

MANUAL OF STANDARDS
FOR
NEW JERSEY
ADULT COUNTY CORRECTIONAL FACILITIES



STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS
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The preparation of the "Manual of Standards for New Jersey Adult County Correctional Facilities" reflects the recommendations of the "New Jersey Correctional Master Plan" which called for greater County and State cooperation in the correctional field. The members of the "Committee for the Revision of County Jail Standards", named above, represent a cross section of professionals in the field of Corrections. Their experience, understanding, and awareness of current trends in Corrections have proven to be of significant importance in this endeavor.

The comments and recommendations of various staff within the Department of Corrections is acknowledged as well as the suggestions of Mrs. Willa R. Ragozzine, Chief, Bureau of Dietary, Laundry, and Household Services (Department of Human Services) and Mr. William Forman, Consultant, Institutional Libraries (State Library).

Finally acknowledgement is extended to the American Correctional Association, the National Sheriffs' Association, and the National Clearinghouse whose publications in the area of county corrections have been a valuable resource.

INTRODUCTION

This "Manual of Standards for New Jersey Adult County Correctional Facilities" defines the minimum criteria for the various functions and operations of county correctional facilities. These criteria reflect the most current thinking in the corrections field and address the needs of New Jersey's state-wide county correctional system.

These Standards will serve to permit correctional officials at the county and state levels to better analyze and evaluate county facilities as to performance and adequacy of services provided to inmates and to delineate those specific deficiencies which require improvement. Also, these Standards will serve as a measure by which the citizens of New Jersey may better judge whether their communities' correctional programs are adequate to meet the needs of those incarcerated.

The Department of Corrections takes note of the fact that a number of older county correctional facilities operate under the handicap of certain physical deficiencies. Such facilities will be allowed to make reasonable accommodations to meet the Standards. However, in the areas of renovation and/or new construction of county correctional facilities, the Department of Corrections will insist that there be conformity to the Standards.

New Jersey Statute 30:1B-10 gives the Commissioner of the Department of Corrections the authority to establish minimum standards for county correctional facilities. The statute states:

All functions, powers, and duties of the Commissioner of Institutions and Agencies and the Department of Institutions and Agencies with respect to all county and city jails or places of detention, county and municipal schools of detention, privately maintained institutions and noninstitutional agencies and juvenile detention facilities for the care, treatment, government, and discipline of inmates are hereby transferred to the Department of Corrections established hereunder. The Commissioner may, in accordance with the Administrative Procedure Act, P.L. 1968, c. 410 (C. 52:14B-1 et seq.) promulgate such rules and regulations as he shall deem necessary to establish minimum standards for such care, treatment, government, and discipline.
L.1976,c.98,§10, eff. Nov.1,1976.

JAIL PLANNING AND DESIGN

It is the intention of the Department to develop general requirements reflecting current standards for facility planning, design, and construction to serve as a uniform base for the development of new and the continued operation of existing facilities. The standards are intended to develop and maintain a uniformity of practice among the various counties located throughout the State.

The section of the regulations covering Facility Planning is designed to create a mechanism for providing communities with technical assistance throughout the planning process. In approaching the need for replacing or remodeling the facility, the administrator must enlist the cooperation of community resources such as schools, courts, and hospitals in a total planning effort.

Planning a new correctional facility is a highly ordered process. The facility will serve the community for many years, therefore, it is vitally important that planning should be unhurried and thorough. The observance of certain standards, based on the best available experiences in jail design and administration, will promote substantial economy in the construction and operation, as well as provide safety for both inmates and staff.

The American Correctional Association; the National Clearinghouse for Criminal Justice, Planning, and Architecture; the National Sheriffs' Association; the National Jail Association; the United States Bureau of Prisons; and other various agencies and states have developed important basic guidelines for jail planning and construction. Many important features contained within these various guidelines have been incorporated in this section.

Consultation with architects and administrators who are experienced in contemporary jail design and administration will give the planners a broad perspective of the latest developments. Review of comparable units in other jurisdictions is highly recommended.

The Standards pertaining to Jail Planning and Design shall provide for the following:

- .01 Notification: A letter of intent to construct, remodel, or renovate any county detention facility shall be submitted to the Chief, Bureau of County Services, Department of Corrections, by the governing body responsible for the facility prior to the initiation of any planning actions. The notification shall specify the proposed action to be taken and the estimated period of construction.

Upon receipt of the letter of intent, the Chief, Bureau of County Services shall furnish technical assistance throughout the planning process to assure that such planning complies with these standards.

.02 Program Statement: The facility administrator and the architect shall develop a facility program statement as a part of the planning phase. Such a program statement shall include, but not be limited to, a description of criteria for the following:

- a. Type of facility needed and evaluation of alternatives to confinement;
- b. Maximum estimated capacity of facility based on projected needs;
- c. Types of inmates to be housed;
- d. Methods of entry and exit from the facility;
- e. Living units;
- f. Food preparation and serving facilities;
- g. Intake and booking area;
- h. Visiting and attorney interview areas;
- i. Telephone access for inmates;
- j. Library facilities;
- k. Medical examination areas;
- l. Activities areas for exercise and rehabilitation programs;
- m. Cleaning and/or laundering;
- n. Security arrangements and physical relationships among components;
- o. All other plans for compliance with these regulations.

The program statement shall be submitted in duplicate to the Chief, Bureau of County Services.

- .03 Submission of Plans and Specifications: All plans and specifications shall be submitted to the Chief, Bureau of County Services and copies shall also be submitted to other applicable regulatory agencies.

Contracts shall not be let until approval of final documents is received by the facility administrator in writing from the Chief, Bureau of County Services and other applicable regulatory agencies.

- .04 Construction Principles: All facility construction shall comply with the regulations required by State and local building codes. Should a conflict exist between these regulations and those of any other standards setting agency, the conflicting Department regulation shall not be effective until such conflict has been resolved by the Chief, Bureau of County Services.

- .05 General Conditions: The following requirements apply to all areas of the facility with equal importance and shall be considered in the planning process:

- a. The jail shall be easily accessible to the public and to the jail staff, as well as to the officers of the court, attorneys, and law enforcement officers. This accessibility shall be reflected in the availability of public transportation as well as fully adequate provisions for the parking of official and personal automobiles.
- b. Staff work stations and control rooms shall be situated to provide the greatest degree of observation of traffic flow and supervised internal activities possible.
- c. The orderly circulation through strategically located corridors, (minimum 4'-0" wide) eliminating all unnecessary cross-traffic and undesirable contacts between different categories of inmates, will ensure the security and efficiency of the jail operation. The jail shall be so designed that sections or parts of the jail can be closed off for varied use to meet changing needs.
- d. Exit and entry control stations shall be separated from the public and inmates by security barriers and shall be protected from direct observation from the outside of the facility. Program and custodial staff shall be dispersed within resident areas for supervisory and programmatic activities.

e. The design shall provide for the secure confinement of inmates and for adequate separation of inmates of one classification from inmates of another.

- (1) Separation of Inmates: Material witnesses shall not be confined in the same cell with persons committed for crimes; male and female inmates shall not be kept in the same cell or areas; sentenced inmates shall be kept separated from unsentenced inmates; and the more serious offenders shall be kept separate from the less serious offenders.
- (2) The following separation of inmates shall be observed regardless of the type of detention facility:
 - (a) Adult males (awaiting trial)
 - (b) Adult males (sentenced)
 - (c) Adult males (Work Release Program)
 - (d) Adult males (trustees)
 - (e) Adult females (awaiting trial)
 - (f) Adult females (sentenced)
 - (g) Adult females (Work Release Program)
- (3) In addition, attention should be given to the possibility of separation of the following:
 - (a) Misdemeanants from felons (where practical)
 - (b) First offenders from habitual criminals
 - (c) Special prisoners such as alcoholics, drug addicts, sexual crimes, and the mentally and physically ill.
- (4) Special purpose cells shall be based on the size and needs of the facility and shall be used only for the temporary detention of inmates who are likely to harm themselves, require protection, or are uncontrollably violent or self-destructive.

- f. All living units in new facilities shall be single occupancy units.
- g. Consistent with the security requirements of the facility, living units shall be located and designed to assure privacy of inmates.
- h. Jails shall provide sufficient space for programs that can include the public in areas other than the living areas of the facility without compromising the security and control of the facility's operation.
- i. Storage areas for personal property of inmates shall be sufficient to accommodate all necessary materials and provide for their respective separation and security.
- j. The design shall allow for service deliveries without interference with the security of the facility.
- k. A two-way communication system shall be provided between control stations and living areas of the facility.
- l. Provisions for the security of keys, weapons, drugs and medications, tools, valuables, records and other materials, and supplies shall be made. Additional secure depositories for weapons shall be provided outside the areas accessible to the inmates.
- m. Padlocks shall not be used in place of, nor in addition to, a security lock on any door, window, or cabinet within the facility.
- n. Illumination level shall provide at least thirty (30) foot candles of illumination in all living areas and one hundred (100) foot candles in all work or study areas of the facility.
- o. The design of windows shall take into consideration the need for the admission of natural light and ventilation (where such ventilation is not provided mechanically). Security type windows are necessary. Tool-resisting steel shall be used in the construction of window sash or permanent fixed security windows where there is mechanical air exchange for ventilation.

- p. Visiting areas shall be designed for contact visiting with a range in the degree of supervision provided. Where necessary, provisions for non-contact visiting may be provided. Individual visiting rooms shall be provided.
 - q. Each entrance to a secure area shall be constructed to permit observation and identification of the person seeking admission thereto.
 - r. Eating areas shall be sufficiently separate from toilet and shower facilities to avoid offensive or unsanitary conditions.
 - s. Sufficient and secure storage areas shall be provided for evidence, supplies, equipment, and inmates' property and records.
- .06 Area for Reception and Booking:: Facilities shall have the following:
- a. Receiving and Discharge Area: The space designed for receiving and discharging of inmates shall be constructed inside the security area but outside the inmates' living quarters.
 - b. There shall be a separate inmate entrance (pedestrian and/or vehicle) from a sallyport or safety vestibule into the receiving area with a minimum of corridors or passageways. (Stairs should be avoided.)
 - c. The entrance area shall be arranged and constructed to allow sufficient observation by the jail officer to identify persons approaching the entrance.
 - d. A holding room for the confinement of inmates during their initial processing shall provide adequate seating for its rated capacity and toilets and wash basins. Access to a telephone shall be provided. Such holding room may also be used for the movement of inmates to and from the court. Single occupancy holding rooms shall have seventy (70) square feet of floor area. Multiple occupancy holding rooms (two to eight persons) shall provide twenty (20) square feet of floor area as the minimum size.
 - e. A sufficient number of weapons' lockers outside of the security area. Weapons' lockers shall be equipped with individual compartments, each with an individual lock and key.

- f. A sufficient number of individual interviewing rooms for use in determining eligibility for diversion or other release programs and in assessing classification and housing assignment for individuals processed into residency.
 - g. A secure vault or storage space for inmate property.
 - h. Telephones sufficient to provide inmates with all telephone calls permitted.
- .07 Living Areas: All housing units (including dayrooms, cells, and activity areas) shall provide at a minimum:
- a. Artificial Lighting of at least thirty (30) foot candles of illumination in all living areas and one hundred (100) foot candles in all work or study areas of the facility. Window area within the living areas shall be eight percent (8%) of the floor area. Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision, but not so bright that sleep is hindered. Within the security perimeter which includes inmate living areas, light fixtures shall be security tamperproof recessed type protected by laminated tempered glass or a break resistant plastic lens.
 - b. Heating and ventilation systems to maintain human comfort in accordance with the Guide Book for the American Society of Heating, Refrigeration, and Air Conditioning Engineers.
 - c. Acoustics that ensure noise level which does not interfere with the normal human activities. (Range of 65-70 decibels in daytime and 40-45 decibels at night for residential area.)
 - d. All single occupancy cells and rooms shall not be less than seventy (70) square feet in area with a minimum dimension of seven (7) feet and minimum height of eight (8) feet and shall be equipped as follows:
 - (1) A steel detention type bunk capable of accommodating a standard 30 x 76 inch mattress and securely fastened to the floor or wall or both. The bunk shall have a detention type fire retardant mattress.

- (2) A detention type toilet/lavatory combination unit, with drinking font. Stainless steel or pre-cast aluminum units are recommended.
 - (3) A steel shelf, approximately 8" x 8", of minimum 12 gauge steel, flanged down at each side, with the rear turned up, and securely anchored to the wall; so located as not to protrude in the walk area.
 - (4) A metal mirror securely mounted with tamper-proof screws.
- e. Depending on the size of the jail, one or more isolation and/or segregation cells shall be constructed to detain violent and destructive inmates. They shall be located near the control center. This cell shall be provided with a minimum of 70 square feet and 560 cubic feet of air space. This cell shall have a bunk firmly affixed to the wall or floor, an inaccessible recessed light, and a secure prison type toilet and washbowl with cold water operated by pushbuttons. A water shut-off shall be outside the cell.

NOTE: (Cells housing inmates in need of constant supervision or observation may be barred, bars may be round or hexagonal, not more than four inch on centers, containing preferably a sliding barred door with food pass, and approved detention type paracentric lock. Other suitable and approved material which provides full front vision into cell may be substituted for barred fronts.)

- f. Cells shall contain detention type, preferably flush mounted, light, vent, and exhaust covers with tamperproof screws.
- g. Cell walls shall be at least 6 inch reinforced concrete or 8 inch concrete block filled with cement and containing reinforcement rods.
- h. Cell ceiling may be pre-stressed concrete or reinforced concrete.
- i. An alternative to expensive, and in most cases unnecessary, maximum security cells is the provision of temporary detention rooms. As in the case of cells, single occupancy shall be provided with a minimum of 70 square feet and 560 cubic feet of air space. The detention room shall be equipped in the same manner as the individual cell.

Detention rooms are recommended to provide separate housing for civil prisoners, material witnesses, work releasees, minimum security inmates, and others requiring lesser security.

- j. Dormitories in existing facilities shall have a minimum rated capacity of four (4) inmates and a maximum capacity of fifty (50) inmates. Dormitories shall provide a minimum of seventy-five (75) square feet of floor space per inmate and have a minimum ceiling height of ten (10) feet. Dormitories shall be used only for inmates assigned to work release, education release, or other partial custody status. Adequate space for lockers shall be provided.

Each dormitory shall contain at least one toilet, washbowl with hot and cold running water, a metal mirror, and a drinking fountain for each eight inmates or fraction thereof. There must be a minimum of one shower head for each fifteen inmates or fraction thereof.

- k. In all jails there shall be dayroom areas containing 35 square feet of floor space per inmate at facility capacity. The dayroom area shall be separate and distinct from the sleeping area, but immediately adjacent and accessible therefrom. Dayrooms shall be located in each housing area and shall serve individual groups of eight (8) to sixteen (16) inmates (where possible). Exterior light and view shall be provided. The dayroom shall avoid a corridor-like proportion and shall be conducive to the conduct of various program activities.

Each inmate shall be provided a minimum of two square feet of table space and a minimum width of 24 inches of table and seating space in the dayroom.

Dayrooms shall be provided with adequate toilet and washbowls to accommodate the inmates to be contained. There shall be at least one toilet and one washbowl with hot and cold running water for each eight inmates or fraction thereof. Metal mirrors shall be provided and shall be securely mounted.

- .08 There shall be at least one (1) shower available for every fifteen (15) inmates in every housing area and shall be accessible to inmates without the necessity of leaving the immediate housing area.
- .09 Drinking fountains shall be located in areas of the facility to ensure that drinking water will be available. In existing facilities, if water from the wash basin faucet is drinkable, drinking fountains need not be provided.
- .10 Each cell shall be equipped with an individual water shut off valve tied into a master valve which will secure the entire line of cells. The master valve and individual shut off valves shall be located in secure chases.
- .11 Floor drains shall be provided and located outside of the actual cell in order to reduce the incidence of malicious tampering and flooding. Drain covers shall be securely anchored.
- .12 Space for Support Functions: Other space shall be designed for various necessary support functions as follows:

- a. Exercise Area: Every jail shall contain indoor and outdoor exercise areas. The number of square feet of surface for an outdoor exercise area shall be computed as follows:

$$\frac{\text{(80\% of maximum rated client population)}}{\text{Number of one hour exercise periods per day}} \quad \text{times 50 sq. ft.} \quad = \quad \text{Required Exercise Area}$$

except that the outdoor exercise area shall not be less than nine hundred (900) square feet. The indoor exercise area may be coupled with any other multi-purpose room. It shall have sufficient space to allow a moderate amount of physical activity. (Minimum height-clear-18' 0")

- b. Correctional Program Space: Sufficient flexible area for correctional programming shall be provided in every jail. Such program area and furnishings shall be designed to meet facility needs and shall include space for the following:
 - (1) Religious services;
 - (2) Group counseling;
 - (3) Interviews;

(4) Classroom and study; and

(5) Meetings.

Such space and furnishings may be in the form of a multi-purpose room or rooms with movable partitions and storage area for seating equipment and writing tables.

- c. Medical Examination Rooms: There shall be a minimum of one fully equipped medical examination room in every facility with a daily rated capacity of more than thirty (30) inmates. Such a medical examination room shall be designed for the privacy of inmates and provide sufficient lockable storage space for medical supplies and drugs. The examination room shall be designed in consultation with the designated physician for his use in conducting intake medical examinations prior to assignment to housing and in diagnosing serious illness or in treating minor illnesses.
- d. Space for Hair Cutting: Space in a multi-purpose room and suitable equipment shall be provided in all jails for hair cutting and hair dressing.
- e. Inmate Commissary: There shall be provision made for inmates to purchase items such as food, tobacco products, toilet articles, stationery supplies, and reading matter. An area shall be provided for the secure storage of the stock for such commissary items.
- f. Dining Facilities: Dining areas shall be designed so that inmates will be able to eat together in small groups. The dayroom or other multi-purpose area may be used for dining. Such dining areas shall not contain toilets, wash basins, or showers in the same room or in the view of inmates dining.
- g. Visiting and Attorney Interviews: Sufficient space shall be provided in all facilities for visiting. Visiting areas shall be designed for contact visiting with supervision provided. Where necessary facility provisions for non-contact visits may be provided. All facilities shall include interview areas which provide for confidential consultation with visitors, attorneys, counselors, ministers, and parole or probation officers.

- h. Janitor Closet: A secure janitor closet containing a mop, sink, and sufficient area for the storage of cleaning implements shall be provided within the security area of every facility.
 - i. Storage Rooms: One or more sufficient and secure storage rooms for the storage of evidence, supplies, the personal clothing of inmates, personal property and records, and institutional clothing and bedding shall be provided.
- .13 Administration: Provision shall be made to provide appropriate employee space for administrative, custodial, professional, and clinical staff; including conference rooms, employee lounge, storage room for records, public lobby, and toilet facilities.
- .14 Security: Provision shall be made for: security perimeter; security fencing; electrically operated and interlocking vehicle sallyport gates; prisoner entrance, controlled from the intake control; visitors' and delivery entrances, surrounding terrain, etc.
- .15 Arsenal: The facility arsenal shall be located outside the security perimeter and be inaccessible to all unauthorized persons, but readily accessible to staff members.
- .16 Support Systems: The following support systems shall be provided to assure the safety of facility staff and inmates:
- a. Fire Alarm System: In addition to any regulations promulgated by the State Fire Marshal, there shall be an automatic fire alarm system approved by the State Fire Marshal in all facilities. Such an alarm system shall be capable of alerting personnel at a central control point to the presence of fire and smoke in the facility.
 - b. Audio and Video Monitoring System: In all inmate living areas there shall be an operable two way audio or combination audio-video communication system which shall be capable of alerting personnel stationed at a central control station so that they may respond to emergencies such as assaults, calls for assistance, and attempted suicides.

- c. Emergency Power: There shall be a source of emergency power capable of providing minimal lighting in housing units, activities areas, corridors, stairs and central control points, to operate security override for housing doors and electrical systems, and to maintain communications and alarm systems.

- d. Plumbing and Mechanical Space: All plumbing space or any other mechanical space shall have an access door with a prison-type lock. No opening shall remain uncovered that is in excess of four inches.

SAFETY AND SANITATION

A county detention facility shall comply with Federal, State, and local sanitation, safety, and health codes.

The Standards pertaining to Safety and Sanitation shall provide that:

- .01 The facility fire prevention regulations and practices shall ensure the safety of staff, inmates, and visitors. These shall include, but not be limited to: provision for adequate fire protection service; a system of fire inspection and testing of equipment by local fire officials; and availability of fire hoses or extinguishers at appropriate locations throughout the facility.
- .02 The facility shall have an automatic fire alarm and heat and smoke detection system that is approved by the State Fire Marshal and tested on a regular basis.
- .03 The facility shall provide non-combustible receptacles for smoking paraphernalia and separate containers for other refuse in inmate living quarters and at appropriate locations throughout the facility.
- .04 There shall be a housekeeping plan for the facility physical plant. Included in the plan shall be a definite cleaning schedule, with personnel and inmates assigned to specific duties. Cleaning activities shall be supervised at all times to ensure that the work is performed properly and thoroughly and that equipment and supplies are not wasted.
- .05 The facility shall provide for the control of vermin and pests. Any condition conducive to harboring or breeding insects, rodents, or other vermin shall be eliminated immediately. Licensed pest control professionals shall be used when necessary to clean or fumigate the facility. Regular use of professional pest control services for preventive purposes is recommended.
- .06 The facility shall provide for waste disposal. Liquid and solid waste shall be collected, stored, and disposed of in a manner that avoids nuisance and hazards and protects the health and safety of inmates and staff. Garbage shall be stored in durable, rust-resistant, water-tight, rodent-proof, and easily cleanable containers with tight fitting lids.

- .07 The county jail administrator shall require frequent sanitary inspections of all facility areas. In addition to the regular inspections by government officials, all facility areas shall be inspected at least weekly by a designated staff member who shall submit a written report to the administrator.
- .08 The water supply shall meet all applicable laws and regulations of the governing jurisdiction. Water samples from both drinking and waste water shall be tested periodically at an appropriate laboratory of hygiene to ensure the facility's water meets applicable laws. The facility shall provide both hot and cold running water.
- .09 The facility shall have a written evacuation plan in the event of fire or major emergency. The evacuation plan shall specify the route of evacuation and subsequent disposition and housing of inmates. The plan shall also include provisions for medical care and hospital transportation for injured inmates. The plan shall be posted in appropriate areas, e.g., Center and Admission Control.
- .10 There shall be a written procedure which specifies the means for the proper release of inmates from locked areas in case of emergency. Personnel shall be thoroughly trained in evacuation procedures. Their responsibilities in emergency situations shall be clearly defined, including the locations of keys and evacuation routes. Inmates shall be instructed regarding these emergency procedures. When possible, fire drills shall be conducted in order to make inmates aware of emergency evacuation procedures.
- .11 The facility shall have travel distance to exits within the limits specified by the Life Safety Code, as follows:

<u>Area</u>	<u>Non-Sprinklered</u>	<u>Sprinklered</u>
Cell/Block Dormitory	100 feet	150 feet
Work Area	100 feet	150 feet
High Hazard Areas	75 feet	75 feet
Dining, Recreation	150 feet	200 feet
Infirmary/Hospital	100 feet	150 feet
Office	200 feet	300 feet

Means of egress consists of a path of access to the exit, the exit itself, and the way of exit discharge to the public area. Well defined egress is especially important in high hazard areas, which are liable to burn with extreme rapidity or in which poisonous fumes or explosions may cause personal harm and property damage.

- .12 The facility shall have exits which are distinctly marked, continuously illuminated, and kept clear and in usable condition. No battery operated electric light or portable lamp or lantern shall be used for primary illumination of means of egress. Battery operated electric lighting may be used as an emergency source where normal lighting has failed, as defined in the National Electric Code of the National Fire Protection Association (1975).
- .13 The selection approval of the facility furnishings shall be based on known performance characteristics of material selected. All facility furnishings and coverings on walls, ceilings, floors, and mattresses shall be constructed of flame retardant or non-toxic materials.
- .14 The facility floors shall be kept clean, dry, and free of hazardous substances. The floors shall be inspected regularly throughout the day for cleanliness. Particular attention shall be given to potentially hazardous areas such as showers, kitchens, detoxification rooms, boiler, and furnace rooms.

PERSONNEL

Today's county jail personnel must operate a small community whose inhabitants lack freedom of mobility yet retain many citizen's rights. New and expanded program responsibilities added to protective services require competent, qualified personnel who have the ability to develop and expand their skills and the proficiency to apply them to their job duties.

The Standards pertaining to Personnel shall provide that:

- .01 A personnel manual shall be available to each employee.
- .02 The personnel manual shall cover organization, training, promotion, job qualifications, job descriptions and responsibilities, grievance procedures, employee evaluation, physical fitness policy, hostage policy, personnel records, benefits, holidays, leave, hours of work, basis for determining salaries, disciplinary procedures, retirement, termination, resignation, staff/inmate relationship, and equal employment opportunity provision.
- .03 There shall be an affirmative action program that complies with all laws and government regulations and has been approved by the appropriate government agency.
- .04 The facility administrator shall be qualified by Civil Service guidelines to supervise staff and inmates. Such guidelines by their very nature shall not be applied to elected officials.
- .05 The facility shall employ sufficient personnel to ensure adequate supervision of inmates and to perform all duties and discharge all responsibilities.
- .06 The facility administrator shall review regularly staff performance in relation to facility functions.
- .07 A current, accurate, and confidential personnel record shall be maintained for each employee. The personnel record should include:
 - a. Initial application for employment;
 - b. Reference letters;
 - c. Results of employment investigation;
 - d. Verification of training and experience;
 - e. Salary information; job performance evaluation and incident reports; and commendations and disciplinary actions.
- .08 Employee records shall be protected against unwarranted examination.

- .09 Employees shall be permitted to review their personnel files, challenge information, and have it corrected or removed if it is proven inaccurate.
- .10 Each employee shall have an annual written performance evaluation based on defined job criteria and performance standards. The results of the evaluation must be discussed with the employee.

TRAINING AND STAFF DEVELOPMENT

Staff development is an integral function. The training officer shall have responsibility for planning and implementing the training program and coordinating it with other employee programs. The program shall consider the physical characteristics of the facility, its overall mission, and types of offenders served.

The Standards pertaining to Training and Staff Development shall provide that:

- .01 The facility's training program for all employees shall be coordinated and supervised by a qualified training officer, at a supervisory level.
- .02 In a facility of over 100 employees, the training officer shall be employed full time for this purpose.
- .03 All new employees shall receive orientation training prior to job assignment and an additional 40 hours training during the first year of employment.
- .04 Orientation shall cover the policies, organizational structure, programs, and regulations of the facility.
- .05 The additional 40 hours of training shall relate specifically to the new employee's job assignment.
- .06 All employees shall receive a minimum of 40 hours of training each year after the first year of employment.
- .07 All employees who work in direct and continuing contact with inmates shall receive training that cover, at a minimum:
 - a. Security procedures;
 - b. Supervision of inmates;
 - c. Report writing;
 - d. Inmate rules and regulations;
 - e. Grievance and disciplinary procedures;
 - f. Rights and responsibilities of inmates;
 - g. Emergency procedures;
 - h. First aid;
 - i. Human relations and communication skills;
 - j. Special needs of minorities and women;
 - k. Crisis intervention;
 - l. Significant legal issues; and
 - m. Problem solving and guidance.
- .08 It is recommended that the facility's administrative and senior managerial staff receive additional training in management skills each year.

- .09 Library and reference services shall be available to complement the training and staff development program.
- .10 All personnel authorized to use firearms shall be trained in weaponry on a continuing, in-service basis and shall be required to qualify annually.
- .11 All authorized personnel shall be trained thoroughly in the use of chemical agents if such agents may be used in the facility.
- .12 All security personnel shall be trained in approved methods of applying physical force to control inmates, where necessary.
- .13 County facilities shall use the program provided by the Training Academy of the Department of Corrections for the training of County Correction Officers and Sheriff's Officers unless these facilities have an in-house accredited program.

FISCAL MANAGEMENT

The county detention facility administrator shall prepare and present a budget request that complies with the policies, procedures, and directives of the parent agencies, such as Sheriff's Department, Board of Chosen Freeholders, County Treasurer, and County Administrator. The administrator shall be responsible for preparing and presenting a budget that will ensure an adequate allocation of resources for facility operations and programming.

The Standards pertaining to Fiscal Management shall provide that:

- .01 The facility administrator shall participate in budget reviews conducted by the facility's parent agency and shall be prepared to justify the budget request.
- .02 Any significant budget revision should be approved by the facility's governing body and shall adhere to funding source regulations.
- .03 The budgetary system links operations and activities to the cost necessary for their support. The administrator shall ensure that planning and budgeting are related directly to program objectives and that the fund-flow of the specified time period is as projected. This system shall permit a full accounting of the funds allocated for each program function.
- .04 The fiscal system shall account for all income and expenditures on an ongoing basis. The fiscal system also shall provide administrators with up-to-date information so they can ensure that current objectives are being met and that the fund-flow is proceeding as planned.
- .05 The financing of the facility shall not be dependent on a fee schedule. Where the detention facilities receive reimbursement based on the number of housed inmates, these payments shall not make up the entire facility budget. With the exception of those inmates participating in a work program which pays prevailing wages, they shall not be required to pay the cost of their incarceration.
- .06 These audits shall be conducted by a designated appointee of the authorized county jurisdiction.

- .07 There shall be reports of all the monies collected and dispersed which are prepared and distributed to the parent agency and other designated authorities. Written policy and procedures shall address at least the following fiscal matters: internal controls; petty cash; bonding; signatory control on checks; inmates' funds; and employees' expense reimbursement. The facility shall have written policies that regulate how all monies are handled internally. These policies shall be approved by the governing authority and will vary according to the size of the facility. The facility shall have a procedure to provide insurance coverage for itself, which includes coverage for the physical plant, equipment, and personal and property injuries to employees, inmates, and third parties.
- .08 There shall be written policy and procedure governing inventory control of property and assets.
- .09 There shall be written policy and procedure governing the requisition and purchase of supplies and equipment.
- .10 Written policy and procedure shall regulate position control, personal records, and the payroll function. To ensure position control in accordance with the budget restrictions, there shall be information on the number and type of positions filled and vacant at any time. Payroll shall be based on daily attendance records. The fiscal office shall verify that persons on the payroll are legally employed and that positions are authorized in the budget and that funds are available.

MANAGEMENT INFORMATION SYSTEM AND INMATE RECORDS

The county jail shall maintain an inmate population accounting system which will be comprised of records relating to the admission, processing, and release of inmates.

The Standards pertaining to Management Information Systems and Inmate Records shall provide that:

- .01 The county jail administrator shall review all aspects of the management information system at least annually for relevance, completeness, effectiveness, and efficiency.
- .02 The county jail administrator shall provide for the security of the information and data collection system, including verification, access to data, and protection of the privacy of offenders under the jurisdiction of the agency.
- .03 The county jail administrator shall be responsible for maintaining an inmate population accounting system. Such records shall indicate the following:
 - a. Arresting agency;
 - b. Sentencing court;
 - c. Charges;
 - d. Dates of booking and release;
 - e. Time detained;
 - f. Manner of release;
 - g. Fines and bails involved;
 - h. Type of sentence being served; and
 - i. Work and other programs in which offender is participating.
- .04 The county jail shall maintain a jail report of inmate population movement. This report shall include the following:
 - a. Number of inmates in the facility;
 - b. Inmates' names, numbers, and housing assignments;
 - c. Number and types of daily admission and releases; and
 - d. Count at close of the day.
- .05 An intake form shall be completed for every person admitted to the county jail and shall contain at least the following information:
 - a. Picture;
 - b. Booking number;
 - c. Date and time of intake;
 - d. Name and aliases of person;
 - e. Last known address;
 - f. Date and time of commitment and authority therefor;
 - g. Name, title, and signature of delivering officer;

- h. Specific charge(s)
- i. Sex;
- j. Age;
- k. Date of birth;
- l. Place of birth;
- m. Race;
- n. Occupation;
- o. Last place of employment;
- p. Education;
- q. Religion;
- r. Health status;
- s. Name and relationship of next of kin;
- t. Address of next of kin;
- u. Driver's license and social security number;
- v. Disposition of vehicle, where applicable;
- w. Court and sentence (if sentenced prisoner);
- x. Notation of cash and property; and
- y. Space for remarks (to include notation of any open wounds or sores requiring treatment, evidence of disease or body vermin, tattoos).

- .06 The county jail shall maintain records on all inmates committed or assigned, which shall contain but not be limited to:
 - a. Intake information;
 - b. Commitment papers and court order;
 - c. Cash and property receipts;
 - d. Reports of disciplinary action and unusual occurrences;
 - e. Work record and program involvement; and
 - f. Medical orders issued by the county jail physician.
- .07 The records shall be current and accurate, reviewed, and maintained by qualified personnel.
- .08 Inmate records shall be safeguarded from unauthorized and improper disclosure. Guidelines shall be in accordance with the Privacy Act of 1974.
- .09 An inmate shall sign a "Release of Information Consent Form" prior to the release of information. A copy of the signed consent shall be maintained in the inmate's record.
- .10 The Release of Information Consent Form shall include:
 - a. Name of person, agency, or organization requesting information;
 - b. Name of facility releasing information;
 - c. Specific information to be disclosed;
 - d. Purpose for the information;
 - e. Date consent form is signed;
 - f. Signature of the inmate;
 - g. Signature of employee witnessing the inmate's signature; and
 - h. Signature of inmate's attorney, when required.

CLASSIFICATION

The classification system shall be designed to ensure the required level of custody, housing assignments, and program participation for inmates. The written plan for inmate classification shall specify criteria and procedures for determining and changing the status of an inmate, including custody, transfers, and major changes in programs.

The Standards pertaining to Classification shall provide that:

- .01 There shall be a written plan for classifying inmates which includes the following:
 - a. Evaluation of inmate based upon know facts concerning inmate's personal, criminal, medical, social history, and previous institutional record;
 - b. Placement of inmates in programs suited to their interest;
 - c. Limitation of surveillance and/or assistance to no more than required;
 - d. Limitation of security status to no more than potential risk requires;
 - e. Review of classification plan a minimum of once every three months.
- .02 There shall be a classification manual covering the following areas:
 - a. Initial inmate classification, reclassification, and/or subsequent review;
 - b. Composition of the classification committee;
 - c. Duties and responsibilities of each member of committee toward inmate custody, employment, and vocational/program assignments;
 - d. What phases of an inmate program may be changed;
 - e. Specific procedures for inmate transfer from one program to another and/or from one institution to another.

- .03 There shall be separate management of inmates including, but not limited to, the following categories:
- a. Unconvicted females;
 - b. Convicted females;
 - c. Unconvicted males;
 - d. Convicted males;
 - e. Other classes of detainees, e.g., witnesses, civil prisoners;
 - f. Community custody inmates, e.g., alcoholics, narcotic addicts, mentally disturbed persons, physically handicapped persons, persons with communicable diseases;
 - g. Inmates requiring disciplinary detention;
 - h. Inmates requiring administrative segregation;
 - i. Aggressive inmates, passive/dependent inmates.
- .04 Initial classification of sentenced inmates shall be completed within two weeks after admission from court or transfer from another institution, except where there are clear and convincing reasons to do otherwise. Wherever possible, inmates shall initially be assigned to an intake area for a two week period which will allow them to be properly and appropriately classified.
- .05 All sentenced inmates shall be given 48 hours notice prior to their classification hearings and shall have the opportunity to appear and participate in their hearings.
- .06 All sentenced inmates shall be given the opportunity to appeal the decision of the classification committee.
- .07 Segregation of inmates by race, color, creed, or national origin shall be prohibited.
- .08 Male and female inmates shall have equal access to all programs and activities.

SECURITY

Adequate and effective security measures are essential to any successful correctional program. Population profiles, locality, facility size, and other circumstantial factors can, however, indicate certain variances with regard to procedure and the manner of implementation.

Security objectives are more effectively accomplished when there is ongoing coordination with other staff personnel. In this way staff confidence and trust develops which, in turn, has a positive effect on the total environment of the facility.

The Standards pertaining to Security shall provide that:

- .01 All inmates admitted to the facility shall be thoroughly searched. If for any reason they are permitted to leave the facility, they shall be thoroughly searched before leaving and upon their return.
- .02 Those items not permitted shall be placed in a secure area.
- .03 The inmate shall be given a receipt for any property taken from them.
- .04 Thorough searches shall be conducted of all living quarters and other areas to which inmates have access, with reports submitted on all.
- .05 All vehicular traffic and supplies entering the facility shall be thoroughly searched by a correction officer.
- .06 Any and all searches shall be unannounced and irregular.
- .07 Any time a search is being conducted, it shall be done with a minimum amount of disturbance to the inmate's possessions.
- .08 A strategically located control area shall be designated at the facility as center control.
- .09 Consideration shall be given to the type of inmate that the facility is going to house in order to properly design a center control area.
- .10 Center control areas essentially shall coordinate all security and communication functions in the facility.
- .11 Center control shall be staffed around-the-clock and access shall be limited only to authorized staff.

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- .12 The center control shall be responsible for inmate counts, key control, operational coordination, internal and perimeter security, and communications for the facility.
- .13 The center control shall monitor operations of various systems: fire alarms, smoke and thermal detection, public address, radio, and other mechanical and electrical systems as warranted.
- .14 There shall be actual written head counts taken after each work shift; said counts shall be performed by the oncoming shift.
- .15 Correction officers taking count shall clearly sign his count sheet; the same to be delivered to center control.
- .16 Inmates assigned to cell blocks shall be in their respective cells during head counts. During the count procedure, officers shall verify that those they are counting are alive and not in an otherwise unsafe situation.
- .17 No one except a correction officer shall conduct a count.
- .18 During the third shift hours, approximately 10 p.m. to 6 a.m., inmates shall be counted every half hour. The results of these counts shall be phoned to center control.
- .19 There shall be a head count after every mass movement.
- .20 The information contained on count slips shall be transposed to a master log located in center control.
- .21 Inmates shall move about the facility in an orderly fashion, preferably in pairs, when possible. This type of orderly movement shall preclude and prevent assaults from becoming undetected and the passing of contraband from one inmate to another.
- .22 These movements shall be observed by correction officers that are prelocated in strategic areas of the facility.
- .23 Inmates shall not be allowed to loiter in hallways or corridors on a movement. They shall proceed directly from their housing area to the area to which they have been called.
- .24 The facility shall have the appropriate security as it applies to the profile of the inmates housed within.

- .25 Windows and other areas shall have appropriate screening as to prevent the introduction of weapons and other type of contraband into the facility.
- .26 Inmates shall not be given the opportunity for physical contact with persons outside the facility.
- .27 All facilities shall have an audio communication system between center control and inmate living area.
- .28 An audio communication system shall serve the center control as an efficient means of area monitoring.
- .29 Every facility shall have an emergency alarm system for the safety of inmates and staff and for the security of the facility.
- .30 The facility shall include fire alarms, smoke and thermal detectors, signal devices throughout strategic points of the facility and all personnel shall be made aware of their location.
- .31 Correction officer posts shall be located immediately adjacent to inmate living areas. This shall permit officers to hear and respond promptly to calls for help.
- .32 Officers shall not leave their assigned post without being properly relieved.
- .33 Officers shall not respond to violent situations unless they have called center control first.
- .34 As part of post orders for each correction officer working in a housing unit, there shall be a section requiring that, each inmate who has been classified as being in need of extraordinary surveillance, be observed as frequently as shall be determined necessary by the chief executive officer of the facility or his/her designate.
- .35 Observation through electronic surveillance systems shall only be used in observing special risk inmates with approval by the facility administrator. It is not intended to preclude or substitute for staff supervision or for contact with correctional personnel.
- .36 At no time shall electronic surveillance be utilized in such a manner that it invades the privacy of the inmates.
- .37 Those officers involved in transportation shall receive special instructions in this area.

- .38 The instructions shall consist of: use of firearms, use of restraints, searching of the transporting vehicle, strip searching, and proper courtroom demeanor.
- .39 Special transportation guidelines shall be written for each institution. These guidelines shall emphasize safety and the prevention of escape. They shall be made available to all personnel involved in the transporting of inmates.
- .40 The facility shall have a sufficient staffing pattern in writing for all shifts.
- .41 Under no circumstances shall a correction officer be removed from his post to perform another function if such removal results in the post becoming unmanned.
- .42 The staffing plan shall provide for back up assistance for all officers entering inmate living areas.
- .43 Facilities shall be broken up into sectors and each sector assigned a supervisory staff member.
- .44 The area supervisors shall be required to submit, before the end of their tour of duty, a report indicating the time they entered the area, the time they left, what they observed, and action taken or recommended. This report shall be delivered to the chief executive or his designate at the completion of the supervisor's tour of duty.
- .45 All area supervisory reports shall be reviewed by the chief executive officer or his designate daily.
- .46 A weekly meeting shall be held by the chief executive or his designate with his area supervisors to discuss the problems of each particular area.
- .47 Every correctional facility, detention, or holding area shall have operating procedures for every post that a correction officer is expected to man.
- .48 The aforementioned procedures shall be clear and concise and easily understood.
- .49 The aforementioned procedures shall be updated at least once a year.
- .50 The aforementioned procedures shall specify what the job entails.
- .51 Post orders for operational procedures shall be available to all employees.

- .52 Correction officers shall be required to sign for post orders as they take them.
- .53 The care, custody, and treatment of inmates shall be enforced equally for both male and female inmates in such manner as to preclude any invasion of privacy.
- .54 Special care shall be taken in the assignment and supervision of inmate workers which will safeguard the security of critical storage areas which house classification records, weapons, chemical agents, pharmaceuticals, etc.

DISCIPLINARY PROCEDURES

Equitable and consistent discipline is a prerequisite for proper jail operation. Just as the rules upon which the discipline is based must be reasonable and evenly applied, so also the action taken to determine an alleged infraction must be based on findings of fact. Once proven, penalty action is compelled to recognize the offender's civil rights and must be related to the infraction and be fairly applied.

The Standards pertaining to Disciplinary Procedures shall provide the following:

- .01 The Rulebook: Written facility rules, listing all chargeable offenses, the normal range of sanctions, and disciplinary procedures shall be given to each inmate and staff member. The use of segregation as a sanction shall not exceed fifteen days. Where a literacy problem prevents an inmate from understanding the rules, a staff member shall assist the inmate. Where a facility processes a significant number of non-English speaking persons, a rulebook shall be made available in a language they can understand.
- .02 Training: All personnel who deal with inmates shall receive sufficient training to ensure their understanding of the rules of inmate conduct, the sanctions available, and the rationale for the rules.
- .03 Minor Inmate Misbehavior: Written guidelines shall specify misbehavior that may be handled informally through the imposition of minor sanctions such as reprimand; loss of commissary, entertainment, or recreation privileges; or extra duty.
- .04 The Disciplinary Report: The disciplinary report shall take into consideration the following:
 - a. Employees shall prepare a disciplinary report when they have a reasonable belief that an inmate has committed a major violation of facility rules.
 - b. Major violations shall be defined as that conduct which is punishable by sanctions more stringent than those for minor violations, including, but not limited to, loss of "good time", transfer to disciplinary detention, or administrative segregation.
 - c. The disciplinary process shall be initiated by the filing of a disciplinary report by a staff member which shall include the following information:

- (1) Specific rule violated;
- (2) Facts supporting the charge;
- (3) Unusual inmate behavior;
- (4) Staff or inmate witnesses;
- (5) Disposition of any physical evidence;
- (6) Any immediate action taken, including the use of force; and
- (7) Reporting staff member's signature and date and time report is made.

.05 The investigation: When an alleged rule violation is reported, an investigation shall be instituted within 24 hours of the time the violation is reported, unless there are exceptional circumstances for delaying the investigation. The investigation shall be completed without unreasonable delay. The investigating officer shall not be the employee who reported the incident or who was involved in the incident.

.06 Procedure Following a Major Offense: Upon the reporting of the alleged major offense, the following steps shall be undertaken:

a. Notice:

- (1) A copy of the disciplinary report, as a notification of the charges, shall be given to the inmate at least 24 hours prior to a hearing on the matter unless such notice is waived by the inmate in writing.
- (2) The inmate shall be advised of his right to consult with counsel substitute prior to the hearing in accordance with section .06 c. (2)(b).
- (3) The inmate shall be advised of his right to waive the hearing and plead guilty to the charges.

b. Pre-Hearing Detention:

- (1) Until the hearing, the inmate shall be entitled to remain in his existing status, unless he constitutes a threat to other inmates, staff members, or himself and requires pre-hearing detention.

- (2) If pre-hearing detention is ordered by the shift supervisor, such order shall be reviewed by the warden or his designee within 24 hours. Failure to do so shall return the inmate to his previous status.
- (3) Any time spent in pre-hearing detention shall be credited against any subsequent sentence imposed.

c. Hearing:

- (1) All hearings for major offenses shall take place within seven working days and shall be before a disciplinary board composed of an impartial three member panel (one high ranking officer and two civilians). Any panel member shall be disqualified in every case in which:
 - (a) He has filed the complaint or witnessed the incident.
 - (b) He has participated as an investigating officer.
 - (c) He is the person charged with subsequent review of the decision.
 - (d) He has any personal interest in the outcome.
- (2) At the hearing, the inmate shall be entitled to the following:
 - (a) An opportunity to be present during all phases of the hearing except that he may be excluded during the board's deliberations and for reasons of security, such reasons to be stated in writing.
 - (b) Representation by counsel substitute (may be staff member or another inmate of inmate's choice) when the disciplinary board determines an inmate is illiterate or cannot adequately collect and present the evidence in his own behalf.
 - (c) An opportunity to call witnesses on his behalf unless doing so would be irrelevant, redundant, or unduly hazardous to institutional safety; such reasons for denial to be stated in writing.

- (d) An opportunity to make a statement and present documentary evidence.
 - (e) An opportunity to confront and cross-examine his accuser and all adverse witnesses unless doing so would be unduly hazardous to institutional safety or would endanger the physical safety of a witness; such reasons for denial shall be stated in writing.
- (3) At any time during the hearing, the board on their own motion, or at the request of the inmate, may order an investigation into the incident and continue the hearing at a future time.
- d. Record of Findings: At the conclusion of the hearing, the disciplinary board shall issue a written decision. This decision shall contain:
- (1) The board's finding on the question of guilt.
 - (2) The sanction imposed.
 - (3) A summary of the evidence upon which the finding is based with the exception of confidential information which is withheld for security reasons.
 - (4) A list of all witnesses.
 - (5) The reason requested witnesses were not called or cross-examination was not permitted if applicable.
 - (6) The reason for the sanction which shall include such factors as the offender's past history, institutional adjustment, the setting and circumstances of the behavior, the inmate's accountability, the underlying reasons for non-compliance with regulations, and the correctional goals established for the inmate.
 - (7) A statement as to whether the sentence will be stayed during an appeal and the reasons for the decision.
 - (8) The date and time of the hearing.
 - (9) The signatures of all board members.

e. Appeal:

- (1) The inmate shall be advised of his right to appeal and shall be presented with an appeal form for such purpose.
- (2) All decisions must be appealed in writing within 10 days of the disciplinary hearing.
- (3) All appeals shall be heard by the warden who may affirm, reverse, or modify the decision. He may reduce but may not increase the sanction imposed.

f. Expungement from the inmate's record: If the disciplinary board finds the inmate innocent of the charges, all reference to the offense shall be removed from his file.

.07 Procedure Following Criminal Misconduct: When an inmate is charged with conduct which constitutes an indictable offense under the criminal law, the facility shall refer the matter to appropriate law enforcement officials for possible prosecution.

SEGREGATION

Facility administrators are responsible for the safekeeping of many different types of inmates in a wide range of categories. The well being of the inmate population, staff, and overall operational efficiency of the facility requires at times that for authoritatively defined reasons certain inmates shall be housed separately from the general population.

The Standards pertaining to Segregation of inmates shall provide that:

- .01 Segregation shall be used only when all other possible remedies have failed. For disciplinary cases this decision shall be made by the Disciplinary Committee. The rights of due process shall be observed throughout.
- .02 Time spent in segregation shall be defined by the Disciplinary Committee after a duly constituted hearing.
- .03 Inmates creating disciplinary problems while in segregation shall be charged with the appropriate violation and given a hearing. No prison shall be legally empowered to extend a person's confinement in segregation in lieu of due process.
- .04 Security checks shall take place every 30 minutes in the segregation unit.
- .05 A written log of all security checks and/or counts shall be maintained; said records shall have the respective officer's clear signature.
- .06 Writing and visiting privileges shall not be suspended, unless the specific violation that the inmate is charged with is directly related to these privileges.
- .07 The segregation unit shall maintain a log clearly stating the following information:
 - a. date of admission
 - b. type of infraction
 - c. length of sentence
 - d. date of release
- .08 All segregation prisoners shall be escorted by two officers any time they are required to leave the unit.
- .09 At no time shall correction officers handle segregation inmates on a 1-to-1 basis. There shall be a minimum of 2-to-1.

- .10 At no time shall more than one segregation prisoner be out of his cell at a time.
- .11 There shall be an alarm device between segregation and center control. The bell shall be tested on each shift.
- .12 There shall be a phone from segregation to center control.
- .13 All segregation prisoners shall be strip-searched any time they enter or leave the unit.
- .14 Bars, doors, windows, locks, corridors, floors, ceilings, etc., shall be checked daily and a report completed and forwarded to the supervising officer charged with this area.
- .15 Correction officers shall not be assigned to a segregation unit for longer than a six month period.
- .16 An inmate shall sign himself out of protective custody when he leaves, and said document placed in his folder in order to relieve the facility from responsibility.
- .17 No other inmate shall be allowed into the protective custody area at any time.
- .18 All protective custody inmates shall be escorted by two correction officers any time they leave the protective custody area. They shall be strip-searched when leaving and entering the area.
- .19 It is recommended that a legal opinion be obtained before releasing those inmates that have been placed in protective custody for very serious threats on their well being, even though they are willing to sign themselves out.
- .20 Inmates shall be placed in segregation for non-disciplinary purposes, e.g., protective custody only with the approval of the facility administrator or his designate. The classification committee shall review such placement within seven days. This review shall include the opportunity for the inmate to appear personally before the committee. If the committee decides that the inmate is to remain in segregation, it shall notify the inmate in writing giving him/her the reasons for its decision. Inmates placed in segregation shall have their cases reviewed by the classification committee every 30 days.

EMERGENCIES

The overall mission of any correctional facility is such that carefully developed and regularly evaluated contingency plans shall always be in a state of operational readiness. Emergencies shall be met in a way which will safeguard the welfare of the inmate population, facility staff, and the public at large. All measures shall be taken to maintain effective security and restore normal conditions as expeditiously as possible.

The Standards pertaining to the handling of Emergencies shall provide that:

- .01 In the event of passive resistance the institution shall be secured.
- .02 Additional officers shall be readily available even in passive resistance situations.
- .03 Back up support shall be obtained from outside resources if in the judgement of the facility administrator or his/her designate the seriousness of the situation warrants.
- .04 In the event of a work stoppage or other job action by employees, a plan shall be established for maintaining custody of inmates as well as the safety and well being of both inmates and staff.
- .05 This plan shall incorporate the ongoing continuation of essential services that might involve agreements with other law enforcement agencies such as local and state police or other outside resources.
- .06 There shall be a carefully formulated escape plan which shall be evaluated after each escape incident or attempt or at least once a year.
- .07 All facility staff shall be completely orientated with regard to their specific function during or after an escape or an attempted escape, with appropriate care for both inmate and staff safety.
- .08 The facility administrator or the ranking supervising officer shall be in charge of the implementation of all emergency escape plans in their entirety.
- .09 All records and relevant information regarding the involved inmate shall be immediately studied and used in efforts to re-apprehend or secure the inmate.

- .10 Immediate notice shall be given to all appropriate agencies to protect public safety in the event of an escape.
- .11 There shall be a carefully formulated emergency riot plan which shall be evaluated regularly at least once a year or immediately after a riot, should that occur.
- .12 All facility staff shall be completely trained with regard to the specific action which is to be taken during and after a riot with appropriate care being given for inmate and staff safety.
- .13 The facility administrator or the ranking supervising officer shall be in charge of the implementation of all emergency riot plans in their entirety.
- .14 Immediate efforts shall be made to isolate the troubled area or segment of the inmate population.
- .15 Only such restraining action shall be taken which is necessary to adequately contend with the emergency situation.
- .16 The use of progressively lethal forms of weaponry shall be used only with strict supervision and as the seriousness of the situation warrants in the judgement of the ranking supervising officer. Due care shall be given to the safety of possible hostages.
- .17 Immediate efforts shall be made to secure the facility and obtain as accurate a population count as possible.
- .18 All available information shall be assessed and an appointed staff member or team shall be deployed to identify the cause of the riot and to initiate acceptable terms of negotiation. Special attempts shall be made to obtain the safe release of possible hostages.
- .19 An alternative of safe return to security shall be offered to all inmates who select to cease and desist from continued participation in the riot.
- .20 If the seriousness of the situation warrants, back up support shall be obtained from local and state police.
- .21 If the seriousness of the situation warrants, other relevant back up supports shall be obtained from the community, e.g., medical, food service, emergency repairs, etc.

- .22 The facility shall have a carefully formulated post emergency plan which will be implemented as soon as the situation permits.
- .23 In the event of a natural disaster, each facility shall have a comprehensive contingency plan which has been coordinated with the Department of Civil Defense, local and state police, and such other agencies and resources needed to contend with a natural disaster. This plan shall be reviewed and updated at least once a year.
- .24 Each facility shall have a comprehensive contingency plan for mass inmate reception which shall have been coordinated with neighboring correctional facilities, local and state police, and such other community resources as required.
- .25 The aforementioned contingency plan shall be reviewed and updated at least once a year.

EQUIPMENT INVENTORY AND CONTROL

Careful analysis of the physical plant, the inmate population profile, and other relevant factors shall be utilized in determining what equipment a facility needs in maintaining effective security as well as a state of readiness to adequately respond to major disturbances. Clear and comprehensive controls shall specify the level of authority required for access and use of this equipment.

The Standards pertaining to Equipment Inventory and Control shall provide that:

- .01 All facilities shall promulgate procedures governing the use of physical force. Use of force shall be used only in the following areas: self protection, protection of others, protection of property, prevention of escape, and only to the degree necessary. In accordance with appropriate statutory authority, written reports shall be prepared following the use of physical force; said reports shall be completed before the completion of the tour of duty for those correction officers involved.
- .02 Correction personnel shall be prepared to justify the use of physical force. In no case shall force be considered justifiable as punishment or discipline. Immediate medical attention shall be provided when warranted or requested by the inmate or staff member involved in an incident where physical force is used.
- .03 Restraining equipment shall be used only for the following reasons:
 - a. As a precaution against escape during transit.
 - b. For medical reasons by direction of a medical officer.
 - c. To prevent inmate injury, injury to others or property damage, and then only with the approval of the administrator or his designate.
- .04 At no time shall an inmate be left without proper supervision while in restraints.
- .05 In the event restraints are used, a written report by those involved shall be submitted before the end of the tour of duty to the proper supervisor.
- .06 Facility keys shall be stored in a secure locker when not in use.

- .07 There shall be at least one full set of facility keys separate from those in use which shall be stored in a safe place which shall be accessible only to appropriate facility personnel for emergency use.
- .08 Inmates shall under no condition have access to any facility keys.
- .09 An ongoing control system shall govern the access, the use, and return of all facility keys.
- .10 Chemical agents shall be used only as a last resort and under the strict supervision of the ranking supervisory officer with due consideration for the safety of inmates and staff. Any use of chemical agents shall be documented for the record.
- .11 Inmates adversely affected by the use of chemical agents shall be given appropriate treatment immediately after security has been re-established.
- .12 Chemical agents shall be safely stored in an arsenal which is readily available for emergency use but outside the security perimeter with periodic checks for leakage or other effects which can preclude their use in an emergency situation.
- .13 Firearms shall be located in an arsenal readily available in case of emergencies, but outside the security perimeter.
- .14 All law enforcement officers entering a detention facility shall check their weapons in a secure place outside the security perimeter.
- .15 Weapons shall be used only as a last resort and under the strict supervision of the ranking supervisory officer with due consideration for the safety of inmates and staff.
- .16 A strict accounting shall be made regarding the issue, use, and return of weapons by the designated staff person. This shall include a record of the expended use of lethal and non-lethal projectiles.
- .17 Any staff or inmate injured in an incident where a weapon is used or who is exposed to a chemical agent shall receive immediate medical examination and treatment as soon as possible.
- .18 Provision shall be made for the safe and secure storage of all cutlery items as well as for the maintaining of strict accountability for such items.

RECEPTION, ORIENTATION, RELEASE, AND PROPERTY CONTROL

The reception period is important in determining inmate attitude about incarceration. Therefore, the written policy and procedure governing the reception and orientation of newly admitted inmates shall be designed to assist these new inmates during this difficult period.

The Standards pertaining to Reception, Orientation, Release, and Property Control shall provide that:

- .01 Procedures for admitting new inmates shall include, but not be limited to the following:
 - a. Verification of commitment papers;
 - b. Complete search of the individual inmate;
 - c. Disposition of clothing and personal possessions;
 - d. Medical screening, including tests for infectious disease;
 - e. Telephone calls by inmates;
 - f. Showering and hair care if necessary;
 - g. Issue of clean clothing;
 - h. Photography and fingerprinting, including notations of identifying marks or unusual characteristics;
 - i. Interview for obtaining identifying data;
 - j. Screening interview by counselor;
 - k. Orientation;
 - l. Issue of personal hygiene items;
 - m. Classification for assignment to a housing unit;
 - n. Assignment to a housing unit.
- .02 All newly admitted inmates shall be thoroughly searched. Each newly admitted inmate shall be strip-searched for weapons and contraband. This search also shall include a check for body vermin, cuts, bruises, needle scars, and other injuries. The strip-search shall be conducted in private and in a manner that preserves the dignity of the inmate. Newly admitted female inmates shall be strip-searched by a female staff member in an area separate from that of male inmates. Such searches shall be conducted under sanitary conditions.

- .03 A formal orientation shall be provided to newly admitted inmates in their own languages; completion of orientation shall be documented by the dated signature of the inmate. After the newly admitted inmate is booked into the facility, he/she shall be provided a copy of the facility rules and regulations; staff members shall explain and discuss each rule with the inmate. When necessary, provision shall be made for an interpreter. Copies of facility rules and regulations shall be made available to inmates in both English and Spanish (if necessary).
- .04 Newly admitted inmates shall be permitted to complete at least two local or collect long distance telephone calls during the admission process. It is illegal to detain any person incommunicado. An inmate shall be permitted at least two telephone calls to persons of his/her choice as soon as possible after admission.
- .05 Written procedures shall be developed with the Court and Probation Department for initial screening and evaluation of individuals for possible release or diversion to intervention programs. Facility administrators shall work with the courts, probation departments, and other community correctional agencies to release from confinement, under certain conditions, selected individuals who are not a danger to the community.
- .06 The admission procedure shall provide for a screening interview with a counselor, social worker, or a staff member trained in interview techniques. The counselor shall also collect information for possible diversion or release on recognizance.
- .07 Written policy and procedure shall specify the types of personal property inmates can retain in their possession during incarceration. Provision shall also be made to secure storage of other items until they are returned to the inmate at the time of release.
- .08 A written, itemized inventory of all personal property shall be given to newly admitted inmates. Secure storage of inmate property, including money and other valuables shall be provided. The inmate shall be given a receipt for all property held until release. A system of strict staff accountability shall be maintained to assure the safety of personal property, money, and other valuables. Inmate funds shall be handled in keeping with accepted accounting procedures. Clothing and personal property taken from the inmates shall be cleaned and/or placed in plastic bags for storage.
- .09 County detention facilities shall ensure that a program of release preparation is available to all inmates. This service shall be provided by a staff member trained in the area of post incarceration counselling.

INMATE CLOTHING AND HYGIENIC LIVING CONDITIONS

Inexpensive and washable clothing shall be provided for all inmates. The use of jail clothing helps to prevent the introduction of contraband, aids in the control of vermin, and eliminates the possibility of bartering, stealing, or gambling with clothing. The possibility of undetected escapes decreases when inmates are dressed uniformly; an inmate in jail clothing cannot easily pose as a workman or visitor and leave the jail unrecognized.

The Standards pertaining to Inmate Clothing and Hygienic Living Conditions shall provide the following:

- .01 New inmates should be provided clothing that is properly fitted, climatically suitable, durable, economical, easily laundered and repaired, and presentable.
- .02 Inmates assigned to food service, sanitation, mechanical services, and other special work assignments shall be issued clothing appropriate for their work.
- .03 The standard issue of bedding shall include two sheets, one pillow, one pillow case, a non-combustible mattress, and sufficient clean blankets to provide comfort under existing temperature conditions.
- .04 The issue of clothing and bedding shall be recorded and inmates shall be accountable for their use.
- .05 Laundry services shall allow inmates to receive a complete change of clothing weekly or more often if necessary. A clean towel shall be provided daily. Blankets and mattresses shall be cleaned and sprayed or sterilized before re-issue. The collection, storage, and exchange of clothing and linen shall be accomplished hygienically.
- .06 The facility shall have available more clothing, linen, and bedding than it will need at any one point at maximum capacity. This will allow the facility to compensate without delay for items that are lost, destroyed, or worn out.
- .07 Although practices will vary according to available facilities and custodial considerations, frequent bathing is essential for hygienic living conditions. Hot and cold water facilities shall be available in the ratio of at least one unit to approximately fifteen inmates. Inmates shall be permitted to bathe upon admission to the facility. Ideally, each inmate should be permitted to bathe daily; no inmate shall be permitted to bathe less than twice a week. Inmates in special jobs, such as food service, medical, sanitation, or mechanical services, shall be required to bathe daily.

- .08 Facilities shall be provided so that inmates can obtain hair care services when needed. Hair shall be cut in a room designated for that purpose and under sanitary conditions. The area used for hair care shall be located to permit observation by staff. Equipment shall be stored securely when not in use.
- .09 As part of the admission process, each inmate shall be given soap, toothbrush, toothpaste or powder, comb, and toilet paper. Shaving equipment shall be made available upon request and special hygiene needs of women shall be met.
- .10 The facility shall provide for the cleaning and disinfecting of inmate personal clothing before storage, when necessary.

FOOD SERVICE

The Food Service program of a penal institution is of fundamental importance, particularly in providing for security. Administrators know full well that bad food carelessly prepared and served is at the bottom of many problems and tensions within a facility. Maladministration can begin in the kitchen with poor personnel, poor equipment, poor supplies, and poor food. Unless nourishing and acceptable food is served, the basic need of a prison for security can not be met satisfactorily. In order to ensure a satisfactory food service program, it is necessary that every effort be made to comply fully with the State Sanitary Code.

The Standards pertaining to Food Service shall provide that:

- .01 The facility shall document that its food service meets or exceeds the dietary allowances as stated in Recommended Dietary Allowances, National Academy of Sciences. A facility that follows this system of dietary allowances, as adjusted for age, sex, and activity, ensures the provision of a nutritionally adequate diet. The food service plan shall be reviewed and approved by a physician and/or certified dietitian.
- .02 In preparing the food, consideration shall be given to flavor, texture, temperature, appearance, and palatability. In addition to ensuring nutritional adequacy of meals, preparation under sanitary conditions and reasonable costs, food service personnel shall provide meals that are palatable and are served as soon as possible after the preparation and at appropriate temperatures. Hot foods should be kept hot, and chilled foods should be kept chilled.
- .03 All menus, including special diets, shall be planned, dated, and available for review at least one week in advance. Notations shall be made of any substitution in the meals actually served, and these substitutions shall be of equal nutritional value. A file of tested recipes adjusted to a yield appropriate for the size of the facility shall be maintained on premises.
- .04 Provisions shall be made for special diets as prescribed by appropriate medical personnel.
- .05 Where inmates' Religious beliefs require their adherence to dietary laws, provisions shall be made for special diets.

- .06 Adequate records shall be maintained of all meals served. A uniform system shall be established to record the number, cost, and types of meals served to inmates, employees, guests, and visitors. Such records are required for fiscal accounting, dietary purposes, and budget planning. Employees', guests', and visitors' menus shall be recorded with information on waste, food costs, and nutritional accounting, and notation of food products raised or produced in the system.
- .07 The time span of meals served shall not exceed 14 hours between the evening meal and breakfast, and minimum of two hot meals every 24 hours. At least three meals shall be provided at regular meal times during each 24 hour period.
- .08 Food shall not be withheld nor the standard menu varied as a disciplinary action. Food shall not be used as a reward for good behavior or for work done by an individual inmate.
- .09 Space shall be provided for group dining, except where security or safety considerations justifies otherwise. Although dining arrangements will vary depending on the size and design of the facility, meals shall not be served in cells unless it is necessary for purposes of safety or security. When self-feeding is necessary, a small table or shelf or some type seating arrangements shall be provided. Any multi-purpose room may be used to feed inmates in a group setting as long as the room is sanitary.
- .10 All meals shall be served under direct supervision of staff members. Supervision by staff during meals ensures that favoritism, careless serving, and waste are avoided. Staff members also shall be responsible for returning all food trays and for sterilization. Food cutlery service shall be provided. Food shall be served in compartment type trays; bowls for soups, cereal, and dessert; and cups for beverages shall be available.
- .11 Only carefully screened inmates shall be assigned food service work. Food service personnel shall be in good health and free from communicable disease and open infected wounds. They shall practice hygienic food handling techniques and shall be periodically checked for personal hygiene.
- .12 The facility shall have sanitary temperature controlled storage facilities for the storage of all foods. Canned goods and grain products shall be stored in a cool, dry area that is free from contamination. There shall be equipment for refrigeration and freezing. Special care

and attention shall be given to storing highly perishable foods, such as milk, meat, and fruit. Locked storage areas shall be provided for items such as yeast, dry fruits, vanilla, nutmeg, and pepper, which can be used to manufacture illegal products.

- .13 The facility's food service shall be supervised by a designated staff member who is selected based on interest and demonstrated ability in food service.
- .14 All food service personnel shall comply with adaptable federal, state, and local laws and regulations. All food service personnel shall maintain high standards of personal hygiene. There shall be daily inspections for cleanliness, illness, or infection.
- .15 All food service personnel shall receive a medical examination prior to assignment and prior to resumption of such duties if for any reason they have had a continuous period of 30 days or more away from this type of employment.
- .16 A daily inspection of all food service areas and equipment shall be made by administrative or dietary personnel. Areas and equipment related to all food preparation requires frequent inspections to ensure that work areas are sanitary and that the equipment is in good repair. Refrigeration and water temperatures shall be checked periodically throughout the day.
- .17 Food service facilities and equipment shall meet established safety and protection standards and requirements. Staff members shall be designated to train food service personnel to ensure their compliance with all safety and health regulations.
- .18 All food items shall be procured from a source which is in compliance with applicable state and local laws and regulations.
- .19 Provision shall be made for the safe and secure storage of all cutlery items.
- .20 A designated staff person shall be accountable for maintaining an ongoing inventory of all cutlery items.

MEDICAL, DENTAL, AND HEALTH SERVICE CARE

During the period of confinement, the inmate is a ward of the county and concern shall be shown for both his physical and mental well being. While it would be unrealistic to burden the county jail with responsibility for all the inmates' health needs, essential medical, dental, and health service care shall be provided.

The Standards pertaining to Medical, Dental, and Health Service Care shall provide the following:

- .01 A physician, licensed in the state, shall be responsible for the facility's medical services pursuant to a written agreement between the County Funding Agency responsible for the facility and/or the facility administrator and the responsible physician or qualified medical authority. The medical authority may be the Health Department, a physician's group, a Hospital, Clinic, or County Medical Society.
- .02 The physician shall have no restriction imposed on him/her by the facility administration regarding the practice of medicine.
- .03 Security regulations applicable to facility personnel also shall apply to medical personnel.
- .04 There shall be a quarterly report on the health delivery system and the health and environment of the facility and an annual statistical summary.
- .05 Written standard operating procedures, approved by the responsible physician, shall exist for the following areas:
 - a. receiving screening;
 - b. health appraisal data collections;
 - c. non-emergency medical services;
 - d. emergency medical and dental services;
 - e. decision on emergency nature of illness or injury;
 - f. dental screening, prevention, examination, and treatment;
 - g. provision for medical and dental prosthetics;

- h. first-aid;
 - i. notification of next of kin or legal guardian in case of major surgery, serious illness, injury, or death;
 - j. provision for chronic care;
 - k. provision for convalescent care;
 - l. provision for medical preventive maintenance;
 - m. screening, referral, and care of mentally ill and retarded inmates;
 - n. implementation of special medical program;
 - o. delousing procedures;
 - p. detoxification procedures; and
 - q. pharmaceuticals.
- .06 State licensure and/or certification requirements and restrictions shall apply to health care personnel working in the facility the same as to those working in the community; copies of licensing and/or certification credentials shall be on file in the facility.
- .07 The work of qualified medical personnel shall be governed by written job descriptions which are approved by the responsible physician or qualified medical authority.
- .08 Treatment by medical personnel other than the responsible physician shall be performed pursuant to written standing or direct orders from the physician. In lieu of standing orders, nationally certified physician assistants and nurse practitioners may practice within the limits of their national certification(s), providing that such practice(s) shall be consistent with state law and shall be authorized by the responsible physician or qualified medical authority.
- .09 If medical services are delivered in the facility, adequate space, equipment, supplies, and materials as determined by the responsible physician shall be provided for the performance of primary health care delivery.
- .10 First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location, and procedure for periodic inspection of the kit(s).

- .11 Receiving screening shall be performed on all inmates upon admission to the facility and before their placement in the general population or housing area. The findings shall be recorded on a printed screening form approved by the responsible physician. The screening shall include inquiry into:
- a. current illnesses and health problems, including those specific to women;
 - b. medications taken and special health requirements;
 - c. screening of other health problems designated by the responsible physician;
 - d. behavior observation, including state of consciousness and mental status;
 - e. notation of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.;
 - f. condition of skin and body orifices, including rashes and infestation; and
 - g. disposition/referral of inmates to qualified medical personnel on an emergency basis.
- .12 At the time of admission to the facility, inmates shall be informed in writing of the procedures for gaining access to medical and dental services. Access procedures shall be explained to all the inmates unable to read. Where the facility has non-English speaking inmates, access procedures shall be written in their language.
- .13 Inmates' medical complaints shall be collected daily and responded to by medically trained personnel. Appropriate triage by qualified medical personnel shall follow. (Triage is the sorting and allocation of treatment to patient according to priorities of need.)
- .14 Sick call, conducted by a physician and/or other qualified medical personnel shall be available to each inmate as follows:
- a. small facilities of less than 50 inmates shall hold sick call once per week, at a minimum;
 - b. medium sized facilities of 50 - 200 inmates shall hold sick call at least three times per week; and
 - c. large size facilities of over 200 inmates shall hold sick call a minimum of five times per week.

- .15 A physician shall be available at least once each week to respond to inmate complaints regarding service received from other medical providers.
- .16 The facility shall provide 24 hour emergency medical and dental care, as outlined in a written plan, which shall include arrangements for:
 - a. emergency evacuation of the inmate from the facility;
 - b. use of an emergency medical vehicle;
 - c. use of one or more designated hospital emergency rooms or other appropriate health facilities; and
 - d. emergency on-call physician and dental services when the emergency health facility is not located in a nearby community.
- .17 Facility personnel shall be trained in the use of emergency care procedures. Standard operating procedures and training of staff shall incorporate:
 - a. awareness of potential emergency situations;
 - b. notification or observation-determination that an emergency is in progress;
 - c. first aid and resuscitation;
 - d. call for help; and
 - e. transfer to appropriate medical provider.
- .18 All personnel shall have current training in basic first aid equivalent to that defined by the American Red Cross.
- .19 At least one person per shift shall have training in receiving screening, basic life support, cardiac pulmonary resuscitation (CPR), and recognition of symptoms of the illnesses most common to the facility.
- .20 Chronic care, convalescent care, and medical preventive maintenance shall be provided to inmates.
- .21 As determined by the responsible physician, medical and dental prosthesis shall be provided when the health of the inmate patient would otherwise be adversely affected.

- .22 Dental care shall be provided under the direction of a dentist licensed in the State of New Jersey as follows:
- a. Dental screening shall be provided to new admissions.
 - b. When indicated, a dental examination shall be afforded the inmate and a classification of required treatment shall be entered upon the dental record.
 - c. a priority treatment program shall be established that will place inmates into a scheduling system always cognizant of those inmates needing emergency treatment, or, who are medically complicated with such problems as allergies, diabetes, heart conditions, blood diseases;
 - d. priority scheduling shall consider those inmates who do not have sufficient teeth to masticate the rations as provided;
 - e. the priority treatment program shall use the date of incarceration as a basis for placement on treatment lists in all categories of classification;
 - f. preventive dentistry shall be routinely implemented into the program; and
 - g. the inmate shall have the right to refuse treatment.
- .23 Screening and referral for care shall be provided to mentally ill or retarded inmates whose adaptation to the detention environment is significantly impaired. The responsible physician shall provide a written list of symptoms or behavior indicative of mental illness and retardation and shall designate, in advance, specific referral sources.
- .24 Facility personnel shall be trained regarding recognition of symptoms of mental illness and retardation.
- .25 A special program shall exist for inmates requiring close medical supervision. An individual treatment plan for each of these patients shall be developed by a physician which includes directions to medical and non-medical personnel regarding their roles in the care and supervision of these patients.
- .26 Special medical diets shall be prepared and served to inmates as ordered by the responsible physician or dentist.

- .27 Detoxification from alcohol, barbituates and similar drugs, when not provided in a hospital or community detoxification center, shall be performed at the facility under medical supervision.
- .28 The facility's standard operating procedures for the proper management of pharmaceuticals shall include:
- a. a formulary;
 - b. requirements that the facility shall adhere to regulations established by the State Board of Pharmacy regarding medications;
 - c. a policy regarding the prescription of all medications with particular attention to behavior modifying medications and those subject to abuse;
 - d. policies regarding medication dispensing and administration; and
 - e. policies regarding the maximum security storage and weekly inventory of all controlled substances, syringes, needles, and surgical instruments.
- .29 The person administering medications shall be trained by the responsible physician and the facility administrator; shall be accountable for administering medications according to orders; and shall record the administration of medications in a manner and on a form approved by the responsible physician.
- .30 The medical record file shall contain the following:
- a. completed receiving screening forms;
 - b. first appraisal data collection forms;
 - c. all findings, diagnosis, treatments, dispositions, prescriptions, and administration of medication;
 - d. notes concerning patient education; and
 - e. notation of place, date, and time of medical encounters and discharges from medical treatment.
- .31 The method of recording entries in the medical record, and the form and format of the record shall be approved by the responsible physician.

- .32 Access to medical records is controlled by the responsible physician. The physician/patient privilege shall apply to the medical records.
- .33 The medical record file shall not be in any way part of the confinement record.
- .34 All examinations, treatments, and procedures affected by informed consent standards in the community shall be likewise observed for inmate's care.

INMATE SERVICES AND PROGRAMS

In order to maintain the physical, social, and emotional health of inmates, the county jail shall provide social services, religious services, recreation and leisure-time activities, vocational counseling, and education courses.

The Standards pertaining to these services and programs shall provide the following:

- .01 A social service program shall be administered and supervised by a person qualified and trained in the social and behavioral sciences (preferably one possessing an MSW) or a related field.
- .02 Counseling shall be provided by qualified, trained counselors and shall cover at a minimum both individual and family counseling, crisis intervention, assistance in linking inmates with existing community resources, and discharge planning services.
- .03 in the absence of qualified personnel, social services may be provided through contractual arrangements with community agencies.
- .04 Counseling and program services shall be available for inmates with drug and/or alcohol addiction problems.
- .05 Representatives from the various recognized religions shall be contacted to provide religious services and counseling as needed.
- .06 Facilities with an average daily inmate population of over 30 shall arrange for weekly religious services.
- .07 Attendance at religious services shall be voluntary, and inmates who do not wish to participate shall not be coerced to attend.
- .08 Indoor and outdoor areas shall be available for recreation.
- .09 When possible, a qualified staff member shall administer and supervise the leisure-time activities.
- .10 Each inmate shall be permitted at least one hour of physical exercise and recreation each day outside the housing unit. Weather permitting, such recreation and exercise shall take place outdoors.
- .11 Recreation activities may include, but not be limited to: basketball, volleyball, shuffleboard, weight lifting, and table tennis.

- .12 Non-physical leisure-time activities may include, but not be limited to: radio, television, movies, arts and crafts, cards, puzzles, checkers, and chess.
- .13 Wherever possible, inmates shall be assigned to work with qualified personnel on various jobs in the facility.
- .14 At a minimum, inmates shall receive assistance in obtaining birth certificates, social security numbers, driver's license, and instruction in completing job application forms and in conducting job interviews.
- .15 Inmates shall receive guidance in seeking the type of employment which will meet their needs upon their release.
- .16 An area, suitable for conducting educational classes, shall be designated for that purpose.
- .17 A qualified teacher (preferably as a salaried staff member) shall administer and supervise the educational program.
- .18 Available community resources shall be utilized and, when possible, qualified, interested citizens shall be sought to implement the program.
- .19 Educational services shall be available to all inmates.
- .20 Where appropriate, educational courses shall be made available in a language other than English.
- .21 Prior to placement in an educational program, each inmate shall be tested to determine at what level he/she should most appropriately be participating in the program.
- .22 Educational courses available for inmates shall include, but not be limited to the following:
 - a. Adult Basic Education - aimed at reducing level of illiteracy.
 - b. Elementary and High School courses - specific or general.
 - c. General Education Development (GED) - to prepare qualified inmates for the G.E.D. test (a prerequisite for earning a high school equivalency diploma).
 - d. Correspondence courses for both high school and college credits.

INMATE WORK PROGRAM

Inmates at the county detention facilities shall be afforded the opportunity to work while in confinement. In addition to the normal housekeeping work and laundry that is necessary to maintain minimum sanitary conditions, other work shall be provided. Types of employment will vary depending upon the availability of resources and should not conflict with legitimate labor resources. The State of New Jersey recognizes the need for inmate employment while confined in county detention facilities and as enacted on August 4, 1972 (Chapter 115, Public Laws of 1972) requires that all inmates employed in productive occupations while confined in a penal institution shall receive compensation for employment in the form of cash or remission of time from sentence or both. Any such remission of time shall in no way interfere with the reduction of time for good behavior as otherwise provided by law (NJSA:164-24).

The Standards pertaining to the Inmate Work Program shall provide that:

- .01 The facility shall maintain a written inmate work assignment plan that provides for inmate employment, subject to the number of work opportunities available and the maintenance of the facility's security.
- .02 Written policy shall include provision that unsentenced detainees are not required to work except to do personal housekeeping. Although unsentenced detainees may not be required to work beyond keeping the living area clean, the opportunity of work for compensation should be made available to them.
- .03 The inmate work plan shall include provision for inmate employment in facility maintenance and operation. Inmates may be assigned tasks such as cleaning and painting, food service, and laundry operations.
- .04 The inmate work plan shall include provision for inmate employment in public work projects. Inmates may be assigned to construction work, conservation projects, county road work, or other work financed by public funds. These programs may be housed separately from the main detention facility. Inmates also may be assigned cleaning and maintenance work in local government buildings. Departments receiving such services should be encouraged to train staff members to provide supervision for inmate workers.

- .05 The inmate work plan shall include provision for meeting inmates' employment needs. An effort shall be made to assign inmates to work that most nearly approximates their regular occupation so that they can retain their work habits and skills.
- .06 The inmate work plan shall include provision for employment for handicapped inmates. Inmates with physical or mental handicaps and those who are aged and infirm shall be provided constructive work if they want it.
- .07 Inmates engaged in productive occupations while confined in county penal institutions shall receive sufficient compensation so that they can make purchases from the canteen and save money to assist them after release. In addition, statutes permit that the inmate work plan include provision for earning credits toward a reduction of sentence. This remission of time from sentence shall not be in excess of 1 day for each 5 days of productive occupation.

LIBRARY SERVICES

The right to read and thus improve oneself through greater self-awareness, understanding of society and government, and vocational skills is extremely important for the inmate. Just as important is the opportunity to have relief from boredom and a chance to reduce aggressiveness through recreational reading. An adequate county jail library must meet both the informational and the leisure reading needs of the inmate.

The Standards pertaining to Library Services shall provide that:

- .01 An adequate area accessible to inmates shall be designated as the library area. It shall be well-lighted and, where possible, have good acoustics and temperature control.
- .02 The library program shall be supervised by an individual trained in library services.
- .03 The library staff shall vary in number and educational qualifications depending upon the average daily population of the facility.
- .04 Volunteers may be used, but shall be responsible to the individual assigned to supervise the library program.
- .05 Library services shall be available daily, including evenings, and shall be available to all inmates.
- .06 The library program shall provide an adequate law library. Lists of appropriate legal materials may be obtained from the American Bar Association, the New Jersey State Bar Association Correctional Reform Committee, the Department of Corrections, and the New Jersey Office of the Inmate Advocate.
- .07 Library materials shall include up-to-date informational, recreational, legal, and educational resources appropriate to individual inmates both in the library and in the living units, inclusive of segregation unit.
- .08 Library materials shall include both print and non-print, i.e., audio, visual material. Equipment needed to utilize any non-print materials shall be available.
- .09 Library materials for the blind and physically handicapped shall be available, as needed.
- .10 Materials supportive of inmate programs shall be available.

- .11 Foreign language materials shall be available for those inmates whose primary language is other than English.
- .12 Libraries in the county jail facilities shall utilize the public library network in New Jersey to supplement materials and services.
- .13 Recommended guidelines for minimum library materials, space, and staffing may be obtained through the American Library Association/American Correctional Association Joint Committee's Task Force on Jail Library Standards. Consultation will be provided by the New Jersey State Library.

MAIL

Inmates' mail privileges shall be as protected as those of free citizens. There shall be no restriction on the length, language, or content of letters or on the persons to whom an inmate may write except as provided in General laws. Other restrictions on mail shall be the least restrictive necessary to serve the legitimate interests of institutional security and order.

The Standards pertaining to outgoing and incoming correspondence, privileged correspondence, and packages shall provide that:

- .01 There shall be no limit on the amount of outgoing correspondence an inmate may send.
- .02 There shall be no opening, inspection, or censorship of outgoing correspondence.
- .03 There shall be no restriction as to whom an inmate may send correspondence.
- .04 There shall be provision made for indigent inmates to be given postage and stationery sufficient to send at least three letters of general correspondence per week.
- .05 Outgoing correspondence shall be permitted to be sealed by the inmate.
- .06 Outgoing correspondence shall be collected by authorized staff personnel at least once every day except Sundays and postal holidays.
- .07 Outgoing correspondence shall not be collected by an inmate.
- .08 Outgoing correspondence shall be delivered to the U.S. Postal Service within 24 hours of its collection.
- .09 There shall be no limit on the amount of incoming correspondence an inmate may receive.
- .10 Incoming correspondence may be opened and inspected only for cash, checks, money orders, and contraband.
- .11 Cash, checks, and money orders which are removed from incoming correspondence shall be credited to the inmate's account.
- .12 Contraband shall be removed from incoming correspondence and the inmate shall be notified concerning the item(s) removed and its disposition. Contraband shall be fully described in the inmate handbook or rulebook.

- .13 Incoming correspondence shall not be read or censored without written authorization from the facility administrator. It shall be the responsibility of the facility administrator to document that sufficient reason exists to read an inmate's incoming correspondence.
- .14 Incoming correspondence shall be held only so long as necessary for inspection, not to exceed 24 hours.
- .15 Distribution of incoming mail shall be handled by authorized staff personnel directly to the addressee's hand.
- .16 Privileged correspondence is mail between an inmate and any one of the following:
 - a. Attorneys, Public Defenders, The Inmate Advocate,
 - b. Judges, Clerks of Federal, State, and Local Courts,
 - c. Sheriff, Warden, Freeholders of County of Incarceration,
 - d. The President, Vice-President, and Attorney General of the United States,
 - e. Members of Congress,
 - f. Governor or Attorney General of any State,
 - g. Member of State Legislature,
 - h. Parole Board Chairman or Associate Member.
- .17 Privileged correspondence shall be opened and inspected for contraband in the presence of the inmate.
- .18 Inmates shall be provided with a list of items permitted to be received in packages.
- .19 Books, magazines, newspapers, and other printed matter shall be permitted unless deemed to constitute an immediate threat to the security of the institution or determined to be obscene under current laws and court decisions on obscenity. (It is the subject matter of books, magazines, etc., which may constitute a threat not merely that such printed material is flammable or capable of being fashioned into a weapon.)

VISITS

Visits provide a direct and valuable means of communication between the inmate and his family and friends. Such visits shall be encouraged as they can serve to bolster morale and may prove valuable to jail programs designed to aid in inmate's social readjustment.

The Standards pertaining to Visits shall provide that:

- .01 All regulations pertaining to visiting shall be made available to all staff members, inmates, and their visitors.
- .02 Where necessary, visiting regulations shall be translated into languages spoken by significant number of inmates.
- .03 The number of visitors an inmate may receive and the length of visits shall be limited only by facility schedules, space, and personnel constraints, except where there are substantial reasons to justify such limitation.
- .04 Legal counselors and religious advisors shall be allowed additional visitation privileges and accommodations that ensure privacy.
- .05 Inmates' visiting facilities shall allow for both contact and non-contact visits. While opportunity for contact visits is encouraged, the use of a visiting area which precludes physical contact may be used in instances of substantial security or medical risk as determined by the facility administrator.
- .06 Special visits should be allowed for persons who have come long distances, to hospitalized inmates, and inmates in disciplinary status. Prior arrangements shall be made for such visits if possible.
- .07 Visitors shall register upon entry to the facility and they and their belongings may be searched.
- .08 Telephone calls shall be permitted to inmates in order to obtain counsel or secure release on bail, but personal calls shall be limited to at least two calls per week for each inmate with a record of all such calls being kept by an appropriate staff person.

MISCELLANEOUS INMATE RIGHTS

The United States Court of Appeals for the Third Circuit, which includes New Jersey, has recently stated: "A detainee....may not be 'punished' at all. He is entitled to such liberty as does not undermine the legitimate state interests related to his detention ... Restrictions imposed on detainees are defensible only when they can be justified by the requirements of prison administration, or are inherent in the nature of confinement." Norris v. Frame, October 31, 1978. Thus, the facility administrators shall always act so as to ensure that the maximum level of liberty is afforded to the inmates.

The Standards pertaining to Miscellaneous Inmate Rights shall provide that:

- .01 The presumption of innocence of the pre-trial detainees shall be respected at all times, and the jail personnel shall take no action which may interfere with the detainees' right to remain silent regarding the charges which they face, or to prepare a defense to them.
- .02 Personal abuse and corporal punishment shall be prohibited, and appropriate action shall be taken against personnel who engage in same, including referral to prosecuting authorities when warranted.
- .03 Searches of inmate personal property may be conducted according to standard operating procedures and under the supervision of an officer so designated by the proper authority. Unless prohibited for compelling reasons, an inmate shall be permitted to observe the search of his cell and property from a distance.
- .04 No discrimination on the basis of race, national origin, color, religion, economic status, or political belief shall be permitted, including the assignment of housing.
- .05 Equal access to programs, facilities, and services shall be provided to male and female inmates.
- .06 A written inmate grievance procedure shall be afforded to all inmates.
- .07 All inmates shall be afforded full and equal opportunity to practice their religion, or to refrain from involvement in religion.
- .08 Inmates shall be afforded reasonable access to representatives of the media, through mail, telephone, and visits.

ACCESS TO THE COURTS

It has been stated that access to the courts is the most important of all rights since, without it, none of the others can be enforced. Particularly, with regard to persons confined prior to trial, it is essential that jail administrators make every effort to allow them to obtain legal assistance and to contact the courts.

The Standards pertaining to Access to the Courts shall provide that:

- .01 All county jails shall provide a basic law library, or persons trained in the law, to be readily available to all inmates. If the law library is the selected method, it shall be located in such fashion as to enable inmates to be taken to the library to do research there. Arrangements shall be made with a bar association, law school, or other comprehensive law library to borrow law books not contained in the jail's own collection. Inmates who so request shall be given access to the law library for at least twenty hours per week.
- .02 Punishment for any infraction, including abuse of the law books, shall not include denial of access to the law library. An inmate who abuses the right of access to the law library may be disciplined in accordance with prescribed procedures as set forth in the section entitled Disciplinary Procedures. In certain extreme instances and only with the approval of the facility administrator, may an inmate be denied access to the law library.
- .03 Inmates shall have access to supplies and services for preparing legal papers, such as writing paper, carbon paper, reproduction equipment, large mailing envelopes, etc. The cost of such materials shall be borne by the inmates unless they are indigent.
- .04 Physical facilities shall be provided for inmates to meet with attorneys and persons assisting attorneys, such as investigators, law students, etc., in privacy and reasonable comfort. Such visits shall be permitted without notice, or upon reasonable notice, during at least six hours each business day. Only clearly necessary security requirements shall be permitted to interfere with such visits.
- .05 Regular telephone access to attorneys, courts, probation officers, parole officers, etc., shall be provided for all inmates who so request.

COMMUNITY RESOURCES

The volunteer can serve as an important link between the inmate and community. Volunteers can be used most effectively in program areas such as education, recreation and leisure services, libraries, religious activities, and specialized programs such as alcoholic and drug rehabilitation services. As the potential uses of volunteers are almost endless, the county jail would be well advised to foster and encourage such programs.

The Standards pertaining to Volunteer Services shall provide the following:

- .01 A recruitment program to secure the services of individuals and of community based organizations.
- .02 A screening process whereby suitability of potential volunteers shall be determined based on such criteria as character, dependability, and competence.
- .03 In order to prepare the volunteers to accomplish the specific tasks for which they have been recruited, there shall be an orientation program to provide familiarization with the jail, its rules, regulations, organization, procedures, programs, and plans, as well as the inmates, their needs, attitudes, and lifestyles.
- .04 The assignment of a senior staff member to supervise the volunteer program.
- .05 Specific lines of authority, responsibility, and accountability for the volunteer services program.
- .06 A system of identification of volunteers whereby the facility has the volunteer's photo, address, telephone number, social security number, and other job related information, which can be verified by S.B.I./F.B.I.
- .07 A signed agreement from the volunteers to abide by all facility policies, particularly those related to confidentiality.
- .08 A requirement that volunteers shall present their credentials or otherwise prove their professional competency at the time of their initial application.
- .09 Curtailment or discontinuance of a volunteer service should it threaten the order and security of the facility and/or the safety of the volunteer or others.

WORK RELEASE

Definition of County Work Release

County Work Release is a program which permits selected offenders committed by the municipal or county court to a county correctional facility to be in the community on order of the court during specified periods to engage in remunerative employment, to attend vocational training, and, in the case of female offenders, to attend to family needs.

Objectives

Work Release is a multi-purpose program: (1) It provides for full time normal employment or vocational training in the community; (2) it permits the developing or strengthening of good work habits and skills, thus lessening the job-finding problem when discharged; (3) it affords inmates opportunities to continue or strengthen constructive ties with family, friends, and the free community; (4) it permits pre-release preparation and an opportunity to test readiness for release to the community; (5) it permits deduction from inmate earnings to help defray the cost of incarceration, to support dependents, and to reduce debts and pay court fines; (6) it enables the accumulation of savings to help meet financial needs or burdens after release from confinement; and (7) it provides opportunity to meet family needs by inmates confined in the county correctional facilities.

Role of the Department of Corrections

Chapter 372, Public Laws of 1968, as amended by Chapter 243, Public Laws of 1969, provides that the State Department of Institutions and Agencies shall prepare and enforce regulations for the operation of this act in accordance with the provisions thereof. The new State Department of Corrections, therefore, makes staff available for maintaining general supervision over work release operations.

1. County officials are afforded consultation in determining the feasibility of establishing a work release program.
2. Technical assistance is made available to help county officials to begin operating their programs.
3. Consultation is provided upon request to help resolve operational problems as they develop.
4. Recommendations are offered periodically in order to enhance program effectiveness.

5. Experiences of various counties with well operated programs are shared with those counties interested in beginning or improving operations.
6. Quarterly reports are collected and audits are conducted so that records are kept on how many inmates are participating, where their earnings are allocated, and how operational procedures are being improved.

NOTE: For further information consult "Department of Corrections: Regulations for County Work Release Programs."

JUVENILES

Juveniles shall not be detained in an adult county correctional facility. New Jersey Statute 2A:4-57(c) clearly states, "A juvenile, being held for a charge under this act, shall not be placed in any prison, jail, or lockup...."

There is one exception to this statute which involves juveniles whose cases are waived by the juvenile and domestic relations court. In such cases, New Jersey Rule of Court 5:9-5 shall be followed. This rule states, "If the Court decides to refer the complaint to the prosecuting authority, it shall remand the juvenile to the adult detention facility pending action by the prosecuting authority, and thereafter the juvenile may be admitted to bail or released by a court to competent jurisdiction."

END