first in, first out basis.
- 09.25** Soaps, detergents, waxes, cleaning compounds, insect spray, and any other toxic or poison materials shall be kept in a separate, locked storage area.

Food Service Facilities

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

CHAPTER 10

SANITATION AND HYGIENE

Facility Sanitation and Maintenance

- 10.01** The jail shall maintain documentation by state and/or local health officials or other qualified persons that the facility complies with state and local sanitation and health codes based on at least an annual inspection of the facility.
- 10.02** The facility administrator or his/her designee shall conduct at least weekly sanitation and maintenance inspections of all areas of the facility.
- 10.03** The facility shall have a plan of the control of vermin and pests which includes monthly inspections. If fumigations are necessary, they must be done by a licensed pest control professional.
- 10.04** The facility shall have a written house keeping plan for all areas of the physical plant which provides for daily housekeeping and maintenance by assigning specific duties to inmates and staff, the plan shall include the following provisions:
- a. All work shall be assigned and supervised by facility employees. No inmates shall be allowed to assign work to other inmates;
 - b. Bars, screens, ledges, and other exposed surfaces shall be dusted and/or washed at least weekly or when soiled, dirty or otherwise necessary;
 - c. Floors shall be swept daily and scrubbed and rinsed at least weekly. Floors shall be kept free from hazardous objects at all times;
 - d. Walls and ceilings shall be washed as needed and inmates shall 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 shall be cleaned with hot, sudsy water daily;
 - f. Shower facility shall be cleaned thoroughly with hot water, soap, and scouring powder daily;
 - g. Each inmate shall be responsible for keeping his/her own cell area clean at all times. Cells and dormitories shall 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, shall be provided throughout the facility and shall be emptied and cleaned daily; (Revised 12/03)
 - i. Adequate cleaning tools and supplies shall be provided to inmates to be used under the supervision of facility employees. Supplies shall not be stored in inmate cells or rooms. Mops and other cleaning tools shall be thoroughly cleaned after each use and stored in a well-ventilated place. Inmate access to cleaning equipment, tools, and supplies shall be controlled;
 - j. Mop sinks and janitor's closets shall be cleaned thoroughly after each use;
 - k. To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. All poisonous and caustic compounds used for cleaning shall be clearly labeled and kept in a locked storage area apart from all other articles.

- 10.05** Painted surfaces shall not be scaled or deteriorated. When repainting, a light, soft-toned, fire-retardant and washable paint shall be used.
- 10.06** All plumbing, lighting, ventilation equipment, furnishings, and security hardware in inmate living areas shall be kept in good working order. Any broken fixture, equipment, furnishings, or hardware shall be promptly repaired or replaced.
- 10.07** Where the facility's water supply is obtained from a private source, the source shall be properly located, constructed, and operated to protect it from contamination and pollution. The water shall meet all current standards set by the applicable state and/or local authority as to bacteriological, chemical, and physical tests for purity.

Inmate Personal Hygiene

- 10.08** Sufficient shower facilities with adequate supplies of hot and cold water shall be available in inmate living areas to permit inmates to shower or bathe daily. Inmates shall be encouraged to shower or bathe at least three times per week.
- 10.09** Provisions shall be made for inmates to receive a hair cut at least monthly and to shave daily if they choose. Razors issued for inmate use shall not be shared.
- 10.10** The facility shall provide without charge the following articles necessary for maintaining proper personal hygiene:
- a. Soap;
 - b. Toothbrush;
 - c. Toothpaste or powder;
 - d. Comb; and
 - e. Products for female hygiene needs.
- 10.11** Toilet paper shall be available at all times in inmate toilet areas.
- 10.12** The facility shall provide for the issue of clean clothing, bedding, linens, and towels to new inmates held overnight. At a minimum, the following shall be provided:
- 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 shall be sufficient to allow required clothing, bedding, and towel exchanges for inmates.
- 10.13.01** Inmate clothing shall be laundered or exchanged at least twice (2) each week.
 - 10.13.02** Linen shall be changed and laundered or exchanged at least once weekly or more often, as necessary.
 - 10.13.03** Blankets in use shall be laundered or exchanged at least monthly, or before reissue to another inmate.
 - 10.13.04** Towels shall be laundered or exchanged at least twice (2) weekly.

- 10.14** The facility inventory of clothing, bedding, linen, and towels shall exceed the maximum inmate population to ensure that a reserve is always available.

CHAPTER 11

HEALTH CARE SERVICES

Health Care Authority

- 11.01** The facility should have a written agreement with a physician or other health authority such as a hospital or clinic to provide health care services. If the health authority is other than a physician, final medical judgement shall rest with a physician licensed in the state.
- 11.02** All matters of medical, mental health, and dental judgement shall be the sole province of the responsible health authority.
- 11.03** The facility shall have written policies and procedures to govern the delivery of medical, dental, and mental health services. The written policies and procedures shall address, at a minimum, the following:
- 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 medical personnel. Copies of current credentials for each medical employee shall be kept on file in the facility.
- 11.05** The facility shall have written job descriptions for all medical personnel which define their respective roles in the facility's health care system.
- 11.06** The facility should have at least one (1) full-time medical employee, such as a nurse, physician's assistant, nurse practitioner, or emergency medical technician. In lieu of medical personnel, the facility administrator may designate medically trained employee who has received training to carry out specific duties to coordinate the delivery of health care services. The designated employee shall carry out his/her duties under the supervision of the facility administrator and the licensed physician. Inmates shall not be used in the provision of health care services. (Revised 12/03)

Health Care Facilities and Equipment

- 11.07** The facility administrator shall make reasonable efforts to provide space, equipment, supplies, and materials to provide medical services.
- 11.08** The facility administrator will establish procedures for the strategic location of first-aid kits and for the monthly inspection and maintenance of the kits.

Medical Screening and Health Appraisal

- 11.09** Medical screening shall be performed and recorded by the receiving officer on all inmates upon admission to the facility. The medical screening shall include, at a minimum, the following:

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.

Observation of:

- f.** Behavior, including state of consciousness, mental status, appearance, conduct, tremor, or sweating; and
- g.** Body deformities, trauma markings, bruises, jaundice, rashes, evidence of body vermin, ease of movement, etc.

Disposition to:

- h.** General population;
- i.** General population and referral to appropriate health care services; or
- j.** Immediate referral to health care services.

- 11.10** 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;
- d.** Administration of other tests and examinations, as appropriate; and
- e.** Initiation of therapy, as appropriate.

The health history and vital signs may be collected by the designated health trained employee. All other procedures must be performed by medical personnel or the facility physician. Health assessment data shall be recorded on forms approved by the facility physician.

Non-emergency Services

- 11.11** Inmate requests for medical treatment shall be collected daily. Inmate requests for medical treatment shall be reviewed to determine appropriate disposition and referred directly to medical personnel. Non-medical facility personnel shall never diagnose or treat an illness.

- 11.12 Medical personnel shall conduct sick call at least once each week at which time inmates may report non-emergency injuries and illnesses, and may receive appropriate treatment or referral.
- 11.13 All treatment provided by medical personnel other than physicians and dentists shall be performed pursuant to standing or direct orders. In lieu of standing orders, physician's assistants and nurse practitioners may practice within the limits of state law.
- 11.14 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 a physician promptly. In such cases where removal to a hospital is not ordered, the physician's instructions regarding care of the patient and sanitizing of eating utensils, clothing, and bedding shall be carefully followed.
- 11.15 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.
- 11.16 Arrangements may be made for providing detoxification programs for alcohol and drug-dependent inmates, when determined to be necessary by medical personnel.
- 11.17 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.

Emergency Services

- 11.18 Emergency medical and dental care shall be available at all times. Written policies for emergency services shall include arrangements for the following:
 - 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

- 11.19 Written procedures shall be established to provide for the proper management of pharmaceuticals.
 - 11.19.01 All prescription medicines kept at the facility shall be securely stored. All controlled substances, syringes, needles, and surgical instruments shall be inventoried weekly.
 - 11.19.02 All prescriptions shall be labeled with the prescription number, type of medication, prescribed dosage, time to be administered, date of prescription, inmate's name, and the name of the prescribing physician.
 - 11.19.03 All prescriptions shall be administered in the prescribed dosage at the prescribed time by the physician, medical personnel, or a designated facility employee who has received appropriate training in the administration or distribution of medications in a jail environment.
 - 11.19.04 Administration of medication shall be recorded in the manner and on a form approved by the facility administrator.

- 11.20** No inmates shall be subjected to medical or pharmaceutical testing for research purposes.
- 11.21** The facility shall have a procedure for the notification of those individuals so designated by the inmate in the case of serious illness, injury, or death.
- 11.22** In the event of an inmate's death, the coroner and sheriff, shall be notified immediately. (Revised 12/03)
- 11.23** Medical personnel shall have access to information in the inmates' confinement records, when needed.
- 11.24** 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 may be apprised of inmates medical conditions. (Revised 12/03)

CHAPTER 12

INMATE RIGHTS

- 12.01** The facility shall safeguard 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. The facility's written policies and procedures shall ensure the following:
- 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 shall have a written grievance procedure which includes the following provisions:
- a. Any inmate shall have the right to report and file a grievance;
 - b. The facility administrator or his/her designee shall promptly investigate and respond 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 shall not be subject to reprisal; and
 - d. Inmates shall be provided at least one level of appeal.

CHAPTER 13

INMATE RULES AND DISCIPLINE

- 13.01** The facility shall have written policy and procedure for maintaining discipline and regulating inmate conduct. The following general principle shall apply.
- 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 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 shall have 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. Upon admission, each inmate shall be provided a copy of the inmate rules.
- 13.03** 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:
- a. The inmate shall be informed of the specific charges by the senior officer on duty;
 - 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** 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:
- a. Facility employees alleging a major rule violation shall prepare a disciplinary report and forward it to the designated disciplinary officer or committee without delay. The report shall include, at a minimum:
 - (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 officer or committee. The officer or committee shall not have been directly involved in the incident. Hearing procedures shall include the following provisions:
 - (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 officer or committee can impose reasonable restrictions on the length of testimony and the number of witnesses.
 - (iv) The disciplinary officer 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.
 - (v) A copy of the decision and the sanctions imposed shall be provided to the inmate.
- 13.05** The inmate shall have the right to appeal a decision on a disciplinary action to the sheriff or facility administrator who shall consider the following:
- 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 reference to the incident shall be removed from the inmate's file.
- 13.07** Inmates charged with major infractions may be held in detention prior to the hearing only when necessary to ensure the safety of the inmate or the facility.
- 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.

CHAPTER 14

COMMUNICATION, MAIL AND VISITING

MAIL

- 14.01** The facility shall have written policy and procedure to govern inmate mail.
- 14.02** The length, source, or volume of mail an inmate may send or receive, at his/her own expense, shall not be limited, except where there is clear and convincing evidence to justify the limitation for reasons of public safety, facility order, or security.
- 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 facilities 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:
- 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. Cash, checks, and money orders shall be removed from incoming mail and promptly credited to the inmate's account. If contraband is discovered in either incoming or outgoing mail, it shall be removed and its disposition properly recorded. All checks, money orders or other negotiable instruments, intended for deposit, must be endorsed by the inmate, and the inmate must be informed of the intended use of the deposited monies.
(Revised 12/03)
- 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. 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.
- 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.

- 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 shall not be read. Such correspondence shall be opened only in the presence of the inmate to which it is addressed.
- 14.08 Indigent inmates shall be 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.
- 14.09 Indigent inmates shall be provided with writing supplies and postage for a minimum of two, one-ounce letters per week to maintain family and community ties.
- 14.10 Incoming mail shall be delivered to inmates within twenty-four (24) hours, excluding weekends and holidays. Outgoing mail shall be delivered to the postal service daily, excluding weekends and holidays.

Telephone

- 14.11 The facility shall have written policy and procedure which provides for inmate access to telephone services.
- 14.12 All inmates, except those restricted as a result of disciplinary action, shall be provided the opportunity to complete at least two (2) telephone calls per week to maintain family and community ties.
 - 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 shall be allowed to make a reasonable number of telephone calls to their attorneys.
 - 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 shall have written policy and procedure to govern visiting.
- 14.15 The facility shall have an established visiting schedule with sufficient hours set aside weekly to fulfill the visiting opportunities of all inmates in the facility.
 - 14.15.01 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.
 - 14.15.02 Each inmate, except those restricted as a result of disciplinary action, shall have the opportunity for at least one (1) hour of visiting each week in one or more visits.
 - 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** Minor children, when accompanied by a parent or legal guardian, should be permitted to visit inmates.
- 14.16** No restrictions shall be placed on who may visit an inmate, unless the senior officer on duty determines a visitor should be excluded for one or more of the following reasons:
- 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** Written rules governing visitors' conduct and responsibilities shall be conspicuously posted in the visitor's area. If the visitor fails to abide by the rules, the visit may be terminated.
- 14.18** Visitors shall be required to register prior to admission to the visiting area.
- 14.19** With prior arrangements, the facility administrator shall make special arrangements for persons who must travel over 150 miles to visit an inmate when such visits cannot reasonably coincide with regular visiting hours.
- 14.20** A secure and suitable area shall be provided for inmates and visitors to converse at normal voice levels.
- 14.21** Facility employees may monitor 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. (Revised 12/03)
- 14.22** The facility may provide inmates adequate opportunities to meet with attorneys and the clergy. (Revised 12/03)
- 14.22.01** Attorneys and clergy shall be permitted to visit inmates at reasonable hours other than during regularly scheduled visiting hours.
 - 14.22.02** 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 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 officer on duty shall document the reasons for the restriction.
 - 14.22.04** Attorneys and clergy may be subject to search prior to a contact visit.

CHAPTER 15

ADMISSION AND RELEASE

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.
- 15.02** The admitting officer 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.
- 15.03** The admitting officer, to the best of his or her ability, shall ascertain the identity and age of the detainee.
- 15.04** If the detainee shows signs of illness or injury, or is incoherent, he or she may not be admitted to the facility until the arresting officer or admitting officer has secured written documentation from medical personnel or a physician of examination, treatment, and fitness for confinement. (Revised 12/03)
- 15.05** The admitting officer shall conduct a complete and thorough search of the inmate being admitted. Written policies and procedures regarding searches upon admission shall be consistent with the following provisions:
- 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 arrestees 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 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. Official charge(s);
 - d. Agency/authority ordering arrest or commitment;
 - e. Signature and title of arresting officer and admitting officer;
 - 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 shall be photographed and finger printed upon admission.
- 15.08** Inmates shall be screened and observed as prescribed by Chapter 11.10 to determine if immediate medical or mental health attention is needed.
- 15.09** Each inmate detained shall be allowed to communicate with his/her family, bail bondsman, and attorney by completing at least three (3) unmonitored telephone calls upon completion of admission.
- 15.10** All money, valuables, and other personal property not allowed in the facility shall be taken from inmates at the time of admission and securely stored. If necessary, clothing taken from the inmate shall be cleaned and/or disinfected before storage. An itemized inventory signed by the inmate and admitting officer shall be prepared and placed in the inmate's file. Personal property released to a third party must have the inmate's signature of approval and the signature receipt of the third party.
- 15.11** After the booking process is completed, inmates to be housed who are unclean shall be required to shower. If there is indication of vermin, delousing procedures shall be followed.
- 15.12** Newly admitted inmates shall be provided clothing and standard issue of bedding and hygiene items as provided in Chapter 10.10 and 10.12.
- 15.13** Newly admitted inmates shall be assigned to initial housing according to the facility's classification plan.
- 15.14** Newly admitted inmates shall receive a thorough orientation to the facility and its operation. Each inmate shall be 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.
- 15.14.01** The written information shall include 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 shall be provided.
 - 15.14.03** Upon completion of orientation, the inmate shall be 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.

- 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, shall be admitted to the facility. Juveniles not eligible for admission to the facility may be held in non-secure custody at the facility under the following conditions:
- 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** Prior to releasing an inmate, the releasing officer shall positively identify the inmate to be released, verify the authority for the release, and verify 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 officer shall also be verified.
- 15.19** The releasing officer shall record the time, date, authority for release, and receiving authority, if any, on the facility's release form. The releasing officer shall sign the completed form.
- 15.20** Upon release, any property not legally confiscated or retained shall be compared against the inventory of property taken and returned to the inmate. The inmate and the releasing officer shall sign a receipt for all property returned.
- 15.21** The facility shall have a procedure for handling inmate complaints about property returned.

CHAPTER 16

CLASSIFICATION

- 16.01** The facility shall have 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.
- 16.02** All inmates shall be subject to an objective classification process which shall serve, at a minimum, the following purposes:
- 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 should designate at least one facility employee as classification officer who is trained in classification techniques and made responsible for administration of the classification system. (Revised 12/03)
- 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.
- 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 shall not be subjected to discrimination in classification decisions on the basis of race, color, creed, national origin, sex (*except required housing separation*), or economic status.
- 16.06** The inmate classification system shall provide for the separate housing of the following categories of inmates:
- a. Male inmates shall be housed separate and apart from female inmates;
 - b. Juveniles processed as adults under Idaho Code.

CHAPTER 17

INMATES SERVICES AND PROGRAMS

- 17.01** The jail shall have written policies and procedures which provide that inmate services and programs be available and include, at a minimum, counseling, religious services, exercise and passive recreational activities, library service, educational programs, work programs, and commissary.
- 17.02** The facility administrator should designate 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.
- 17.03** The facility shall have a plan for inmate services and programs, which provides for the identification and use of available community resources. The plan shall also encourage citizen involvement and use of volunteers in inmate programs.
- 17.04** All facility employees should be familiar with services and programs available to inmates.
- 17.05** Inmates shall participate in work assignments and/or programs required by court order.

Counseling

- 17.06** The facility shall provide, or make 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.

Education

- 17.07** Sentenced adult inmates may be provided opportunities as available in the community for basic education at least up to high school equivalency. (Revised 12/03)
- 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.

Religion

17.08 Every inmate, upon his or her request, shall be allowed to practice religion and have access to clergy, publications, and religious symbols, subject to those limitations necessary to maintain facility security and order.

Exercise and Recreational Activities

17.09 The facility shall provide exercise opportunities for inmates.

17.09.01 Inmates held longer than five (5) consecutive days shall 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 shall be provided outdoors in a secure exercise area.

17.09.02 Sufficient space and staffing to facilitate exercise shall be provided.

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. (Revised 12/03)

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)

17.10.02 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 Jails utilizing law libraries shall make sure that inmates have access to legal reference materials and to supplies and services related to legal matters. Legal reference materials shall include, at a minimum, the following:

- 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 may, in addition, establish 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 shall be available to assist the inmate.
- 17.11.03** Legal reference materials and assistance shall be made available to inmates on the following basis:
 - 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.

Work Programs

- 17.12** The facility shall have an inmate work assignment plan for facility house keeping and maintenance.
 - 17.12.01** Written policy and procedure shall prohibit discrimination in work assignments based on sex, race, religion, or national origin.
 - 17.12.02** The work plan shall make 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.
- 17.14** Pre-trial and unsentenced inmates shall not be required to work except to do personal housekeeping.
- 17.15** Inmates may be required to be cleared by medical personnel prior to assignment in a work program.
- 17.16** The facility may offer inmates opportunities to continue their regular employment as authorized by the sentencing court.

Commissary

- 17.17 The facility shall arrange for and provide commissary services for inmates.
- 17.17.01 The facility shall provide inmates a list of items, which they may purchase.
- 17.17.02 Inmates shall be provided the opportunity to make commissary purchases at least weekly.
- 17.17.03 Payment for commissary items shall be 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 shall be put into a separate account and all profits shall be used as provided by Idaho Code.
- 17.17.05 Indigent inmates shall be provided, without charge, those items specifically authorized by facility policy and procedure.

CHAPTER 18

PHYSICAL PLANT

- 18.01** The facility shall have a rated capacity established in accordance with these Standards. Except in emergencies, the total number of inmates in each cell or housing unit shall not exceed its stated capacity. The number of inmates which may be housed in a particular cell or room, housing unit, or facility shall be based upon available square footage, sanitary fixtures, and other physical plant features as specified in these Standards.

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.

General Conditions

- 18.04** Light levels in all inmate housing areas shall be at least twenty (20) footcandles 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)
- 18.05** All inmate living areas should provide visual access to natural light, unless prohibited by security concerns.
- 18.06** Sustained noise levels within inmate occupied areas should not average higher than 70 decibels during the day and 45 decibels during sleeping hours.
- 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.
- 18.08** Ventilation systems shall provide circulation of at least 10 cubic feet of fresh or recirculated filtered air per minute per occupant.
- 18.09** Untiled walls and metal work in the inmate living areas should be finished predominantly with light, soft-toned washable paint.
- 18.10** All locks, detention hardware, fixtures, furnishings, and equipment shall 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.

Admission and Release Areas

- 18.11** The facility shall have 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:
 - 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 shall provide at least twenty-five (25) square feet of floor space per occupant, but shall be no smaller than forty (40) square feet. Temporary holding cells should provide seating for all occupants at capacity. Occupants shall have access to toilets, lavatory with hot and cold water, and an immediate source of fresh potable water.
- 18.13** Detoxification cells shall provide at least twenty-five (25) square feet of floor space per occupant, but shall be no smaller than forty (40) square feet. Detoxification cells should be equipped with low benches or a raised concrete slab. Occupants should have access to toilets, lavatory with hot and cold water, and an immediate source of fresh potable water.

Inmate Housing Areas

- 18.14** 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 in Chapter 16.06.
- 18.15** Single occupancy cells shall have a minimum of sixty square feet of floor space and shall be equipped with at least a bed above the floor, toilet, lavatory with hot and cold water, and storage shelf or compartment.
- 18.16** Multiple occupancy cells shall house no more than twelve (12) inmates. Multiple occupancy cells shall have at least thirty five (35) unencumbered square feet of floor space per occupant at the cells' rated capacity and shall be 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. (Revised 12/03)
- 18.17** Each group of single and/or multiple occupancy cells shall have a day room of functional configuration (*not just a corridor in front of the cells*) which provides an additional 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)
- 18.17.01** Day rooms shall be 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 shall also be equipped with one (1) toilet, an immediate source of fresh potable water, and lavatory with hot and cold water for every fifteen (15) inmates, or fraction thereof.
- 18.18** Dormitory units are cells that house 13 or more inmates. Dormitory units shall 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:
- a. One (1) toilet and one (1) lavatory with hot and cold water for each fifteen (15) 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 shall have at least seventy (70) square feet of floor space and shall be equipped with at least a toilet, lavatory with hot and cold water, desk or writing space and seating, shelf or storage compartment, and a bed.

Program Support Areas

18.20 Adequate space shall be allocated for, but not limited to, the following functions:

- 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 shall have a secure outdoor exercise area. It is recommended that the exercise area be approximately 600 square feet in size.

18.22 The facility shall have at least one (1) room available within the security perimeter for indoor recreation, activities and programs.

Operational Support Areas

18.23 Adequate space shall be allocated for, but not limited to, the following functions:

- a. Officer stations and work stations;
- 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 shall be allocated for, but not limited to, the following functions:

- 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.

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.

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

judgement, 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 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.
- 18.27.02** The modification, if granted, shall apply 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 unrenovated 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 shall comply with all state and local building, safety, and health codes.

Planning

- 18.29** New facilities or major renovations, shall be 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 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 shall 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 shall not average higher than seventy (70) decibels during the day and forty-five (45) decibels during sleeping hours.
- 18.36** Heating and cooling systems shall provide a comfortable and healthful living environment with temperatures maintained between sixty-five (65) and eighty (80) degrees Fahrenheit.
- 18.37** Ventilation systems shall provide circulation of at least ten (10) cubic feet of fresh or recirculated filtered air per minute per occupant in all areas of the facility.
- 18.38** All locks, detention hardware, fixtures, furnishings, and equipment shall be 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 shall be 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 officers observation of cell space and of day room and program space. (Revised 12/03)
- 18.42** All newly constructed facilities shall 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 shall have 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, wash basin 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, wash basin 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 shall 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 wash basins will be provided at a minimum ratio of 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 which 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 shall be 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 shall be 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 shall be 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 shall be 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** Space shall be provided for routine medical examinations, emergency first-aid, emergency equipment storage, and secure medicine storage.
- 18.59** Where food is to be prepared in-house, the kitchen shall have 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 shall be 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 shall be provided within the security perimeter of the facility.
- 18.62** A secure storage area shall be provided for all chemical agents, weapons, and security equipment.

Administrative Support Areas

- 18.63** Sufficient space shall be provided for administrative and clerical personnel. The space shall include an area for conference and staff training.
- 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 shall be 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 judgement, 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 19

WORK RELEASE FACILITIES

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) footcandles 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.

Work Release Facilities

- 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 wash basin 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 officer who has received training and is familiar with the applicable regulations, inspection process, and fire prevention practices.
 - 19.22.01 The fire safety officer shall conduct regular fire safety inspections of the facility. (Revised 12/03)
 - 19.22.02 The fire safety officer shall schedule and coordinate fire drills at least annually. (Revised 12/03)
 - 19.22.03 The fire safety officer shall coordinate the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly.
 - 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 officers 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)
- 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 officer 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:
- 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 officer shall properly identify the inmate and verify that he or she has the appropriate commitment papers to assure proper documentation.
- 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 officer;
 - 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.

Definitions

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.

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 all the 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.

REFERENCES

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

American Correctional Association, Rockville, Maryland, 1988, **Correctional Standards Supplement**

American Correctional Association, Rockville, Maryland, 1981, **Standards for Adult Local Detention Facilities**

American Correctional Association, Rockville, Maryland, 1989, **Standards for Small Jails**

Carter, Stephen A. et. al., 1989, **Research Findings and Recommendations: Conditions of Confinement Standards Revision**, Report to the American Correctional Association

State of Florida, 1988, **Rules of the Department of Corrections: County and Municipal Detention Facilities**, Chapter 33-8, Florida Administrative Code

State of Kentucky, 1986, **Full Service and Regional Jail Standards**, Kentucky Corrections Cabinet

State of Maine, 1982, **Maine Standards for Jails, Holding Facilities, and Short-Term Detention Areas**, Maine Department of Corrections

State of Nebraska, 1980, **Standards for Jail Facilities**, Nebraska Jail Standards Board