

JAIL OPERATIONS: A TRAINING COURSE  
FOR JAIL OFFICERS

A Programmed Instruction Course based on the text,  
The Jail: Its Operation and Management

U. S. Bureau of Prisons Publication

developed by

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## PREFACE

This course is for jail officers. It was written to help them assume the difficult and challenging demands of jail work. The course emphasizes that, in addition to the routine tasks which officers must learn to perform in the jail, they must also be fully prepared to serve an important function for society as well-trained, responsible professionals. Much of the jail officer's job will depend on his ability to make important decisions and to avoid the mistakes and disproven beliefs of the past. The course material includes discussions of mistakes which other men and women have made on the job; it is hoped that jail officers can learn from these things and avoid making the same errors. Naturally, there can be no substitute for actual on-the-job experience. But it is hoped that by participating in this course, jail officers will be better prepared to perform in a professional, competent manner on the job than if they were required to learn only "by doing".

Madison, Wisconsin

Alice H. Blumer

1970

## Acknowledgement

Much of the anecdotal background material found in these pages was supplied by the Federal Jail Inspectors who willingly devoted their time recalling pertinent experiences for the author. The author is indebted to these men; their material has done much to enliven these pages.

Throughout the development stages of this course, the men of the Dane County Jail, Madison, Wisconsin, have consistently cooperated with and assisted the author, not only by supplying necessary details, but also by carefully reading and responding to the material. The author wishes to thank Sheriff Vernon C. Leslie for allowing free access to the jail. Special thanks go to Captain Otis R. Lund who devoted much time to interviews and supplied needed information to the author. In addition, the following men spent many hours with the author reading and responding to material, and answering endless questions:

Deputy William C. Ludwig  
Deputy Edward C. Pohlman

During the evaluation period, eleven jails offered time and manpower to participating in the sometimes long and involved steps necessary for course evaluation. The author wishes to thank the jail administrators and the men and women involved from the following jails:

Ada County Jail, Boise, Idaho  
Bexar County Jail, San Antonio, Texas  
Chesapeake City Jail, Chesapeake, Virginia  
Franklin County Jail, Columbus, Ohio  
Hamilton County Jail, Chattanooga, Tennessee  
Imperial County Jail, El Centro, California  
McCracken County Jail, Paducah, Kentucky  
Tulsa County Jail, Tulsa, Oklahoma  
Warren County Jail, Bowling Green, Ohio  
Wyandotte County Jail, Kansas City, Kansas  
York County Jail, York, Pennsylvania

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## TO THE STUDENT

This course has been written in a form known as Programmed Instruction. It is not a test. Programmed Instruction enables you to work alone, without a teacher, and at your own pace. To participate in this type of course, all you have to do is read carefully, follow instructions and complete each section. You cannot use this course like a magazine; that is, opening at the middle and flipping through pages. It is very important that you begin at the beginning and read all the material. You will see that, throughout the course, when you read some material, you will be asked to respond to some written questions and then check your answer by comparing it to the printed answer appearing on the following page. This is not, in any way, a test. It is simply a way of helping you to learn and remember the material. Do not hesitate to write in the book whenever you are required to, and, if you are having difficulty, simply re-read the material. You will not be timed while taking this course, so you may go at your own pace, taking a break whenever you feel tired. We think you will enjoy learning in this manner, and hope that you will finish the course with a feeling of pride in your profession and in your ability to perform your job with skill and confidence.

BOOK ONE:  
CORRECTIONAL HISTORY  
AND  
PHILOSOPHY

The vital role you play in society's attempt to control crime is illustrated by the discussion in this chapter. Through an examination of the way corrections has developed from inhumane and ineffective punishment to enlightened corrections, you will understand more clearly your role as a jail officer. A study of this chapter will not help you to admit a prisoner, or react constructively to belligerent prisoners. This background material will, however, give you insights and understanding that must precede competent performance of your duties.

In ancient times, there were no courts and jails as we now know them. If one person harmed or wronged another, the victim's family took revenge. This type of individual revenge resulted in blood feuds between whole families.

As families became larger and larger, blood feuds became very dangerous and, in fact, often turned into small civil wars. Such wars weakened whole towns and made them easy for enemies to conquer.

In order to avoid these civil wars, a system of money payment was developed. The wronged person or group could demand and be paid for the damage that had been done to them.

However, in these societies individuals were not considered equal under the law. A nobleman was worth much more than a peasant. As a result, if a peasant stole from a nobleman, he might be killed or badly mutilated as a punishment. On the other hand, if a nobleman killed a peasant, he might only be required to pay money to the victim's family.



Unless a crime has been witnessed or the offender has been caught in the act, it is very hard to prove that a person is guilty of a crime. The victim of a crime or his family is least able to honestly decide a man's guilt when it is in doubt. A victim is apt to react emotionally, violently, and too quickly. For this reason, the individual response to crime brings about much injustice.

In our own country, we have seen the results of an individual response to crime. Lynch mobs and vigilante groups, anxious to punish for horse stealing, robbery and murder, often hanged or severely punished innocent people. An untold number of people suffered or died unjustly under this informal brand of law enforcement.

Which statement best describes the individual response to crime?

- a) Although the individual response to crime has been informal, it has been a fast and efficient way of dealing with crimes.
- b) The individual response to crime has been an informal, revengeful process. It has been the cause of much injustice.

Turn page to check your answer .....

Answer:

- a) Although the individual response to crime has been informal, it has been a fast and efficient way of dealing with crimes.
  - b) The individual response to crime has been an informal, revengeful process. It has been the cause of much injustice.
- 

As Kingships with strong central authority were established, the handling of crime became the government's concern because it strengthened the King's authority. Individuals were no longer permitted to practice individual revenge.

Gradually, governments began to use formal courts to decide guilt or innocence. These courts eliminated the need for individuals to take the law into their own hands. Instead, a formal, impartial and fairer system of justice began to develop.

**Why is the formal court system fairer than  
the informal individual response to crime?**

**Turn page to check your answer .....**

**Answer:**

The court system is designed to present a rational, impartial point of view towards a person suspected of a crime. The friends or family of a victim are apt to make emotional and unjust decisions in their haste to seek revenge for a crime.

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Although the courts presented a fairer method of deciding guilt or innocence, the punishments assigned by early courts were often brutal and savage.

The early courts held the theory that strict punishment of an offender would prevent him from committing other crimes. The courts also believed that brutal punishment would serve as an example to others and would prevent them from committing crimes.

Flogging, branding with a hot iron, and mutilation were the most popular punishments used throughout history. However, the evidence shows that these punishments were not totally successful in preventing further crime.

In England, forgery and picking pockets were once crimes punishable by hanging. In spite of the severity of the punishments and the large numbers of public hangings, the crimes continued.

Throughout history, it has been shown that the threat of punishment does not necessarily prevent people from committing crimes.

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Until 1961, the sentence for possessing marijuana in California was an optional 0 - 12 month jail sentence. In 1961, the penalty for possession of the drug was greatly increased to a required 1 - 10 year sentence in the state prison.

The California Legislature made the punishment for the crime more severe because they wanted to see if they could prevent it. Do you think the crime increased or decreased after the penalty was made more severe?

Turn page to check your answer .....

**Answer:**

The crime increased in spite of the more severe penalty. In fact, the number of people arrested for marijuana possession in 1966 showed an increase of 514% over those arrested in 1961!

This increase may be partly due to stronger police arrest policy and to several other factors. But, overall, it is felt that the figures reveal that the threat of a more severe penalty was not effective in preventing the crime.

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The state of California has experienced more than five years of increased penalties for attacks on policemen. A study of attacks made on Los Angeles policemen revealed that during this period the attacks have increased by 528%.

A statement which correctly summarizes the findings of the Los Angeles study might be: (choose one)

- a) Crime does not pay
- b) As penalties for particular crimes are increased, there are fewer offenses because people are afraid of being punished.
- c) The threat of severe punishment does not seem to prevent particular crimes.

Turn page to check your answer .....



**Answer:**

- a) Crime does not pay.
  - b) As penalties for particular crimes are increased, there are fewer offenses because people are afraid of being punished.
  - c) The threat of severe punishment does not seem to prevent particular crimes.
-

Early in the 19th century, the penitentiary system was begun in America.

The penitentiary removed a man from society so he could no longer commit crimes. However, the main purpose of the penitentiary was to punish the criminal both physically and mentally so that he would never commit another crime.

In these early prisons, punishments consisted of the following:

1. Isolation - each man was confined to a single cell; his only contact was with a clergyman, members of the prison reform society, and the guards.
2. Silence - although prisoners worked and ate together, they were forbidden to talk.
3. Physical abuse - flogging, use of sweatboxes, and enforced wearing of the ball and chain were all standard procedures.
4. Work - hard and disagreeable tasks were assigned to prisoners; if there was no work, prisoners worked a useless treadmill\* or a crank\* to keep busy. Prisoners were regularly overworked or beaten with a whip if they failed to work fast enough.

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\*Treadmill - a machine operated by walking or running; sometimes used for grinding corn or pumping water; more often did nothing and was merely used as punishment.

\*Crank - apparatus turned by hand; each rotation was counted automatically and degree of resistance could be adjusted; sole purpose was to keep a man employed and exhausted.

As society changed, so did the conditions in the prisons. People began to realize that locking a man up was, in itself, a severe punishment.

It is easy to see that when a man is locked up, he loses many things vital to his happiness:

- . his privacy
- . his freedom to make decisions
- . the daily companionship of his family and friends
- . a degree of his own self-respect
- . the freedom to go where he wants, when he wants to

Realizing that prison was in itself a punishment, prison authorities began to remove the other punishments, such as flogging, isolation, and useless work, which has been a part of prison life.

It might be said that the prison system underwent a reform when society realized that: (choose one)

- a) Hard work and physical punishment in prison prevent prisoners from committing crimes when they are released.
- b) Locking a man in prison is a severe punishment and eliminates the need for further hardship and punishment while he is in prison.
- c) People who commit crimes cannot be changed.

Turn page to check your answer .....

**Answer:**

- a) Hard work and physical punishment in prison prevent prisoners from committing crimes when they are released.
  - b) Locking a man in prison is a severe punishment and eliminates the need for further hardship and punishment while he is in prison.
  - c) People who commit crimes cannot be changed.
-

**Are you short and muscular?**

**Turn page ...**

If you are short and muscular, according to the theory of an early 20th century Italian physician, Cesare Lombroso, you are a "born criminal".

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Luckily for the short and muscular people, other scholars proved Lombroso's theory false by pointing out large numbers of short, muscular people who had never committed a crime of any sort.

Throughout this century, studies have been made in an attempt to prove that there is a physical basis for crime. However, the theory has never been scientifically proven.

Law-abiding citizens differ widely in body type, personality, intelligence, and background. People with criminal records differ in just as many ways. It would appear that there is no such thing as a "born criminal". And yet, many theories still exist which attempt to explain crime by finding one specific cause.

One theory of crime explains that if a person has criminal friends and is exposed to criminal ideas, he will become criminal himself. This is the theory of differential association.

The theory of differential association applies to some people who commit crimes. For instance, it applies to the teenager who steals a car because he is with a gang of friends who are encouraging him to "prove himself".

Frederick Johns, a bank teller, was arrested for embezzlement of funds at the bank where he had worked for ten years. He had never committed a crime before and knew no one who had ever been arrested or been in jail. During his trial, Johns stated that he had embezzled the funds because he was in debt. He could give no other reason for his crime.

Do you think the theory of differential association can be used to explain the case of Frederick Johns?

Turn page to check your answer .....



Answer:

The theory probably does not apply in this case. As we have seen, Johns had no criminal friends. In fact, his crime seems to have been an attempt to solve the problem of his debts, not the result of criminal associations.

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To date, no theory has been devised that can explain all criminal behavior or all criminal personalities. Often, a theory explains why a person might commit a crime, but it cannot explain why a non-criminal might have the same characteristics or background. This drawback is most obvious when we speak of the single factor theories of crime causation. We will discuss some of these on the next few pages.

Studies have shown that many juvenile delinquents come from homes where divorce, death, or desertion has separated the parents. Therefore, many people hold the theory that delinquency has a single cause: broken homes.

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THE FOLLOWING STATEMENTS ARE TRUE:

- a) Many delinquents come from homes where both parents are present.
  - b) Many young people who have never committed an offense come from broken homes.
  - c) Many delinquents committed offenses before one parent was permanently absent from the home.
- 

The above statements show that the theory which states that broken homes are the single cause of delinquency is: (choose one)

- a) correct
- b) incorrect

**Answer:**

**b) incorrect**

**Obviously, there is much proof that broken homes are not the single cause of delinquency.**

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Much crime occurs in slum areas where the residents are poor and the living conditions crowded and uncomfortable. For this reason, there is a theory which states that poverty and substandard housing are the cause of crime.

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The following statements are true:

- a) The majority of people living in poverty and slums are law-abiding.
  - b) Jails and prison populations include many people who are not poor and do not live in slums.
- 

After reading the above statements, do you think that the theory that poverty and substandard housing are the cause of crime is a correct one?

Turn page to check your answer .....

**Answer:**

**The theory is not correct. Although much crime occurs as a result of the frustrations of poverty and bad living conditions, it is incorrect to say that this is the cause of crime.**

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Another theory of the cause of crime is that individuals commit crimes because they are emotionally disturbed or mentally ill. Although some mentally ill people commit crimes, there are many who never commit a crime. Also, it has been proven that many of the people who commit crimes are not mentally ill or disturbed.

The facts seem to show that mental illness and emotional disturbance can be considered: (choose one)

- a) the cause of crime
- b) factors which may cause some crimes

Turn page to check your answer .....

**Answer:**

b) Factors which may cause some crimes. No doubt, many of the theories that we have been discussing are correct in some degree. Several theories point out factors that may contribute to criminal behavior. However, it would be impossible to prove that there is any single cause of crime.

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By now you may be saying, "Well, what does cause crime? What makes a man become a criminal?"

Every man is a separate individual. The experiences that influence one man may not influence another. Poor living conditions, poverty, and hardship may inspire one man to escape his surroundings and make a success of his life. These same conditions may drive another to commit desperate and violent criminal acts.

Mental illness may cause one man to commit crimes. Another man's mental illness might never be noticeable or may make him totally helpless and incapable of criminal acts.

Many things influence human behavior. Personality, physical characteristics, background, environment, mental illness, and social contacts may all be considered factors which influence human behavior. But no one can point to one of these influences and prove that it causes individuals to commit crimes. If the cause of crime were so easily explained, shouldn't we have eliminated crime from our society years ago?

Which of the following statements are true and which are false?

- |   | <u>TRUE</u>              | <u>FALSE</u>             |
|---|--------------------------|--------------------------|
| 1. Generally all criminals fall into one or two categories: mentally ill or poor.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Poverty and hardship affect all men the same way and usually result in criminal behavior.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Poverty, social contacts, mental illness, and personality are several factors which may contribute to criminal behavior.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. When working with prisoners, a good rule to remember might be: every man is a separate individual and therefore represents different problems and different needs. | <input type="checkbox"/> | <input type="checkbox"/> |

Turn page to check your answer .....



**Answers:**

TRUE   FALSE

1. Generally all criminals fall into one or two categories: mentally ill or poor.

NOTE: We have seen that it is impossible to generalize about people who commit criminal acts.

2. Poverty and hardship affect all men the same way and usually result in criminal behavior.

NOTE: The experiences which may influence one man may not influence another.

3. Poverty, social contacts, mental illness, and personality are several factors which may contribute to criminal behavior.

4. When working with prisoners, a good rule to remember might be: every man is a separate individual and therefore represents different problems and different needs.

Correctional programs, confinement practices and procedures, and the penitentiary system all had their beginnings in the jail. The contribution of the jail to the field of corrections has been extensive.

England in the 1500's had a complex system of local jails. In fact, almost every municipality and jurisdiction had its own jail. Our present system of local jails probably emerged from the English system.

The early colonists in America built our first jails, modeled on the jails they remembered from England. Like the English jails, the crowded, dirty conditions in these early colonial jails were unspeakable, and the jailers were often corrupt.

The Walnut Street jail, established in 1790 in Philadelphia, was the beginning of the modern jail in America. Here, for the first time in this country, prisoners were classified according to sex, age, and the extent of their criminal acts. At the same time, prisoners were engaged in a system of productive labor and even had a crude system of self-government. Overall, the Walnut Street jail was the first American jail to use a policy of firmness and fairness rather than punishment in dealing with prisoners.

The Walnut Street jail was the first modern jail in America. Which of the following factors made it modern in comparison with the jails that came before it? (choose one or more)

- a) Use of the treadmill
- b) Isolation of all prisoners
- c) Classification of prisoners according to age, sex and extent of criminal acts
- d) Use of punishment to keep prisoners under control
- e) System of productive labor
- f) Use of firmness and fairness rather than punishment in dealing with prisoners.
- g) Introduction of a crude system of self-government.

Turn page to check your answer .....

Answer:

- a) Use of the treadmill
- b) Isolation of all prisoners
- c) Classification of prisoners according to age, sex, and extent of criminal acts
- d) Use of punishment to keep prisoners under control
- e) System of productive labor
- f) Use of firmness and fairness rather than punishment in dealing with prisoners
- g) Introduction of a crude system of **self-government**.

c,e,f,g, are all factors which made the Walnut Street jail the first modern jail in America.

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As long ago as 1913 Wisconsin passed the Huber Law. This law allowed jail prisoners to be released during the day to work at regular jobs in the community. And yet, it wasn't until 1965 that the Federal prisons began to use a similar system of work release for felons. In this instance, it is particularly easy to see that the jail has been a pioneer in the use of community resources for correctional purposes.

In recent years, more and more prisoners have been required to serve sentences in their community jails and other misdemeanor institutions rather than in prisons. For this reason, the jails are increasingly turning to the community to offer its resources for new correctional programs in addition to the established work release programs.

Schools and colleges are being used for study release programs and vocational training. Other community resources such as health clinics and hospitals are being used for various kinds of prisoner treatment.

Just as the jails once pioneered in the use of community resources for correction, they are again finding new ways of helping jail prisoners become part of their communities rather than its outcasts.

A statement which summarizes the role of the jail in corrections might be: (choose one)

- a) The jails have always followed the prisons in developing correctional programs.
- b) Jails don't need to develop any correctional programs since prisoners seldom serve sentences in them.
- c) The jail has often been a pioneer in the use of community resources for correctional programs. Today the correctional role of the jail is increasing because more and more offenders are serving sentences there instead of in prisons.
- d) The jail was once a pioneer in the use of community resources for correctional programs. Today the prisons have taken over this role since jails are no longer in the business of corrections.

Turn page to check your answer .....

Answer:

- a) The jails have always followed the prisons in developing correctional programs.
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  - d) The jail was once a pioneer in the use of community resources for correctional programs. Today the prisons have taken over this role since jails no longer are in the business of corrections.
- 

The criminal justice system basically consists of:

**The Police:** responsible for criminal investigation and apprehension.

**The Jail:** responsible for detention and, in cases, for short sentence confinement and rehabilitation.

**The Courts:** responsible for determination of guilt or innocence and type of sentence.

**Correctional Institutions:** responsible for long-term confinement and rehabilitation.

|| Each of the parts of the criminal justice system must cooperate closely together in order to keep the system working smoothly and efficiently. ||



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Over 5 1/2 million people a year are detained in jails or workhouses for some period of time, whether that period is for an hour, overnight, or for months. No other method of confinement is experienced by such a large number of people. And since the jail directly affects so many individuals, it is considered a vitally important and influential element of the criminal justice system.

A study of the criminal justice system shows that the jail is not an independent institution. Police arrests determine the population of the jail. And court policies and schedules determine many of the activities of the jail.

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If the police, at the request of the community, frequently arrest drunks and vagrants, the jail will, of necessity, be required to hold these people. In this way, the jail is the passive recipient of police arrest policies.

The jail is responsible for holding any person who is legally arrested and can be legally received by the jail. It does not function as an independent unit, picking and choosing its own prisoners.

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The jail is required to work closely with the police in other ways.

Often, when the accused is in jail, there is a need for cooperation between jail personnel and police. This is particularly true in cases where partners in crime are being held in the same jail. The jail personnel must keep these men apart so that they will not have the opportunity to invent a story or an alibi to present to the police.

When a long-term investigation is taking place, the jail must help the police by making the accused person available to the police, the prosecuting attorney and the defense counsel.

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The jail accepts anyone who has been legally arrested and can be legally detained in the jail. The jail also cooperates with the police by making prisoners available and providing space for police investigations.

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The above statement is:

True

False

Turn page to check your answer .....

Answer: The statement is

True

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The jail must also coordinate with the courts. This need is often shown by the physical closeness of the jails and the courts; they are often located in the same building.

In many ways, the jail is a department of the court. It must:

- \*learn the results of trials and the accompanying sentencing decisions

- \*act upon court orders given to produce prisoners for trial or to release them from jail

The sentencing decisions of the courts have an effect on the size of the jail population and on the extent of the jail's involvement in programs such as work release. For instance, often a court may tend to sentence offenders to the jail instead of to workhouses or work farms. Naturally, this has the effect of increasing the jail population.

In jurisdictions where the courts frequently decide to use probation and suspended sentence, the jail population is greatly reduced.

Often courts sentence prisoners to work release programs. Naturally, this type of sentencing tends to expand the program activities in many jails.

Also, when the court sentences an offender to a correctional institution, workhouse, or work farm, the jail is often responsible for transportation and delivery of the prisoner.

Which of the following statements are true and which are false?

- |  | <u>TRUE</u>              | <u>FALSE</u>             |
|--|--------------------------|--------------------------|
| 1. In some jurisdictions, the court and jail are located in the same building. This physical closeness illustrates the need for close cooperation between the jail and the courts. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The courts are always trying to make things hard for jail personnel by giving them more work to do.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If the courts usually sentence offenders to workhouses and work farms, the jail population will tend to decrease.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The jails act independently of the courts.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Once the jail is sure that a prisoner has appeared before the court, it has no further responsibilities to the court.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The size of the jail population and the activities of the jail are strongly influenced by the sentencing decisions of the court.  | <input type="checkbox"/> | <input type="checkbox"/> |

Turn page for answer . . . . .

Answers:

- |  | <u>TRUE</u>                         | <u>FALSE</u>                        |
|--|-------------------------------------|-------------------------------------|
| 1. In some jurisdictions, the court and jail are located in the same building. This physical closeness illustrates the need for close cooperation between the jail and the courts. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
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| 6. The size of the jail population and the activities of the jail are strongly influenced by the sentencing decisions of the court.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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As we have seen earlier, the trend in criminal justice is for the courts and communities to call upon the jails to become increasingly involved in correctional programs. Whereas it was once believed that the jail served mainly as a place of detention, it is now believed that the jail must serve many functions in the community. Correction is becoming one of the most important of these functions.

Since a jail does not simply exist for purposes of detention, you, the jail officer, are more than a law enforcement officer. You are also an important member of the criminal justice system and, as such, you are involved in the effort to rehabilitate offenders.

Community and state resources such as welfare and health agencies, vocational rehabilitation agencies, and schools and colleges, can all be used by the jail in developing a successful corrections program. Increasingly, it is the responsibility of the jail to look for these resources and to see that offenders benefit from the services they offer.

Because of its increasing responsibility to rehabilitate prisoners, the jail is becoming an important part of the: (choose one)

\_\_\_\_\_ a) correctional system

\_\_\_\_\_ b) law enforcement system

Turn page to check your answer .....

Answer:

- a) correctional system.  
 b) law enforcement system.
- 

No one is sure of how the job of jailer originated. But there is some evidence to show that early jailers were often cruel, corrupt, and untrained.

In England, prisoners were required to pay jailers for all food and services in the jail. This included such incredible practices as requiring payment for having leg irons removed. An 18th century writer described jailers of this period as:

...low-bred, mercenary and oppressive, barbarous fellows who think of nothing but enriching themselves by the most cruel extortion and have less regard of a poor prisoner than for the life of a brute.

Needless to say, the responsibilities and personalities of jailers are much different today.

The present day role of the jailer is a complex and important one. His duties range from locking cell doors to supervising prisoner activities. Since the jailer has more contact with prisoners than any other staff member, it is believed that he has the most influence on the prisoners themselves and upon the overall climate of the jail.

Prisoners look to the jail officer as a representative of the criminal justice system and of society in general. A jail officer who demonstrates discontent with court decisions and jail policy by showing his own disregard for rules, presents a poor example to prisoners. Often his conduct gives prisoners reasons for making excuses for this own behavior.



Two jail officers, John Seward and Jim Towne, were eating lunch in the jail dining room one day. Prisoner Lawrence Sikes was working near them and overheard their loud conversation:

Seward: "Had a real ball this weekend deer hunting."

Towne: "Hunting season doesn't start for two weeks, does it?"

Seward: "So what? Jack Brown and I just went out at night - turned on the car lights and blinded the deer. It's a cinch to shoot them then. We got out of there before anyone caught us. Great sport, eh?"

Towne: "Next time invite me, too!"

Sikes is serving a two-year sentence for passing bad checks. To his mind, poaching deer is just as much of an illegal act as his own and deserves an equal penalty. He reacted to this conversation with bitterness and anger against the criminal justice system which locked him up and seems to overlook the misdeeds of jail officers.

Seward and Towne showed a disregard for their role as representatives of the criminal justice system by: (choose one)

- a) not including Sikes in the conversation.
- b) talking too loudly in the dining room.
- c) discussing their own misdeeds and lack of respect for the law during working hours in the jail.

Turn page to check your answer .....

Answer:

- a) not including Sikes in the conversation .
  - b) talking too loudly in the dining room .
  - c) discussing their own misdeeds and lack of respect for the law during working hours in the jail .
- 

In order for the jail officer to function in a professional manner, he must master his emotions and the skills of his job.

A professional jail officer does not allow himself to have an emotional reaction to prisoners. Such behavior results in loss of control in the jail as well as unequal treatment of prisoners.

Robert Closkey, a jail officer, prides himself on his strict treatment of men accused of such crimes as child molesting and rape. He cuts visiting hours short for these men, denies them recreation on many occasions and often delays the serving of their food until it is cold. No one can deny that the crimes are shocking and serious, but the decision of the prisoner's guilt or innocence as well as the seriousness of the crime lies with the courts, not with Robert Closkey.

Closkey's conduct as a jail officer is:

- a) unprofessional
- b) understandable
- c) unusual
- d) correct

Turn page to check your answer .....

Answer:

a) unprofessional.

b) understandable.

c) unusual.

d) correct.

---

Joseph Green, a jail officer, had a reputation for being overly sympathetic. The prisoners in the jail were all aware of his "soft-hearted" personality.

Recently, a prisoner attracted Green's attention and told him that he was having problems at home and wasn't able to talk to his wife and straighten things out. He requested that Green visit his home which was nearby and try to reason with his wife so that she would visit him in the jail. Green felt sorry for the prisoner and visited the prisoner's home that night after work.

The next day, the prisoner refused to work or follow Green's orders. He threatened to make a complaint accusing Green of having an affair with his wife if any disciplinary action was taken. The other prisoners, observing the preferential treatment Green was giving the prisoner, also refused to follow orders. Green was forced to transfer to a job that did not require direct contact with prisoners.

It might be said that Green's behavior caused him to:

- a) hate prisoners
- b) lose control in the jail
- c) be promoted to a better job

Turn page to check your answer .....

Answer:

- a) hate prisoners
- b) lose control in the jail
- c) be promoted to a better job

Green's behavior was unprofessional and caused him to lose control over the prisoner's behavior.

---

The right of the prisoner to the protection of his health and welfare is a legal requirement, supported by court decisions. Later in the course we will see how recent court decisions have decided in favor of prisoners who demonstrate that they have been deprived of his right while in jail.

It is not the job of the jail officer to withhold this right or to provide extra considerations to prisoners of his own choosing.

---

Jails are normally safe places if the staff acts professionally and in accordance with jail policy. Failure of a jail officer to carry out his duties efficiently and in a responsible manner may result in a security breakdown that may endanger lives and property. In the following chapters, the duties of the jailer will be discussed thoroughly and the vast importance of the jail officer's role will become more apparent.

Indicate which of the following statements are true and which are false:

- |   | <u>TRUE</u>              | <u>FALSE</u>             |
|---|--------------------------|--------------------------|
| 1. It never hurts for a jailer to show sympathy towards a prisoner as long as he believes the prisoner is innocent.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A person loses his rights as soon as he is sentenced to jail.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. A professional attitude towards the job consists of controlling emotions and mastering the skills of the job.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Child molesters deserve to be harassed by jail officers.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. A jail officer who brags in the jail of breaking a regulation, getting a speeding ticket, or disagreeing with a court decision often is the cause of a breakdown of order in the jail. | <input type="checkbox"/> | <input type="checkbox"/> |

Turn page to check your answers .....

Answers:

TRUE      FALSE

1. It never hurts a jailer to show sympathy towards a prisoner as long as he believes the prisoner is innocent.

NOTE: It is not the jail officer's job to decide guilt or innocence. The case of Joseph Green shows what happens when a jail officer demonstrates sympathy for a prisoner.

2. A person loses his rights as soon as he is sentenced to jail.

NOTE: The right of sentenced persons to the protection of their health and welfare is a legal requirement, supported by the courts.

3. A professional attitude towards the job consists of controlling emotions and mastering the skills of the job.

4. Child molesters deserve to be harassed by jail officers.

NOTE: It is the right of every prisoner to be treated equally by his jail officers.

5. A jail officer who brags in the jail of breaking a regulation, getting a speeding ticket, or disagreeing with a court decision often is the cause of a breakdown of order in the jail.



BOOK TWO:  
JAIL OPERATIONS

The successful and safe operation of any jail depends on the ability of staff members to effectively follow a number of established procedures when dealing with prisoners. In this chapter, a number of these procedures will be discussed in detail. In some cases the procedures in your jail may differ from those discussed here. However, by studying this chapter, it is hoped that you should become familiar with the reasons for following the established procedures and may even be able to suggest improvements in existing systems to your jail administrator.

Procedures are not established in order to make your job harder, or in order to keep prisoners busy. You will see that all the procedures on the following pages have been developed to meet these essential goals of the jail:

- \* protection of the safety of jail personnel
- \* safekeeping and welfare of prisoners
- \* protection of society by prevention of escapes

An unwillingness on the part of a jail officer to carefully follow jail procedures can result in serious consequences. Often, it takes a riot, an escape, or a serious injury - even death - to prove to some jail officers that established procedures exist for a reason and must be carefully followed. Many of the frightening experiences which you will read in this chapter have been the direct result of carelessness by officers who are lulled into sloppy performance of duties because they are tired, bored, overworked, or simply because they cannot imagine that anything dangerous could occur in their jails. For your own protection, take this chapter seriously, and, if you wish, refer to it often while on the job in later months.

**NOTE:**

The only way your administrator can make improvements in jail procedures and policies is if you make suggestions to him. You, the jail officer, are the one who is in the best position to find fault with existing procedures and suggest needed improvements. Grumbling and complaining about poor policies and rules to other officers will only produce bad morale among officers and, subsequently, among prisoners. Simply omitting procedures in defiance of existing rules is equally poor policy.

It is an important part of your duty to tell your jail administrator whether or not established procedures are effective and when procedures are ineffective, you should be able to suggest needed improvements or changes. There will undoubtedly be times when your administrator may have a valid reason for not adopting your suggestion. This should not become your excuse for refusing to offer suggestions in the future or for becoming bitter and uncooperative.

## ADMISSIONS

In recent years, the courts have been increasingly concerned with the rights of accused persons. Police practices such as arrest policies and methods of securing confessions have often been questioned by the courts and found illegal. In keeping with this trend, it is reasonable to believe that the courts will turn their attention towards jail admission practices. In fact, some legal suits have already been successfully brought against jail admissions officers by prisoners who have been carelessly or illegally committed to jails. For your own protection, you should know that, in some jurisdictions, overlooking the requirements of the admission process can bring legal consequences to you as well as to your jail.

It would be impossible for this course to include the specific admissions requirements necessary in your jail. Some jurisdictions have very informal requirements and jail officers can admit prisoners without requiring official papers and signatures. If this is true in your jurisdiction, this chapter contains more information than you will need. However, even if this is the case, it is recommended that you read the material to gain an understanding of what some other jurisdictions require.

Some jurisdictions have very strict rules concerning admission procedures. In such jurisdictions, jail admissions officers are often held responsible for insuring that prisoners are committed to jail in strict accordance with these requirements.

This Admissions section was developed as a kind of guideline for those who must learn the admissions procedures of a particular jail. The course uses the examples and forms of a model jurisdiction in order to:

- . demonstrate to you, by use of specific examples that the jail admissions procedure is, in some jurisdictions, a serious responsibility for jail officers
- . encourage you to find out and then write down the specific requirements of your jurisdiction
- . enable you to practice making decisions about the legality of model commitments as a means of preparing you to make similar kinds of decisions according to the rules of your own jurisdiction

Prisoners are brought to the jail by:

- \* local law enforcement officers
- \* law enforcement officers from other states and jurisdictions
- \* U. S. Marshals or Deputy Marshals
- \* Parole and probation officers

In each of these cases, the admissions officer can be held responsible if he admits a prisoner to the jail without requiring the proper commitment information. On the next few pages we will discuss the information necessary for a legal commitment. If you study this information carefully, and if you become thoroughly familiar with the requirements of particular forms used in your jurisdiction, you should have no trouble correctly managing the commitment procedure.

When a local law enforcement officer brings a prisoner to the jail, there are several things which the admissions officer should require before he can admit the prisoner:

- \* He should require proper identification from the law enforcement officer.
- \* He should require that the commitment paper be signed by the arresting officer. But if another officer has brought in the prisoner, the admissions officer should require a written citation signed by the arresting officer.
- \* He should require that the officer write out a legal charge against the prisoner.
- \* If he has any doubts about the legality of the charge against the prisoner, he should require that the prisoner remain in custody of the officer until he has consulted a qualified person concerning the advisability of holding the prisoner in jail.

When you have worked in the jail for a long period of time, you will become familiar with most of the local police, sheriff's deputies and state patrolmen who bring prisoners to the jail. Naturally, if you are certain that you know a law enforcement officer, it will not be essential to ask for identification. But it is never a good policy to merely accept a man's uniform as proof of his identity. When in doubt at all, always ask to see these identifying items:

\* Badge

and

\* Official Identification Card



**An Official Identification  
Card**

is issued by the agency to which the  
escorting person belongs

usually contains the following:

- signature of agency director
- picture of the person it identifies
- other information such as identifying  
number, the holder's title, etc.

**An Unofficial Identification  
Card**

is usually a small, white business card

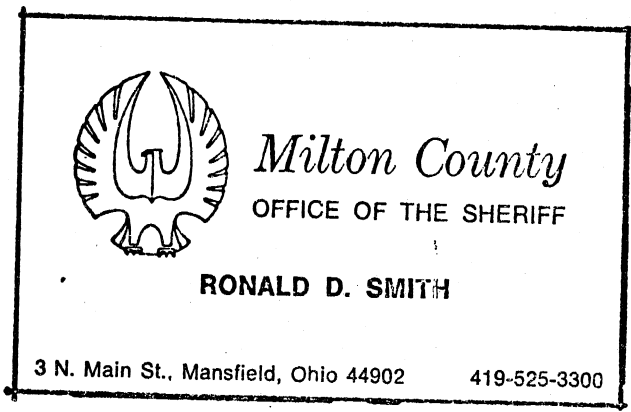
can be printed by anyone, at his own  
expense

contains no official signatures or  
photographs

usually contains only the holder's name  
and title along with his address and tele-  
phone number

The following cards represent the type of identification that is often presented to jail officers. Below each card, indicate whether you consider it to be acceptable or unacceptable when being used by an officer bringing a prisoner to the jail for commitment:

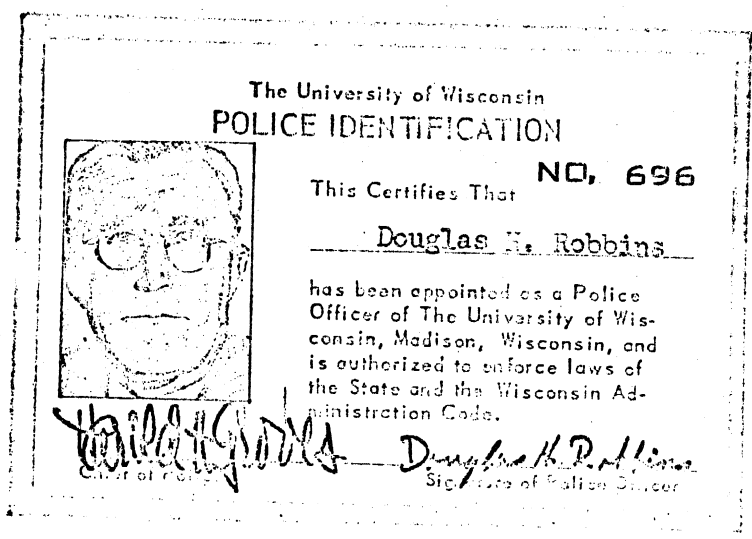
1.



ACCEPTABLE

UNACCEPTABLE

2.



ACCEPTABLE

UNACCEPTABLE

Turn page for answer . . .

**Answer :**

1. Unacceptable - this is an unofficial business card
  2. Acceptable
- 

It is essential that you require official identification at the time of admission for these reasons:

- 1) so that you can be certain that the person committing the new prisoner is authorized to do so
- 2) so that you can keep an official jail record indicating who committed each prisoner and where this person was from

**NOTE:** Proper identification of all unknown persons seeking to enter your jail is an important requirement. You should ask for and receive proper identification before allowing unknown persons to enter your jail. A business card is never sufficient. If, for instance, an unknown attorney seeks to enter your jail using his business card, you must require official identification such as his driver's license.

When a police officer accompanies the prisoner to the jail, you should determine whether or not he was the arresting officer. Most jurisdictions require that the prisoner **cannot** be admitted to jail **UNLESS**:

- he is accompanied by the arresting officer

OR

- a written citation is presented that contains the formal charges against the prisoner and is **signed by the arresting officer**.

Officer Warren Blakely went to the scene of an accident and was on hand when officer William Tuttle arrested a man for driving while intoxicated. Tuttle asked Blakely to accompany the prisoner to the county jail for commitment. At the jail, Blakely filled out the commitment order in this manner:

Address 10 Woodview Court Date 8/16/69 Time 4:15  
TO THE SHERIFF OF CROWN COUNTY  
Please hold in Crown County Jail Alfred John Carlson  
Charged with Driving while intoxicated  
Release may be made by posting \$150.00 Bail  
Signed: Warren L. Blakely Patrolman  
(title)  
Department: Ehral Police Dept. Date 9/1/69 19 69  
MUNICIPAL ORDINANCE VIOLATION

Although Blakely's identification was proper and although the charge was legal, the admissions officer at the jail still was unable to legally admit the prisoner. Can you think of the reason why?

Turn page for answer ...

Answer:

This jurisdiction obviously requires a written citation from the arresting officer. Blakely was not the arresting officer. Although it was perfectly legal for him to take the prisoner to the jail for Tuttle, it would be illegal for the jail officer to accept the prisoner without a citation that was filled out and signed by the arresting officer.

Is it necessary in your jurisdiction to require a written citation signed by the arresting officer if he does not accompany the prisoner? (Find out and indicate your answer here):

YES  NO

---

A legal charge against a person is usually a charge which appears in the statute book of the state in which the person is charged. Here are some examples of actual legal charges which appear in statute books:

- \* Carrying a concealed weapon
- \* Burglary
- \* Gambling
- \* Keeping a place of prostitution

You should make an effort to learn and remember the charges that appear most regularly in your jail. And, if you are not familiar with a particular charge, look it up in the statute book.

If you do not know how to look up statutes, you should seek the help of another, more experienced officer who does know how. Checking formal charges in the statute book is a good practice for jail admissions officers because it often avoids legal difficulties and clears up many doubts which may exist about the legality of a charge. However, even without a statute book, it is possible for an experienced officer to recognize illegal charges which have been made against people being admitted to the jail:

- \* Investigation
- \* Under suspicion
- \* Under observation for mental illness

It is not difficult to recognize that these "charges" are vague and uncertain; they do not state what felony or misdemeanor the person is being charged with. It is a requirement that a formal charge must explain the actual felony or misdemeanor charged against the person being committed.

Listed below are some actual entries in jail records that have been considered as "legal charges" by admissions officers. See if you can use your judgement to determine which ones are probably legal charges and which are obviously sloppy or illegal charges:

<u>Formal Charge</u>	<u>Legal</u>	<u>Illegal</u>
1. "Negligent operation of a vehicle"	<input type="checkbox"/>	<input type="checkbox"/>
2. "Receiving stolen property"	<input type="checkbox"/>	<input type="checkbox"/>
3. "Hold for Parole Officer Sands"	<input type="checkbox"/>	<input type="checkbox"/>
4. "Fraudulent use of a credit card"	<input type="checkbox"/>	<input type="checkbox"/>
5. "Unknown at this time -checking further"	<input type="checkbox"/>	<input type="checkbox"/>
6. "Investigation for suspicious actions"	<input type="checkbox"/>	<input type="checkbox"/>

Turn page to check your  
answer . . . . .



Since you are a jail officer and are not an attorney, it may be difficult, in many cases, for you to determine whether or not a charge brought against a man is legal. In instances where you are in doubt about a charge, you should not hesitate to seek help from a qualified person before admitting a new prisoner. Below is an example of how an officer wisely sought help in determining the legality of a charge before admitting a prisoner.

Recently, an officer in a large county jail was on duty at the admissions desk when a police officer attempted to commit a man for "possessing a false identification card". The officer had noticed this card in the man's wallet when he was examining the man's driver's license and registration after stopping him for a speeding offense. The jail officer was unsure that this was a legal charge, especially since the man had not tried to use the identification card. Instead of admitting the prisoner to the jail, he requested that the arresting officer take the prisoner to the District Attorney's office which was nearby and seek his advice on the legality of the charge. As it turned out, the District Attorney advised the policeman not to press the charge and the man was allowed to go free with only a speeding ticket.

AS SOON AS THE ADMITTING OFFICER ACCEPTS A PRISONER FROM A POLICE OFFICER, THE PRISONER IS THE JAIL OFFICER'S RESPONSIBILITY.

Many law enforcement officers consider it an annoying inconvenience when a jail officer refuses to accept a prisoner. However, it is part of their job to make certain that their charges are legal and that they provide the proper forms and identification for jail officers. Do not feel that, because a law enforcement officer is annoyed or inconvenienced by your refusal to admit his prisoner immediately, you should ignore the rules and admit the prisoner anyway. You are the one who will be responsible if you admit a prisoner carelessly or without regard for the rules.



Keeping in mind the general rules you have just studied, fill in the following blanks with the proper words:

1. A local law enforcement officer brings a prisoner to the jail for commitment. You should ask to see the officer's \_\_\_\_\_ and official \_\_\_\_\_.
2. You are shown the commitment order by the arresting officer. You should be sure that the order contains the signature of \_\_\_\_\_.
3. You are shown the commitment order by an escorting officer who did not make the arrest. Besides the signature on the commitment order, you must ask to see \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
4. In examining the commitment order, be sure it includes a written, legal \_\_\_\_\_ made by the arresting officer.
5. You are in doubt about the legality of holding the prisoner. You should \_\_\_\_\_  
\_\_\_\_\_.

Turn pages for answers . . . . .

Answer:

1. A local law enforcement officer brings a prisoner to the jail for commitment. You should ask to see the officer's BADGE and official IDENTIFICATION CARD.
  2. You are shown the commitment order by the arresting officer. You should be sure that the order contains the signature of THE ARRESTING OFFICER.
  3. You are shown the commitment order by an escorting officer who did not make the arrest. Besides the signature on the commitment order, you must ask to see A WRITTEN CITATION SIGNED BY THE ARRESTING OFFICER.
  4. In examining the commitment order, be sure it includes a written, legal CHARGE made by the arresting officer.
  5. You are in doubt about the legality of holding the prisoner. You should SEEK THE ADVICE OF A QUALIFIED PERSON.
- 

When a court orders a prisoner to be confined you should not admit the prisoner UNTIL:

- \* You are presented with a legal form that has been signed by the committing judge, by the court commissioner, or by the chief deputy clerk of the court.

FIND OUT WHOSE SIGNATURE IS REQUIRED ON COURT COMMITMENT FORMS IN YOUR JURISDICTION AND MAKE SURE THAT EACH COMMITMENT ORDER WHICH IS PRESENTED TO YOU BY THE COURT BEARS THIS SIGNATURE BEFORE YOU ADMIT A PRISONER TO THE JAIL.

Whose signature is required on court commitment forms in your jurisdiction? (find out and write the answer below):

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Often, law enforcement officers from other states bring their prisoners to a local jail for the night when they are passing through (in transit). Usually, they are taking prisoners back to their own jurisdictions. These officers request that the prisoner be admitted to the jail overnight for safekeeping.

When admitting prisoners such as these for a temporary stay in the jail, most jails require that the following be presented to the admissions officer:

- \* The badge and official identification card of the accompanying officer.
- \* Legal papers indicating the charge against the prisoner and the signature of the presiding judge.

Usually the accompanying officer is also required to:

- \* Fill out a form provided by the jail.

It is extremely important that an admissions officer examines the official identification of the officer accompanying the prisoner.

Also, he should ask to see the legal papers which the accompanying officer has in his possession concerning the prisoner. In most cases this will be either a "Judgement and Commitment" paper from a court that has sentenced the person or an "Extradition" paper from the state which holds charges against the person. As a rule, the admissions officer will be expected to examine the papers to see if they are signed by a judge (if it is a "Commitment" paper) or by the governor of the state (if it is an "Extradition" paper). Often these official signatures are stamped in ink and initialed by a member of the governor's staff.

What are the requirements of your jurisdiction concerning temporary admission of prisoners accompanied by law enforcement officers from other jurisdictions? (find out and write the answers here):

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Very often, a U. S. Marshal or his deputy will be "in transit" with one or more prisoners and will ask a local jail to house the prisoner(s) for the night or for a few days. In this case, many jurisdictions require the following:

- \* The Marshal's (or deputy's) official identification
- \* A correctly filled out form provided by the jail containing:
  - \* The name(s) of the prisoner(s)
  - \* The signature of the Marshal or deputy.

What are the requirements of your jail that must be fulfilled before admitting a prisoner accompanied by a Marshal, for a temporary stay? (find out and write the answer here):

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Often the U. S. Marshal or his deputy will bring a prisoner to be committed to your jail for pre-trial confinement. Unlike an "in-transit" confinement, a pre-trial confinement can last anywhere from several weeks to several months. In addition to requiring:

- \* Proper identification of the Marshal or his deputy escorting the prisoner

and

- \* A properly filled out form including the name of the prisoner and the signature of the Marshal or his deputy,

Most jurisdictions also require:

- \* A legal paper signed by a Federal judge or court commissioner which contains the name of the prisoner and the formal charge against him.

When a U.S. Marshal or his deputy brings a Federal prisoner to your jail for a "pre-trial" commitment, what must the admissions officer require? (find out and write the answer here):

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Sometimes, parole and probation officers will bring prisoners to the jail on charges of violating their parole or probation. When this happens, most jails require that they present an official written document which authorizes the detention of the prisoner. In most jurisdictions it is incorrect to simply accept a verbal statement from the officer. Serious legal consequences (charges of unlawful imprisonment) could result if official written authorization is not required before committing a parole violator.

Does your jurisdiction require a written authorization from a probation or parole officer committing a prisoner?

YES

NO

If your answer was yes, what information must appear on the document? (find out and write your answer here):

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NOTE: When a parole or probation officer orders commitment of a prisoner and a law enforcement officer escorts the prisoner, the officer should bring the official authorization form with him. In most jurisdictions it is improper for an admissions officer to simply telephone the parole or probation officer and receive verbal authorization.

(tear out along this line)

Naturally, it is extremely difficult to remember all the information which was covered in the previous pages. This chart was designed to serve as a reference for admissions officers in the jail. BE SURE THAT YOU FIND OUT AND LIST THE REQUIREMENTS THAT ARE PECULIAR TO YOUR JAIL AND ARE NOT LISTED HERE. THEN, USE THIS CHART AS A REFERENCE.

Committing Authority	Type of Commitment	General Requirements for Admitting Prisoner	Additional or Differing requirements of your jurisdiction (find out and write them below)
Arresting Officer	Commitment for alleged misdemeanor or felony	<ul style="list-style-type: none"> <li>* Official ID</li> <li>* Signed commitment order</li> <li>* Legal charges</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Escorting Officer (not arresting officer)	Commitment for alleged misdemeanor or felony	<ul style="list-style-type: none"> <li>* Official ID</li> <li>* Written citation signed by arresting officer</li> <li>* Legal charges</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Court	Pre-trial commitment Commitment for sentence	<ul style="list-style-type: none"> <li>* Legal commitment paper signed by committing judge, court commissioner or chief deputy clerk of court.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Out-of-state law enforcement officer	"In-transit" commitment	<ul style="list-style-type: none"> <li>* Official ID</li> <li>* Legal papers (Judgement &amp; Commitment or Extra-dition) concerning prisoner signed by presiding judge or Governor in that jurisdiction or state.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>





On the next few pages are examples of papers that law enforcement officers might present to a jail admissions officer in order to commit a prisoner to the jail. Assume that each of the accompanying officers presented adequate identification to the admissions officer. Decide whether or not you could legally admit each of the prisoners on the basis of the papers presented.

Presented by a Local Police Officer

TO THE SHERIFF OF DANE COUNTY, WISCONSIN

PLEASE HOLD IN THE DANE COUNTY JAIL Marcus Joseph Fine

CHARGED WITH Enroute to Chicago BAIL

RELEASE MAY BE MADE BY POSTING \$ 150.00

KEEP SEPARATE FROM: \_\_\_\_\_

SIGNED: Walter M. Joseph Arresting Officer  
(TITLE)

DEPARTMENT Oak County Police Dept. DATE 7/8 1969

ARREST SHEET J-45

According to the general rules for admission could you legally admit this prisoner? \_\_\_\_\_

If your answer was no, give your reasons here \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

After you have answered, turn page to check your answer . . .

Answer:

You could not legally admit this prisoner. The charge does not contain a statement of the felony or misdemeanor of which the man is accused.

Presented by a U. S. Marshal in transit

Form No. USM-40  
(Ed. 10-1-64)

UNITED STATES MARSHAL  
DISTRICT OF \_\_\_\_\_  
PRISONER REMAND OR ORDER TO DELIVER

To the Keeper of JACKSON COUNTY Jail Date: \_\_\_\_\_

THE FOLLOWING UNITED STATES PRISONER(S):

BENJAMIN F. JOSEPHS \_\_\_\_\_  
ELMER L. KINGMAN \_\_\_\_\_  
FRANCES E. COOK \_\_\_\_\_

are herewith remanded to your custody.  
 are to be delivered to representative presenting and signing this order.

by: \_\_\_\_\_  
United States Marshal  
Deputy Marshal

THE ABOVE NAMED FEDERAL PRISONER(S)  
WERE RECEIVED: BY \_\_\_\_\_  
TITLE \_\_\_\_\_

U. S. GOVERNMENT PRINTING OFFICE 1964 OF - 748-213

According to the general rules for admission could you legally admit this prisoner? \_\_\_\_\_

If your answer was no, give your reasons here \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Turn page to check your answer . . .

Answer:

You could not legally admit these prisoners until the Marshal signs the form.

This is the only paper presented by Deputy U. S. Marshal committing a prisoner to your jail for pre-trial commitment:

Form No. USM-40  
(Ed. 10-1-64)

UNITED STATES MARSHAL  
DISTRICT OF \_\_\_\_\_

PRISONER REMAND OR ORDER TO DELIVER

To the Keeper of SAND COUNTY Jail Date: 9/18/69

THE FOLLOWING UNITED STATES PRISONER(S):  
LLOYD E. McDONALD

are herewith remanded to your custody.  
 are to be delivered to representative presenting and signing this order.

by: Alexander D. Frederiche  
United States Marshal  
Deputy Marshal

THE ABOVE NAMED FEDERAL PRISONER(S)  
WERE RECEIVED: \_\_\_\_\_ BY \_\_\_\_\_

TITLE \_\_\_\_\_

U. S. GOVERNMENT PRINTING OFFICE 1964 OF-748-213

According to the general rules for admission could you legally admit this prisoner? \_\_\_\_\_

If your answer was no, give the reason why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn page for answer . . .

Answer:

You could not legally admit the prisoner to your jail for pre-trial commitment unless this form was accompanied by a paper signed by a Federal judge or court commissioner which contains name of prisoner and charges against him.

PRESENTED BY A DEPUTY SHERIFF  
(no other papers were presented)

TO THE SHERIFF OF DANE COUNTY, WISCONSIN

PLEASE HOLD IN THE DANE COUNTY JAIL Alfred James Portell

CHARGED WITH Violation of Parole

RELEASE MAY BE MADE BY POSTING \$ \_\_\_\_\_ BAIL

KEEP SEPARATE FROM: \_\_\_\_\_

SIGNED: Maxwell G. Twomey Deputy Sheriff  
(TITLE)

DEPARTMENT Kaunas County Sheriff's Dept. DATE Feb. 7 19 69

ARREST SHEET J-45

According to the general rules for admission could you legally admit this prisoner? \_\_\_\_\_

If your answer was no, give the reason why \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn page to check your answer ...

**Answer:**

According to the charge, which the deputy listed, the prisoner was a parole violator. He also should have presented an official document authorizing detention of this prisoner. Since he did not present the form, it would be illegal for a jail admissions officer to admit the parole violator.

---

Even when the escorting officer has shown his official identification and has met the other requirements of your jurisdiction necessary for a legal commitment of a prisoner, you should not admit the prisoner without considering the following two questions:

Is the prisoner a juvenile?

Is the prisoner injured, unconscious, or in obviously poor physical condition?

What to do about these two types of prisoners is totally dependent on the rulings of your jurisdiction. Be sure that you know exactly what your jurisdiction requires.

Some jurisdictions do not allow the admission of juveniles to the jail at all. Other jurisdictions require the jail admissions officer to accept juveniles as long as the commitment is legal.

Find out from a qualified authority what the rule is in your jurisdiction regarding admission of juveniles to the jail. Is it legal or illegal for the jail admissions officer to accept juveniles?

WRITE DOWN THE RULING OF YOUR JURISDICTION  
REGARDING ADMISSION OF JUVENILES TO THE JAIL: \_\_\_\_\_

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Some jurisdictions do not allow admission of injured or ill prisoners to the jail. Other jurisdictions require that all such prisoners be admitted to the jail and that the jail be held responsible for their medical care.

Here is a form used by a jail in a jurisdiction where jail admissions officers are required to refuse admission to injured or ill prisoners:

**INJURED PRISONER REPORT**

Name of Prisoner \_\_\_\_\_ Case # \_\_\_\_\_

Treatment Given: \_\_\_\_\_ Nature and extent of Injuries \_\_\_\_\_

In your opinion is the physical condition of this prisoner such that he may be held in custody in Madison Jail without endangering his life or health? Yes \_\_\_ No \_\_\_

Has the prisoner an alcoholic breath? Yes \_\_\_ No \_\_\_

Time entered hospital \_\_\_\_\_ AM \_\_\_\_\_ PM Date \_\_\_\_\_ Time discharged \_\_\_\_\_ AM \_\_\_\_\_ PM Date \_\_\_\_\_

Nurses in attendance \_\_\_\_\_ Signed \_\_\_\_\_ Interne or M.D. \_\_\_\_\_

Officer \_\_\_\_\_ Hospital \_\_\_\_\_

Prisoners giving evidence of serious injury or illness and prisoners injured during arrest shall be taken to a hospital for examination or shall be examined by the City physician before being locked up. No prisoner taken to a hospital for examination or treatment shall be removed until this form has been properly executed. Every unconscious prisoner shall immediately be taken to a hospital.

KM-31

**NOTE THAT:** This jail requires that the law enforcement officer escorting the prisoner obtain the signature of an Interne or Medical Doctor on the above form before the jail admissions officer will accept the prisoner. In this way, the jail cannot be held responsible if an injured prisoner dies or worsens while in the jail.



In some jurisdictions, the jail must accept prisoners that are injured or in poor physical condition. In these jurisdictions, the jail is responsible for seeing that the prisoner receives medical attention, not the arresting law enforcement officer.

WHAT IS THE RULING OF YOUR JURISDICTION  
CONCERNING ADMISSION OF INJURED OR ILL PRISONERS TO THE JAIL?  
Find out and write the ruling here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

An admissions officer in a jail which must, under law, admit injured or ill prisoners bears a heavy responsibility. He should consult with the jail physician for help in learning danger signs evident in injured or ill prisoners. For instance, he should ask the physician for help in learning to recognize the difference between simple drunkenness and a possible diabetic, epileptic or otherwise injured condition. (Many of these conditions will be discussed in detail in the next chapter called "Special Prisoners"). The admissions officer should always practice this essential policy: **WHEN IN DOUBT ABOUT A PRISONER'S CONDITION, ALWAYS CALL A DOCTOR OR AN AMBULANCE.**

In one county jail which is required to admit injured or ill prisoners, an alert admissions officer noticed that an intoxicated prisoner was an alarming shade of yellow. Recognizing this as a danger sign indicating severe liver disease, the officer immediately called an ambulance and had the man admitted to a local hospital. Unfortunately, the man died a week later of cirrhosis of the liver, but at least he had received medical attention and had been given a chance to recover. He was not neglected and allowed to die in the jail unattended.

In another jail, an admissions officer noticed that while being admitted, a new prisoner was suffering from a bloody nose. The officer, having been trained in basic first aid, saw to it that the man received initial treatment for the bloody nose. He then wisely checked on the man at regular intervals. After an hour, the officer noticed that the bleeding was getting worse, and immediately called a doctor who found that the prisoner was hemorrhaging and needed emergency treatment at the local hospital. The officer was later commended for saving the prisoner's life. Another, less alert officer might well have found himself faced with the death of a prisoner while in jail.

Indicate which of the following statements are true and which are false:

TRUE      FALSE

1.

No jail should accept injured or ill prisoners under any circumstances.

2.

In jurisdictions where a jail is required to accept injured or ill prisoners, the admissions officers should consult a medical doctor about possible health danger signals which might be present in new prisoners.

3.

In a jurisdiction where a jail is required to accept injured or ill prisoners, the admissions officer cannot be considered responsible for any deaths or serious illnesses which result after admission.

turn page for answer .....

**Answer:**

1. False - In some jurisdictions admissions officers are required by law to accept injured or ill prisoners.
  2. True
  3. False - Once the officer has admitted an injured or ill prisoner he must see that the prisoner is checked at regular intervals and receives medical attention if possible.
- 

Can you finish the following statement?

When in doubt about a prisoner's condition, \_\_\_\_\_

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---

Turn page for answer .....

Answer:

Although your wording is probably different, the statement should be like this:

WHEN IN DOUBT ABOUT A PRISONER'S CONDITION  
ALWAYS CALL A DOCTOR OR AN AMBULANCE.

---

Once the admissions officer has made the decision to admit the prisoner, he will be required to keep a formal jail record containing information about the prisoner such as:

- \* charge against the prisoner
- \* age, sex
- \* residence
- \* marital status
- \* employment
- etc.

While he is gathering this information from the prisoner, the admissions officer must remember the following rule:

An admissions officer must not ask questions about details of the crime that the prisoner allegedly committed. This type of interrogation by a jail officer can be considered a violation of the prisoner's rights.

REMEMBER: ASK ONLY QUESTIONS NECESSARY TO CORRECTLY FILL OUT THE ADMISSION FORMS.

Put an "X" next to the questions which clearly indicate that, by asking them, the officer is violating the prisoner's rights:

- \_\_\_\_\_ 1. "Why were you carrying a gun if you didn't intend to rob the store?"
- \_\_\_\_\_ 2. "What is your present home address?"
- \_\_\_\_\_ 3. "Are you employed at this time on a regular basis?"
- \_\_\_\_\_ 4. "At what time did you steal the car?"
- \_\_\_\_\_ 5. "When the officer arrested you, were you still carrying the gun which you shot the watchman with?"
- \_\_\_\_\_ 6. "You stated that you were married. Does this mean that you are separated or divorced? Or is your wife deceased?"
- \_\_\_\_\_ 7. "What is your version of what happened and why you were arrested?"

Turn page to check answers .....

Answer:

The questions marked with "X" clearly indicate a violation of the prisoner's rights by the officer who asked them:

- X   1. "Why were you carrying a gun if you didn't intend to rob the store?"
2. "What is your present home address?"
3. "Are you employed at this time on a regular basis?"
- X   4. "At what time did you steal the car?"
- X   5. "When the officer arrested you, were you still carrying the gun which you shot the watchman with?"
6. "You stated that you were married. Does this mean that you are separated or divorced? Or is your wife deceased?"
- X   7. "What is your version of what happened and why you were arrested?"

Very few jails have a formal procedure for evaluating prisoners, assigning them a custody classification, and deciding where they should be housed. For this reason, it is generally the responsibility of the admissions officer to decide whether the prisoner should be placed in a dormitory, a single cell, or a multiple occupancy cell unit. In many cases, serious legal consequences have resulted in jails where there has been no attempt to evaluate prisoners and their housing assignments.

In general, an admissions officer must rely on his own judgement when making assignments. Several very basic rules can be followed by the officer when making assignments, but he must be prepared to use his own judgement and imagination when faced with exceptions. The basic rules for housing assignments are the following:

- \* Violent aggressive prisoners should, if possible, be housed alone. Under no circumstances should they be housed with older, or weaker prisoners.
- \* Known homosexuals should be housed alone if possible.
- \* Youthful prisoners should be kept apart from older, more experienced prisoners.
- \* Lame and infirm prisoners should, whenever possible, be housed in an area where jail services are readily available to them. They should not be housed where they will have to climb stairs to reach such services as sick call or dining.
- \* Mentally ill prisoners should be housed alone, and carefully watched (until other, more suitable arrangements outside the jail can be made for them).

NOTE:

In a later chapter in the course, we will discuss special prisoners such as the mentally ill, homosexual and infirm in more detail. In this later chapter, you will be given some guidelines indicating how to identify and watch for these types of prisoners.



Overall, it is important for the jail admissions officer to keep in mind that assigning prisoners to cells is an extremely important duty and, when done without careful consideration, can lead to serious legal problems for the jail. The following examples show what can happen when an admissions officer has not given careful attention to cell assignments:

In one county jail, a mentally ill prisoner was assigned to a cell with an elderly prisoner. During the night, the mentally ill prisoner assaulted and killed the older man. The family of the dead man sued the county for failing to provide the other prisoner with the protection to which he was, by rights, entitled.

In another county jail, a small youthful first offender was placed in a cell with older, stronger prisoners. The man was not a juvenile, but he was, nevertheless, young and slight in build. The prisoner later sued the county for placing him in this cell where he was sexually assaulted and intimidated by the other prisoners.

Question:

Can you write out two basic rules for making cell assignments which have been ignored in these examples? Write the rules here:

1. \_\_\_\_\_
2. \_\_\_\_\_

turn page for answers .....

**Answer:**

*Although your wording will be different, the two basic rules you should have mentioned are:*

- 1. Mentally ill prisoners should be housed alone and carefully watched.*
- 2. Youthful prisoners should be kept apart from older, more experienced prisoners.*

---

During the admissions process, all personal property should be taken from the prisoner and listed **item-by-item**, and at this time the prisoner should be given a receipt for his property. During this process, it is extremely important that the officer carefully and completely describes each article taken from the prisoner. Most jails require that the admissions officer store items brought in by prisoners like wallets, watches, keys, cuff links, fountain pens, etc., in a personal property envelope like the one shown below. Notice that this envelope has a large amount of space provided for descriptions of the items stored in it (if the form provided in your jail does not have enough space in it for a description, the form should be changed or an additional form used for property descriptions):

Tulsa, Okla. \_\_\_\_\_ 19\_\_

Name of Detendant \_\_\_\_\_

Time Booked In \_\_\_\_\_

By \_\_\_\_\_ Cash \_\_\_\_\_

Property Found By Officer \_\_\_\_\_

Received in Full to Date \_\_\_\_\_

Prisoner's Signature \_\_\_\_\_

In one county jail, an officer admitted a prisoner and made the following personal property inventory list:

Property found by officer:

1 gold watch with black band

1 gold diamond ring

This property receipt was signed by the prisoner and, six months later, when he was released, the following happened:

When given the gold watch, the prisoner claimed that the jail officer had stolen his "Lord Elgin" and had substituted it with an inexpensive "Timex". Also, he claimed that the officer returned a cheap ring that had a cut glass stone and was only gold-plated whereas his ring, he claimed, had been 18 carat gold and contained a large diamond.

After reading the personal property description provided by the jail officer, do you think a judge would be likely to reject or accept the prisoner's claims?

Check your answer on the following page.....

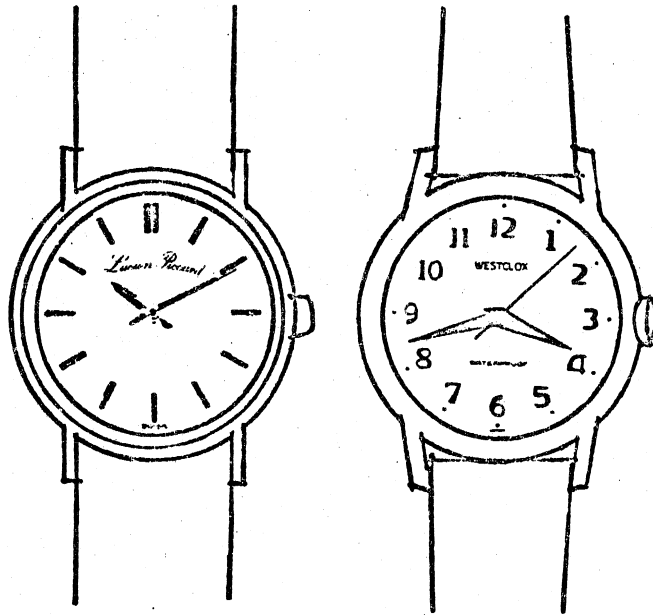
**Answer:**

*It was decided that the prisoner's claims should be settled since it was impossible for the jail officer to prove, by exhibiting the property receipt, that the prisoner had not arrived at the jail with these more expensive items. The jail was forced to pay the prisoner \$250.00 to compensate for his "loss".*

---

If the officer on the previous page had followed a few simple rules when describing the articles taken from the prisoner, he could have avoided the legal problem which eventually occurred. For instance:

When describing the watch, he should have looked for any label which might appear on the face and any other information which might be stamped or printed on the watch. Most watches carry labels on their faces much like these:



When describing a watch, it is always a good policy to write down any labels which appear on it. Also, if initials are inscribed on the back, the exact inscription should be copied down.

When describing any item of personal property to be held for a prisoner, a good rule to follow is to:

COPY ANY IDENTIFYING LABELS ON THE ITEM  
AND DESCRIBE ONLY WHAT YOU CAN SEE, NOT  
WHAT YOU ASSUME.

For example, you should generally write "Gold-colored" instead of "gold" when describing jewelry.

Suppose a prisoner was wearing a blue suit when arrested and you, the admissions officer, were required to write a personal property report listing the suit. The first thing you should do is:

LOOK FOR ANY LABELS in the suit and copy them down (if the suit has no labels, make a note of this too).

The next important thing you should do is:

DESCRIBE THE CONDITION of the suit as you see it. (This description should include any worn spots, stains, etc., and you should make a note of where they appear).

Another thing you should do is:

WRITE A BRIEF DESCRIPTION (mention whether or not the suit is heavyweight or light, summer weight; also note whether double-breasted, or two-button, single breasted, etc.)

Many successful false claims have been made by prisoners being released from a jail because they realize that the description of their personal property, made by an admissions officer, was incomplete and vague. When prisoners have been asked to sign a detailed, thorough property list, there is little chance that they will attempt to claim that their property has been stolen and replaced with cheaper merchandise.

The following are items of personal property that might have been taken from prisoners during admission. Read each description and mark whether it is acceptable or unacceptable according to what you have learned about making property descriptions. If a description is unacceptable, briefly give the reasons why in the space provided:

	Acceptable	Unacceptable	If unacceptable give reasons why
1. One "Zippo" lighter--gold in color. Bears inscription on one side: "To AFB from TPF, 5/19/63".	<input type="checkbox"/>	<input type="checkbox"/>	
2. One ladies' brown leather handbag with bird design stitched on side. Contents: makeup, wallet, fountain pen, \$5.00 in cash, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
3. One ladies' sweater. Pale blue, one button (white plastic) missing. Label: "Roderick Originals, Inc. 100% wool". Both elbows worn through. Spot on left pocket.	<input type="checkbox"/>	<input type="checkbox"/>	
4. One ballpoint pen. Label: Papermate. Black with silver colored top. Clip broken off. Did not write when tried.	<input type="checkbox"/>	<input type="checkbox"/>	
5. One womens' ring. Silver-colored setting, bears 15 small diamonds encircling large ruby. No inscription in band.	<input type="checkbox"/>	<input type="checkbox"/>	

Turn page to check your answer , , , ,

Answers:

	Acceptable	Unacceptable	If unacceptable give reasons why
1. One "Zippo" lighter--gold in color. Bears inscription on one side: "To AFB from TPF, 5/19/63".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. One ladies' brown leather handbag with bird design stitched on side. Contents: makeup, wallet, fountain pen, \$5.00 in cash, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The contents of the purse should <u>all</u> have been listed and described separately.
3. One ladies' sweater. Pale blue, one button (white plastic) missing. Label: "Roderick Originals, Inc. 100% wool". Both elbows worn through. Spot on left pocket.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. One ballpoint pen. Label: Papermate. Black with silver colored top. Clip broken off. Did not write when tried.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. One womens' ring. Silver-colored setting, bears 15 small diamonds encircling large ruby. No inscription in band.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The officer cannot be sure that these are actual diamonds and a real ruby.

In most jails if prisoners are not intoxicated or seriously injured, the next phase of the admissions process includes:

#### BATHING AND SEARCHING THE PRISONER

If you have had any experience at all working in jails, you will know the importance of these two processes to the health and safety of all the people working and living in the jail.



Naturally, requiring a prisoner to bathe upon admission and on a regular basis thereafter is a way of controlling the spread of lice as well as a way of protecting staff and prisoners from offensive odors and germs. It is a fact that maintenance of strict rules concerning bathing contributes to high morale and self respect among prisoners. A good rule to follow is:

UNDER NO CIRCUMSTANCES SHOULD A JAIL  
OFFICER ALLOW ANY PRISONER TO AVOID BATHING  
(or showering)

Health and sanitation problems are invariably present in a jail where rules are not enforced. Other types of problems occur as well. Read what happened in a jail where bathing rules were not consistently enforced:

In a small local jail, a new prisoner maintained that he was unable to bathe because of a chest injury. The officer believed this and without further search or questioning, admitted the prisoner to the men's section. Several weeks later, it was discovered that the prisoner was actually a woman who had managed to trick her way into the men's section and was having a wonderful time there.

The above example may seem absurd to you, but it is a true one. Many similar incidents have occurred in other jails. The possibility of this type of occurrence is one more reason why STRICT BATHING REGULATIONS SHOULD BE ENFORCED in your jail.

CONTRABAND is an article which is not issued or authorized for use by prisoners in your jail. Such things as drugs, weapons, sharp instruments and alcohol are universally considered contraband in jails. However, such items as money, watches and chewing gum are considered contraband in some jails and are authorized in others. LEARN WHAT ITEMS ARE CONSIDERED CONTRABAND IN YOUR JAIL.

Every prisoner entering the jail must be considered a potential carrier of disease and contraband. In order to protect the employees and prisoners of the jail from these things, a thorough search of each prisoner must be conducted. This search should be performed at the time of bathing when prisoners have not yet been admitted to the cell area. On the following pages, a STRIP SEARCH procedure will be discussed in detail. The procedure in your jail may be slightly different, but it is hoped that the search outlined here will give you a better idea of why these searches must be performed, what can happen when a search is performed carelessly, and what kinds of things are prevented by a careful, thorough search. You may even be able to improve on the system used in your jail.

As soon as a new prisoner has been required to remove his clothes in order to bathe, a jail officer should make a thorough examination of the clothing. Even if your jail issues uniforms to the prisoners, the street clothing and any briefcases, suitcases, etc. which the prisoner brings with him **MUST** be searched.

In one county jail, street clothing and luggage brought in by prisoners is placed in a locker room which is easily accessible to prisoners. In one case, a prisoner brought a suitcase to the jail with him. No one made a search of the suitcase, and it was listed on the personal property list merely as "one brown vinyl suitcase". The luggage was stored on top of the lockers for safekeeping. Soon after this admission, the prisoner, along with two others, made an escape attempt carrying a gun. An investigation revealed that there had been a gun in the suitcase which no one had bothered to search!

When making a search of the prisoner's clothing once he has removed it, you should:

- \* EXAMINE ALL POCKETS FOR CONTRABAND
- \* RUN FINGERS OVER ALL LININGS TO CHECK FOR AREAS WHICH MIGHT CONTAIN CONTRABAND
- \* CHECK FLY, WAISTBAND, ALL CUFFS, ALL SEAMS, HATBANDS, AND COLLARS FOR ANY SIGNS OF CONTRABAND ARTICLES
- \* WHENEVER POSSIBLE, TURN ARTICLE INSIDE-OUT AND EXAMINE
- \* EXAMINE SOLES, HEELS, AND INSIDE OF ALL SHOES
- \* EXAMINE SOCKS
- \* EXAMINE CONTENTS OF ALL LUGGAGE AND PACKAGES FOR CONCEALED CONTRABAND

Articles of contraband which are most commonly missed during careless searches of clothing are: money, drugs, and hacksaw blades. It is not difficult to see how clever prisoners can be successful in hiding these articles from a careless jail officer. The following examples should give you an idea of the importance of carefully searching a prisoner's clothing:

In one jail which prohibits prisoners from entering the jail with money, a prisoner was able to conceal a 100-dollar bill in his sock. Although the jail officer who searched him thought he had made a careful search, he had neglected to examine the prisoner's socks. Subsequently, the prisoner contacted a trusty who agreed to purchase a pistol for whatever he could and keep the remainder of the \$100. While working outside, the trusty was able to convince a passerby to purchase a gun and bring it to the jail. Needless to say, the prisoner made a successful escape.

In another jail, where there is no clothing issue to prisoners, the jail officer made a careless search of a prisoner's clothing and handed the clothing back to the prisoner. The man had sewn several hacksaw blades into the seams of his trousers, and the officer had failed to run his fingers over the seams. This careless clothing search also ended in a successful escape.

One careful jail officer inspected a prisoner's shoes and noticed that the heels were slightly loose. He found that the heels had been carefully hollowed out and the prisoner had concealed dangerous drugs in the spaces.



Answer:

- |              |   |                |  |
|--------------|---|----------------|--|
| 1. Shoes     | a. soles<br>b. heels<br>c. insides              | 6. Suit jacket | a. pockets<br>b. seams<br>c. lining<br>d. collar             |
| 2. Hat       | a. hatband<br>b. lining                         | 7. Trousers    | a. seams<br>b. cuffs<br>c. pockets<br>d. fly<br>e. waistband |
| 3. Shirt     | a. collar<br>b. pockets<br>c. seams<br>d. cuffs | 8. Outercoat   | a. lining<br>b. pockets<br>c. collar<br>d. sleeve cuffs      |
| 4. Socks     | a. insides                                      | 9. Underwear   | a. seams   |
| 5. Briefcase | a. contents<br>b. insides                       | 10. Necktie    | a. lining  |
-

When the prisoner has finished bathing, a thorough search of his body should be performed. There are two reasons for making a search of this type:

- \* to determine whether or not the prisoner has lice

and,

- \* to find any contraband which he may carry hidden on his body

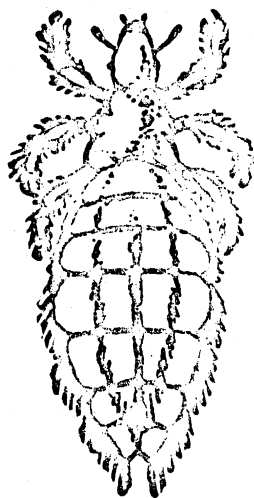
Jails which employ medical personnel who perform these searches are rare. The vast majority of jails do not have medical personnel assigned to this task and jail officers are required to perform the STRIP SEARCH.

#### IMPORTANT

You may find many aspects of search procedures distasteful. However, it is essential that you perform these procedures carefully and thoroughly, without hesitating or overlooking aspects that you dislike.



You already know that contraband concealed on the prisoner's body can include such items as: drugs, weapons, hacksaw blades, alcoholic beverages, etc. However, you may not know about identifying the insects or signs of their existence:



*(enlarged view)*

The body louse is a small, wingless insect that lives on human beings, sucking human blood for nourishment and laying eggs which attach firmly to body hairs until hatching. The insect is light in color and extremely difficult to see because it tends to hide in the hairy areas of the human body. The insect's bites cause annoying itching. Lice are difficult to get rid of and travel readily from person to person in crowded situations. Since the insects also readily transmit disease from person to person, they are considered a potential health menace.

When conducting a strip search, the officer in charge should determine whether or not the prisoner is wearing any devices such as false teeth and artificial limbs. The officer should then require that these devices be removed so that he can examine them. To a new or inexperienced officer, this may seem to be an unnecessary invasion of a prisoner's privacy and personal dignity. However, long experience has proved that dangerous weapons, drugs, and money are often concealed in these artificial appliances by prisoners in the hope that they will not be discovered. A careful search, therefore, is necessary to the safety of jail personnel and prisoners.

Another thing which a jail officer should carefully examine is any kind of plaster cast which the prisoner might be wearing. Often prisoners are wearing casts on broken arms or legs and have collected lice under them unknowingly or are purposely concealing a weapon or some other illegal item there. There have even been examples of prisoners wearing false casts so that they can bring contraband into the jail. Naturally, a routine call to the prisoner's doctor should confirm whether or not the prisoner has a medical reason for wearing a cast. And, if an officer determines that the cast is infested with lice or conceals contraband, he should arrange to have it removed and replaced with a new one by a medical doctor.

REMEMBER, even if you feel that it is embarrassing or unkind to ask a prisoner to remove an artificial device or limb so that you can inspect it, there is a very good reason for doing so. SOMETIME THE SAFETY OR SANITATION OF YOUR JAIL MAY DEPEND ON YOUR WILLINGNESS AND ABILITY TO CONDUCT A CAREFUL INSPECTION OF ARTIFICIAL DEVICES OR PLASTER CASTS.

Mark which of the following statements are true and which are false:

TRUE    FALSE

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The first thing an officer should do when beginning a strip search is determine whether the prisoner is wearing any devices such as false teeth or artificial limbs. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. In order to inspect an artificial limb or a pair of false teeth properly an officer <u>must</u> require that the prisoner remove them.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In order to inspect a plaster cast, an officer should have it removed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Plaster casts are sometimes used by prisoners as a place to store dangerous contraband.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Inspecting artificial limbs, false teeth or plaster casts is an infringement of the prisoner's right of privacy.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Body lice are difficult to detect since they hide in hairy parts of the human body.  |

Turn page to check your answers .....

Answers:

TRUE   FALSE

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 1. The first thing an officer should do when beginning a strip search is determine whether the prisoner is wearing any devices such as false teeth or artificial limbs. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 2. In order to inspect an artificial limb or a pair of false teeth properly an officer <u>must</u> require that the prisoner remove them.                               |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 3. In order to inspect a plaster cast, an officer should have it removed.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 4. Plaster casts are sometimes used by prisoners as a place to store dangerous contraband.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 5. Inspecting artificial limbs, false teeth or plaster casts is an infringement of the prisoner's right of privacy.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 6. Body lice are difficult to detect since they hide in hairy parts of the human body.  |
- 

The actual search of the prisoner's body should be thorough and systematic. The jail officer's objectives when conducting this search are: TO FIND ANY SMALL ARTICLES OF CONTRABAND which the prisoner may be carrying concealed on his body, and TO DETERMINE WHETHER THE PRISONER HAS LICE ON HIS BODY.

New officers are often amazed by the number of small articles -- drugs, weapons, etc. -- that experienced officers routinely find while conducting a search of this kind.

Begin the strip search with an examination of the prisoner's head:

- \* You may run your fingers carefully through the prisoner's hair,

OR

- \* You may run a large, wide-toothed comb carefully through the prisoner's hair.

WHY SHOULD YOU DO THIS?:

Frequently, prisoners with thick hair are able to conceal small drug capsules, wires, blades, etc., in their hair. Only by running fingers or a comb through the hair can an officer detect these articles.

Also, since lice can usually be seen moving about when disturbed, the officer will be able to determine whether or not the prisoner has lice on his scalp.

Next, using a flashlight:

- \* Look into and behind both of the prisoner's ears,
- \* Look into his mouth and under his tongue,
- \* Look up his nose.

ALL THREE OF THESE AREAS PRESENT IDEAL STORAGE  
OPPORTUNITIES FOR ILLEGAL ARTICLES --YOU SHOULD INSPECT THEM CAREFULLY

The next step of the procedure is:

- \* Request that prisoner lift arms and then carefully examine armpit area for concealed contraband and lice (a flashlight should be used here to inspect for body lice in the hairy area of the armpit) and,
- \* Request that prisoner open hands and carefully examine backs, palms and between fingers.

The following example helps illustrate the importance of this step of the inspection:

In one jail, a prisoner went through the bathing process and the strip search and, when left alone in his cell, managed to slit his wrists with a pocketknife. An investigation of this incident revealed that he had been carrying the knife in the palm of his hand. He had never been required to open his hands during the search procedure!

At this point you should:

- \* Look the prisoner over to see if there are any tapes or bandages on his body.

Small articles of contraband as well as body lice have often been found hidden under such bandages. If there are any bandages on the prisoner:

- \* REMOVE THE BANDAGES AND REPLACE THEM WITH CLEAN ONES BEFORE CONTINUING THE SEARCH.

Next, using the flashlight:

- \* Carefully examine the prisoner's groin.

(If you use the flashlight, it will not be necessary for you to touch the prisoner at this point in the search.)

Again, here is an area where lice are likely to settle and where contraband is often concealed. Prisoners hide articles here, hoping that jail officers will be reluctant or embarrassed about making a careful search of this part of the body.



Next:

- \* Require the prisoner to turn around, bend over, and spread his buttocks. Then using the flashlight, look at the prisoner's rectum to see if any contraband has been placed there. (Again, there is no need for you to touch the prisoner IF you are using a flashlight).

Then, as a last step:

- \* Require the prisoner to lift his feet so that you can examine the soles and between the toes carefully.
- 

The steps that have just been discussed are considered a basic strip search which can be applied to both men and women. Many jurisdictions require more thorough rectal and vaginal checks. These are usually jurisdictions which have had bad experiences with male and female prisoners who have successfully concealed drugs, weapons, etc. in these areas. Naturally, you will receive special instructions if your jurisdiction requires a more thorough examination of these areas.

See if you can complete the following sentences:

1. The objectives of conducting a strip search are: to find \_\_\_\_\_ and to determine whether or not \_\_\_\_\_.
2. When examining a prisoner's hair, the officer should either run his fingers carefully through the hair or \_\_\_\_\_.
3. When examining a prisoner's ears, mouth and nose, a careful officer uses a \_\_\_\_\_.
4. When an officer asks a prisoner to lift his arms, he should carefully examine the prisoner's \_\_\_\_\_ for contraband and \_\_\_\_\_.
5. The prisoner who slit his wrists with a pocket knife had concealed it in his \_\_\_\_\_ where the officer searching him had forgotten to look.
6. When a prisoner is wearing any bandages, the jail officer should \_\_\_\_\_ before continuing with the search.
7. When examining the pubic area, the officer will not need to touch the prisoner if \_\_\_\_\_.
8. In order to make a brief examination of the prisoner's rectum, the officer should tell the prisoner to \_\_\_\_\_ so that he can look at the area with his flashlight.
9. When examining a prisoner's bare feet, an officer should look at \_\_\_\_\_.

Turn page to check your answers.....

Answer:

Although your wording will be different, your answers should include the following points:

1. The objectives of conducting a strip search are to find any concealed contraband and to determine whether or not the prisoner has lice on his body.
2. When examining a prisoner's hair, the officer should either run his fingers carefully through the hair or run a large, wide-toothed comb through the hair.
3. When examining a prisoner's ears, mouth and nose, a careful officer uses a flashlight.
4. When an officer asks a prisoner to lift his arms, he should carefully examine the prisoner's armpit area for contraband and lice.
5. The prisoner who slit his wrists with a pocketknife had concealed it in his hands where the officer searching him had forgotten to look.
6. When a prisoner is wearing any bandages, the jail officer should remove them and replace them with new ones before continuing with the search.
7. When examining the pubic area, the officer will not need to touch the prisoner is he uses a flashlight.
8. In order to make a brief examination of the prisoner's rectum, the officer should tell the prisoner to turn around, bend over and spread his buttocks so that he can look at the area with a flashlight.
9. When examining a prisoner's bare feet an officer should look at the soles of the feet and between the toes.

See if you can name the steps of the strip search that you have just learned in the correct order in which you should perform them:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Turn page to check answers .....

**Answer:**

1. Examine hair
2. Examine ears, mouth and nose
3. Examine arms and hands
4. Look for bandages and replace with new ones
5. Examine groin
6. Examine rectum
7. Examine soles and toes of feet

Some jails are fortunate in having infirmaries with trained medical personnel who give thorough physical examinations to new prisoners. However, the majority of jails do not have this type of facility and must depend on the alertness of jail officers to detect illness or injuries in new prisoners. We have already discussed the responsibility of the admissions officer to determine whether or not new prisoners need immediate medical aid. However, there are other prisoners who appear unharmed when admitted, but upon closer examination, are found to have cuts, bruises or other injuries. These things are most often found by officers conducting a strip search or supervising bathing.

If you notice that a new prisoner has any cuts or bruises, a good policy to follow is:

Write down a description of the injury, along with the date of discovery and submit it to your jail administrator.

This process is a protection to the jail as well as to the prisoners being admitted. For, along with improving the chances for detecting serious injury in prisoners, this process often protects the jail from false prisoner claims. Here is one example of why this practice should be followed in every jail:

After being confined for three days in a small local jail, prisoner George Curtis sought a formal legal suit against the jail for alleged brutality towards him. He claimed that he had been badly beaten by an officer for not keeping his cell clean. He claimed that bruises on his ribs, cuts on his face and a black eye were caused by the officer's brutality. Luckily for the jail, during the admission process, an officer had noticed and carefully recorded detailed descriptions of the injuries and noted that the prisoner had arrived at the jail with these injuries. When faced with this written evidence, prisoner Curtis hurriedly withdrew his charges.

Some jails have solved the problem of recording injuries such as lacerations and bruises by keeping a Polaroid color camera available so that officers can photograph the injured prisoners and record the date and time of the picture. However, in jails that are not equipped with a Polaroid or other camera for this purpose, officers should write out careful descriptions of the injuries as they see them and make sure that the jail administrator sees the description or that they are properly filed.

A description of an injury should include, (1) a brief description of the appearance of the injury, (2) the location of the injury and, (3) the time it was first noticed by a jail officer. The following descriptions are acceptable:

"Four-inch round, dark purple bruise on right front rib cage, apparent on admission, 5:30 p.m., 5/16/69."

and

"Four parallel 3-inch scratches on left cheek, still bleeding slightly. Apparent upon admission 7/10/69, 3:00 p.m."

Below are some descriptions of injuries that have been written by jail officers. Next to each is a checklist which you can mark to indicate if each important element of the description is adequate:

	Appearance of Injury	Location of Injury	Time Injury First Noticed	
1.				1. Injured left shin. Noticed during strip search, 5/3/69. 5:30 p.m.
2.				2. Bruise on forehead over left eye.
3.				3. Four-inch cut over right eye -- scab has formed. Noticed at admission. 4/20/69.
4.				4. Series of dark purple bruises on right forearm. Some swelling. Noticed during strip search. 5/16/69. 2:30 p.m.
5.				5. Deep cut. Noticed at admission. 5/18/69, 1:00 a.m.

Turn page to check your answers .....



Answers:

	Appearance of Injury	Location of Injury	Time Injury First Noticed
1.		X	X
2.		X	
3.	X	X	X
4.	X	X	X
5.			X

1. Injured left shin. Noticed during strip search, 5/3/69. 5:30 p.m.

2. Bruise on forehead over left eye.

3. Four-inch cut over right eye -- scab has formed. Noticed at admission. 4/20/69.

4. Series of dark purple bruises on right forearm. Some swelling. Noticed during strip search. 5/16/69. 2:30 p.m.

5. Deep cut. Noticed at admission. 5/18/69, 1:00 a.m.

If your jail provides clothing for prisoners you may have wondered why it is considered necessary to do so. After all, the system of jail clothing issue may appear to cause jail officers more time and trouble than if the prisoners were merely allowed to wear their own clothes. The following examples may give you a better idea of why clothing issue will, in the long run, cause you less trouble in the jail:

In one jail, a prisoner wearing wool slacks and a white shirt was able to walk out unnoticed with a group of visitors who naturally assumed that he was a visitor and not a prisoner.

Jail-issued clothing serves as an easy way of identifying prisoners and thereby reduces the risk of easy escape like the one above.

In another jail, a vagrant was allowed to wear his street clothes while serving a short sentence. It took the staff six months to totally eliminate the body lice which had been hidden in his clothes and had spread quickly to other prisoners and members of the jail staff.

Use of jail-issued clothing aids in controlling the spread of body lice by eliminating the use of dirty, infested clothing.

In one small jail which does not issue jail clothing, a prisoner was badly beaten by another prisoner who was attempting to steal his expensive leather jacket.

Use of jail-issued clothing eliminates the possibility of prisoners bartering, stealing or gambling with clothing.

Does your jail issue clean, uniform and easily recognizable clothing to prisoners? If not, you may want to suggest that the system be started.

NOTE:

It would be almost impossible to follow all the admissions procedures mentioned in this section when admitting an intoxicated person. Although the admissions officer must require a formal charge, written by the arresting officer before admitting the person, the rest of the process does not follow the same rules. The process is different in the following ways:

- \* If the prisoner is incoherent, necessary personal data cannot be collected (a legal "John Doe" admission can be made or else, if the person is known to officers, they may fill out or add to the proper admission forms without questioning the person).
- \* The person can be housed in what is commonly called "the drunk tank" - bathing will not be necessary since the prisoner will not be housed with the regular jail population. However, a thorough search for liquor and other contraband by jail officers is necessary.
- \* The prisoner's property must be taken from him, recorded and locked up with the other prisoners' property (when this is not done, drunks are often "rolled" by others in the tank who are stronger or less intoxicated).
- \* Frequent checks must be made to make sure that the intoxicated person is not ill - also, when it is noticed that the person is coherent, he should be given the opportunity to pay his fine and be released.

• SUMMARY •

. ADMISSIONS PROCEDURES

Before you continue studying this chapter, study this LEGAL ADMISSIONS summary to see if you have understood all the material on admissions procedures.

Prisoners are brought to the jail by:

- \* local law enforcement officers
- \* law enforcement officers from other states and jurisdictions
- \* U. S. Marshals or Deputy Marshals
- \* Parole and probation officers

Whenever any of these people bring prisoners to be committed to the jail, it is the duty of the jail admissions officer to decide whether or not it would be legal to admit them. For a reminder of the necessary requirements, turn to the chart on page 21-23 and study it.

ADMISSION OF INJURED:

In some jurisdictions, the jail must accept prisoners that are injured or in poor physical condition. In these jurisdictions, the jail is responsible for seeing that the prisoner receives medical attention, not the arresting law enforcement officer. The ruling of your jurisdiction concerning admission of injured or ill prisoners to the jail is: (be sure you write in this information before continuing)

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If it is required that the jail admissions officer admit an injured or ill prisoner, the officer should CALL A DOCTOR OR AN AMBULANCE.

INTERROGATIONS:

Interrogation of a prisoner on matters other than information for jail records by a jail officer is a violation of the prisoner's rights.

SUMMARY (con'td)

HOUSING ASSIGNMENTS:

Basic rules concerning housing assignments are:

Type of Prisoner	Housing Assignment
Violent, aggressive	Housed alone (under no circumstances should they be housed with older, weaker prisoners.)
Known homosexuals	Housed alone
Youthful prisoners	Housed apart from older, more experienced prisoners.
Lame and infirm	Housed where services readily available, (sick call, dining, etc.) Avoid housing where have to climb stairs.
Mentally ill	Housed alone and carefully watched

PERSONAL PROPERTY DESCRIPTIONS:

Describing personal property correctly involves observance of the following rules:

COPY LABELS - DESCRIBE ONLY WHAT YOU SEE, NOT WHAT YOU ASSUME (that is, "gold-colored" rather than "gold")

DESCRIBE CONDITION OF THE ITEM AS YOU SEE IT

WRITE A BRIEF DESCRIPTION OF OTHER ASPECTS OF THE ITEM

SUMMARY (con'td)

CONTRABAND:

The definition differs according to individual jails. Things universally considered contraband:

- drugs
- weapons
- sharp instruments
- alcohol

Items considered contraband in some jails but not in others:

- money
- watches
- chewing gum

Items considered contraband in your jail are:  
(fill in answer before continuing)

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STRIP SEARCH:

. Phase one (while prisoner is showering or bathing):

Clothing search:

- |  |   |
|--|---|
| Check for<br>presence of<br>contraband | -pockets                                      |
|  | - linings                                     |
|  | - fly, waistband, cuffs, seams, hatbands &    |
|  | - collars                                     |
|  | - inside of all garments                      |
|  | - soles, heels and insides of shoes           |
|  | - socks (inside and out)                      |
|  | -contents and insides of luggage and packages |

STRIP SEARCH (con'td)

- . Phase two:  
Search of artificial devices:

Device	Action Necessary
False teeth	Must be removed and inspected for contraband
Artificial limbs	Must be removed and inspected for contraband and lice
Plaster casts	Must be inspected--if officer determines lice or contraband may be present, must be medically removed.

- . Phase three:  
Body Search:

- \* Examine hair
- \* Examine ears, mouth and nose
- \* Examine arms and hands
- \* Look for bandages and replace with new ones
- \* Examine groin
- \* Examine rectum
- \* Examine soles and toes of feet

INJURY DESCRIPTION:

Describe appearance of injury  
 Describe location of injury  
 Make note of time and date it was first noticed by jail officer.



## RELEASE

Every year, newspapers report countless examples of embarrassing and dangerous situations which have occurred because the wrong prisoner has been released from jail or because a prisoner has been released under false pretenses to an unauthorized person. This section provides guidelines for conducting an orderly and systematic release procedure. Study this section carefully; these procedures have been developed to help you avoid an embarrassing situation in your jail.

There are several kinds of release which can routinely occur in your jail and it is important that jail officers understand under what conditions they occur and what is expected of them in handling these releases. The following are short descriptions of the conditions under which release can occur:

- \* **POSTING OF BAIL:** Most persons accused of a crime are eligible for release before their trials. They can be released if another person pays a stated sum of money or property — bail — as a promise that the accused person will return for his (or her) trial. Officers of the jail must release the prisoner if legal proof of payment and acceptance of bail is shown to them.
- \* **COMPLETION OF SENTENCE:** When a prisoner has completed his sentence, the jail no longer has control of him. He must be released on the exact day in which his sentence ends.
- \* **DISMISSAL OF CHARGES OR FINDING OF NOT GUILTY:** In both of these cases, the court or prosecuting attorney authorized the prisoner's immediate release since there is no longer a reason for holding him in jail.
- \* **TRANSFER TO ANOTHER INSTITUTION:** In this case, the prisoner has been sentenced to either a workhouse or a prison. To make this transfer, legal papers are sent to the jail directing the jail administrator to arrange for transporting the prisoner to the other institution.
- \* **RELEASE TO A DETAINEE:** Often, other jurisdictions file a document containing former charges against a prisoner already in another jail. This is a detainer. When a prisoner has completed his sentence and any detainers exist, the prisoner must be turned over to the other jurisdiction. Also, when a prisoner is transferred to another institution, the jail must send along records of any detainers which exist.

\* TRANSFER TO A HOSPITAL: Often a prisoner's mental or physical condition requires that he be removed to a hospital. While in the hospital, the prisoner's records still indicate that he is an inmate of the jail. However, when a judge has committed the prisoner legally to a mental hospital, he is no longer considered a prisoner of the jail.

\* TEMPORARY RELEASE: This refers to releases for home visits, funerals and other unusual occasions which prisoners attend with an escorting officer. Naturally, they are returned immediately to the jail afterwards.

An ideal release procedure is one in which the jail administrator takes the sole responsibility for determining the legality of a prisoner's release. In this type of system, officers do not have to bear this heavy responsibility. But the large majority of jails do require that officers take the responsibility for release of prisoners. In these jails, the officers must be certain of the rules and be constantly alert for illegal or careless releases.

Notice what happened in a county jail where a new officer had not familiarized himself with the rules of the jurisdiction for releasing prisoners from the jail:

Officer Harold Grey answered the telephone and listened to the following: "This is Judge Blanton, I want you to release prisoner Henry Jones today. I have cleared him of all charges."

The new officer then proceeded to release the prisoner. Four hours later when another officer inquired about the prisoner's whereabouts, Grey told about the telephoned release order. The older officer replied that the prisoner's brother had attempted to do this once before, but naturally had not been successful. But this time he had been lucky and had managed to call an ill-prepared, inexperienced officer who had released the prisoner with no questions asked!

The jail in the example above has a rule that verbal release orders must not be accepted over the telephone unless the officer does the following things:

1. Looks up the home telephone number of the releasing authority who gave the verbal release order,
2. Calls the releasing authority at that number,
3. Asks for and receives the same verbal release order that the authority gave on the first phone call.

By having such a rule, the jail administrator hoped to avoid the kind of incident described above. However, such incidents can never be avoided if officers fail to follow release procedures carefully. Never release a prisoner until you have obtained the verification that is required.

NOTE: You should find out if a similar telephone procedure is allowed in your jurisdiction. Some jurisdictions forbid telephoned releases under any circumstances.

When releasing a prisoner under any of the circumstances described on the preceding pages, a jail officer must be certain of three things:

- \* The release order fulfills all legal requirements of the jurisdiction and should be issued by a person authorized to issue release orders.
- \* The identity of the prisoner actually being released has been checked and verified.
- \* If the prisoner is being released to another person's custody, the identity of that person has been checked and verified.

Read about a jail where officers are extremely careful about the release procedure in order to protect themselves and the jail from unfortunate mistakes:

An officer received a court order to release a prisoner. Although the order contained the necessary signature of a judge, the officer delayed release of the prisoner until he could consult with the judge to verify it. After carefully reading the order, he noticed that it cleared the prisoner of a charge in another state. He knew that such an action on the part of the judge would be illegal, and he immediately began to suspect that the document had been forged. Upon seeing the order, the judge agreed that it did not contain his signature and was, in fact, a cleverly forged document.

This officer's knowledge of the rules concerning release had allowed him to determine that this document could not have been considered legal. It is the duty of jail officers responsible for release to find out and remember the rules concerning release and to look for any irregularities. A good rule to remember is:

WHEN IN DOUBT, SEEK THE ADVICE  
OF AN AUTHORITY

Before attempting to conduct a release in your jail, you should be sure of the following things:

- \* What the requirements are of the forms used for release in your jurisdiction
- \* Who can be legally considered releasing authorities and can legally sign release orders in your jurisdiction
- \* Who you can call or see if you doubt the validity of release orders.

Before continuing, it would be a good idea for you to find out the rules of your jurisdiction and fill in the following:

The only releasing authorities in your jurisdiction are:

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When in doubt about a release order, an officer in your jurisdiction should contact these people:

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There are many instances in which the wrong prisoner has been released because no one has taken the time to check the identity of a prisoner being released. Read what happened in one jail:

Instead of carefully checking the identification of a prisoner being released, jail officers in a county jail merely made a practice of asking prisoners their name, occupation and address before releasing them. In one case, a man was released from jail after smoothly answering these questions. But, several hours later, the man who should have been released was still in his cell. An investigation revealed that the escapee and the other prisoner had made a deal to exchange identities so that the wrong man could be released on the other man's bail. The escaping prisoner had known all too well that in this jail the questions asked by the releasing officer would be simple to answer and that no other attempt at identification would be made.

Many jails require careful identification of prisoners in the form of:

- \* Photographs taken at admission
- \* Fingerprints taken at admission
- \* Plastic "I-dent bands" worn by prisoners at all times

These are the jails which are least likely to have trouble with faulty releases IF the jail officers make a special point of carefully checking these things when a prisoner is being released so that they can BE SURE that they are releasing the right person.



We have already talked about the necessity of asking for identification whenever a police officer, U. S. Marshal or Deputy Marshal brings a prisoner to the jail to be committed or held for a short time. The same process is necessary when a person comes to the jail and serves legal papers for the prisoner's release. You should make a policy of asking to see the person's

\* Official Identification Card.

\* Badge.

Recently an officer of a county jail released a prisoner "in transit" to a Deputy Marshal who had orders to take the man to another Federal institution. The deputy's orders were shown to the officer and he released the prisoner to the Deputy. It was later found that the "Deputy" was actually the prisoner's father who had successfully forged release papers. After this escape the jail administrator made it a rule to require the jail officers to always ask for the official identification of any person requiring the release of a prisoner

This incident would never have happened if the jail officer had asked to see the "deputy's" \_\_\_\_\_ and \_\_\_\_\_.

Turn page to check answer .....

Answer:

Badge and official identification card

---

When releasing a prisoner, a jail officer must be certain of the following things: (see if you can write them down)

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Turn the page to check your answer .....

**Answer:**

Your wording will be different, but your answers should include the following points:

- \* The release must fulfill all legal requirements of the jurisdiction and should be issued by a person authorized to issue release orders.
- \* The identity of the prisoner actually being released must be checked and verified.
- \* If a prisoner is being released to another person's custody, the official identification of that person must be checked and verified.

At the time of release, the return of a prisoner's personal property should be a simple matter if the admissions process was properly conducted. Return of personal property should be done in this manner:

- \* All items being returned to a prisoner should be compared with the property listing made during the admissions procedure
- \* If all items match those listed on the property slip, the prisoner should sign a receipt indicating that he has received all of his property
- \* The signed receipt should be kept on file at the jail

If the prisoner states that he has not received all of his property, or has received the wrong property, he should be required to make a statement listing:

- \* What he is missing
- and
- \* A description of the items which he claims he has not received

This statement should be:

- \* Signed by him
- \* Witnessed by a jail officer
- \* Brought to the attention of the jail administrator

REMEMBER: IF A GOOD PROPERTY DESCRIPTION IS MADE DURING ADMISSION, THERE WILL BE VERY FEW PROBLEMS DURING RELEASE.

• SUMMARY •

RELEASE PROCEDURES

Before continuing to read this chapter, study this summary to see if you have understood all the material on release procedures.

RELEASE CONDITIONS:

- \* Posting of bail
- \* Completion of sentence
- \* Dismissal of charges or finding of not guilty
- \* Transfer to another institution
- \* Release to a detainer
- \* Transfer to a hospital
- \* Temporary release

BEFORE RELEASING PRISONER, OFFICER MUST BE CERTAIN:

- \* Release order fulfills all legal requirements of jurisdiction and is issued by person authorized to release prisoners.
- \* Identity of the prisoner being released has been checked and verified.
- \* If prisoner being released to another person's custody, the identity of that person is checked and verified.

RULES OF YOUR JURISDICTION: Fill in this important information before continuing.

The only releasing authorities in your jurisdiction are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When in doubt about a release order, an officer in your jurisdiction should contact these people:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUMMARY (con'td)

RETURN OF PERSONAL PROPERTY:

- \* Compare all items being returned with the property description made during admissions.
- \* Have prisoner sign a receipt.
- \* File signed receipt.
- \* If property is missing, have the prisoner sign a statement and then inform the jail administration.

## OTHER PROCEDURES

An important element of your ability to function as an effective jail officer is the way in which you perform a number of important procedures such as searches, security inspections, prisoner counts, etc. This section provides a number of valuable suggestions for ways in which you can perform these procedures in the safest, most efficient ways possible.

We have already discussed in detail the STRIP SEARCH procedure as it is used during admission. You may remember that the strip search is used at that time as a means of:

- \* Finding concealed weapons, drugs, liquor, hacksaw blades, etc. (contraband)
- \* Determining whether or not the prisoner is infested with lice

Strip searches are also used in many jails as a routine procedure at the following times:

- \* After visits (if officers suspect a prisoner of receiving contraband)
- \* After prisoners return to the jail from outside (when prisoners are most likely to be carrying illegal items)
- \* At any time that officers believe a prisoner may be carrying contraband

A more common means of searching prisoners on a routine basis, however, is the FRISK SEARCH. The frisk search differs from the strip search in that it is done while the prisoner is wearing his clothes. Also it is used only as a means of finding concealed contraband -- not as a way of determining if a prisoner has body lice or injuries.



In order for the frisk search to be successful in the uncovering of contraband, it is important for the jail officer to remember three things about conducting the search:

- \* The search must be systematic and orderly. If steps are missed, the search is likely to be a failure.
- \* The search must be done with great care and attention on the part of the jail officer. All too often, careless searches have been the direct reason why dangerous drugs or weapons have entered the jail.
- \* The search must be conducted where other prisoners are not likely to be present. Other prisoners will cause distractions and reduce the chances of conducting a successful search.

On the next few pages, we will discuss both the frisk search procedure for women and the frisk search procedure for men in detail. Be sure that you study the information carefully, so that when you are called upon to perform one of these searches, you will know the steps of the process and will be aware of the reasons for going through the steps of the search.

If you will be performing a frisk search on women turn to page 104.  
If you will be performing a frisk search on men turn to page 97.

In order for the frisk search to be successful in the uncovering of contraband, it is important for the jail officer to remember three things about conducting the search:

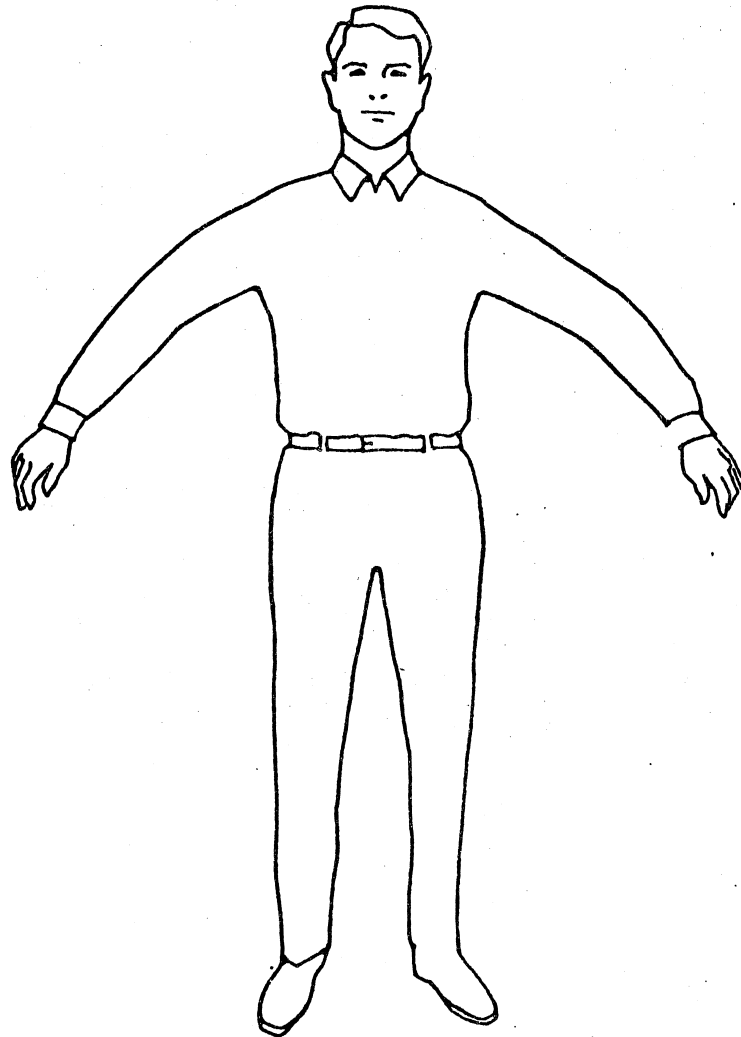
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If you will be performing a frisk search on women turn to page 104.  
If you will be performing a frisk search on men turn to page 97.

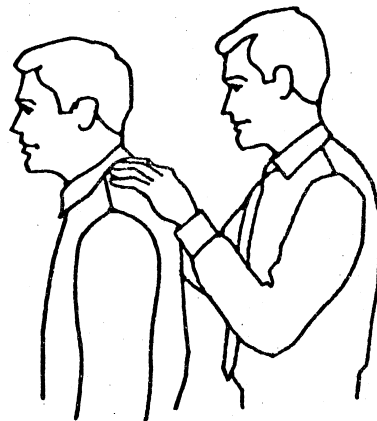
In preparation for the FRISK SEARCH, the officer in charge should:

1. Ask the prisoner to remove all the items in his pockets and place them in his hat (if he is not wearing a hat, he must place these articles in an area away from where the search will be conducted)
2. Require the prisoner to stand still with his feet apart and his arms extended outwards.



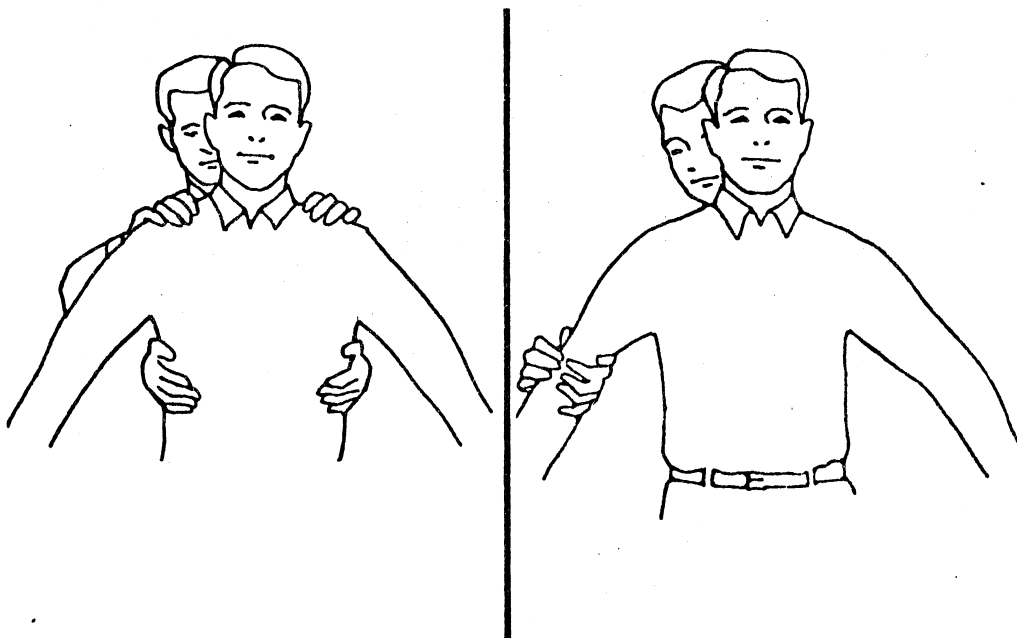
The officer should begin the search by:

- Running the prisoner's shirt collar between his fingers carefully, feeling for small hidden wires, hacksaw blades, etc.



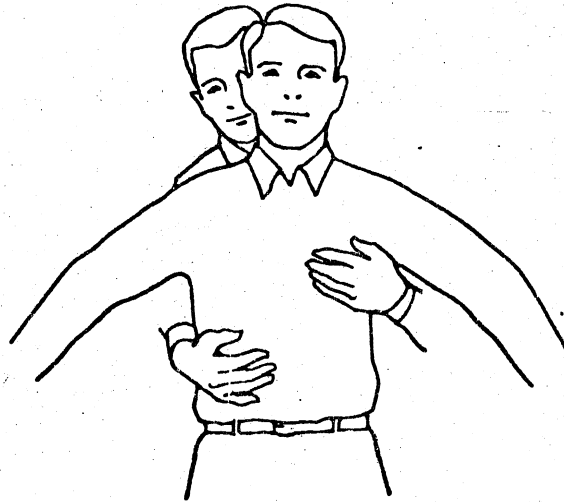
Then the officer should:

- Move his hands downward, running them over the shoulders, down the *outside* of the prisoner's arms to the shirt cuffs. Then the officer should move his hands up the *insides* of the arms to the armpits. (During this part of the search, such items as small knives and razor blades have often been found taped to prisoner's arms.)



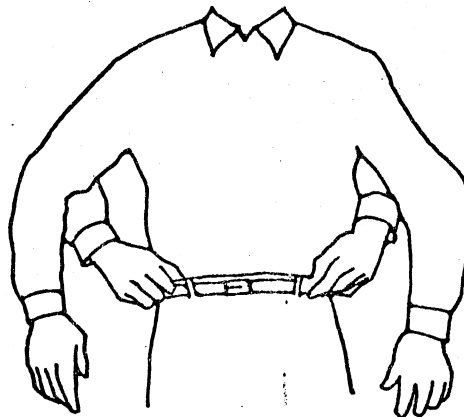
After carefully checking the armpits, the officer should:

- Run his hands down the shirt front, checking the pocket and stopping at the prisoner's beltline.

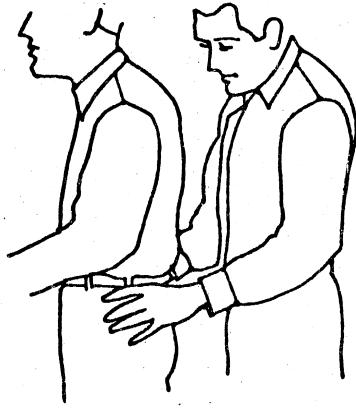


The officer should then check the waistline in this manner:

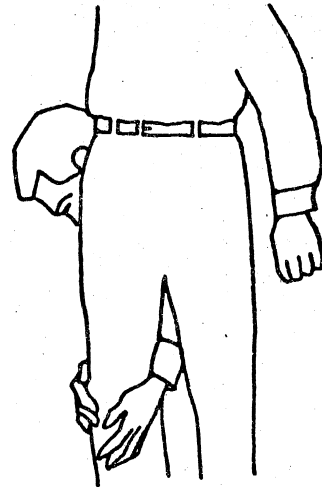
- Run his fingers around the inside of the waistband, feeling for any small articles hidden there or hidden behind the belt.



- From the waistline, the officer should run his hands down the prisoner's buttocks (all the time he should be feeling for places which might contain illegal articles)

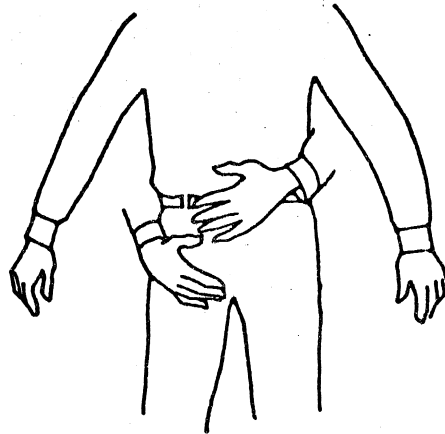


- Then the officer should move both hands to one leg and run them carefully down the leg, checking all around it for concealed articles. At the end of the leg, the officer should make a point of checking the trouser cuff for concealed articles. Repeat the process on the other leg.



As the last step to the frisk search, the officer should:

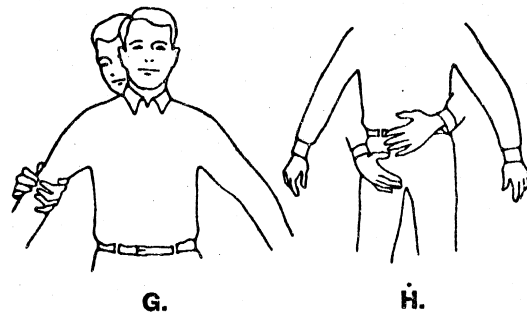
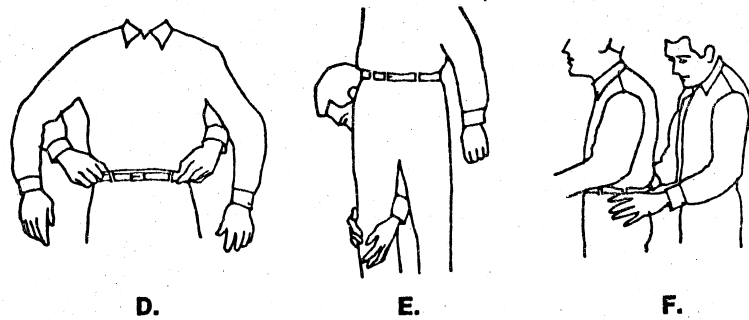
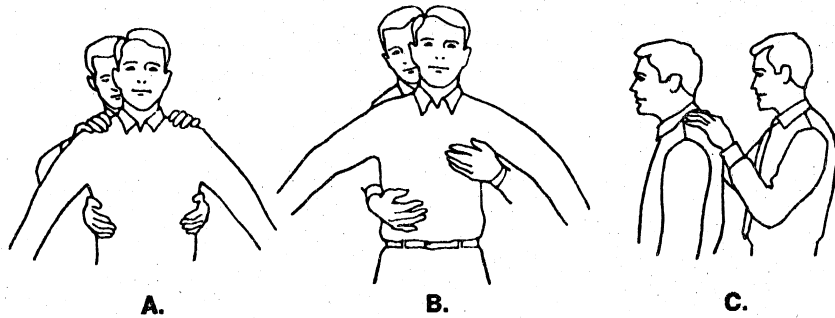
- Run his hands over the prisoner's lower abdomen and crotch carefully, looking for concealed articles that may be taped to these areas.



During the frisk search, it is not essential for the officer to inspect a prisoner's shoes UNLESS he suspects that the prisoner may have concealed contraband there.

However, before returning any of the items which the prisoner has removed from his pockets, the officer should inspect them. Prisoners have been known to conceal contraband in cigarette packages and matchboxes. If your jail requires officers to return cigarette packages, etc. to the prisoner even if they have been opened, you should inspect them for such things as razor blades, drugs, etc.

Here are the pictures which show the various steps of the frisk search procedure. See if you can number these steps in order in which they should be followed by a jail officer conducting the search:



Fill in the blank with the letter of the picture which should be in the step:

Step 1: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_

Step 4: \_\_\_\_\_

Step 5: \_\_\_\_\_

Step 6: \_\_\_\_\_

Step 7: \_\_\_\_\_

Step 8: \_\_\_\_\_

Turn page for answer . . . . .



Answer:

Step 1: <u>C</u>	Step 5: <u>D</u>
Step 2: <u>A</u>	Step 6: <u>F</u>
Step 3: <u>G</u>	Step 7: <u>E</u>
Step 4: <u>B</u>	Step 8: <u>H</u>

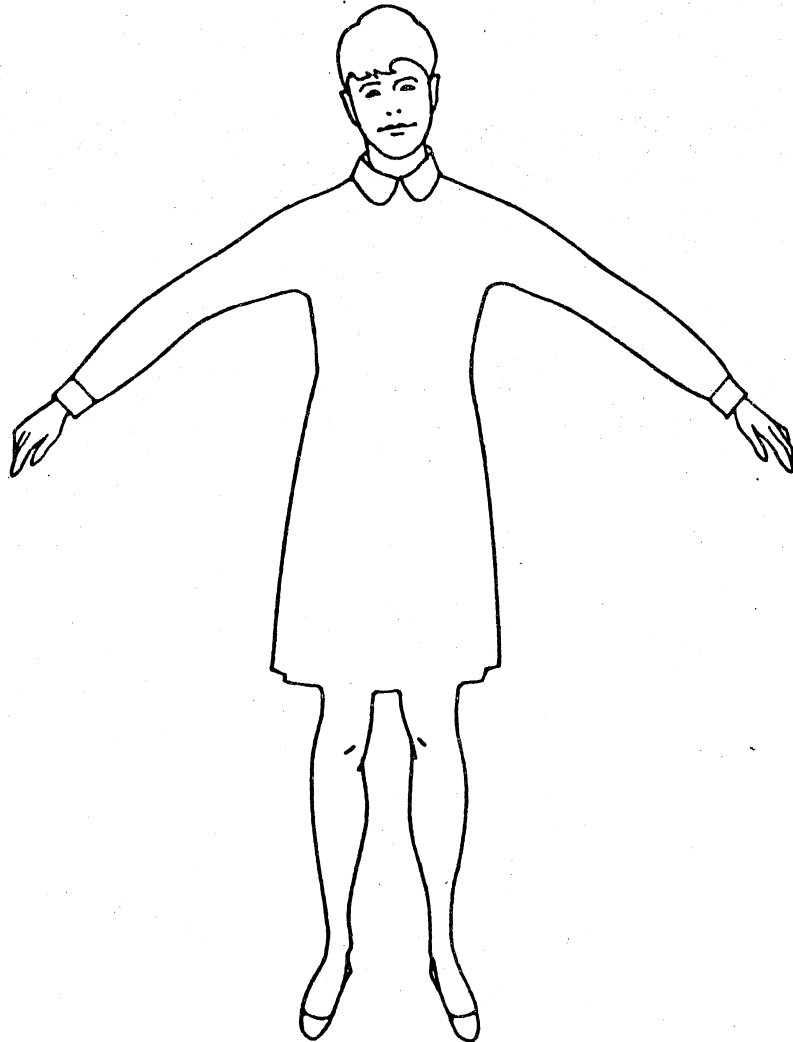
---

Confidence and control in searching comes with practice. Ask, if you can, another jail officer to act as prisoner so that you can practice the frisk search procedure.

Now turn to page 111 and continue reading the course .....

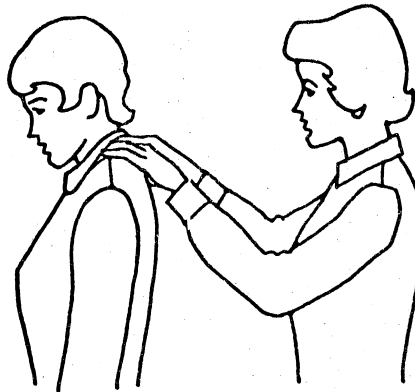
In preparation for the FRISK SEARCH, the officer in charge should:

- 1 Ask the prisoner to remove all the items in her pockets and place these items in an area away from where the search will be conducted.
- 2 Require the prisoner to stand still with her feet apart and her arms extended outwards.



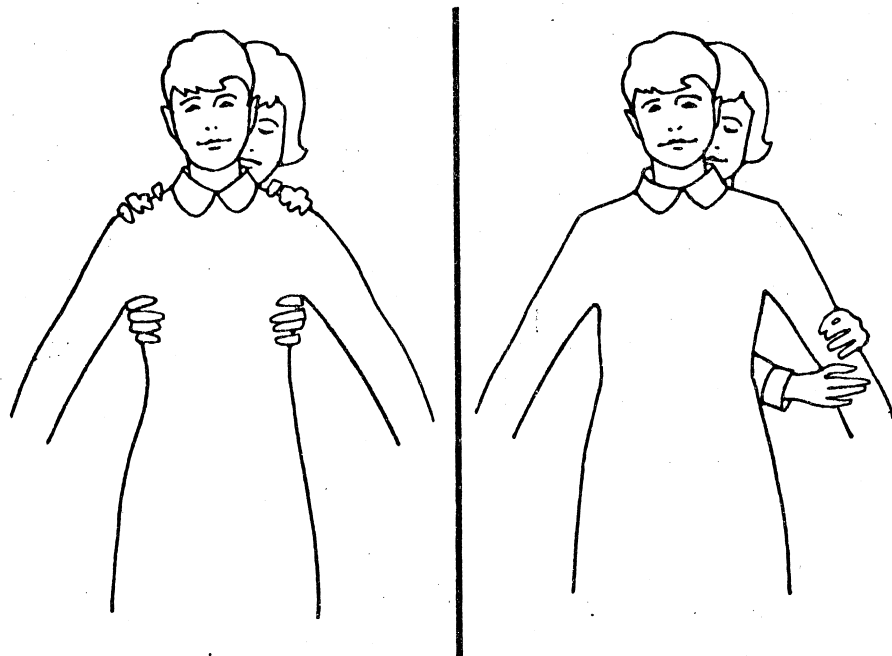
The officer should begin the search by:

- Running the collar of the prisoner's blouse or dress carefully between her fingers, feeling for hidden wires, hacksaw blades, drugs, etc.



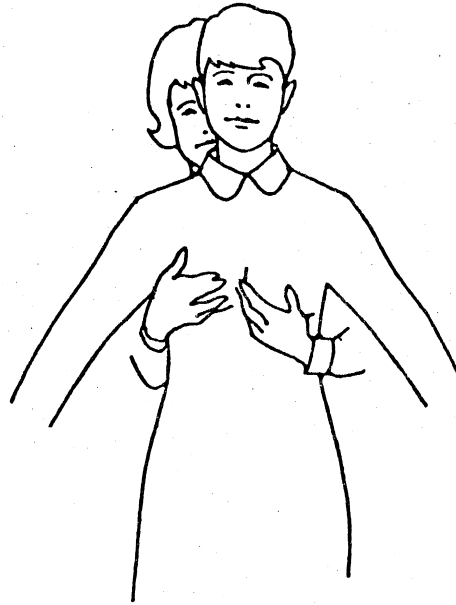
Then the officer should:

- Move her hands downward over the shoulders, and under the armpits. Then using both hands, she should move them down each arm (small weapons have often been found here, taped to the body).

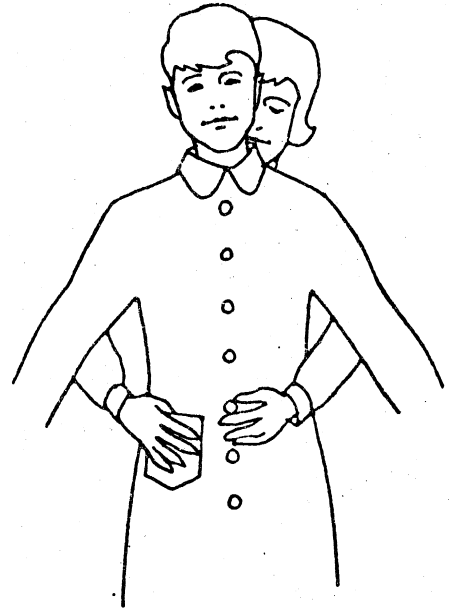


After carefully checking the arms and armpits, the officer should:

- Run her hands over the prisoner's breasts, feeling under and between them for the presence of a concealed weapon or other contraband.

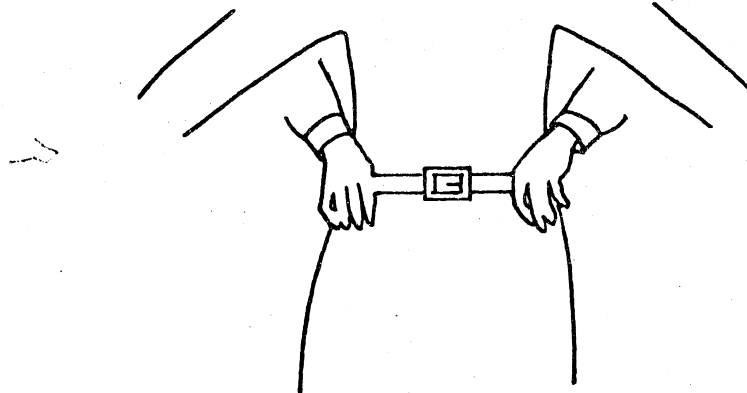


Continue to run her hands down the prisoner's front, checking any pockets (also applied design and/or covered buttons) and stopping at the prisoner's waistline.

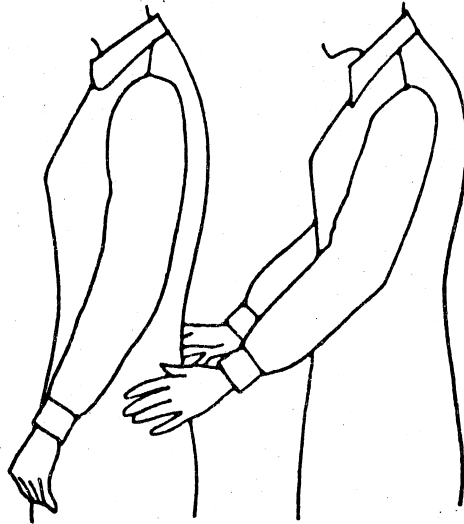


The officer should then check the waistline in this manner:

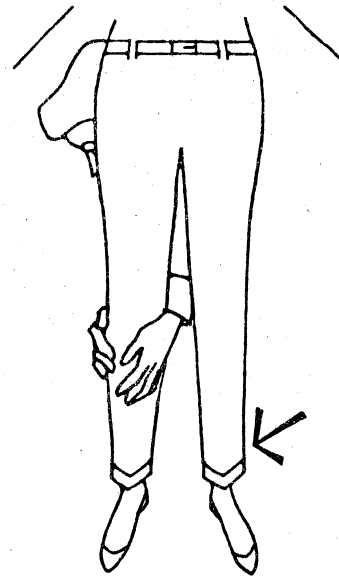
- Run her fingers around the inside of waistband of the prisoner's skirt or slacks (if a dress, run fingers around outside of waist), feeling for any small articles hidden there or behind a belt.



- From the waistline, the officer should run her hands down the prisoner's buttocks, feeling for places which might contain illegal articles.



- If the prisoner is wearing a skirt, the officer should lift the skirt and make a visual inspection of the prisoner's legs. If the prisoner is wearing slacks, the officer should move both hands down each leg and then up to the top of each thigh. Also, if the slacks have cuffs, the officer should check them for illegal articles.



- As the last step to the frisk search, the officer should:

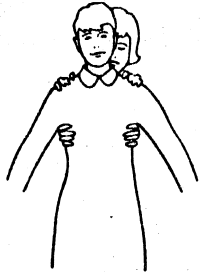
Run her hands over the prisoner's lower abdomen and crotch carefully, looking for concealed articles which might be taped to these areas.



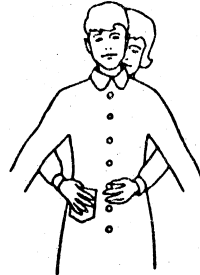
During the frisk search, it is not essential for the officer to inspect a prisoner's shoes UNLESS she suspects that the prisoner may have concealed contraband there.

However, before returning any of the items which the prisoner has removed from her pockets, the officer should inspect them. Prisoners have been known to conceal contraband in cigarette packages and matchboxes. If your jail requires that you return cigarette packages, etc. to the prisoner even if they have been opened, you should inspect them for such things as razor blades, drugs, etc.

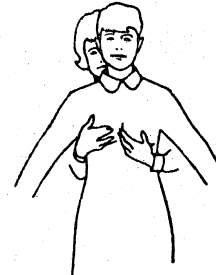
Here are the pictures which show the various steps of the frisk search procedure. See if you can number these steps in order in which they should be followed by a jail officer conducting the search:



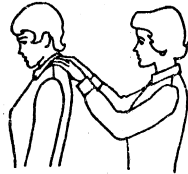
A.



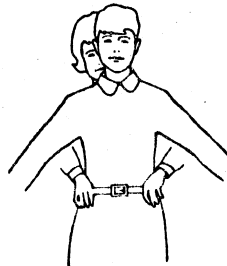
B.



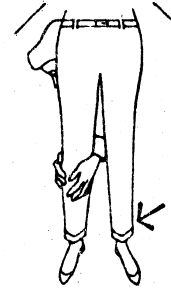
C.



D.



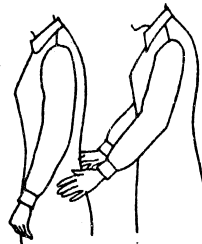
E.



F.



G.



H.



I.

Fill in the blank with the letter of the picture which should be in that step:

Step 1: \_\_\_\_\_

Step 5: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 6: \_\_\_\_\_

Step 3: \_\_\_\_\_

Step 7: \_\_\_\_\_

Step 4: \_\_\_\_\_

Step 8: \_\_\_\_\_

Step 9: \_\_\_\_\_

Turn page for answer . . . . .

Answer:

Step 1: D  
Step 2: A  
Step 3: G  
Step 4: C

Step 5: B  
Step 6: E  
Step 7: H  
Step 8: F

Step 9: I

---

Confidence and control in searching comes with practice. If you can, ask another jail officer to act as prisoner so that you can practice the frisk search procedure.



Now that you have studied two types of body search, the process of cell searching will be discussed in detail. The reason for making a cell search is:

TO DISCOVER CONCEALED  
CONTRABAND IN THE CELLS

Although use of the strip search and frisk search procedures is an important factor in reducing the amount of contraband which can enter the jail, it is inevitable that illegal articles do enter the jail. In order to control the presence of contraband inside the jail, systematic, careful cell searches must be conducted on a regular basis. Naturally, you will never be required to search all the cells every day. However, there should be daily cell searches performed at random (with no observable pattern) on selected cells in your jail. On the following pages, the process of conducting a cell search will be discussed in detail.

In preparation for conducting a cell search, the jail officer should first:

MOVE THE PRISONER OR PRISONERS  
OUT OF THE AREA TO BE SEARCHED

Doing this reduces the possibility of conflict between a jail officer and a prisoner who naturally objects to having his personal property examined and searched.

Next, it is extremely important that the officer conducting the cell search work in a systematic, orderly manner and once an officer has established a set routine for a cell search it is a good idea for him to always follow this set routine. If an officer does not have a system in mind, he is likely to overlook areas of the cell which contain contraband.

When beginning the cell search, it is also imperative that the officer knows what he is looking for. In other words, he must know what is considered contraband in his jail. Aside from the obvious contraband articles such as knives, razor blades, drugs, alcoholic beverages, etc., some jails list as contraband any articles which have not been purchased in the jail commissary. These are the jails which forbid prisoners to accept packages from visitors or from anyone outside the jail. However, some jails are more permissive about allowing such packages to enter the jail and do not necessarily consider non-commissary articles to be contraband. FIND OUT WHAT ARTICLES ARE CONSIDERED CONTRABAND IN YOUR JAIL SO THAT YOU WILL KNOW WHAT KINDS OF THINGS YOU ARE LOOKING FOR DURING CELL SEARCHES.

The following discussion of the cell search presents each step to be used. It is important that while performing a search you employ each step described, but it does not particularly matter in what order the steps come.

When conducting a cell search, the jail officer should:

|| REMOVE ALL BLANKETS, COVERS, AND  
SHEETS FROM THE BED(S), AND EXAMINE THEM  
CLOSELY. ||

Often, small articles of contraband have been found pinned to blankets and sheets or sewn into little pockets made on the covers by ingenious prisoners.

---

After carefully examining the bedcovers, the searching officer should:

|| CLOSELY EXAMINE THE MATTRESS ||

The officer should look to see if the seams of the mattress have been opened and then re-sewn. Also he should look for any other cuts which may have been made in the mattress. Then he should run his hands thoroughly over both sides of the mattress, feeling for hard objects which might be concealed there. Hundreds of articles such as knives, blackjacks, drugs, hacksaw blades have been uncovered in jails where observant officers have taken the trouble to examine the mattresses carefully and completely.

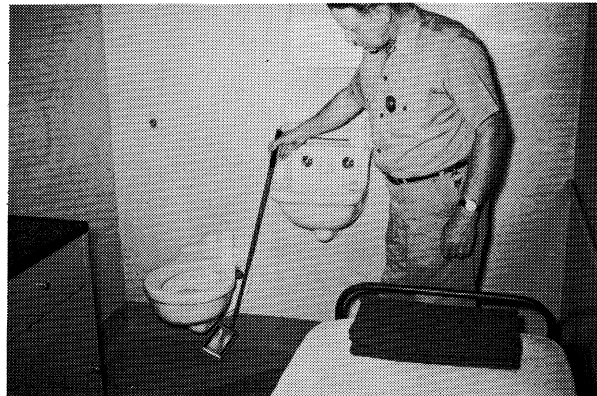
|| INSPECT THE BOTTOMS OF ALL FURNITURE  
WHICH MIGHT BE IN THE CELL ||

Often chairs, tables and stools have been used for storage of contraband by prisoners who are able to stick small articles there with wads of chewing gum or are able to bore small holes in the wood and conceal drugs and other small contraband in the holes. If only a quick, careless inspection is made, the officer might overlook holes which have been plugged up with paper or with wooden plugs to hide contraband. You should take the time to examine the bottom of furniture in the cells. It is a good policy to run your hands over the surface to determine if holes have been made and then plugged up again.

---

|| INSPECT THE BOTTOMS OF THE WASHBASIN  
AND TOILET FOR HIDDEN CONTRABAND ||

In order to make this job easier, many jails have made mounted mirrors which the officer can carry with him and use for looking under things or for looking on top of things too high for him to reach. Here is a picture of this type of mounted mirror in use:



- \* If your jail does not have one of these mounted mirrors, why don't you suggest that one be made?

IF THE CELL CONTAINS A FLOOR DRAIN  
AND / OR VENTILATION GRILLS, REMOVE THESE  
AND INSPECT THEM

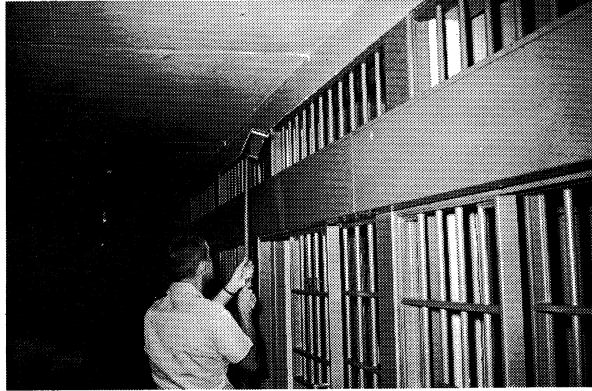
A favorite technique of many prisoners is to hang articles on nearly invisible wires and suspend them behind grills and drains. For this reason, if possible, it is a good idea to go to the trouble of removing the grill or drain for inspection. If you cannot remove the grill, make sure, by running your fingers over the grill, that no wires are tied to it.

In one jail, an officer planned to remove a ventilation grill for inspection and found that it was a excellent cardboard replica of the grill that a prisoner had made and placed there in preparation for a quick escape through the utility tunnel between the cells! In this case, his thoroughness in conducting a cell search prevented an escape.

|| PROBE INSIDE FAUCETS, DRAINS AND ANY ||  
|| OPENINGS IN CELL DOOR TRACKS FOR HIDDEN ARTICLES ||

Many jail officers use bent wire hangers for this purpose. Since prisoners often try to jam the doors by hiding pencils and debris in the tracks on which the doors slide, it is extremely important that you probe here carefully. The wire coat hanger is very effective in clearing debris out of these areas.

Also, while probing the door tracks for hidden items, it would be a good idea to check all cross bars, tops of mounted cabinets and ledges for contraband. This can be done by running your hand over the areas above your head or by using the mounted mirror in this manner:



There are a number of other close inspections which you should also make while searching a cell.

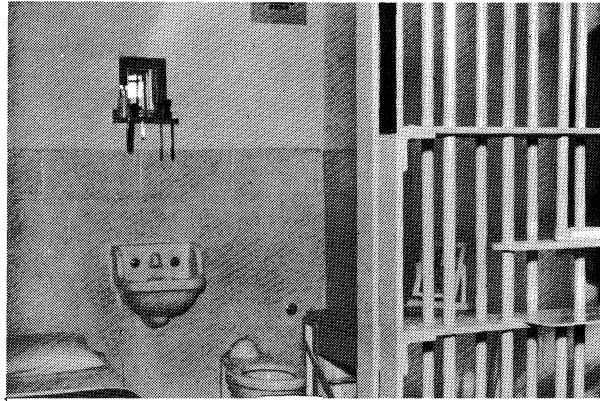
These include:

- \* EXAMINING ALL BOOKS CAREFULLY  
(in one jail, officers found two bottles of dangerous drugs hidden in the center of a book where the centers of the pages had been cut out)
- \* TAKING ALL PERSONAL LETTERS AND PAPERS OUT OF THE ENVELOPES AND EXAMINING FOR CONTRABAND (wires, metal picks, drugs, and other small items are often hidden in the envelopes)
- \* EXAMINING ALL CIGAR BOXES OR OTHER CONTAINERS FOR FALSE BOTTOMS AND COMPARTMENTS
- \* UNSCREWING ALL LIGHT BULBS TO EXAMINE SOCKETS (often drugs have been found here wrapped in paper)
- \* EXAMINING ALL SMALL ARTICLES (for instance, spools of thread often have things hidden in the openings)

Naturally, according to the rules and physical layout of your jail, there may be other requirements for cell searches. In any case, the success of the search depends on your ability to use care and imagination in conducting the search. A good thing to always keep in mind when conducting this type of search is: "Where would I hide contraband if I were a prisoner?" Many jail officers have found that using their own imagination is an excellent way of outguessing clever prisoners.

- \* An excellent idea would be to ask your fellow officers to tell you their experiences of finding contraband in your jail's unique layout.

Below is a picture of a typical jail cell. Although it might not resemble the cells in your jail, see if you can remember what you have just read about searching a cell and list all the steps which would be required in a thorough search of this particular cell. (Naturally, these steps do not have to be in any particular order. Just list them in the order in which you would perform them)



STEPS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_



Answers:

1. Move prisoners out of the area to be searched.
  2. Remove blankets, covers and sheets from the bed and examine them closely.
  3. Closely examine the mattress.
  4. Inspect the bottoms of the table and bed.
  5. Inspect the bottoms of the washbasin and toilet.
  6. Remove ventilation grill and inspect.
  7. Probe inside faucet, drain and door tracts.
  8. Examine all small articles on shelf over basin.
-

If you omitted any of the steps in the cell search on the previous page, see if you can include all the steps needed to search this cell.



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

Answers:

1. Move prisoner out of the area to be searched.
  2. Remove blankets, covers and sheets from beds--examine them closely.
  3. Closely examine mattress.
  4. Inspect bottoms of chair and bed.
  5. Inspect bottom of toilet fixture.
  6. Probe faucet and drain and door tracks.
  7. Examine all items and insides of cabinet.
  8. Examine all loose items in cell.
  9. Examine light fixture carefully--remove bulb if possible and examine socket.
- 

One thing a jail officer must remember about making a cell search is:

LEAVE THE CELL AS NEAT AS IT WAS WHEN YOU  
BEGAN THE SEARCH. DO NOT THROW THINGS  
AROUND THE CELL OR LEAVE BEDCOVERS AND  
OTHER ARTICLES SCATTERED ABOUT.

In a later chapter on "Jail Climate", we will discuss ways of conducting searches without causing bad will and tension in the jail. However, before going any further, it is important that you realize that leaving cells in a messy, torn-apart condition will undoubtedly cause trouble in the jail. It is likely that prisoners will be angered by unnecessary thoughtlessness by jail officers.

During all searches, security inspections can also be made. However, they are vitaly important and should be made more often than actual cell searches. Security inspections include:

EXAMINING THE BARS TO SEE IF THEY  
HAVE BEEN CUT

EXAMINING ALL LOCKING LUGS TO SEE  
IF THEY HAVE BEEN JAMMED

EXAMINING GLASS PANELS AND PROTECTIVE  
SCREENS TO SEE IF THEY HAVE BEEN LOOSENEED  
IN PREPARATION FOR REMOVAL

In your jail, a security inspection may include more procedures than are mentioned here. For instance, you may be expected to inspect other types of mechanical and electronic equipment to see if it has been tampered with in any way. However, the purpose of all security inspections is the same in any jail:

To carefully examine all security devices and equipment and determine whether it is in working order or if tampering or breakage by prisoners now poses a threat to the safety and security of your jail.

In most jails, a leather mallet is used to detect bar tampering. Jail officers hit each bar with this mallet and listen for any bars which make a different sound. When a bar sounds different, it is apparent that it has been tampered with in some way. There are countless stories, like the one below, of prisoners who have managed to saw bars with hidden hacksaw blades or some other tool and have successfully hidden their work until they can escape. Constant checks can eliminate escapes of this nature.

A sheriff in a new county jail was killed recently by a prisoner who was escaping. The prisoner, charged with attempted burglary, had, over a period of time, managed to saw through the bars into the guards' corridor. Thinking that the new jail was "escape-proof", none of the officers had ever gone to the trouble of making security checks on the bars. One day the prisoner waited in the corridor and, when the deputy brought in the morning meal, the prisoner knocked him out and started out. He encountered the sheriff in another corridor and shot him with a pistol which he had been carrying. It is still not known how the hacksaw blades and gun got into the jail.

Incredible, you may say, but it happened. No jail is escape-proof. Only when a jail is given frequent and thorough security checks by officers can it be considered secure and more nearly escape-proof.

SEE IF YOUR JAIL HAS A LEATHER MALLET  
FOR BAR TAPPING. IF NOT, THERE SHOULD BE  
SOME TECHNIQUE WHICH YOU CAN FOLLOW IN ORDER  
TO DETECT CUT BARS.

We have already discussed the necessity for jail officers conducting cell searches to look for and remove any debris which may be jammed in the track on which the cell doors slide. In addition to this, it is extremely important that during security checks, jail officers look at and test the locking lugs in all security doors to see if they have been tampered with. Rags, paper, cigarette fibers, chewing gum and other articles have been found jammed in these locks. And often this type of tampering has been successful because it has been overlooked by officers who do not conduct regular and thorough security checks.

Also, all glass panels and protective screens must be regularly examined by officers. In many jails, prisoners have been successful in replacing actual screws with paper, chewing gum, or bread made to look like the actual screws to officers who are not making careful inspections. You may remember an earlier example in which an officer found that a ventilation grill had been replaced by a skillfully drawn cardboard replica. The officer might never have noticed this if he hadn't actually examined the grill closely, and touched it as part of his inspection. Time and time again, escapes have been made possible because officers have not understood what is meant by a careful and thorough security check. Simply because things look secure from a distance, is no indication that they are secure. A careful officer must do all he can to make sure that security equipment is intact by actually touching, examining and testing it regularly.

See if you can correctly answer the following questions:

1. All security checks should include at least three steps. These steps, and the reasons for them are:

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2. In your jail, security checks may involve even more procedures. If so, list them here:

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---

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3. In every jail security checks should be made:

(check one)

- less often than cell searches.
- as often as cell searches.
- more often than cell searches

Turn page to check answer . . . . .

Answer:

1. All security checks should include these three steps: (naturally your wording will differ from this, but the information should agree.)

Examining and testing the bars to see if they have been cut.

Examining and testing all locking lugs to see if they have been jammed.

Examining glass panels to see if they have been loosened.

2. In order to check this answer, you should show your list to the jail administrator or another more experienced officer.
  3. In every jail, security checks should be made more often than cell searches.
- 

NOTE:

During your regular security checks of the jail, you should also be alert for any conditions which might require repair. For instance, you should be alert for such things as wiring with broken or worn insulation, leaky faucets or pipes which may be causing damage to a floor or ceiling below the leak. Buildings can deteriorate rapidly when not kept in good repair. And, aside from the security risks which are inevitable in a building in poor condition, the costs of repairing extensive damage are often a great burden on the community. It is part of your duty as a jail officer to prevent such deterioration and damage by making regular maintenance checks and then submitting a list of needed repairs to the person in charge of your jail.



All persons must be regularly accounted for in the jail. And the only effective way that this can be done is to count each person individually according to a set procedure. Although experienced jail officers routinely make informal prisoner counts, it is extremely important that at least one official count be made on each shift and every time there is mass movement from one area to another in the jail.

You may argue that your jail is small and counts are not really necessary. But read what happened to a jail where officers did not conduct formal prisoner counts because they thought the jail was too small for such elaborate procedures:

A U. S. Deputy called at the jail to pick up a prisoner who had been left there several days before. The prisoner could not be found. Eventually, officers discovered that the prisoner had escaped the day he had been admitted. No one had bothered to make a prisoner count and the man's escape had gone unnoticed!

The way in which jail officers conduct prisoner counts is crucial to the security of the jail and its employees. All too many jails have experienced assaults and escapes because jail officers are aware of the importance of conducting counts according to a number of established rules. On the next few pages are some suggestions for making prisoner counts as effective and error-free as possible. It is hoped that you will become familiar with the rules for good prisoner counts as well as the reasons why these rules are considered essential.

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- \* A cellblock count can be accomplished by one officer as long as the prisoners are locked in their cells. Naturally, the officer should fill out a printed slip which indicates the number of prisoners he has counted and is signed by him.
- \* Whenever a prisoner count is to be made in a dormitory or any area where prisoners may move about freely, the official count should be conducted by two officers. One officer can watch the prisoners so that they cannot move out of line or switch places, and the other should perform the actual count and fill out the official count slip.

Read what happened in a jail where only one officer makes prisoner counts in the dormitory:

In a small county jail, only one officer was performing a prisoner count in a dormitory. While he was busy conducting the count, the prisoners were able to move around and cover for a prisoner who had managed to escape an hour earlier. Because of the movement and confusion during the count, the jail officer did not notice that a man was missing.

An important rule for you to remember is:

AN OFFICER MUST MAKE SURE HE SEES EACH PRISONER THAT HE COUNTS (in other words, he must see skin, not merely a mound in a bed or a shadow on the wall)

Prisoners can be clever in outwitting officers who are not extremely careful when performing official counts. Read what happened in one jail:

In a jail with a large dormitory, a jail officer was making a late night prisoner count alone. Since all the prisoners appeared to be in their bunks, the officer proceeded to the dayroom to turn off the television. At this time he was assaulted by two prisoners who had hidden under tables during the count. The other prisoners then joined in the assault and managed to severely injure the officer and two others who came to help.

An examination of this very serious incident indicated that the counting officer had not actually seen the men he counted. They had used dummies to make their bunks look occupied and the officer had merely assumed that they were sleeping prisoners with their heads covered up.

During a prisoner count, the officer should ASSUME NOTHING. If he doesn't see the prisoner's actual face above the covers, he should walk over and pull the covers back until he actually sees the prisoner he is looking for.

After this serious incident, the jail instituted two new rules concerning prisoner counts. After reading about the incident, can you name these two new policies?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

turn page to check answers .....

Answer:

After this incident, the jail administration instituted two new rules:

1. When counting prisoners in a dormitory, two officers must be present.
2. When counting prisoners, the jail officer must make certain that he actually sees each prisoner that he counts.

---

Another important rule to follow when making prisoner counts is:

THE OFFICER MUST NOT RELY ON A ROLL CALL COUNT OR A COUNT BASED ON THE NUMBER OF MEALS EATEN

It is not difficult to imagine what incidents have occurred in jails in which officers are allowed to conduct counts of this type! Read about two incidents:

In one jail, the escape of one prisoner went unnoticed for a full week because the officer calling the roll had always heard a loud "Here" shouted out whenever he called the prisoner's name!

In a small jail where prisoners are counted by the number of food trays taken at each meal, the jail officers were extremely embarrassed to find after several days that three prisoners were missing, and three other prisoners were extremely well-fed, having taken the food pushed through the food slot for the missing men!

NOTE:

In one very modern western jail, a different kind of "roll-call" count is conducted. When each prisoner's name is called, he is requested to step forward and an officer matches his face with a photo of him that is kept on small identification cards and carried during the count. Naturally, this kind of roll-call is considered an excellent count procedure.

Another policy which is vital to the success of the count is:

TRUSTIES OR ANY OTHER PRISONERS  
MUST NEVER BE ALLOWED TO PERFORM  
PRISONER COUNTS

In the chapter on Supervision, we will discuss in detail all the reasons why it is extremely unwise to allow prisoners to take over important functions which officers should perform. Although the word "Trusty", implies that the prisoner can be trusted, it can be proven that most of the worst incidents that occur in jails are the direct result of the jail officers placing their trust in these prisoners. Under no circumstances should procedures involving the security of the jail and the safety of the people in the jail be placed under the control of prisoners -- even if these prisoners are called "Trusties".

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Since any movement by prisoners or any outside interruptions can cause a distraction to the officer in charge of making a count, it is important that measures be taken to enforce the following rule:

DURING THE COUNT, PRISONERS SHOULD  
NOT BE ALLOWED TO MOVE AROUND AND  
ANY INTERRUPTIONS SHOULD BE PROHIBITED.

If visits are allowed to begin during the count, or if prisoners are allowed to move about the jail during this time, the chances that an officer will overlook a prisoner or take an inaccurate count are very strong. There have been many serious incidents which have occurred when distracting jail activity does not cease during the count.

In the following examples see if you can detect whether the rules for a proper count are being followed. If you think that a rule is being ignored, simply write out the rule in the space provided:

<p>1. In a jail with a series of tiers where cells are located, the duty jailer makes his count by visiting the prisoners designated as "tier bosses" on each level and asking them for an up-to-the minute count.</p>	<p>(Check one:)</p> <p>Procedure correct      Procedure incorrect</p> <p><input type="checkbox"/>                      <input type="checkbox"/></p> <p>If incorrect, state the rule being ignored:</p> <p>_____</p> <p>_____</p>
<p>2. At night while counting prisoners in a large county jail, an officer scans each cellblock with a powerful flashlight to see if each bed is occupied.</p>	<p>Procedure correct      Procedure incorrect</p> <p><input type="checkbox"/>                      <input type="checkbox"/></p> <p>If incorrect, state the rule being ignored:</p> <p>_____</p> <p>_____</p>
<p>3. In one jail, prisoners are required to continue with their cleaning chores while two officers conduct the routine prisoner count. The officers believe that doing this makes the cleaning process more efficient.</p>	<p>Procedure correct      Procedure incorrect</p> <p><input type="checkbox"/>                      <input type="checkbox"/></p> <p>If incorrect, state the rule being ignored:</p> <p>_____</p> <p>_____</p>

4. In one jail, an officer has a reputation for being overly cautious and strict because he makes a point of pulling back the covers and identifying each prisoner while he conducts his official count.

Procedure correct      Procedure incorrect

If procedure incorrect, state rule being ignored:

\_\_\_\_\_  
\_\_\_\_\_

5. In one large county jail, a local attorney requested that he be able to see his client immediately although visiting hours had ended. The officer at the desk removed the prisoner from the line where a count was being conducted by two officers.

Procedure correct      Procedure incorrect

If procedure incorrect, state rule being ignored:

\_\_\_\_\_  
\_\_\_\_\_

turn page to check answers .....

Answers:

1. Procedure incorrect

AN OFFICER MUST BE THE ONE WHO CONDUCTS THE COUNT. TRUSTIES OR OTHER PRISONERS MUST NEVER BE ALLOWED TO PERFORM PRISONER COUNTS.

2. Procedure incorrect

AN OFFICER MUST MAKE SURE THAT HE SEES EACH PRISONER THAT HE COUNTS (ie., the skin, not a mound in the bed)

3. Procedure incorrect

DURING THE COUNT, PRISONERS SHOULD NOT BE ALLOWED TO MOVE AROUND AND ANY INTERRUPTIONS SHOULD BE PROHIBITED.

4. Procedure correct

5. Procedure incorrect

DURING THE COUNT, PRISONERS SHOULD NOT BE ALLOWED TO MOVE AROUND AND ANY INTERRUPTIONS SHOULD BE PROHIBITED.

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|| WEAPONS OF ANY KIND DO NOT BELONG IN THE JAIL ||

In spite of this proven fact, the following weapons are frequently found either worn by jail officers or carelessly stored in jail offices:

- \* guns
- \* clubs
- \* gas pens
- \* small cans of Mace or other disabling gas

All of these things are weapons and do not belong in the jail.

A jail officer who carries a weapon is in constant danger; there is always a strong chance that a prisoner will surprise him and take his weapon, probably wounding or killing him in the process.

Many jail officers feel that weapons provide them with needed security when dealing with prisoners. And, even in jails where weapons are forbidden, some officers carry small guns hidden on their bodies. These officers are making a serious mistake. And all too often, they learn the hard way that guns or other weapons do not provide needed security -- in fact, they present a danger to the officer and other personnel which would not be present when officers are unarmed. There are countless examples of escapes which have occurred because an officer carrying a weapon was attacked by an inmate and disarmed. As a consequence of this type of attack, officers are usually wounded or even killed by their own weapons. In jails where officers do not carry weapons, the chances of fatal injuries are slight.

Prisoners are generally well aware of the weakness of a security system that permits personnel to wear weapons in the jail. They are also aware of the easy opportunities presented to them by officers who, contrary to the rules of the jail, wear a weapon of some sort hidden on their bodies.

DON'T BE THE KIND OF JAIL OFFICER WHO INSISTS  
ON WEARING A WEAPON -- DON'T LEARN YOUR LESSON  
THE HARD WAY .....

Does your jail provide a secure storage space for guns and other weapons outside of the security area of the jail? It should. In order for your jail to maintain the kind of security which will protect you and others from serious injuries inflicted by escaping prisoners, there are several procedures which should be used by the staff. These procedures are:

- \* Whenever a visiting officer delivers a prisoner to your jail, he should be required to surrender his weapon before entering the jail. However, the prisoner should be admitted first, before the gun is removed from the officer's holster. (If he is required to remove the weapon while the prisoner is present, there is a chance that he can be overpowered while handling the weapon.)
- \* The jail officer on duty at the gate or jail door has the responsibility to see that the weapons of visitors are removed and safely stored.
- \* In jails where an armory, a safe, or locked cabinets are provided for storage of weapons, officers must make certain that the keys to these storage places are kept away from key boards or desk drawers where prisoners can easily spot them and remove them.

Jail officers should never assume that prisoners are unaware of hidden weapons or storage places for keys to the jail armory. Especially in small jails, prisoners become well aware of desk drawer hiding places and other obvious hiding places.

The duty jailer in one city jail granted a prisoner's request to make a phone call. He took the prisoner to the jail office and stood beside him while he made the phone call. Suddenly the prisoner struck the officer with the phone receiver and opened a desk drawer where he knew a loaded revolver was stored. At the same time he removed a key which was labelled "weapons cabinet". After forcing the officer at gunpoint to release the other prisoners, the escapee opened the weapons cabinet and armed the others with shotguns, rifles and a sub-machine gun. During this time the Chief of Police arrived for a visit followed by several police officers. Taken by surprise, the Chief was shot and killed, and one of the patrolmen was critically wounded. Although one of the escapees was killed during the escape, the others were able to get away.

This incident -- and the killings-- would never have happened IF:

- \* The officers of this jail had made sure that weapons were kept only in a locked cabinet or safe.
- \* Jail personnel had kept the key to the weapons cabinet where prisoners could not have known where to find it.
- \* If the weapons cabinet were kept outside the security area of the jail.

DON'T LET SOMETHING LIKE THIS HAPPEN IN YOUR JAIL -- MAKE SURE THAT THE SUGGESTIONS OF THIS SECTION ON WEAPONS CONTROL ARE CAREFULLY FOLLOWED IN YOUR JAIL

Using the rules which you have just learned from this chapter about weapons control, can you list any rules for good weapons control which are being overlooked in your jail? If so, list these things below:

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NOTE: The emergency plans in your jail may require that during a riot or escape, officers must be armed. If this is true in your jail, it is your duty to make sure you receive training in the use of these weapons. Read what happened in a jail where officers had not received training in the proper use of tear gas:

When the prisoners in a small mid-western jail became restless and destructive recently, the sheriff declared a riot emergency and ordered officers to use tear gas to stop the disturbance. Totally unaware of the consequences of prolonged exposure to tear gas, the officers threw a cannister into the cell block and closed the outer doors. In spite of the prisoners' pleas to open windows or let them out, the officers kept them inside, not realizing the danger. The next morning, five of the prisoners were found to be suffering from tear gas burns and lung congestion and three others were critically ill with pneumonia.

We have already mentioned the importance of keeping the key to the weapons storage area carefully under control and inaccessible to prisoners. Control of all jail keys is essential to the security of the jail. And no matter what system is used in your jail, it is the duty of each jail officer to cooperate fully by using the system and making sure not to overlook any rules for handling keys.

Naturally, the most secure and efficient method of controlling keys in the jail is use of a key control center where all rings containing keys are hung on hooks and an accurate record is kept indicating the number of each key, the location of the lock it is designed for, and the number of copies which exist in the jail. In using this type of system, officers withdrawing keys must hang a tag on the metal hooks, which indicates the name of the person using the keys. This type of key control system requires total cooperation by officers in the following ways:

- \* Officers must make sure that they leave a receipt for the keys they have taken.
- \* Officers must be certain that they replace keys on the proper hook when they are finished with them.

No matter what key system your jail uses, there are several rules for key control that all officers must follow. These rules are:

- \* NEVER ALLOW A TRUSTY OR OTHER PRISONER TO HANDLE KEYS
- \* NEVER LEAVE KEYS LYING AROUND IN THE JAIL
- \* KEEP KEYS COVERED AT ALL TIMES (in your pocket or in a case)
- \* NEVER CARRY KEYS FOR BOTH INSIDE AND OUTSIDE DOORS AT THE SAME TIME
- \* ALWAYS REPORT ANY BROKEN OR MALFUNCTIONING KEYS OR LOCKS IMMEDIATELY TO THE PROPER PERSON

In one county jail, a prisoner managed to overwhelm a jail officer while he was inspecting the prisoner's cell. The prisoner took the jail officer's keys and proceeded to let himself out of the cellblock through one of the security doors inside the jail and then out the delivery entrance at the rear of the jail building.

This escape probably could not have been successful if the officer had followed an important rule for controlling keys in the jail. Can you remember the rule? If so, write the rule here:

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turn page to check answer .....



Answer:

Although your wording is different, your answer should have stated this rule:

NEVER CARRY KEYS FOR BOTH INSIDE AND OUTSIDE  
DOORS AT THE SAME TIME

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At the start of the daily cleanup in a Western jail, one of the jail officers on duty usually hands a trusty the keys to the cellblocks and the supply closets so that he can take the cleaning equipment to the prisoners. The process saves the jail officer time because he does not have to stop his other duties to hand out mops and other cleaning equipment.

Although the jail just described has not experienced any escapes recently, it is more than likely that some incident is likely to happen in the future because the officer is overlooking an important rule for control of keys in the jail. If you know what the rule is, write it here:

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turn page to check answer .....

Answer:

Your answer should have stated this rule:

NEVER ALLOW A TRUSTY OR OTHER PRISONER  
TO HANDLE KEYS

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In one Southern jail, one of the older officers made a practice of hanging his keys on his belt outside of his pants in order to save "wear and tear" on his pockets by the heavy keys. Five prisoners made an escape during the night using a set of keys which they fashioned from wood after studying the keys worn by the jail officer for a month.

These prisoners showed great patience and ingenuity in escaping from this jail. However, the jail officer could easily have prevented such creative work by simply following one of the rules established for control of keys in the jail. Write the rule which he overlooked:

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Turn page to check your answer.....

Answer:

Your answer should have stated this rule:

KEEP KEYS COVERED AT ALL TIMES

Note: A similar escape occurred in a small jail where keys were routinely hung on the wall of the office and could be easily seen by prisoners in the cell area nearby. After the escape, the jail administrator had a covered cabinet built so that the keys would be out of sight of any prisoners interested in copying the keys!

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Remember, the two other rules for controlling keys in the jail are:

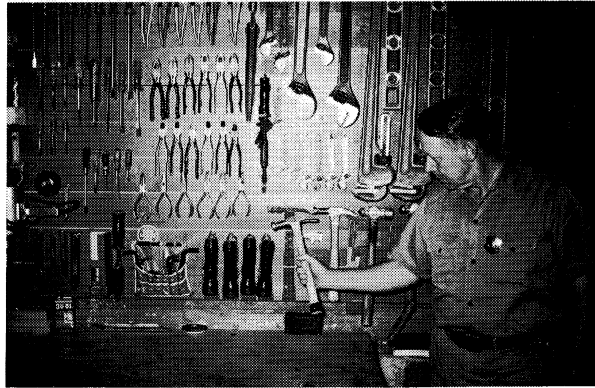
- \* NEVER LEAVE KEYS LYING AROUND IN THE JAIL
- \* ALWAYS REPORT ANY BROKEN OR MALFUNCTIONING KEYS OR LOCKS IMMEDIATELY TO THE PROPER PERSON

The reason for the first of these rules is apparent. Any keys lying around can be stolen or misplaced. And loose keys in a jail can be a dangerous threat to jail security.

Aside from the obvious danger of possible escape arising from broken locks, there are other safety reasons for making sure that all broken keys or jammed locks are attended to immediately. Here is one reason you may not have considered:

During a small fire inside a county jail, officers rushed to the fire extinguisher cabinets and found that neither of them could be unlocked because the keys were worn and bent. As a result of the delay in opening these cabinets, the fire destroyed a large part of one of the cellblocks before the fire department arrived. It was later revealed that one of the officers had been aware that the keys were in poor condition, but had forgotten to report the problem to the jail administrator.

In jails where laundry equipment, kitchen equipment and various types of tools are used, strict control of equipment and tools is considered an important aspect of jail security. In many jails, the use of potentially dangerous tools is regulated by the use of a "shadowboard" like the one shown here:



On this shadowboard is painted the outline of each tool. Whenever a tool is removed, it is easy for jail officers to see what tool is missing and check the written record to see if a prisoner has signed out this tool or if it has been stolen. Naturally, if a tool is missing and has not been signed out, jail officers will probably find it necessary to conduct a shakedown -- or cell search.

In many jails, tools such as bolt cutters, welding torches, large wrenches and screwdrivers are considered "hot" tools (and they are often painted red for easy identification). These tools are never issued to a prisoner for use inside the jail, and require close supervision when being used outside the jail by a prisoner.

Since many jails have kitchens where prisoners work, it is vital that any type of knife or other implement used in the kitchen be controlled by use of the shadowboard technique. It is essential that any officer in charge of the kitchen control the use and return of these items by keeping a detailed written record of the prisoner using the tool and the time it was issued to him. Again, discovery that a tool is missing usually precipitates a shakedown search by jail officers.

In jails where prisoners use tools regularly for various work assignments, the jail officer supervising the work, in addition to keeping an inventory of the tools in use, must be responsible for making sure that tools are handled properly by prisoners and that worn or broken tools are replaced with new ones. If you are ever in charge of work assignments in which tools are used, there are several things which you should do in order to control tool use. These things are:

1. See that all tools to be used are "signed out" and check each tool to see if it is in need of repair or replacement.
2. Make certain that prisoners know how to use the tools issued to them.
3. Make certain that prisoners using power tools or dangerous hand tools have been instructed in safety procedures.
4. Always supervise return of tools by prisoners so that missing tools will be noticed immediately.

Does your jail have an adequate system for tool control? If tools or other equipment are used in your jail, are each of the following procedures practiced by officers? If so, check the YES column after each procedure. If not, check the NO column.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Careful record kept of all tools in use and storage in a central location (shadow-board, tool bin, or other)                | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Frequent inspections by an officer to determine need for repair or replacement of tools                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Training provided for prisoners concerning proper use of tools  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Training provided for prisoners concerning safety procedures to be used while operating power tools or dangerous hand tools | <input type="checkbox"/> | <input type="checkbox"/> |

In a later chapter on Supervision, the process of administering sick call and the taking of drugs in your jail will be discussed in detail. However, it is also important that you realize the importance of keeping any supplies of medicine in the jail under careful control.

Accidental death, suicide, riots, and murder have all occurred in jails where prisoners have found opportunities to misuse medicine. Stealing from the jail drug supply is often too easy for prisoners eager to support a drug habit or to experience new, drug-induced sensations in order to escape the boredom of jail life.

TO PREVENT PRISONERS FROM STEALING DRUGS  
CAREFUL SECURITY AND CONTROL OF JAIL MEDICINE  
SUPPLIES MUST BE EXERCISED BY OFFICERS.

Naturally, all supplies of medicine should be kept in a locked cabinet or safe. But, in addition, careful records should be kept by officers which indicate the amounts of drugs purchased, amounts dispensed, and amounts on hand so that missing drugs will be noticed immediately. Also, a monthly inventory should be made by a jail officer and reviewed several times a year by the jail physician.

As you will see in the later chapter, the process of record-keeping is extremely important when administering drugs. And, along with the locked supply of medicine, jail officers should keep a careful, detailed record of the instructions given to them by the jail physician which describe how to give the drug, how often, under what conditions, and to whom.

Does your jail have provisions for carefully controlling the medicine supply? It does if you can answer YES to the following questions:

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Does your jail have a locked cabinet or safe where medicine is stored?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do officers in your jail keep a careful record indicating the amounts of drugs purchased, amounts dispensed, and amounts on hand?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is a regular inventory of the drug supply made by a jail officer and periodically checked by the jail physician?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do officers in your jail carefully write down the physician's instructions describing how to give each drug, how often, under what conditions and to whom? | <input type="checkbox"/> | <input type="checkbox"/> |



Does your jail have any of the following security equipment?

(Check YES or NO for each item)

	YES	NO
1. Tool hardened steel	<input type="checkbox"/>	<input type="checkbox"/>
2. Non-corrosive, tool-hardened locking devices	<input type="checkbox"/>	<input type="checkbox"/>
3. Closed circuit TV	<input type="checkbox"/>	<input type="checkbox"/>
4. Metal detectors	<input type="checkbox"/>	<input type="checkbox"/>

Do you think that these security devices can replace jail officers in establishing jail security?

(turn page)

Answer:

Security equipment can never replace officers in establishing security in the jail. All of the security devices mentioned are excellent aids for the jail officer who cannot be everywhere at once. However, it is a serious mistake to think they can do your work for you.

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Read the following examples of jails in which officers placed their confidence in security devices and did not follow a system of checking cell areas in person:

In a jail equipped with bars and doors made of tool-hardened steel, two prisoners fashioned a saw out of a cord coated with a powdered, abrasive cleanser. They were able to successfully saw through the "tool-hardened" steel bars and escape before officers discovered their work.

In a midwestern jail equipped with TV monitors, a prisoner was able to hide in a corner of his cell out of camera range. He successfully hanged himself in this corner and was unnoticed for several hours afterward.

In a large county jail a metal detector is used for searching prisoners so that officers will not have to spend time performing searches. The machine does not detect wood or plastic and a jail officer was later stabbed by a prisoner who had taped a plastic letter opener to his leg.

The examples given on the preceding page  
prove that: (choose one or more)

- \_\_\_\_\_ 1. Security equipment serves only as a valuable aid to jail officers in establishing a secure jail.
- \_\_\_\_\_ 2. Security equipment is often looked upon as a substitute for security checks by officers.
- \_\_\_\_\_ 3. Security equipment is usually not worth the money it takes to buy it.
- \_\_\_\_\_ 4. In jails where security equipment is present, there is no guarantee that prisoners cannot escape.

Turn page to check your answer .....

Answer:

The correct answers are:

1. Security equipment serves as a valuable aid to jail officers in establishing a secure jail.
  2. Security equipment is often looked upon as a substitute for security checks by officers.
  4. In jails where security equipment is present, there is no guarantee that prisoners cannot escape.
- 

If a serious fire began in your jail tomorrow, would you know what is expected of you in this type of emergency? Or, suppose a riot broke out, would you know what to do?

It is extremely important that each jail officer knows the plans for every type of emergency which could occur in his jail and particularly he should know what his duties are in each type of emergency.

Naturally, plans for riots, fires and escapes differ considerably from each other. Also, all plans vary from jail to jail according to the architecture of the jail, the number of prisoners, etc.

To make sure that you know what to do in each of three kinds of emergency, see if you can answer the questions on the next page. If you cannot answer them, you should ask the jail administrator to help you find out what your duties are in each situation.

When an emergency arises, who should you report to immediately?

What are your specific duties in each type of emergency?

What equipment should you use in each of these emergencies?

Have you ever practiced using the equipment which you will be required to use in each type of emergency?

Where is the necessary equipment for each type of emergency stored?

In a riot emergency	In a fire emergency	In an escape emergency

If you were unable to fully answer each of the questions on the preceding page, it is very important that you ask for and receive some sort of training in preparation for these emergency situations. No jail is truly escape-proof, fire-proof, or riot-proof. And someday your ability to act quickly and correctly during an emergency might mean the difference between life and death.

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Although you probably are not called upon regularly to transport prisoners from one jurisdiction to another, it is extremely important that you be thoroughly familiar with the procedures required by such an assignment. Transportation of prisoners is one of the most difficult and dangerous procedures a jail officer may ever be required to perform. Naturally, if you are familiar with the proper procedures, you can avoid some of the mistakes and tragedies that have been caused by carelessness or lack of training in the past.

Since the chances are that someday you will be required to escort a prisoner to another jurisdiction, read the next few pages carefully, keeping in mind the reasons why certain procedures must be followed. It would be impossible to discuss in this chapter all the differing procedures used by jurisdictions across the country to transport prisoners. For this reason it is essential that you receive additional instructions on the particular equipment and procedures used in your jurisdictions before undertaking such a duty.

\* BEFORE PLACING RESTRAINT EQUIPMENT ON  
A PRISONER, MAKE A THOROUGH SEARCH  
FOR CONCEALED WEAPONS OR SHARP IMPLEMENTS

Some jail officers do not feel that a thorough search is necessary since the prisoner has been locked up and has little chance of carrying a weapon or other article. This can be a very dangerous assumption, since numerous escapes have taken place in circumstances where jail officers have not searched the prisoner who they are transporting. Read this example:

While being transported by car to a Federal penitentiary, a dangerous prisoner picked the lock on his handcuffs with a small sharpened metal clip from a ballpoint pen. As the car entered a highway tunnel, the prisoner lunged forward against the plexiglass shield behind the driver and, reaching between the seat and the doorpost, seized the officer's revolver and ordered him to turn off the highway. He then forced the officers at gunpoint to remove his leg manacles and proceeded to chain them to a tree. The prisoner then drove off in the official car.

A subsequent investigation revealed that the officers had neglected to search the prisoner before placing the restraint equipment on him. The prisoner had been carrying the sharpened metal clip in his mouth ever since he had left the jail!

\* NEVER ASSUME THAT HANDCUFFS AND OTHER  
RESTRAINING EQUIPMENT ARE ESCAPE-PROOF.

Countless accounts of successful escapes have pointed to the fact that restraint equipment is never escape-proof. Such seemingly harmless things as paper matches and ball-point pen fillers have been successfully used by prisoners to pick the locks of handcuffs! Careful jail officers make frequent checks of all restraint equipment worn by prisoners to make sure that locks have not been picked or broken.

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\* DO NOT REVEAL DETAILS OF THE TRIP  
TO THE PRISONERS

An escorting officer should be careful not to tell prisoners what route they will be following, what stops or transfers they will be making, or what time they will arrive at the destination. The reasons for this are quite obvious; allowing the prisoner, or his friends, to know details in advance may be an invitation for the prisoner to make a well-planned escape.

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\* NEVER ALLOW THE PRISONER OUT OF  
YOUR SIGHT

Naturally, there are some exceptions to this rule. If the prisoner wishes to use the restroom enroute, you should first inspect the restroom to see if it has any other window or door exits. Naturally, if you are alone you should select one which has only one entrance and position yourself directly outside the entrance. However, if there are two officers escorting the prisoner, a restroom with two possible exits can be used, as long as officers are guarding both exits. Also, if the trip is a long one, and two of you are escorting the prisoner on a train, bus or plane, a good idea would be to arrange shifts so that one can sleep while the other officer is watching the prisoner.



- \* WHEN IT IS ABSOLUTELY NECESSARY TO CARRY A FIREARM WHILE ESCORTING A PRISONER, KEEP IT CONCEALED AND PROTECTED AT ALL TIMES.

Whenever an escorting officer is armed, it is a good idea for another unarmed officer to assist him. The unarmed officer should be the one who approaches the prisoner whenever necessary so that it will not be possible for the prisoner to seize the weapon.

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- \* IF A PRISONER ESCAPES, CONTACT THE NEAREST LAW ENFORCEMENT AGENCY. DO NOT ATTEMPT TO FIND THE PRISONER YOURSELF.

The reasons for this rule are obvious. Much valuable time has been lost by officers attempting to find an escaped prisoner without help. Chances are, that if the prisoner has escaped, he has already covered more ground than you could cover alone.

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- \* DO NOT RELAX UNTIL YOU HAVE BEEN GIVEN AN OFFICIAL RECEIPT FOR DELIVERY OF THE PRISONER.

The prisoner is your responsibility until you have officially turned him over to another authority. A receipt is your guarantee that you are no longer responsible for this prisoner.

NOTE: Since prisoners usually become tense and nervous when approaching the final destination, it is more likely that they will attempt an escape at the end of the trip. For this reason, officers should be more alert towards the end of the trip rather than more relaxed.

The rules which you have just studied are basic ones which apply in almost any situation where you might be escorting a prisoner. Even if you are escorting the prisoner only a few blocks, it is as important for you to follow these rules as it would be if you were traveling a distance of 5,000 miles with a prisoner.

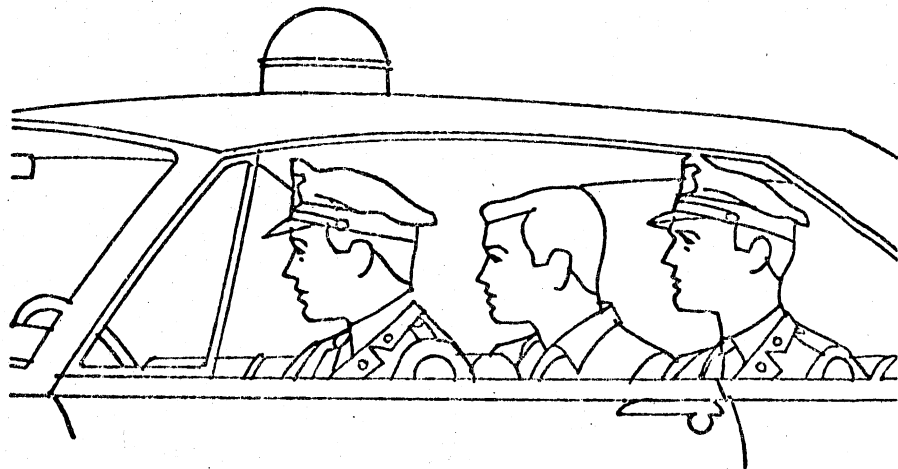
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Now that you have studied the rules for transporting prisoners, read about how two other officers transported a prisoner:

Officer John White and a new rookie, Kevin Slade were assigned to transporting a dangerous prisoner to the Penitentiary 300 miles away. When they picked up the prisoner at the jail, he had already been put in the handcuffs, waist chain and leg irons by other officers. White was assigned to do the driving and Slade was assigned to guarding the prisoner in the back seat. The diagram shown on this page indicates the seating arrangement used in the car. Since both officers were right-handed, they wore their guns at their right sides so they could reach them quickly.

When the officers stopped for gas in a small town, the prisoner wanted to use the restroom. Slade escorted him to the door, watched the prisoner enter and then waited outside for him. White waited in the car.

Towards the end of the trip, the officers stopped at a drive-in restaurant for dinner. After dinner, seeing that the prisoner was dozing off, Slade said to White, "I'm going to take a short nap, let me know when we get there."



White and Slade were extremely lucky that they were not faced with an escape! Can you list all the things which the two men did incorrectly?

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**\* BE SURE YOU HAVE GIVEN A FULL ANSWER**

Turn page to check your answers .....

Answer:

Your wording will be different, but your answer should include the following points:

- \* White and Slade did not make a thorough search of the prisoner before the restraint equipment was placed on him.
- \* Apparently, the two men never bothered to make checks of the restraint equipment during the trip either.
- \* The two men allowed the prisoner to get out of their sight without first checking to see how many possible exits there were in the restroom.
- \* Slade foolishly left his weapon on his right side where the prisoner could easily grab it. (Also, it was poor policy for both officers to be carrying guns; only one should have been armed).
- \* It was foolish of Slade to take a nap; especially towards the end of the trip when the prisoner might be more likely to try an escape. The prisoner might well have been pretending to sleep so that Slade would relax!

DON'T MAKE THESE MISTAKES - YOU MIGHT NOT BE AS LUCKY AS OFFICERS WHITE AND SLADE

When traveling by automobile, bus or train with a prisoner, it is the usual procedure to restrain him with handcuffs, a waist chain and leg irons. And you should remove these restraints only when necessary during a rest stop or when you are unable to eat in the car and do not wish to frighten people and embarrass the prisoner unnecessarily. Naturally, safety requirements require that the prisoner never be chained to the inside of a moving vehicle since he would be trapped and helpless in an accident.

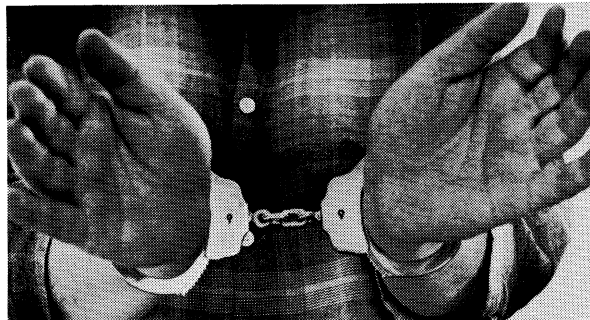
However, when transporting a prisoner by airplane, Federal Aviation Agency safety regulations forbid the use of any type of restraint. Although escape from an airplane in flight is usually not a possibility, it has been proven that hijacking is possible. Therefore an escorting officer must closely supervise the movements of a prisoner on an airplane.

Recently, an escorting officer permitted a prisoner to go alone to the restroom, assuming that the man could make no attempt to escape. Upon leaving the restroom, the prisoner held a knife at the throat of the nearest stewardess and demanded that she direct the pilot to fly the plane to Cuba. He was later overpowered by the officer and several passengers.

No doubt this unpleasant incident would have been avoided if the escorting officer had stayed with the prisoner and had waited at the door of the restroom ready to escort the man back to his seat.

When you must apply restraints to prisoners, do you know how to properly use each type of device? This section was designed to remind you of the right and wrong ways to apply restraint equipment.

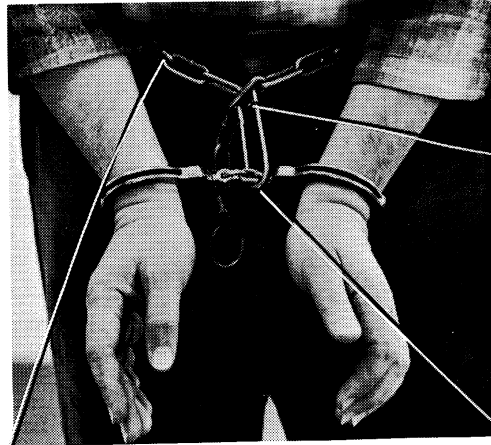
**CORRECT USE  
OF HANDCUFFS**



**SNUG FIT**  
(enough room for  
good circulation, but  
not so loose they can  
be slid over the hand)

Cuffs "deadlocked"  
(deadlocking device pushed  
into place with pin until  
"click" is heard)

CORRECT USE OF  
WAIST CHAINS



Snap link  
pulled through  
large link to  
snug fit.

Chain encircling  
prisoner's waist and  
pulled through belt  
loops

Handcuffs attached  
to chain.

## LEG IRONS



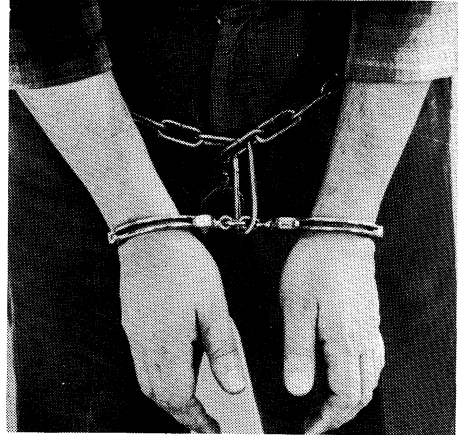
Cuffs attached  
over socks or  
trousers.

Cuffs "deadlocked"  
(deadlocking device  
pushed into place  
with pin until  
"click" is heard)

Cuffs adjusted to  
snug fit, (enough  
room for good cir-  
culation but not so  
loose they can be  
slid over foot.)



Can you identify what has been done wrong in each of the pictures here? Write your answers under each picture in the space provided:



1.

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2.

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3.

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Turn page to check  
your answers .....

Answer:

1. The handcuffs in this picture have not been attached to the prisoner's waist chain and chain has not been pulled through belt loops.
  2. In this picture, the waist chain is too loose and has not been pulled through the prisoner's belt loops.
  3. These handcuffs are much too loose. They should be fitted more tightly, but not so tightly that they pinch the prisoner's skin or cut off his blood circulation.
-

SUMMARY  
OTHER PROCEDURES

FRISK SEARCH:

Purpose - to detect hidden contraband

Requirements -

- \* Must be systematic and orderly so that no steps are missed
- \* Must be done with care and attention
- \* Must be conducted where other prisoners not likely to be present

Steps -

- \* Require prisoner to remove all items in pockets
- \* Require prisoner to stand still with feet apart and arms **extended**
- \* Run prisoner's shirt collar between fingers
- \* Run hands over shoulders and under armpits; cup hands over one arm and run down to cuffs
- \* Repeat on other arm
- \* Run hands down shirt front, checking pocket and stopping at beltline
- \* Run fingers around inside of waistband
- \* Run hands down prisoner's buttocks
- \* Run hands down leg, checking trouser cuff at end
- \* Repeat process on the other leg
- \* Run hands over the prisoner's lower abdomen and crotch
- \* Check shoes if desired

NOTE: For female frisk search, review pages 104 through 108.

CELL SEARCH:

Purpose - to discover contraband in the cells

Steps -

- \* Move prisoners out of area to be searched
- \* Remove all blankets, covers, and sheets from bed and examine them closely
- \* Closely examine the mattress
- \* Inspect bottoms of all furniture
- \* Inspect bottoms of washbasin and toilet
- \* Remove drains and grills and inspect carefully
- \* Probe inside faucets, drains and openings in cell door tracts

SUMMARY (con'td)

Cell Search (con'td)

\* Perform other close inspections such as:

- examining books carefully
- examining all personal letters and papers and their envelopes for small hidden articles
- examining all cigar boxes or other containers for false bottoms and compartments
- unscrewing all light bulbs to examine sockets
- examining all small articles (ie. spools of thread)

Things to remember - LEAVE THE CELL AS NEAT AS IT WAS WHEN YOU BEGAN THE SEARCH

SECURITY INSPECTIONS:

Purpose - to detect lapses in security equipment

How often - should be performed more often than cell searches

Steps -

- \* Examine bars to see if they have been cut
- \* Examine locking lugs to see if they have been jammed
- \* Examine glass panels and protective screens to see if they have been loosened
- \* Examine all other security devices

PRISONER COUNTS:

Purpose - to account for the presence of every prisoner in the jail regularly

Rules -

- \* If only one officer is performing count; prisoners must be locked in cells for count
- \* If two officers are making count; prisoners can be in orderly line, standing still
- \* Officer must make sure he sees each prisoner he counts
- \* Officer must not use roll call count or base count on the number of meals eaten
- \* Trusties or other prisoners must not be allowed to perform counts
- \* Interruptions must be prohibited during count

WEAPONS:

WEAPONS OF ANY KIND DO NOT BELONG IN THE JAIL

Procedures for storing weapons:

- \* Must be storage area outside security area of the jail

## SUMMARY (con'td)

### Weapons (con'dt)

- \* No visiting officers should be allowed into jail without removing their weapons outside of security area
- \* Keys to weapons storage area must be kept hidden in a secure area

### KEY CONTROL:

#### Rules -

- \* Never allow trusty or other prisoners to handle keys
- \* Never leave keys lying around in the jail
- \* Keep keys covered at all times
- \* Never carry keys for both inside and outside doors at the same time
- \* Always report any broken or malfunctioning keys or locks immediately to the proper person

### TOOL CONTROL:

#### Things to remember:

- \* See that all tools to be used are signed out and check each tool to see if it is in need of repair
- \* Make certain that prisoners know how to use tools issued to them
- \* Make certain prisoners know safety procedures when using power tools or dangerous hand tools
- \* Supervise return of tools by prisoners to make certain all are returned

### CONTROL OF DRUGS AND MEDICINE:

#### Procedures to follow:

- \* Keep medicine stored in locked cabinet or safe
- \* Keep careful records indicating amounts of drugs purchased, dispensed and on hand
- \* Keep physicians' instructions for use of drugs and medications on file

### EMERGENCY PROCEDURES:

Turn to page **154** and study chart which outlines your specific duties in jail emergencies.

SUMMARY (con'td)

TRANSPORTING PRISONERS:

Rules -

- \* Make thorough search before placing restraint equipment on prisoner
- \* Never assume hand restraint equipment is fool-proof
- \* Do not reveal details of the trip to prisoners
- \* Never allow the prisoner out of your sight
- \* If absolutely necessary to carry a weapon, keep it concealed and protected at all times
- \* If prisoner escapes, contact nearest law enforcement agency
- \* Do not relax until prisoner is delivered and you have received an official receipt

BOOK THREE:

JAIL CLIMATE

## INTRODUCTION

This chapter is about something which cannot be purchased or installed in the jail. It cannot be scientifically measured or adjusted. It can't even be seen although it is critical to the effective and efficient operation of the jail.

The climate of the jail is the overall atmosphere determined by the attitudes and inter-personal relationships of jailers and prisoners. As a jail officer, you have the power to establish and control the jail climate. The manner in which you speak to prisoners, the way you treat prisoners in your day-to-day encounters, and the way you perform your duties are all important factors in establishing the proper jail climate.

Creating a good climate in the jail is your duty, and perhaps one of the most critical and difficult duties you will have to perform. There are no set rules, no laws for establishing climate. You must depend on your ability to use good personal judgement and instinct rather than on memorized regulations. This chapter is designed to help you perform the important function of controlling the jail climate. It is hoped that by studying the mistakes and successes of other jail officers, you will be able to determine the best way in which you can contribute to a relaxed and comfortable climate in your jail.



|| Have you ever been a hospital patient? ||

If you have, you probably remember your feelings of helplessness and depression:

- \* Your surroundings were new, unfamiliar, and made you feel uncomfortable.
- \* You were forced to adjust to a new routine.
- \* Physical examinations and tests were embarrassing and even painful.
- \* Your hospital clothing was loose, flimsy, and uncomfortable.
- \* You were totally at the mercy of others for your well-being and for daily care. Even for obtaining the most routine things such<sup>as</sup> food and water, you were obliged to depend on someone else.

Or perhaps you have experienced the difficult transition from a private civilian to a military man. You might remember the experience as being confusing, embarrassing, and unpleasant.

Undoubtedly, you were questioned about personal matters in front of other men, given a semi-private physical exam, issued new, perhaps ill-fitting uniforms, and told to follow the orders of complete strangers.

|| Now try to imagine what it feels like to be ||  
|| arrested and admitted to a jail. ||

When a man is admitted to a jail, all the outward symbols of his identity are taken from him. His street clothing is taken away and he is given a set of loosely-fitting jail clothes. Sometimes he may be forced to have a haircut and a shave. His watch and other jewelry are locked up and familiar items such as his belt, his tieclip, and his cigarette lighter are often taken from him.

Often a new prisoner is questioned and booked in full view of other prisoners or personnel. The search procedure is usually very thorough and embarrassing to the prisoner. Chances are that this is conducted in semi-private conditions also. And frequently he is forced to shower or bathe with others or in full view of others.

The new prisoner quickly finds that he can no longer direct his own life. He must follow the orders of strangers and comply with jail regulations and routine. He can no longer meet his responsibilities to his family; his wife and children may be forced to apply for welfare. And, hardest of all is the growing fear that his wife may find another man while he himself is confined.

Suppose you, a private citizen unaccustomed to jail life, were jailed for non-payment of fines or for suspicion of robbery or some other crime. How do you think you would feel under the embarrassing, strange, and frightening conditions which we have described?

It is well known that when people are anxious and fearful, they are apt to act in an impulsive, irrational manner, without regard for the consequences. If you react as many others do, you would be tense and anxious in a similar situation. And your uncertainty and fear might well explode into violent, hostile, and unpredictable actions.

Since you work in the jail and are not confined there, your view of it is quite different from a prisoner's. You can go home at night; a prisoner must be locked in his cell. One officer working in a large county jail recently remarked:

"Sometimes I try to imagine what it's like being locked in a small cell and not being able to run my own life. I think I'd go crazy being cooped up like that."

This jail officer is one of the most sensitive and effective officers in his jail. He has been able to "put himself in the prisoner's shoes" and, understanding the hardship of confinement, is helpful and considerate in his treatment of prisoners.

This chapter is designed to show you, the jail officer, that your behavior and treatment of prisoners is extremely important in establishing the climate of the jail.

Which of the following statements are true: (Choose one or more)

1. \_\_\_\_\_ In jails where officers are understanding and considerate, prisoners will take advantage and there will be trouble and tension.
2. \_\_\_\_\_ In jails where officers are understanding and considerate, there is seldom trouble and tension.
3. \_\_\_\_\_ The jail officer who disregards prisoner sensitivities but performs his duties routinely does not jeopardize the jail climate.
4. \_\_\_\_\_ The jail officer who disregards prisoner sensitivities is establishing a climate where there is apt to be tension, unhappiness, and often danger.

Turn page to check answers .....

Answer:

1. In jails where officers are understanding and considerate, prisoners will take advantage and there will be trouble and tension.
  2. In jails where officers are understanding and considerate, there is seldom trouble and tension.
  3. The jail officer who disregards prisoner sensitivities but performs his duties routinely does not jeopardize the jail climate.
  4. The jail officer who disregards prisoner sensitivities is establishing a climate where there is apt to be tension, unhappiness, and often danger.
- 

Recently, a jail inspector remarked:

"I have always felt that you could almost serve prisoners garbage and not hear any complaints if they respect their jail officers and receive fair and considerate treatment from them. But, if their officers are inconsiderate and disliked, you could serve those same prisoners T-bone steak every night and they'd grumble and complain about conditions."

Naturally, this inspector was not suggesting that prisoners be served garbage! He was emphasizing the importance of professional, humane jail officers to the success of a jail operation. In his view, such factors as good food and clean surroundings can do nothing to improve prisoner morale and cooperation if the jail officers fail to establish good relationships with prisoners and do not maintain a positive attitude towards their profession.

Learning to adjust to confinement in a jail is a difficult and often emotional process for a new prisoner. Naturally, each man reacts differently to his confinement, but there are certain times at which a new prisoner is most likely to react strongly or even violently to his condition. These are the critical times in a man's confinement. On the following pages, we will examine these critical times and find ways in which jail officers can best deal with them and establish a healthy, jail climate, free from tension and unrest.



The period in which a prisoner is admitted to the jail is considered a critical time in the confinement process. It is at this time that prisoners are most likely to be frightened, bitter, and hostile toward anyone in authority.

Ben Davidson was arrested by Patrolman Cates for attempted burglary of a warehouse. The arrest had been a difficult one because Cates had entered the building alone and Davidson had struck him several times to avoid arrest. Patrolman Cates delivered the prisoner to the jail after booking, still arguing with the prisoner about the arrest. The patrolman told the jail officer at the admission desk about the arrest and pointed to Davidson saying, "This man really thinks he's tough so don't let him get away with anything." The jail officer replied: "We don't have any trouble keeping guys like him in line here." At this point Davidson became frightened, swung at the jail officer, and jumped through a glass window trying to escape. Davidson was badly injured by the shattered glass and the fall.

This unfortunate incident might never have occurred if the jail officer in charge of the admission desk had understood that this was a critical time for the prisoner and had observed some established principles for his own behavior.

Put yourself in the prisoner's shoes. What do you think caused Davidson to become frightened and attempt escape?

Answer: It is likely that, hearing the conversation between the patrolman and the jail officer, the prisoner began to feel that he would be treated harshly and unfairly in the jail. He may have interpreted the jail officer's remarks to mean that he would be abused or punished once he was confined in the jail. Since the prisoner was already hostile and frightened as a result of his arrest, the jail officer's remarks caused him to panic and try a foolish escape.

---

Can you think of several things that the jail officer could have done to prevent this emotional reaction by the prisoner? Choose the answers that you believe represent the best policy to be followed by a jail officer in this case:

- a) The jail officer should have asked the arresting patrolman to leave the jail as soon as possible.
- b) The officer should have asked two men to hold the prisoner so that he couldn't escape.
- c) The jail officer should have held a gun on the prisoner so that he wouldn't try to escape.
- d) The jail officer should have avoided discussion of the arrest and of the prisoner's behavior while the prisoner was present and listening.
- e) The jail officer should have been more firm with the prisoner.
- f) The jail officer should have asked the prisoner only the required questions and should have avoided making threats or personal remarks.

Answer:

- a) The jail officer should have asked the arresting patrolman to leave the jail as soon as possible.
- b) The officer should have asked two men to hold the prisoner so that he wouldn't try to escape.
- c) The jail officer should have held a gun on the prisoner so that he wouldn't try to escape.
- d) The jail officer should have avoided discussion of the arrest and of the prisoner's behavior while the prisoner was present and listening.
- e) The jail officer should have been more firm with the prisoner.
- f) The jail officer should have asked the prisoner only the required questions and should have avoided making threats or personal remarks.

If you chose a), d) and f), you obviously realize that the jail officer in charge of the admission procedure can do much to reassure a frightened prisoner and to avoid further violence. A sensitive, alert jail officer would have realized that the presence of the arresting patrolman was a disturbing influence. Also, this officer would know that if he dealt with the prisoner in a calm, professional manner, the prisoner would be likely to relax somewhat and would be less apt to panic when faced with the reality of his confinement.

Not all prisoners act in a violent or hostile manner when they are arrested and brought to the jail for admission. However, a sensitive officer knows that every man who is admitted to the jail brings with him certain personal problems and anxieties and often needs the reassurance or assistance of a thoughtful, concerned jail officer.

Recently, a former inmate, Hugo Jones, was brought to a county jail on charges of violating his parole. He did not seem violent or hostile to the jail officers who knew that he had been through the jail admission process before on a number of occasions. Since the jail officers in charge were in a hurry to admit other new prisoners, they did not respond when Jones asked them to call his parole officer to find out if his parole would be revoked. Instead, they continued to process prisoners and assigned Jones to a cell where he stayed for the rest of the day. That evening Jones ripped his cell apart and set fire to his mattress, shouting that no one cared about him and no one was trying to call his parole officer.

An investigation of the matter revealed that the officer who admitted Jones had been trying to reach the parole officer but as yet, had not succeeded.

Choose the answers which indicate how a jail officer might have avoided the violent, emotional reaction which Jones exhibited after he had been admitted:

- a) The officer could have explained to Jones that they were having difficulty reaching the parole officer by phone but would continue trying until they were successful.
- b) There was no way to avoid this incident, Jones was probably emotionally disturbed before he even came to the jail.
- c) The officer could have told Jones that the parole officer had been reached and would come to the jail soon.
- d) The officer could have treated Jones in a more considerate way during the admission process, indicating that he would personally contact the parole officer.

turn page for answer. . . .

Answer:

- a) The officer could have explained to Jones that they were having difficulty reaching the parole officer by phone but would continue trying until they were successful.
- b) There was no way to avoid this incident, Jones was probably emotionally disturbed before he even came to the jail.
- c) The officer could have told Jones that the parole officer had been reached and would come to the jail soon.
- d) The officer could have treated Jones in a more **considerate** way during the admission process, indicating that he would personally contact the parole officer.

If you chose answer b), you might have forgotten what an important role the jail officer plays in establishing the climate of the jail. It is a fact that when jail officers show a sincere attitude of consideration for a newly-admitted prisoner, many unpleasant incidents can be avoided. If you chose c), you may feel that by not telling the truth to a prisoner, you can avoid unpleasant situations. However, if the officer had not been truthful, Jones might still have become disturbed when the probation officer did not show up at the jail after several hours.

In one large city jail, there is an established policy that a jail officer must always consult with a prisoner being admitted in order to determine whether there are any immediate problems bothering him. Such problems as these are quickly solved by efficient members of the jail staff:

- \* The prisoner's car may be parked somewhere in the city and should be moved.
- \* The prisoner's employer might be unaware of the arrest and may wonder why the prisoner has not appeared for work.
- \* The prisoner may not know who to contact for bail or for legal help.

In this jail, officers have had a great deal of success in reassuring worried, tense prisoners during the admission process. Often this simple proof that someone is sincerely trying to help is enough to ease the emotional difficulty of adjusting to confinement.

You, a free citizen, would not tolerate being touched or searched by a complete stranger. But a prisoner is forced to undergo search procedures repeatedly when he is confined in a jail. Naturally, a prisoner resents being forced to submit to authority - jail officers in this case - and is apt to act accordingly. For this reason, any time a prisoner is searched by a jail officer is considered a critical time. Avoiding hostility or violence when searching a prisoner requires a professional attitude and technique on the part of the jail officer performing the task. For instance, a jail officer can conduct the search with an impersonal attitude that seems to say to the prisoner, "I'm just doing my job, there is nothing personal about this."

We have already discussed actual search techniques in another chapter. However, we have not "put ourselves in the prisoner's shoes" and discussed ways of conducting the search that are least upsetting for the prisoner.

For many years in one overcrowded midwestern jail, new female prisoners were required to undergo strip searches in a drafty receiving room where other matrons and prisoners could easily view the procedure. Realizing the discomfort and embarrassment that this arrangement caused new prisoners, the jail matron recently required that all strip searches be carried on in an unused segregation cell where there are no cold drafts of air and where total privacy is assured.

In spite of the overcrowded conditions and improper facilities in her jail, this jail matron showed flexibility and a professional concern for the personal feelings of prisoners by insisting that strip searches be conducted in private. By her action, the matron has eliminated much of the tension and even violence which once resulted from the unpleasant and embarrassing conditions in which strip searches were performed.

Where are strip searches conducted in your jail? Are the conditions private and relatively comfortable for the prisoners who must remove all their clothes? Or are strip searches conducted where other prisoners and officers can watch and where prisoners are uncomfortable and embarrassed?

"Well, Fats, this is going to take some time; we seem to have a lot of territory to cover."

These were the joking words of a jail officer who was recently conducting a frisk search of an overweight prisoner.

|| What do you think would be the probable ||  
effect of such a comment?



Answer:

Hearing this remark the prisoner might easily have become hostile and difficult to handle. Naturally such a comment causes embarrassment to a prisoner who is undoubtedly already under a great strain. Making personal remarks such as these is not a part of a jail officer's job, and, in fact, can cause unnecessary trouble and tension.

---

Just as personal remarks such as that on the previous page are uncalled for during searches, so is unnecessary roughness. If you observe the practice of having at least two officers present during search procedures, it is unlikely that a single prisoner will be capable of escaping or successfully attacking an officer. Roughness or violence on the part of jail officers is unacceptable and indicates that officers are not capable of maintaining a professional, unemotional attitude towards prisoners.

In one county jail, a prisoner brought legal charges against eight jail officers, stating that they had treated him with unnecessary roughness during a strip search.

An investigation revealed that all eight of the officers were present during the prisoner's strip search. It was found that the prisoner, while he was unclothed, had his arm twisted, was pushed against the wall, and hit with a pair of handcuffs during the search. The officers involved stated that the prisoner's behavior required this rough treatment.

Why do you think that, in spite of the officer's claims that the violence was necessary to keep the prisoner under control, the prisoner was successful in his legal case against these jail officers?

turn page .....

**Answer:** It was decided that eight jail officers were capable of handling an unclothed prisoner without resorting to unnecessary roughness or assault with a pair of handcuffs. This type of cruel assault would not occur in a jail where professional, well-trained officers are in control.

---

The example you have just read, although true, may seem extreme and unlikely to you. You may never have physically abused a prisoner and you may never have seen anyone else do so. But do you add another dimension to your treatment of prisoners? For instance:

\* Do you ever try to put a frightened prisoner at ease before conducting your search?

\* Do you use good manners and speak in a controlled, businesslike tone when conducting a search?

\* Do you try to "put yourself in the prisoner's shoes" and consider his personal feelings while you are searching him?

As a professional jail officer, it is your duty to make sure that searches are handled in a considerate, humane, and thorough manner. As you know, these searches are extremely important to the security of your jail and must not be avoided or conducted carelessly. Most prisoners respect a jail officer who conducts searches in a businesslike manner, according to the rules of the jail. They do not respect officers who seem hesitant to touch them or apologize for having to make the search. Nor do they respect or cooperate with officers who show lack of self-confidence and lack of consideration for the prisoners by shouting, pushing, or handling prisoners roughly when conducting searches.

A good rule to remember when searching a  
prisoner is: (choose the most appropriate answer)

- a) When beginning a search procedure, push the prisoner around a little to show him who's boss.
- b) Never touch a prisoner. They don't like to be touched and may start trouble.
- c) Treat the prisoner with the consideration that you yourself would expect.

Answer:

- a) When beginning a search procedure, push the prisoner around a little to show him who's boss.
  - b) Never touch a prisoner. They don't like to be touched and may start trouble.
  - c) Treat the prisoner with the consideration that you yourself would expect.
- 

It has been said that a jail officer should conduct a search in a "professional manner", remembering that searches are critical times for every prisoner. Conducting a search "in a professional manner" means:

(choose one or more)

- a) according to the rules of the jail
- b) with a lot of pushing and shouting
- c) apologizing for making the search
- d) not talking at all
- e) treating the prisoner in a businesslike manner
- f) making friends with the prisoner before searching him
- g) being aware of the prisoner's personal feelings

turn page for answer.....

Answer:

Conducting a search in a "professional manner" means:

- a) according to the rules of the jail
  - e) treating the prisoner in a businesslike manner
  - g) being aware of the prisoner's personal feelings
- 

"Some jail officers feel that they must leave the cell looking like a tornado has visited the place or they have not had a thorough cell shakedown."

This is how one jail inspector described the cell search techniques employed by officers in many jails. He went on to point out that, often, searches like these cause poor prisoner morale and even violence in jails.

In many jails, officers do not hesitate to throw away personal articles belonging to prisoners because they seem "worthless" to them. And they make such destructive cell shake-downs that it takes the prisoners hours to sort out their property, remake their beds, and clean up the cells. Such behavior by jail officers is unnecessarily harsh and offensive. Beds can be searched and bedclothes piled neatly on them after the search. And if personal articles must be moved around during the search, it is not only fair for the officer to replace the article in its original spot, it also avoids potentially dangerous resentment from prisoners.

REMEMBER: Try to imagine how you would feel if you were a prisoner. How would you feel if you returned to your cell and found it looking like a "tornado had visited"?

Two other periods of a prisoner's confinement are considered 'critical times'. These are:

- \* After court appearances

- \* After family visits

During these times prisoners are more likely than usual to be upset and unhappy.

Officer Earl Morrison was assigned to escorting prisoner John Bickle back from the courtroom where he had received his sentence. Morrison realized that it was a stronger sentence than the prisoner had expected, and made a point of talking to him about it right away. He saw quickly that Bickle was angry and bitter at the prospect of being in jail for as long as six months. The officer replied: "Although the sentence seems long to you, you will be eligible for 'good time' or for the work release program while you are in the jail. Other prisoners find that their sentences do not seem so bad when they can hold a job outside or work for an early 'good time' discharge." Bickle was relieved to hear these reassurances and later told friends, "If it hadn't been for Officer Morrison, I might have torn this place apart after hearing my sentence."

Morrison succeeded in helping the prisoner adjust to the bad news of a long sentence. He did this by: (choose the most appropriate answer)

- \_\_\_\_\_ a) quickly getting the prisoner back to his cell before he could cause trouble
- \_\_\_\_\_ b) conversing with the prisoner and explaining that he would be eligible for two excellent programs which exist in this jail
- \_\_\_\_\_ c) promising him that his sentence would be reduced

Answer:

- a) quickly getting the prisoner back to his cell before he could cause trouble.
- b) conversing with the prisoner and explaining that he would be eligible for two excellent programs which exist in this jail.
- c) promising him that his sentence would be reduced.

If you chose answer c), you obviously realize the importance of reassuring upset prisoners. However, it is never a good policy to make promises to prisoners unless you are sure that the promises can be kept.

Edward Johnson, a prisoner in a large county jail, was charged with child abuse, and his wife appeared at the trial as complainant against him. Officer James Bollen knew of the circumstances and, guessing that Johnson would be depressed after the trial, made a special effort to spend a little time with Johnson. He listened quietly while the prisoner talked about the trial and about his unhappiness when hearing his wife testifying against him. Although Bollen merely listened and could offer no more than sympathy, Johnson later thanked the officer for being "such a good listener" and helping him "live through a nightmare".

Jail regulations don't state that officers must be sympathetic listeners or spend time reassuring depressed prisoners when they return from a trial. However, this type of behavior is expected of professional jail officers. No jail is successful merely because it is efficiently run according to regulations. The climate of the jail indicates the ability of officers to recognize that a prisoner is undergoing a "critical time" and to exercise judgement and consideration by helping the prisoner undergo this period without unnecessary strain.



It may seem difficult to believe that visiting situations can sometimes leave a prisoner upset and hard to control. Normally, family visits are a pleasant and relaxing experience for prisoners. But sometimes prisoners receive bad news during family visits which may lead them to attempt escape or even commit suicide. Often, there is much that an alert jail officer can do to help the prisoner and thereby overcome some of his anxieties.

Prisoner Fred Jamison was expecting his wife on visiting day and was looking forward to seeing her. Officer James Whitman noticed that Jamison's wife did not come but that the prisoner's mother came instead. Immediately after the visit, the officer made a point of asking Jamison why his wife hadn't come. Jamison seemed extremely upset and replied that his wife was at the hospital with one of their children who had "been rushed to the hospital for an emergency operation". The prisoner's mother had known nothing more about the child's condition and Jamison was worried and upset because he was unable to find out any more about the child. Officer Whitman returned Jamison to his cell and promised to come back as soon as he contacted the hospital and found out some more facts. When the officer returned, he was able to reassure Jamison that the child had undergone an appendectomy and was in good condition.

Finish the following statement by choosing the most appropriate description of the officer's behavior.

By acting this way, Officer Whitman:

- a) showed favoritism by granting a special favor to one prisoner and not to the others
- b) interfered with the prisoner's private affairs
- c) avoided a possible problem in the jail by helping the prisoner

Turn page to check your answer .....

- a) showed favoritism by granting a special favor to one prisoner and not to the others
- b) interfered with the prisoner's private affairs
- c) avoided a possible problem in the jail by helping the prisoner

It pays to listen to a prisoner's problems and, if possible, contact someone who might be able to give the prisoner professional advice or help. If you suspect that a visiting situation may be causing a prisoner some worry, don't hesitate to ask him casually, "How did it go today?", or "How are things?" Often it is at this time that a prisoner will reveal a problem and the jail officer can offer immediate help and avoid trouble or unhappiness. Read how this officer helped a prisoner solve a distressing personal problem:

When prisoner Abe Beck's wife visited him, she tearfully complained, "The welfare people aren't giving us any more money and there's no more food in the house. Heaven knows how I'm going to buy school clothes for the kids." Officer Browning saw that Abe was upset after the visit and said, "How did the visit go, Mr. Beck?" Beck told the officer what his wife had said and indicated that he felt powerless to help and extremely desperate. Browning called the Welfare Office that day and investigated the problem. He found that the wife's application was being reviewed. An emergency relief grant had been made in her case and a check was already in the mail. Officer Browning informed Beck that his wife's money worries were not critical and that she would receive a check in the next mail. Beck was relieved and extremely grateful to the officer for this service.

What are the two steps that Officer Browning took in this case in an attempt to relieve the unhappiness and anxiety caused by this "critical time" for the prisoner?

turn page for answer. . . .

Answer: 1. Officer Browning asked the prisoner about the visit and listened carefully when Beck revealed his problem.

2. The officer contacted someone who gave him immediate professional help in solving the prisoner's problem.

NOTE: You may have noticed that the officer referred to the prisoner as "Mr. Beck". Addressing the prisoners in this way lessens the opportunity for conflict in the jail. When officers use this form of address, they are recognizing that prisoners are individuals too, with a sense of personal identity.

---

Often a prisoner's wife can do much to upset and anger him during a visit. The following are examples of this:

In one county jail a prisoner was faithfully visited each week by his wife. After ten months, it became obvious to the prisoner that his wife was pregnant, and, knowing that it could not be his child, created a disturbance in the jail trying to get out so that he could "teach her a lesson she'd never forget".

In another jail, a prisoner became violent upon learning that his wife had been driven to the jail by another man. A trusty had seen the man waiting outside in the prisoner's family car and made a point of informing the prisoner of this.

Naturally, dealing with situations such as the above is not an easy matter. In both cases, the best thing a jail officer can do is 1) listen to the prisoner's problem and 2) try to seek professional help for him by calling in a social worker, a chaplain, or some other person qualified to deal with similar personal problems.

Do you remember the "critical times" in a prisoner's confinement?  
List them here:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

turn page for answer.....

Answer:

The "critical times are:

1. During admission
2. During searches
3. After court appearances
4. After visits

---

Indicate which of the following statements are true and which are false:

TRUE    FALSE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The jail officer can do much to reassure anxious and troubled prisoners during the "critical times" in their confinement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The jail officer should make a special effort to know what times are considered "critical" and make sure that he does nothing to make these times more difficult for prisoners.                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In order to make the admission process easier, the arresting police officer should be on hand at all times.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Discussing a prisoner's behavior or physical appearance while searching him helps to calm him down.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Pushing prisoners or speaking loudly during a search is unnecessary and indicates lack of confidence on the part of the officer as well as an inability to perform duties in a controlled manner. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. An officer should not talk to prisoners right after they are sentenced. Doing so upsets them and causes unhappiness.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Telling a prisoner that he will be eligible for work release or "good time" during his jail sentence often helps relieve the emotional effects of a sentencing decision.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. There is nothing a jail officer can do to make a bad visiting situation less upsetting.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. By talking and listening to prisoners, jail officers can learn much about what is bothering them and, often, officers can help in solving prisoners' problems.                                    |

turn page for answers. . . . .

Answers:

TRUE    FALSE

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 1. The jail officer can do much to reassure anxious and troubled prisoners during the "critical times" in their confinement.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 2. The jail officer should make a special effort to know what times are considered "critical" and make sure that he does nothing to make these times more difficult for prisoners.                   |
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| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 8. There is nothing a jail officer can do to make a bad visiting situation less upsetting.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 9. By talking and listening to prisoners, jail officers can learn much about what is bothering them and, often, officers can help in solving prisoners' problems.                                    |

It is extremely important that you, as a professional jail officer, recognize that your actions and your attitudes - more than food, surroundings, or any other factors - determine the climate of the jail. It is your responsibility to see that you are constantly mindful of the climate you are creating through your relationship with prisoners and performance of your duties. In the next few pages, we will discuss, in detail, ways in which your behavior influences the overall climate of the jail, and how the climate influences the security and efficiency of the jail operation.

---

As a jail officer, you must always remain in control of the jail situation. This means that you must keep your own emotions under control and be able to anticipate and deal with prisoner behavior in a rational, professional manner. You should never allow prisoners to control your behavior or your emotions.

---

The officer in the following example made the unfortunate mistake of allowing a prisoner to lead him into an emotional exchange of words and, finally, to an outburst of temper:

A deputy U. S. Marshall recently reported that he had watched while a jail officer searched a new prisoner and had witnessed the following exchange:

Prisoner: "Having fun, aren't you? Why don't you get your fat hands off me?"

Officer: "You think you're smart, don't you?"

Prisoner: "Yeah. And you think you're smart, too, don't you, Turnkey?"

At this point, the officer slapped the prisoner twice across the face.

A professional jail officer should never find himself reacting, either with words or actions, to a hostile prisoner. It is a bad policy to indicate to a prisoner that his remarks annoy or anger you. By maintaining a professional, impersonal manner, you will indicate to the prisoner that you intend to complete your assigned task with or without his help. Shouting, talking back, or becoming visibly angered is a sure sign to a prisoner that he can easily take advantage of your emotions and thereby cause you to lose control over him. This does not mean that a jail officer should not be firm with a hostile prisoner; we have already stated that apologizing for such things as the necessity to perform a search can undermine your authority and professional image. However, firmness never means physical brutality or resorting to name-calling or back-talk.



A jail inspector recently received a number of complaints from prisoners about the abusive attitude of the jail officer toward prisoners. It was found that the jail officer in question frequently engaged in teasing and joking banter with the prisoners. He enjoyed teasing and making personal remarks to the prisoners but, inevitably, when a prisoner jokingly returned the remarks, the jailer would become enraged, shout abusive language, and threaten to take disciplinary action against the prisoner.

This type of inconsistent emotional behavior on the part of the jail officer is unprofessional and entirely unwarranted. It is a known fact that prisoners will always try to cultivate personal informal relationships with officers in order to reduce their authority or gain special favors from them. And this officer was obviously making a serious mistake in allowing himself to become a victim of this type of manipulation by prisoners. He has increased his error by allowing himself to become angered and hostile as a result of the prisoners' remarks. This entire situation could have been avoided if:

- the officer had resisted the temptation to join in the joking, informal teasing sessions with the prisoners
- the officer, although he was participating in this undesirable activity, was nonetheless able to remain unperturbed and indifferent to the prisoners' personal remarks.

Prisoners quickly detect inexperience, lack of confidence, or fear in staff members and attempt to take full advantage of these deficiencies. New jail officers are particularly good targets for prisoners looking for faults and seeking control of the jail. However, officers trying to hide their insecurity and lack of confidence often overreact and create unfortunate situations like the following:

Jerry Barnes, a new jail officer, was nervous and tense when he began working at the jail. In order to hide his lack of confidence and his inexperience in dealing with prisoners, Barnes was unnaturally strict and gruff. He never granted prisoner requests, never talked to prisoners, and wrote disciplinary reports on even minor rule infractions. Sensing that Barnes was inexperienced and perhaps frightened, the prisoners made a point of "testing" him. One evening, while he was on duty, the prisoners lit a series of small fires in the cell areas. As they lit the fires, they would call for Barnes to extinguish the flames. Barnes rushed from fire to fire excitedly, shouting for other officers to help him put out the fires. It wasn't long before Barnes began to realize that the prisoners were succeeding in making him look foolish. In his desire to remain in control of the prisoners, he had been overreacting to them. And the prisoners, in their own way, were demonstrating their distaste for this type of treatment.

Barnes learned a valuable lesson from his unpleasant experience. Prisoners will accept and respect a new employee who consults more experienced officers before making decisions or before granting requests. However, they do not respect new officers who try to cover their inexperience and lack of self-confidence with unnecessary harshness or inflexibility. For them, such officers are worthy of their pranks and "tests".

It is possible for prisoners to control a jail situation when there is poor communication between officers of different shifts.

In one jail, prisoners told the officer on the late shift, Holden McCauley, that the officer on the earlier shift permitted them to have snacks from the kitchen, watch TV whenever they wished, and allowed them to keep all the windows and doors open for better ventilation in spite of the presence of electric fans. Not wishing to be unfair or inconsistent, McCauley allowed the prisoners all these privileges during his shift. Several weeks later, a casual conversation with the other officer revealed that he had never allowed these privileges and that the prisoners were obviously taking advantage of McCauley. In fact, it was apparent that, through their success in fooling McCauley, they were virtually in control of him.

McCauley could have prevented this situation by:

(choose most appropriate answer)

- a) denying **all** requests by the prisoners so that they couldn't take advantage of him .
- b) consulting the officer on the earlier shift to see if he did allow these privileges, and **then** deciding whether he would allow these privileges also .
- c) making the prisoners swear that they were telling the truth .

Answer:

- a) denying all requests by the prisoners so that they couldn't take advantage of him.
- b) consulting the officer on the earlier shift to see if he did allow these privileges, and then deciding whether he would allow these privileges also.
- c) making the prisoners swear that they were telling the truth.

NOTE: Often record-keeping can prevent this type of manipulation by prisoners. For instance, if officers on each shift record any phone calls made by prisoners, there will be no confusion if those prisoners complain to officers on another shift that they have been denied their right to make a phone call.

---

In one county jail, prisoners regularly elect a 'Jailer of the Month'.

One officer explained recently that the election has the following effect on other officers:

"We always wonder if the 'Jailer of the Month' has been too lax in enforcing rules or has given prisoners special privileges. It's a bad situation because the award makes us suspicious of each other."

In most cases, the jail officer has done nothing special to receive this "award". He is merely being used by the prisoners as a way of creating suspicion and tension among staff members.

For this reason, if the prisoners in your jail follow a practice of electing a "Jailer of the Month" or "Best Jailer in the Block", the best policy for officers to follow is: (choose best answer)

- a) Investigate to see why each officer has been chosen to make sure he is not being lax or permissive.
- b) Tell the prisoners that officers should be able to vote, too.
- c) Ignore the practice.

turn page for answer.....

Answer:

- a) Investigate to see why each officer has been chosen to make sure he is not being lax or permissive.
  - b) Tell the prisoners that officers should be able to vote, too.
  - c) Ignore the practice.
- 

If an officer is flexible and willing to make decisions rather than depending entirely on the written rules of the jail, it is probable that he is contributing strongly to a relaxed, healthy jail climate.

There are many decisions a jail officer can make which can strongly influence the climate of the jail. In order to make a good decision, often the officer must depend on his own judgement rather than rigidly following the stated jail regulations.

In one county jail, a regulation states that prisoners should not be allowed to receive mail from persons whose names have not been placed on the "approved" list. Recently, Officer Tilson noticed that one of the prisoners was lonely and depressed and had not ever received any mail. One day a letter arrived for this prisoner from someone whose name did not appear on the list. Tilson investigated and found that the letter writer was an old friend of the prisoner's and had written a newsy, friendly letter. Tilson took the letter to his supervisor, received permission to add the friend's name to the approved list, and delivered the letter to the prisoner. The prisoner was surprised and pleased. Tilson noticed that the man's morale improved considerably after receiving news from his old friend.

In this case, Officer Tilson felt that he could use his initiative and get an exception to the prohibition set by the jail regulation. No rule can cover all eventualities - there are countless individual cases which may indicate that it would be inflexible and unnecessarily harsh to enforce a rule without question. A professional, flexible jail officer knows when to use his judgement rather than enforcing "the letter of the law". However, on the other hand, he should also know where he is overlooking printed rules out of laziness or neglect and allowing prisoners to follow their own rules and controlling the jail.

In a small Western jail, inmates were watching an exciting spy movie on television. The movie was longer than usual and went overtime. The officer on duty ordered that the prisoners return to their cells for the routine 10:30 p.m. "lights out". In spite of the requests of the inmates to be allowed to watch the movie for the remaining 15 or 20 minutes, the officer would not extend the rule for them and turned off the television. The prisoners became angry and staged a highly destructive, two-day riot.

Indicate which of the following statements are true and which are false:

TRUE FALSE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The officer used good judgement in making this decision. It is never a good idea to stretch a rule in jail.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The prisoners probably would have rioted in spite of this officer's decision.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. In this particular case, the officer should have been flexible and postponed "lights out", allowing the men to see the rest of the movie. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The men would have lost respect for the officer if he had broken a rule of the jail.  |

turn page for answer . . . . .

Answer:

TRUE   FALSE

1. The officer used good judgement in making this decision. It is never a good idea to stretch a rule in jail.
2. The prisoners probably would have rioted in spite of this officer's decision.
3. In this particular case, the officer should have been flexible and postponed "lights out", allowing the men to see the rest of the movie.
4. The men would have lost respect for the officer if he had broken a rule of the jail.

NOTE: Naturally, in most situations, rules should be enforced. You should be willing to bend a rule only if the situation clearly warrants it.

---

Frequently, jail officers may notice that enforcing an out-dated and harsh printed regulation is causing poor morale among the prisoners and is causing the climate of the jail to become tense and unfriendly. The following is an example of this:

One jail, because prisoners plugged up the plumbing years ago with magazines and newspapers, has a printed regulation stating that "no reading matter, other than The Bible, will be allowed in this jail". Increasingly, prisoners have complained to jailers about the unfairness and unreasonableness of this regulation. The atmosphere of the jail is becoming more and more tense and unpleasant.

Imagine what chaos would occur if individual jail officers decided to enforce this regulation while others did not enforce it! What do you think would be the best action for a jail officer to take in this particular instance?

turn page for answer .....



Answer:

A professional, concerned jail officer would be wise to inform the jail administrator that enforcing this regulation has caused unnecessary tension and unhappiness in the jail. Jail administrators must often rely on officers to give them this kind of information. Chances are, the jail administrator might have been totally unaware of the problems involved with this regulation. On examination, it is likely that he would find this regulation **outmoded** and unnecessarily strict. He might revoke the regulation immediately, thereby easing your job. Remember, you, the jail officer, must take the responsibility for informing administrators of problems like these.

---

Are you ever hesitant to conduct a search, supervise a visit, or fulfill any duty thoroughly because it may cause prisoners to become hostile or bitter? Or because you find the task distasteful?

A professional jail officer must always be willing to perform thoroughly all the tasks for which he is responsible. If you find that you are hesitant to do jobs which are unpleasant, you should make a strong effort to overcome this feeling. Remember, prisoners take advantage of officers who are lazy, hesitant, or afraid to perform their duties.

Officer John Evans did not like performing searches on prisoners. Usually, he merely patted the prisoner in three or four places to check for a weapon.

One day he escorted a prisoner to court after conducting a careless frisk search in the jail. As a precaution, a Deputy Marshal at the courtroom "frisked" the prisoner thoroughly. He found a small Derringer pistol taped to the inside of the prisoner's leg in the groin area.

Officer Evans received a severe reprimand as a result of this incident. His laziness and unwillingness to perform his duty correctly could have caused injury or even death to someone in the courtroom.

Choose the answer which best completes this statement:

By failing to willingly perform his duty thoroughly, Evans

- \_\_\_\_\_ a) made an honest mistake
- \_\_\_\_\_ b) showed that he wanted the prisoner to escape
- \_\_\_\_\_ c) allowed the prisoner to take advantage of his unprofessional attitude toward his duties

turn page for answer. . . .

Answer:

- a) make an honest mistake
  - b) showed that he wanted the prisoner to escape
  - c) allowed the prisoner to take advantage of his unprofessional attitude toward his duties
- 

It is natural for jail officers to have personal feelings about prisoners under their care. However, it is not acceptable, professional behavior for officers to allow these feelings to interfere with the performance of their duties. All prisoners, under the law, have the same rights and privileges. It is not the duty of the jail officer to deny these rights.

Often, in jails which have a progressive, increasingly correctional program, jail officers become personally interested in the progress and success of prisoners.

Recently, Officer Joseph Norcross was admitting new prisoners to the jail. Suddenly, he noticed that one of the prisoners who he had considered "reformed" was returning to the jail on charges of committing another serious offense. Norcross was shocked and unhappy and said to the prisoner:

"Look what you've done - you've gone and disappointed the people who worked so hard to help you! Well, I give up; from now on, you'll get no help at all in this jail."

During the prisoner's sentence, Norcross continued to be sarcastic and gruff in his dealings with the prisoner.

Which of the following sentences do you consider to be true:

- a) Officer Norcross had no right to allow his personal feelings to decide his treatment of this prisoner.
- b) Officer Norcross was justified in showing his anger toward this prisoner.
- c) Officer Norcross was showing his professional concern for the prisoner by making a point of demonstrating his disappointment in him.

turn page for answer.....

Answer:

- a) Officer Norcross had no right to allow his personal feelings to decide his treatment of this prisoner.
  - b) Officer Norcross was justified in showing his anger toward this prisoner.
  - c) Officer Norcross was showing his professional concern for the prisoner by making a point of demonstrating his disappointment in him.
- 

A jail officer who demonstrates a positive attitude toward his work can do much to maintain a positive, healthy climate in the jail.

Which of the following actions by jail officers do you think indicate a positive attitude toward their job?

(Check the correct answers)

- a) Wearing a clean, well-pressed uniform at all times.
- b) Leaving equipment and keys lying around where prisoners can see them or use them.
- c) Wearing red socks although the uniform regulations mention that grey ones should be worn.
- d) Responding to an emergency call without hesitation.
- e) Telling the prisoners how much you dislike performing cell searches.
- f) Walking slowly all the time to show how "cool" you are.
- g) Communicating at an angry prisoner's level by using profanity.
- h) Calling jail officers, "Officer Brown", "Officer Kneel", etc., in front of prisoners rather than using nicknames or first names.
- i) Criticizing new jail officers in front of prisoners.

Answers:

- a) Wearing a clean, well-pressed uniform at all times.
  - b) Leaving equipment and keys lying around where prisoners can see them or use them.
  - c) Wearing red socks although the uniform regulations mention that grey ones should be worn.
  - d) Responding to an emergency call without hesitation.
  - e) Telling the prisoners how much you dislike performing cell searches.
  - f) Walking slowly all the time to show how "cool" you are.
  - g) Communicating at an angry prisoner's level by using profanity.
  - h) calling jail officers, "Officer Brown", "Officer Kneel", etc., in front of prisoners rather than using nicknames or first names.
  - i) Criticizing new jail officers in front of prisoners.
- 

The following factors also do much to make the jail a more relaxed, pleasant place in which to live and work:

- \* Clean, airy surroundings
- \* Varied, adequately prepared meals
- \* Efficient, fair administrative rules and policies

Naturally, the jail administrator bears the greatest responsibility for these three factors in establishing jail climate. It is he who must set policies and initiate change and improvement in actual physical operation and condition of the jail. However, repeatedly throughout this course we will discuss the very important role which you must play in maintaining high standards in the jail. Above all, since you are constantly in contact with prisoners and are continually being called upon to supervise and direct the activities of prisoners, it is you who must constantly notice and analyze the climate of the jail. And, by your relationships, you should continually work to improve the jail situation.

Which of the following jails do you think is more likely to have a positive climate?

(choose one or more answers)

- \_\_\_\_\_ 1) A jail where officers react immediately to hostile remarks by prisoners.
- \_\_\_\_\_ 2) A jail where new officers are told to be tough and strict until they gain experience and confidence.
- \_\_\_\_\_ 3) A jail where officers on differing shifts meet two or three times a week to discuss their policies for handling prisoners and keep records of privileges which they have granted.
- \_\_\_\_\_ 4) A jail where officers take "Jailer of the Month" elections very seriously.
- \_\_\_\_\_ 5) A jail where officers always bend the rules to suit their own preferences.
- \_\_\_\_\_ 6) A jail where officers sometimes find exceptions to the rules and use their own judgement in dealing with particular situations.
- \_\_\_\_\_ 7) A jail where officers inform jail administrators about rules which they find harmful or out-dated and suggest that they be eliminated.
- \_\_\_\_\_ 8) A jail where officers are polite to prisoners and try not to conduct searches or supervise visits when they can see that the prisoner won't like it.
- \_\_\_\_\_ 9) A jail where officers have no personal feelings at all about prisoners and do not think about them.
- \_\_\_\_\_ 10) A jail where officers do not allow personal feelings to cause them to revoke a prisoner's rights or punish him in any way.
- \_\_\_\_\_ 11) A jail where officers believe that they cannot improve the climate of the jail.
- \_\_\_\_\_ 12) A jail where prisoners give new officers an orientation session explaining the rules and policies of the jail.

turn page for answer.....



Answers :

- 1) A jail where officers react immediately to hostile remarks by prisoners.
- 2) A jail where new officers are told to be tough and strict until they gain experience and confidence.
- 3) A jail where officers on differing shifts meet two or three times a week to discuss their policies for handling prisoners and keep records of privileges which they have granted.
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- 9) A jail where officers have no personal feelings at all about prisoners and do not think about them.
- 10) A jail where officers do not allow personal feelings to cause them to revoke a prisoner's rights or punish him in any way.
- 11) A jail where officers believe that they cannot improve the climate of the jail.
- 12) A jail where prisoners give new officers an orientation session explaining the rules and policies of the jail.



**BOOK FOUR:**

**SUPERVISION**

## INTRODUCTION

The safety and safekeeping of prisoners is a primary responsibility of the jail and its personnel. Unless the jail staff has control of the jail, this responsibility cannot be met. This chapter was designed to teach you ways in which you can most effectively manage and control the activities and actions of prisoners in the jail. You do not need to be a "born supervisor"; this chapter will provide a means by which you can consciously develop your supervisory skills and improve your effectiveness as a jail officer.

## I. GENERAL SUPERVISORY TECHNIQUES

Supervision in the jail is aimed at accomplishing two things:

- \* getting people to do what is required of them
- \* developing an orderly, controlled environment

Poor supervision in a jail may well result in:

- \* disciplinary problems
- \* conflict between staff and prisoners
- \* poor prisoner morale
- \* escapes

Maintaining good supervision in the jail depends on the ability of the jail staff to plan, initiate and evaluate all of the activities in the jail. This is particularly true when actual tasks are involved, such as cell clean-up, work details, laundry pick-up, etc.

Recently, prisoners in a county jail complained loudly about the excessive cold in the jail at night. Many of the prisoners were reporting regularly for sick call, experiencing colds and sinus trouble. An investigation of the problem revealed that:

- 1) the inmates assigned to the boiler room had received no instructions about when the heating system should be in operation and, in fact, had received no training in the operation of that particular system
- 2) no jailer had been assigned the job of checking to see that the inmates were doing their job at all.

How do you think a situation like this could have been avoided?

Turn page to check your answer ...

First of all, a jailer should have been assigned the responsibility of supervising the boiler room operation.

Once the jailer was assigned to the task, he should have:

- \* made sure that the prisoners assigned to the job received adequate training in operation of the heating equipment
- \* given instructions to prisoners assigned to the job indicating when the heat should be on and when it should be turned down or off
- \* made sure that frequent checks were made of the boiler room to determine if the job was being done according to instructions

The example points out that the job of operating the heating equipment was done improperly because: (choose one)

- ..... a) the prisoners were lazy
- ..... b) the prisoners forgot to leave the heat on during the night
- ..... c) the jail personnel failed to use good supervisory techniques in directing the work activity
- ..... d) the prisoners failed to ask for instructions and training in their assignment

Turn page to check your answer .....



Answer:

- a) the prisoners were lazy
- b) the prisoners forgot to leave the heat on during the night
- c) the jail personnel failed to use good supervisory techniques in directing the work activity
- d) the prisoners failed to ask for instructions and training in their assignment

Prisoners cannot be blamed for poor job performance if they have not received adequate instructions and are not periodically checked by a supervisor. A supervisor who automatically blames prisoners for being lazy or irresponsible is simply making excuses for his own behavior.

---

|| A good supervisor should always know what he wants done and what the final result of the job should be. And when he has his goal in mind, he should be able to explain his goals to the prisoners who are chosen for the work. ||

Officer Thomas walked into a six-man cell area and announced to the prisoners that he wanted the area "cleaned up in a half an hour".

When he returned in half an hour, the men had straightened up the magazines and personal articles in the cells and were now playing cards. Officer Thomas asked the men, "Why haven't you mopped the floors in each cell, dusted the bars, and thrown away the old magazines?"

Officer Thomas was angry; he felt the men had ignored his instructions to clean up the area.

The men, however, felt they had done what was asked of them.

Who was really at fault?

Turn page to check your answer ...

Answer:

Officer Thomas was at fault in this case.

The men did not know what Officer Thomas meant by "cleaning up" the area. If he had taken the time to specify the goals of the job to the men, he undoubtedly would have been more satisfied with the result. Specifying the goals of the job means telling the workers exactly what you want them to do. If you want them to wash the windows, say so. Don't simply say "clean this place up".

---

What were the goals of the cleanup job which Officer Thomas should have properly explained?

- a) making beds
- b) burning trash
- c) mopping the floors of each cell
- d) painting the walls
- e) dusting the cell bars
- f) washing the windows
- g) throwing away all old magazines
- h) making the cells smell good

turn page for answer. . . .

Answers:

- a) making beds
- b) burning trash
- c) mopping the floors of each cell
- d) painting the walls
- e) dusting the cell bars
- f) washing the windows
- g) throwing away all old magazines
- h) making the cells smell good

c), e) and g) are the goals of the cleanup job which Officer Thomas assigned. Think of all the time he would have saved and all the ill feelings he would have avoided if he had properly told the men these goals the first time.

---

Although Officer Thomas himself knew what the goals of the cleanup job were, he obviously failed to explain them to the prisoners who had to perform the task. Thomas' job as supervisor does not end when he has determined the goals of each task he assigns. He must also:

- \* give clear and understandable orders
- \* teach prisoners how to do the job, if necessary
- \* make frequent checks and correct anyone who is doing the job incorrectly
- \* evaluate the performance of each prisoner assigned to the work

All too often, officers assume that prisoners understand orders or regulations when, in fact, they do not.

In one jail, a new prisoner was told that the jail rules required him to make his bed "in the military manner". Not knowing what this meant, and being too afraid to ask, the prisoner made his bed in the best way he knew how. His supervising officer inspected the cell and, seeing the bed, ordered the prisoner to remake the bed, saying, "I thought you were going to make this in the military manner!"

This treatment of the prisoner was obviously unfair. There is no reason to assume that every prisoner knows what is meant by this type of regulation.

---

An effective supervisor when dealing with the new prisoner would probably have: (choose correct answer)

- a) told another prisoner to see that the new man made his bed according to jail regulations.
- b) allowed the prisoner to make the bed any way he knew how.
- c) asked the prisoner if he knew how to make his bed "in the military manner". Since the prisoner did not know, the supervisor would have given instructions and watched while the man performed the task.

Answer:

- a) told another prisoner to see that the new man made his bed according to jail regulations.
- b) allowed the prisoner to make the bed any way he knew how.
- c) asked the prisoner if he knew how to make his bed "in the military manner". Since the prisoner did not know, the supervisor would have given instructions and watched while the man performed the task.

If you chose this answer, you obviously realize the importance of patiently giving careful, detailed instructions to those who are unfamiliar with jail routine and regulations.

---

A good supervisor makes it a policy to check frequently to see that a job is being done properly. No one likes to complete a job only to be told when he is finished that he did the job incorrectly. Imagine how you would feel if you stacked 500 heavy cartons in a storeroom and were later told to do it again because you stacked them in the wrong corner! No doubt, you would be angry and frustrated. Wouldn't you be happier if, after stacking only 10 cartons, a supervisor stopped in and said; "I'm glad I checked before you went to the trouble of stacking all those cartons. They should be stacked in that opposite corner, not here"?

In order to supervise effectively, you must always remember that all men are individuals with differing abilities and differing personalities and moods. A good supervisor always takes into account these differences and avoids making rigid standards for men to follow. Although it takes more patience and understanding, a supervisor who considers and adapts to individual differences is always more effective than a rigid, inflexible supervisor.

In the left-hand column are some descriptions of prisoners assigned to various work details in a jail. See if you can choose the supervisory policy which would be most effective for each individual described: (In the blank provided, write in the number of the person who would gain most from the supervisory technique described):

1. Edgar Gaines is young, temperamental and often a trouble-maker in the jail. He frequently plays when he should be working and tries to get other prisoners to join him instead of working. \_\_\_\_\_ a) Needs little supervision and should be allowed to do his work without frequent supervisory checks.
2. Edward Hardy is an older prisoner who has a hearing problem and, although he tries to listen carefully, often does not fully understand directions given by his supervisor. \_\_\_\_\_ b) Needs encouragement and help while on the job. Supervisor should point out mistakes early before they are compounded, and should try to build prisoner's confidence by encouragement and praise when some aspect of job is done correctly.
3. James Best has worked as a TV repairman for most of his adult life. He works well independently and learns quickly while on the job. \_\_\_\_\_ c) Needs special attention by supervisor giving directions. When other men have received instructions and have begun job, supervisor should repeat them for this man or allow him to ask questions about the job.
4. Robert Kondon has always been co-operative and eager to do good work in the jail. In the last week he has been moody and hard to supervise. \_\_\_\_\_ d) Needs firm, close control. Should not be left unsupervised for long and should receive proper disciplinary action for repeated infractions.
5. Albert Traynor is young and frightened by being in jail for the first time. Although he is anxious to do his work efficiently, he often makes mistakes and is last to finish. \_\_\_\_\_ e) Special attention should be given to this man. An interested, sympathetic supervisor might try to find if trouble at home or worry about an upcoming trial have caused a temporary change in behavior and attitude.

Turn page to check your answers .....

Answer:

3 a), 5 b), 2 c), 1 d), 4 e).

If you gave the correct answers, you have shown your ability to adapt supervisory policy to the needs of the individual person. If you are able to do this on the job, you are undoubtedly well on your way to becoming an effective supervisor. All too often, it is easy for jail officers to fall back into their old habits and forget to use these techniques. It requires constant thought and practice to apply the right techniques consistently.

---

Prisoner Bob Lyons was unloading a delivery truck at the jail. His supervising officer noticed that, although Lyons was working hard and doing an efficient job, he was unloading the heavy cases onto a flimsy laundry cart.

Which of the following statements do you think the officer should make in order to correct the situation: (choose one)

- \_\_\_\_\_ a) "Listen, Lyons, if you had paid attention when I gave the orders, you'd know that I wanted you to use the four-wheeled truck for those cases, not the laundry cart. Now hurry up and get it."
- \_\_\_\_\_ b) "The next time you make a mistake like this, I'll see that you are fined for destroying jail equipment."
- \_\_\_\_\_ c) "You are doing a good job, but for the rest of the unloading, use the four-wheeled truck. The laundry truck is just too light for this load."
- \_\_\_\_\_ d) "Good work, Lyons, keep at it."

Turn page to check your answer ...



Answer:

c) is the correct answer. If you chose this answer, you undoubtedly realize the importance of combining praise with criticism. Lyons was doing his job well; there was no reason to ignore that fact simply because he was making one mistake.

Either of the first two answers would be unnecessarily harsh and critical. Lyons could not be blamed if he became angry or lost his enthusiasm for the work as a result of these remarks.

If you chose d) as your answer, you obviously realize that praise can have a good effect on prisoner performance. However, a good supervisor should correct a person if he is doing something wrong. If praise is too easily earned, it often becomes meaningless.

---

A prisoner's overall behavior while confined is an extremely important factor in making many important decisions. Information provided about prisoners by jail officers strongly influences:

- \* work assignments
- \* security classification decisions in the jail
- \* security classification decisions in workhouses and prisons

It is the duty of each jail officer who supervises a prisoner to make an honest and accurate evaluation of the prisoner's behavior while he has been in contact with him. Because these evaluations are so important, each jail officer must make sure that he learns the best techniques of evaluation and consistently employs them.

Suppose that you had supervised a prisoner for only an hour or so one day during a work detail and were subsequently asked to evaluate his overall behavior for a parole officer. Do you think that your contact with the man has been sufficient for you to come to any conclusions about his behavior?

Which of the following statements could you make that would be the fairest to the prisoner and the most helpful to the parole officer? (choose one)

- a) "I think he is a troublemaker. He's too quiet on the job and seems to be sneaky. I don't trust him."
- b) "This man is a consistently hard worker. He has never needed disciplinary measures while on the job and always does his work well."
- c) "The prisoner has worked under my supervision only once - for an hour or two. During this very short time, he did as he was told and presented no disciplinary problem."

Turn page to check your answer ...

Answer:

- a) "I think he is a troublemaker. He's too quiet on the job and seems to be sneaky. I don't trust him."
- b) "This man is a consistently hard worker. He has never needed disciplinary measures while on the job and always does his work well."
- c) "The prisoner has worked under my supervision only once - for an hour or two. During this very short time, he did as he was told and presented no disciplinary problem."

c) is obviously the best answer since it clearly indicates that the officer has not had much contact with the prisoner. Although the officer fairly reports the prisoner's good behavior for a short time, it clearly points out his inability to make any generalizations about the man's overall behavior.

---

We have already discussed the importance of making allowances for individual differences while supervising prisoners. This is also an important factor in making a written evaluation of a prisoner.

Which of the following evaluations by officers indicate their understanding of and willingness to adjust to individual differences among prisoners? (choose one or more)

- a) "Because of a hearing impairment, the prisoner has difficulty understanding my directions. However, his eagerness to ask me questions and learn on the job shows that he is a cooperative and willing worker."
- b) "This man never pays attention and seems moody and depressed while working. He is obviously insolent and maladjusted."
- c) "This prisoner often stops working to sit down and rest. Although he gives the impression of being lazy and unwilling to work, I believe that he is physically weak and unable to perform a normal work load. When I give him light chores to perform, he does them well and seems grateful for the considerations."

Turn page to check your answer ...

Answer:

- a) "Because of a hearing impairment, the prisoner has difficulty understanding my directions. However, his eagerness to ask me questions and learn on the job shows that he is a cooperative and willing worker."
  - b) "This man never pays attention and seems moody and depressed while working. He is obviously insolent and maladjusted."
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-

When making an all-important prisoner evaluation, a supervising officer must be sure that he recognizes change in a prisoner and records it. Often a new prisoner is insolent and uncooperative. But in many instances, after a period of time, this prisoner may well begin to adapt to his confinement and become more manageable and cooperative. Recognize this kind of change and discuss it when you are asked to evaluate a prisoner's behavior.

Has this supervisor recognized change and correctly included it in his evaluation?:

"The prisoner was abusive, foul-mouthed, and lazy when he arrived. I have been forced to take disciplinary measures against him often. However, I have noticed this month that he has had no arguments with other prisoners and is participating in the work detail without the usual complaints."

Turn page to check your answer ...

Answer:

The jail officer who wrote this report has described a change which he has observed in the prisoner's usual behavior. Although he correctly refrains from predicting that the prisoner is a "changed man," he does indicate that some improvement has occurred in his recent behavior.

---

Remember, when you are making prisoner evaluations, that some words can give the wrong impression of a man. It would be unfair to merely describe a prisoner as "dumb." Point out the things that lead you to this conclusion instead. Does he have trouble understanding instructions, does he repeat mistakes you have already tried to correct?

Do not simply describe a man as "insolent." Think of what you mean by this. Does it mean that he is quiet and moody when you supervise him, or does it mean that he talks back to you and defies your orders?

**DON'T FORGET THAT THE PERSON READING YOUR REPORT NEEDS DETAILS, NOT A STRING OF LABELS.**

In order to supervise effectively, a jail officer should: (choose correct answers)

- a) give orders firmly and only once
- b) decide the goals of the job to be done and explain them to the prisoners
- c) treat all prisoners alike
- d) assign a job and not check on the work until it is finished
- e) give clear, understandable orders and repeat them when necessary
- f) constantly praise prisoners for their work
- g) recognize and respond to the individual differences of prisoners
- h) combine criticism with justified praise when supervising prisoners on the job

**Turn page to check your answer ...**



Answers:

- a) give orders firmly and only once
  - b) decide the goals of the job to be done and explain them to the prisoners
  - c) treat all prisoners alike
  - d) assign a job and not check on the work until it is finished
  - e) give clear, understandable orders and repeat them when necessary
  - f) constantly praise prisoners for their work
  - g) recognize and respond to the individual differences of prisoners
  - h) combine criticism with justified praise when supervising prisoners on the job
- 

Which of the following do you consider to be a good evaluation of prisoner behavior?

- a) "I have worked with this man for three weeks. He seems nervous and easily upset. Sudden noises seem to startle him. And he has had three fights with other prisoners who have tried to tease him. He frequently asks me what kind of sentence I think he will get. My guess is that his worry over the upcoming trial and sentence are the cause of his bad behavior."
- b) "Although I have worked with this man only a few times, I think I know his type. He is not dependable and seems to be a born troublemaker. Yesterday he got into a fight and another prisoner told me that he gets into fights all the time in the cell area."
- c) "This prisoner is mean and insolent. He never finishes his work on time. I can tell the other prisoners don't like him either. Often he never talks to anyone for a week."

Turn page to check your answer...

Answer:

- X a) "I have worked with this man for three weeks. He seems nervous and easily upset. Sudden noises seem to startle him. And he has had three fights with other prisoners who have tried to tease him. He frequently asks me what kind of sentence I think he will get. My guess is that his worry over the upcoming trial and sentence are the cause of his bad behavior."
- b) "Although I have worked with this man only a few times, I think I know his type. He is not dependable and seems to be a born troublemaker. Yesterday he got into a fight and another prisoner told me that he gets into fights all the time in the cell area."
- c) "This prisoner is mean and insolent. He never finishes his work on time. I can tell the other prisoners don't like him either. Often he never talks to anyone for a week."

a) is correct. This officer has been very careful in his evaluation not to come to any hasty conclusions. He treats the man as an individual and recognizes that his problems could well be a result of his worry about his upcoming trial. Also, the officer avoids describing the man merely with adjectives. He gives examples of things the prisoner has done which lead the officer to believe he is "nervous and tense."

---

A supervisor can only maintain his effectiveness when he is able to preserve his image of authority. This means that he must in no way allow prisoners to take advantage of him or become too familiar with him. Although, invariably, prisoners may try to undercut an officer's authority, they will easily become discouraged when that officer demonstrates a professional and consistent approach to his supervisory duties.

Any officer who supervises prisoners should keep in mind these general rules when in contact with prisoners:

- \* AVOID FAMILIARITY WITH PRISONERS
- \* DO NOT GOSSIP WITH PRISONERS
- \* DO NOT GIVE ADVICE TO PRISONERS
- \* DO NOT SHOW FAVORITISM
- \* NEVER MAKE A PROMISE WHICH YOU CANNOT KEEP

A friendly, concerned jail officer is always an asset to the jail in which he works. However, a jail officer who becomes overly friendly with prisoners is liable to lose the respect of the prisoners as well as his ability to control them.

Whenever a jail officer discusses his private life with a prisoner, he gives that prisoner a chance to begin treating him as an equal instead of one who is in authority. All too often, jail officers discuss their own marital problems, financial difficulties, or drinking experiences with prisoners in an attempt to be friendly. Naturally, such detailed discussions of a jail officer's personal shortcomings can make him an object of ridicule to prisoners.

Can you think of any instances in which a jailer might have allowed a prisoner to become unnecessarily friendly with him?

No doubt you can think of several. The following example shows just one incident that occurred when an officer became overly friendly towards a prisoner:

Officer John Clay was unhappy because his wife had threatened to divorce him. One day a prisoner talked to Clay about his problem and Clay began to tell about his own problems at home. The prisoner repeated their conversation to the other prisoners and when Clay attempted to discipline them for making too much noise, they disregarded him, laughing and calling him "Dear John". Clearly, they now thought of him as an equal.

Naturally this rule should be extended to exchanging of confidences with prisoners concerning staff problems in the jail. Under no circumstances should staff problems be discussed with prisoners - they are eager to find fault. DON'T GIVE THEM EASY OPPORTUNITIES.

Whenever a jail officer engages in idle gossip with prisoners, he allows himself to become an object of contempt and distrust. Comments to prisoners about other staff members or prisoners quickly become common information in a jail. And the jail officer who has made the comments will invariably find himself in the unpleasant position of trying to reconstruct his shattered reputation as a professional, effective supervisor.

Try to resist the temptation of giving informal advice to prisoners. Giving advice can, in a jail situation, be very risky. Prisoners are quick to blame an officer for giving them bad advice and causing them trouble. Most jail officers are not professional marriage counselors, lawyers, employment consultants, or psychiatrists. An officer who is a patient, sympathetic listener can do much to reassure a worried prisoner. But an officer who freely dispenses informal advice takes on a responsibility for which he is generally unprepared. Naturally, if a prisoner asks for your advice, it is always a good idea for you to suggest that he consult his lawyer, his clergyman, or another qualified person.

One jail officer was friendly and generous to two prisoners who were "regulars" but often showed indifference towards the new prisoners in the jail. Noticing this, a group of new prisoners began to complain to the sheriff that others were being shown preferential treatment while they were being ignored. Angry at this unfair treatment, the prisoners refused to obey orders and became a discipline problem in the jail.

This is an example of what can happen when a jail officer carelessly ignores an important supervisory rule for dealing with prisoners. Can you state the rule that was ignored?

(write the rule here:)

[ ]

Turn page to check your answer .....



Answer: DO NOT SHOW FAVORITISM.

---

Below are five situations in which jail officers have forgotten to follow the five rules we have just discussed. Next to each situation write the number of the rule that the officer has ignored or forgotten.

1. AVOID FAMILIARITY WITH PRISONERS
2. DO NOT GOSSIP WITH PRISONERS
3. DO NOT GIVE ADVICE TO PRISONERS
4. DO NOT SHOW FAVORITISM
5. NEVER MAKE A PROMISE WHICH YOU CANNOT KEEP

- a) \_\_\_\_\_ Recently, Officer Thompson told some of the prisoners that the sheriff was about to lose his job because he had a drinking problem and couldn't hide it anymore.
- b) \_\_\_\_\_ Recently, a prisoner was depressed and quiet because his wife had not visited him in several weeks. Officer Bill Storm recently cheered up the prisoner by saying: "I'll call your wife and get her to come this week, no matter what."
- c) \_\_\_\_\_ Officer Ray Jones likes to play chess. He frequently plays with Earl Green, a prisoner. They often tease each other about foolish chess moves. Also, while they are playing, Jones amuses Green with stories about his "troublesome teenagers" at home who talk on the phone too much and wear funny clothes to school.
- d) \_\_\_\_\_ One of the prisoners in the jail where Officer Grey works is the brother of one of Grey's best friends. Grey often brings home-cooked food to the prisoner and arranges for his friend to visit his brother late in the evening instead of during the visiting hours.
- e) \_\_\_\_\_ One of the prisoners in the jail where Officer Harold Champe works was charged with wife-beating soon after he had served a term for the same offense. The second time the man was brought to the jail, Champe had a long talk with him and suggested: "You should divorce your wife, she causes you nothing but trouble."

Turn page to check your answer .....

Answer:

a) 2

b) 5

c) 1

d) 4

e) 3

## II. SUPERVISORY SITUATIONS

To this point, we have discussed general supervisory principles and have applied them to jail situations.

In this section, you will see that the custodial nature of the jail demands that a much more rigid form of personal supervision must be applied in the jail than in almost any other situation where supervision is necessary. In free society, no one would reprimand a man for talking and arguing loudly or for leaving a lot of wasted food on his plate in a public restaurant. But in the jail, such seemingly harmless lapses in behavior must be closely supervised. If you, the jail officer, are not capable of effective supervision of these everyday occurrences, the jail can easily become a chaotic and dangerous place.

Only the jail staff is qualified to supervise the activities of prisoners. When prisoners are permitted to supervise the activities of other prisoners, it is a sure sign that jail personnel have given away control of the jail. This situation is potentially very dangerous both for prisoners and for jail officers.

Recently, four prisoners of a county jail were charged by a grand jury for forcibly taking money from other prisoners, torturing them and forcing them to take part in unnatural sex acts.

The ring leader of the group protested that it was a "sanitary court" used to keep cells clean and that it was approved by jail officials.

The above case is a classic example of a "kangaroo court". Such courts use various titles such as "banking" and "orientation", but they indicate one thing: the irresponsibility and incompetence of the jail staff that allows them to exist. The jail staff is totally responsible for the care and safety of the prisoners.

Existence of a prisoner-run "court" is a denial of the rights of the majority of prisoners. The jail staff can be held legally liable for permitting such a court to exist.

In one large county jail, an inmate designated as a "trusty" was given the job of photographing new prisoners. He was not supervised on the job and was given complete authority over the prisoners he was photographing.

It was later found that the trusty was a member of a jail kangaroo court, and was regularly ordering prisoners to report to him for "retakes" of their photographs. He was using his assignment and his illegal court membership to force them into unnatural sexual relationships. The prisoners, feeling that he had the backing of the jail staff, were afraid to make formal complaints against him.

In this case, allowing a trusty to exercise authority over other prisoners indicated a serious lapse in supervision and led to:

- \*loss of control of the jail by jail personnel
- \*violation on the part of the jail staff of the legal rights of the other prisoners.

Officer Rickert works in a large city jail where there is an overload of paper work to be done. Recently, he assigned a trusty, Hal Abrams, to work as a typist-clerk in the jail office. Abrams was asked to type out the cell assignments every day. Abrams learned the job quickly and Officer Rickert decided that Abrams could be left on his own to do the assignments without supervision.

Can you think of what the likely consequences Officer Rickert's permissiveness towards Abrams were?

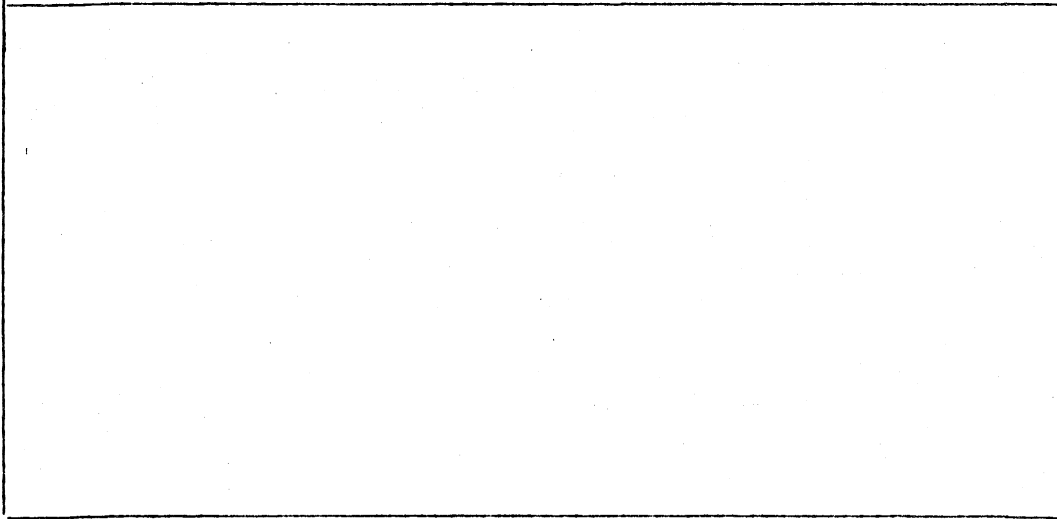
turn page when you have  
thought of a possible answer . . .

Answer:

Abrams, the trusty, soon learned that he could make cell assignments to please his friends and any other prisoners with an attractive bribe to offer him. He arranged to put homosexuals together and in some cases, placed younger, weaker prisoners in cells with aggressive homosexuals. In one instance, he arranged to put two known troublemakers together and within a few days, they had organized and were running a powerful "banking" committee and were taking advantage of the other prisoners.

---

Write a short statement which shows the consequences of allowing prisoners to supervise other prisoners in the jail.



turn page when finished . . . .



Answer:

Two things usually happen when prisoners are allowed to supervise other prisoners:

1. Jail personnel lose control in the jail.
2. The rights of other prisoners to protection of their safety and well-being while in jail are violated

\* although your wording is different, your answer should include these two main points.

---

We have just discussed the dangers of allowing prisoners to take over supervisory functions in the jail. It is an equally poor practice for jail personnel to allow mechanical and electronic devices to take over supervisory duties that should be performed on a person-to-person basis.

In a large midwestern jail there is a control center with 7 TV monitors that must be constantly watched by a jail officer. Some of the monitors are focused on security entrances. The officer must identify persons appearing at these entrances and operate electrical controls to let them enter. Other monitors are placed in cell halls, and still others are placed in maximum custody cells. This same officer is also responsible for listening to three 2-way radio bands, answering several telephones, and operating dictating equipment for other officers.

This jail is so confident of the effectiveness of surveillance with TV monitors that fewer guards are used in patrolling and checking these areas for trouble.

It is understandable that the jail personnel appreciate the effectiveness of TV monitoring equipment. However, their strong reliance on the equipment has caused them to forget the extreme importance of their personal supervision.

Can you see any reasons why this practice of relying on the TV monitors for supervision might lead to a dangerous situation in this jail?

turn page when you have  
thought of an answer . . .

Answer:

In the first place, the jail officer on duty is probably just too busy to keep his total attention on the monitors and may overlook some movements and incidents.

In an earlier chapter, we discussed the shortcomings of electronic surveillance equipment. Such things as picture quality and limited camera range make thorough supervision by machine impossible.

There is no substitute for on-the-scene supervision!  
Only a jail officer in person can check for such hidden dangers as bar and lock tampering. Only a jail officer in person can talk to prisoners and, by careful watching and listening, sense the overall mood and atmosphere of a cell hall.

A jail officer's most important duties are performed in the cell area, not at a desk. A jail where all officers are sitting at their desks or gathered in the receiving area is a poorly run, potentially dangerous jail.

---

It would be a mistake to state that personal surveillance of cell areas is fool-proof. Illegal activity can and will be present in many jails in spite of even the most thorough methods of personal and mechanical surveillance. However, jail officers must work hard to make these supervisory techniques as effective and efficient as possible.

Making on-the-scene supervision of cell blocks as effective as possible requires flexibility and even imagination on the part of the patrolling officer. Naturally, prisoners may quickly become aware of any set routine practiced by a patrolling officer. For this reason, jail officers should consciously make frequent patrols at irregular times that cannot be predicted by knowing inmates. And while on patrol, the officer should be constantly aware of unusual sounds or activities. Sometimes excessive quiet or unusually loud noise in the cell areas can be immediate danger signs to an alert jailer. The imaginative, alert officer is "tuned in" to all such unusual signs.

---

Recently a large number of jail inmates planned and executed a successful escape from an old jail. Several of the inmates kicked their way through the dilapidated building while another group stayed in the cell area drowning out the noise by singing Christmas carols loudly and creating a general disturbance.

Naturally, the poor condition of the jail was a primary reason for the escape. However, can you cite a point at which imaginative supervision by jail officers might have prevented this mass escape?

turn page when you have  
thought of an answer . . .

Answer:

An alert jailer probably would have been suspicious of the loud singing and noise in the cell block. A surprise investigation of the situation by jail personnel might well have uncovered the plan and prevented the mass escape.

---

In many old jails, supervision is made extremely difficult because of poor architecture. Often it is impossible for a jail officer to check on a cell unit without having the turn of his key in the lock or the sound of his footsteps warn the prisoners of his approach. Many suggestions have been made for improving this situation in specific jails. However, you can see that even the most ingenious ideas have faults:

In one jail, an elaborate system of one-way observation windows was installed as a means of improving the jailer's ability to surprise his prisoners with irregular patrols. It was soon found, however, that when the lights in the cell block were turned down or off, the windows worked in the opposite way: the prisoners could see the jailer approaching, but the jailer couldn't see the prisoners!

In one county, a grand jury ordered that jailers be equipped with rubber-soled shoes so that they could detect illegal activity in the jail by "sneaking up" on prisoners. It was soon found that the rubber-soled shoes were even noisier than regular shoes because they squeaked loudly when in contact with the clean jail floors!

It might be said that, although good personal supervision in a jail is often made extremely difficult by poor architecture or a shortage of on-duty jailers, a good jailer can make the most of the situation by: (choose one or more)

- a) making regularly scheduled patrols
- b) using his imagination and being constantly alert for possible signs of disturbance
- c) threatening the prisoners
- d) wearing sneakers on patrol
- e) making frequent irregular patrols

Turn page to check your answer ...

Answer:

- a) making regularly scheduled patrols
- b) using his imagination and being constantly alert for possible signs of disturbance
- c) threatening the prisoners
- d) wearing sneakers on patrol
- e) making frequent irregular patrols

---

Supervision of a housing unit involves a number of surveillance activities. It also is extremely important that the jail staff sets standards for cleanliness and makes sure, by frequent inspection and prisoner guidance, that these standards are met.

Low standards of cleanliness in a jail point to staff indifference and neglect. Sometimes unclean, messy conditions can be dangerous as well as unsanitary; they encourage a breakdown in security and poor morale among prisoners who must live under these conditions.

It is a fact that maintenance of a high standard of cleanliness in the jail does much to raise prisoner morale and to create useful work activity for prisoners.

In one jail, prisoners used smuggled hacksaw blades to saw through the bars in preparation for an escape. During the day they used a paste made of soap, cigarette ashes and paper to hide the cuts in the bars. The light in the cell areas was poor because of filthy windows and lighting fixtures and the sawed-through bars went unnoticed by the officers. Also, during their routine, careless inspections, they did not notice the hacksaw blades that had been hidden in the cell door channels.

Do you think prisoners would have made this type of escape attempt in a jail with high standards of cleanliness and cell inspection?

Answer:

It is unlikely that this type of attempt would have been made. Prisoners frequently try to take advantage of careless situations. If a jail staff is sloppy and careless about standards, and fails to inspect regularly, it is reasonable to assume that observant prisoners will try to benefit from the situation.

Prisoners, like everyone else, take pride in their surroundings. But if supervisors are careless and disinterested, prisoners will lose interest too and will let their surroundings deteriorate. Frequent inspections, high standards of cleanliness, and a genuinely interested attitude on the part of jail personnel will do much to encourage high standards among the prisoners.

---

In the majority of jails in this country, printed regulations are vaguely worded and too generalized to be effective in upholding high standards of cleanliness and discipline. Here is an example of the type of regulation concerning sanitary conditions that is often found posted in a jail:

Prisoners may and will be used in jail maintenance work. All toilets, sinks, wash basins, bathrooms, floors, halls, stairway walls, doors, ceilings, cell bars and partitions must be kept clean at all times. No litter must be allowed to accumulate in any part of the jail. Bedding must be kept clean and aired regularly. Each prisoner will be held responsible for the cleanliness and sanitation of his or her cell.

There are a number of vague or generalized guidelines in this regulation. For instance, 'clean', 'litter', and 'regularly' are words which everyone understands. But does everyone understand them in the same way? Let's examine the regulations in sections . . . .



1. All toilets, sinks, wash basins, bathrooms, floors, halls, stairway walls, doors, ceilings, cell bars and partitions must be kept clean at all times.

This statement indicates the general standard of the jail; i.e., that the jail should be clean. But it is not specific about important details.

- \* Does "cleaning a floor" mean mopping with detergent and water, or does it mean scrubbing it with a brush and waxing it?  
(One southern sheriff feels that a floor is not 'clean' until the tiles have been scrubbed with a strong solution of muriatic acid).
- \* Is a sink clean if it has been wiped out with a soapy sponge, or does it require scrubbing with an abrasive cleanser? Should the fixtures also be cleaned with a particular solution?
- \* Does keeping these areas clean "at all times" mean that they should be cleaned and inspected once a day, once every other day, or each week?

It is the duty of jail officers to interpret jail standards and regulations for prisoners. When regulations are found to be too general to be followed without confusion, jailers must develop and agree on standards for maintaining cleanliness in the jail. And they must state these standards clearly and exactly to the prisoners, taking into account that some people don't understand directions as quickly or as easily as others.

2. No litter must be allowed to accumulate in any part of the cell.

What is litter? Some people feel that several magazines lying about are messy enough to be called 'litter'. Others consider litter to be actual garbage and trash lying on the floor. What do you consider to be litter? Gum wrappers, empty cigarette packages, library books stacked in the corners, month-old magazines?

Write your own definition of litter here:

NOW ASK YOURSELF: Is this definition of litter specific enough to make sure that every prisoner understands it? When prisoners are asked to clean up the litter in their cell area, will they know exactly what is meant?

If each prisoner understands what is meant by litter, then there will be no valid excuses for allowing it to accumulate in the cell areas. Your job of supervising prisoners will be easier when you define standards of cleanliness for the prisoners instead of making them guess what is meant.

3. Bedding must be kept clean and aired regularly.

STOP AND THINK: What does this statement mean to you?

Several persons were asked what they thought this statement means. The following answers indicate the extent to which personal standards of cleanliness can vary:

- \* "It means changing sheets and pillowcases once a week, and setting the mattress on end for a couple of hours and hanging the pillow out on the clothesline for an hour or two each month."
- \* "It means that you shouldn't make your bed as soon as you get out of it in the morning. I always get dressed and eat breakfast first so that the air can get to my sheets. Also, I change my sheets twice a week."
- \* "What do you mean aired regularly? Isn't it enough to change your sheets every week?"

Notice that each one of these people has his own standard for airing and cleaning bedding. Imagine how many different interpretations one would get from a cell block of prisoners and several jail officers! This problem could easily be solved by establishing a schedule for cleaning and airing beds and by a careful explanation of what the procedure involves.

In order to be fair to prisoners, you and the other jail officers should agree on your standards of cleanliness. How would you feel if, as a prisoner, you were asked to mop the floor and every jail officer who came through on his rounds criticised your work and made you do the work again in a different way?

These four officers work in a small county jail:

Officer Charles Brand hates to see dirty windows in the jail. As a matter of fact, he insists on having the prisoners wash and wipe all the windows every day.

Officer Holman thinks that the plumbing fixtures should be spotless and highly polished at all times. In order to accomplish this, he wants to have all the brasswork shined every day.

Officer Earl Johnson likes to have the jail floors washed and scrubbed until they are "fit for me to eat my dinner off!"

Officer John Schmit thinks that bars need constant scrubbing and washing. He consistently orders the prisoners to stop the other cleaning tasks until they have cleaned the bars to his satisfaction.

Obviously, these officers are making unreasonable demands on the prisoners who must do the cleaning in the jail. By insisting that their own personal preferences be fulfilled every day, they are creating confusion and, undoubtedly, bad morale among the prisoners. How do you think these officers could best deal with the situation?

Answer:

The solution is relatively easy. The four officers should get together and develop a regular cleaning schedule. For instance, on Mondays the windows could be washed thoroughly, on Tuesdays the prisoners could do a thorough job of cleaning and polishing the plumbing fixtures, etc. Under this system, the prisoners would know what is expected of them on each day and would not be antagonized or confused by the conflicting orders of individual jail officers.

---

It might be said that, although jail cleaning regulations are often too general and vague, a good jail officer can maintain consistently high standards of cleanliness in the jail if he: (indicate correct answers)

- \_\_\_\_\_ a) defines his own standards of cleanliness and enforces them.
- \_\_\_\_\_ b) agrees on standards of cleanliness with other officers and develops a regular cleaning schedule for the jail.
- \_\_\_\_\_ c) explains regulations and standards of cleanliness to the prisoners once. If they don't understand, he disciplines them for being inattentive.
- \_\_\_\_\_ d) inspects and supervises all cleaning operations to make sure that prisoners understand what is expected of them.
- \_\_\_\_\_ e) makes sure that his orders are clear and precise. If prisoners seem confused or unsure of cleaning procedures, he realizes that his explanation has probably not been clear enough and explains the procedure again, allowing prisoners to ask questions.

Turn page to check your answer . . .

Answers:

- a) defines his own standards of cleanliness and enforces them
  - b) agrees on standards of cleanliness with other officers and develops a regular cleaning schedule for the jail.
  - c) explains regulations and standards of cleanliness to the prisoners once. If they don't understand, he disciplines them for being inattentive.
  - d) inspects and supervises all cleaning operations to make sure that prisoners understand what is expected of them.
  - e) makes sure that his orders are clear and precise. If prisoners seem confused or unsure of cleaning procedures, he realizes that his explanation has probably not been clear enough and explains the procedure again, allowing prisoners to ask questions.
- 

An important aid for the supervisor in controlling housing areas in the jail is commercial television.

Many jails make it clear to prisoners that viewing commercial television is a privilege. Jail officers have found that when television viewing is offered as an incentive for good behavior and cleanliness, supervision of prisoners becomes an easier task. Also, personnel in these jails know that placing TVs outside of cells or bullpen areas is the best way to maintain control by the staff instead of prisoners.

In some jails, however, prisoners are allowed complete freedom of TV watching. In these cases, TV is not used as an incentive or reward, it is considered a right by prisoners. Supervision in these jails is often extremely difficult.

In one jail, TVs are in the cell areas, completely controlled by prisoners. An inspector has noticed that, instead of performing normal cleaning chores, prisoners watch TV all day long, throwing cigarettes and trash around the cell area as they do so. Once, when a TV set was broken and the repairman did not appear within an hour, the prisoners tore the set to pieces and set fire to their mattresses in protest.

This situation would never have happened if: (choose one or more)

- a) the prisoners were forbidden to throw trash in their cells.
- b) the TV were in an area not under the control of the prisoners.
- c) use of the TV were considered a privilege, not a right, and if prisoners were not allowed to watch TV until their chores were performed and their behavior acceptable.

Turn page to check your answer ...

Answers:

- a) the prisoners were forbidden to throw trash in their cells.
  - b) the TV were in an area not under the control of the prisoners.
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- 

Effective supervision of dining situations also requires careful and imaginative techniques on the part of the jail officer.

For the confined person, food takes on an almost unnatural importance. Prisoner reaction to poorly prepared food, boring menus, or unfair distribution of food can result in serious behavioral problems and disturbances in the jail.



Most jails in this country employ a system of day room dining or food service to individual cells. However, some jails have large dining rooms and must use a system of central dining. For these jails, certain supervisory techniques must be employed to avoid mass misbehavior and chaos.

Naturally, each jail should have clearly stated rules for conduct in the dining room. Prisoners should be fully aware of what behavior is expected of them, and should not be surprised when a jail officer takes disciplinary action against them for violating a rule. Actual rules for the dining room are usually uncomplicated and generally deal with three main areas of behavior:

- \* maintenance of order in the serving line and during the actual meal
- \* fair distribution of food by servers to all prisoners
- \* control of utensils to avoid their removal from dining room

General supervision of the dining room can be accomplished by stationing jail officers at key locations throughout the area--or, if there is a shortage of officers on hand--by assigning officers to circulate around the dining room, paying close attention to critical areas.

One of the most critical areas of the dining room is the servicing line. Here an officer must be alert to several types of misbehavior by prisoners:

- \* Some prisoners skip ahead of others in the serving line in order to be served first, or because they want to catch up with friends.
- \* Often prisoners jokingly push and shove each other while in the serving line and interfere with the normal progression of the line.

Both of these activities can easily begin fights and arguments among prisoners. The rules of the dining room should state specifically that skipping ahead or horseplay in line represent infractions of the dining room rules and will bring a warning by the jail officer in attendance.

In most jails, the actual serving of food is done by prisoners. This practice can give rise to much dissention and tension if it is not properly supervised.

- \* Prisoners serving food can be intimidated by stronger prisoners who desire extra servings of meat or dessert. Naturally, any special favors are readily seen by other inmates who understandably expect and angrily demand equal treatment.

- \* Prisoners who work in serving lines are especially subject to the temptation of trying to please a friend. All too often, a prisoner will try to give extra helpings or the most desirable cut of meat to special friends. Again, this situation can easily give rise to demands by other prisoners and possible fights.

Fights and tensions arising from these special considerations will seldom occur if a jail officer is stationed behind the serving line and pays careful attention to serving activities. If arguments do arise, an effective jail officer will quickly settle them by reason and firmness. Naturally, a good jail officer will make sure that he knows what kinds of problems can arise in the serving line as a result of 'special favors' and will be on the lookout for any signs that this practice exists.

Officer Carl Brown was stationed behind the serving line during the dinner hour. One of the prisoners, Al Carnes, was dishing out beef stew to the prisoners in line. One of the prisoners, Lem Starr, started to complain loudly that Carnes was giving him all gravy and no meat. Immediately, Brown stepped over to the spot and examined the prisoner's meat serving. "You're right, Mr. Starr, you do have a lot of gravy there. I'm sure Mr. Carnes didn't mean to shortchange you."

He then asked Carnes to dish out a portion with meat to Starr. During the rest of the serving process, Officer Brown kept a careful watch on Carnes to make sure he was serving all prisoners equally. When the prisoners had left the dining hall, Officer Brown took the prisoner aside and suggested firmly that he be more careful in the future about serving the meat equally and fairly.

Which of the following statements do you think are true?  
(Choose one or more)

- a) Officer Brown used good judgement in dealing with this situation.
- b) Officer Brown should have told Starr to keep moving and stop complaining.
- c) Officer Brown should have corrected the prisoner serving the food as soon as the incident occurred.
- d) By not correcting Carnes in front of the other prisoners, Officer Brown avoided possible tension in the dining room.

Answer:

- a) Officer Brown used good judgement in dealing with this situation.
  - b) Officer Brown should have told Starr to keep moving and stop complaining.
  - c) Officer Brown should have corrected the prisoner serving the food as soon as the incident occurred.
  - d) By not correcting Carnes in front of the other prisoners, Officer Brown avoided possible tension in the dining room.
- 

Since most jails operate on a tight budget, it is important that food not be wasted. As a result, many jails strictly enforce a regulation which states that prisoners must eat all the food they take. Often prisoners are unfairly **punished** for occasionally miscalculating their appetites and leaving food on their trays.

A good supervisor should be able to determine who are the chronic- or regular -food wasters, and who are only occasional offenders. Usually a man who wastes food regularly does so on purpose to attract attention or create a disturbance.

In a small Western jail, all prisoners are made well aware of the rule that they will face disciplinary action if they purposely waste food. One day, prisoner Joe Ferris returned his tray, having left untouched his potatoes and a slice of bread and butter. The jail officer in charge mentioned the wasted food, and for the next three days, checked to see if Ferris was still leaving food on his plate. He made a note that Ferris was consistently wasting food and, on the fourth day, drew him aside as he returned his food and told him to report to the jail administrator.

In this case, the jail officer acted wisely. He waited for several days to make sure that Ferris was a chronic food waster. Then, instead of ordering Ferris to "clean his plate" like a child, he told him to report to the jail administrator for a talk and a possible disciplinary action.

Usually, in jails with dining rooms, supervising officers can inspect for wasted food at the same time that they watch prisoners returning utensils. Naturally, as a security precaution, the officers are expected to be especially alert at this time so that they will notice any prisoners who do not return the correct number of utensils and attempt to smuggle them out of the dining area.

---

The majority of jails serve meals in cells or in day rooms using a food cart and one or two trusties as servers.

Like the dining room system, there are several supervisory problems which arise in this type of serving situation. Choose the supervisory problems which you think are likely to arise in this type of serving situation:

- a) stealing of utensils
- b) complaints about cold food
- c) unfair apportionment of food to friends of trusty
- d) bullying of weaker prisoners by strong prisoners who want more food

Turn page to check your answer .....

Answer:

All of these problems can occur when food cart service to cells or day rooms is employed!

---

Good supervision can eliminate these problems or at least keep them to a minimum. WHENEVER A JAIL USES FOOD CART SERVICE, A SUPERVISOR MUST ACCOMPANY EACH FOOD CART.

On the next few pages you will read of instances in which trustees were in charge of food carts and were not accompanied by a jail officer.

In one jail, there are continual complaints about cold and clammy food from the prisoners in the cells farthest from the kitchen. The trusty using the food cart uses the mealtime to visit with his friends and find out the most recent gossip. Naturally, by the time he gets to the last cell, the food is usually unpleasantly cold.

A midwestern jail continually has trouble with incidents arising from the use of utensils stolen from the food cart. Recently, a prisoner tried to make an escape by keeping a jail officer hostage with a stolen spoon which he had honed down to a razor-sharp edge.



Several fights have broken out in a Southern jail because the trusty in charge of food cart service shows favoritism and gives extra food and better slices of meat to his friends than to the other prisoners whom he serves.

One county jail officer discovered that one of the older prisoners was losing weight rapidly and becoming extremely weak and feeble. The jail doctor examined the man and found him to be suffering from malnutrition and near starvation. An investigation showed that the younger, stronger prisoners with the help of the trusty serving the food were taking the older prisoner's meat and dessert portions. The old man was too frightened to complain to the jail authorities.

**QUESTION:**

How do you think each one of the problems you have just read about could have been either avoided or controlled?

Answer:

Each one of these problems could have been avoided if an alert jail officer had accompanied the food cart operation during each meal hour!

---

Whatever the type of food service in your jail, one of the critical areas of supervision is the choice of inmates who are to serve food.

No one would want to eat in a restaurant where the cook and the waiters had dirty fingernails, dirty hair and clothes, or smoked while serving food, often dropping ashes into the food! There is no reason to expect inmates to be any more tolerant of filthy personal habits on the part of the people who serve food to them. A good supervisor must consider it an important part of his job to frequently inspect to see that high standards of cleanliness are being maintained by inmates chosen to serve food.

Note: Prisoners often harbor resentment against sex offenders and homosexuals. For this reason, it is considered poor supervisory practice to place men known for these offenses in a position where they serve food to other inmates.

So far, we have discussed general supervisory principles and some special supervisory situations, such as:

- \* Supervision of trusties
- \* Need for personal supervision in the jail
- \* Supervision of standards of cleanliness
- \* Supervision of TV
- \* Supervision of food service

Other special supervisory problems will be discussed in the remaining segment of this chapter. Right now, however, is a good time to take a break if you need one. Return to this material as soon as you are ready.

Administration and supervision of sick call in the jail is one of the critical aspects of the jail operation. Neglect of a prisoner's health needs can lead to severe illness or even death. And since the jail is entrusted with the welfare and safekeeping of each prisoner, proof of negligence can bring serious legal consequences to the jail and to the personnel involved.

No matter what the size or location of a jail, any jail officer assigned to supervision of sick call is concerned with three main objectives:

- \* Administration of proper attention to all prisoners with medical complaints
- \* Control of all administration and taking of medicine
- \* Control of prisoner behavior during the actual sick call procedure.

It is not the responsibility of the jail officer to decide whether a prisoner is sick or just 'goldbricking'.

It is the responsibility of the jail officer to forward all medical complaints made by prisoners to the proper medical authority for consideration.

Prisoner John Stone complains regularly of a sharp pain in his back. Officer George Jahns is in charge of sick call in the jail and thinks that Stone is trying to get sympathy by complaining about an imaginary pain.

What is Jahns' responsibility?  
(choose one)

- a) Jahns should save the doctor the bother of examining the prisoner since he is obviously faking.
- b) Jahns should report the complaint to the doctor and let him decide whether the prisoner's complaint is real.
- c) Jahns should give the prisoner a tranquilizer and see if he still complains the next day.

Turn page to check your answer .....

Answer:

b) is the correct procedure. Jahn's responsibility to the prisoners is to see that their medical complaints are referred to the proper authority.

Note: Answer c) indicates a dangerous attitude in some jails. All too often, jail officers consider themselves the 'proper authority' and administer drugs which they know nothing about.

---

Prisoners often feign illness while they are in jail in an attempt to receive special attention or comfort . These prisoners are a continual problem to a busy staff. However, they are a medical problem, not a supervisory one. If the jail staff decides to prevent a man from receiving medical attention and he becomes seriously ill as a result, the legal and moral responsibility for the illness is entirely theirs.

The best policy when dealing with these prisoners is to allow them to report repeatedly for sick call. There is always a chance that they have a legitimate complaint, as the following example shows:

Prisoner Larry Burns was known throughout the jail as an habitual complainer and hypochondriac. In addition, he had an unpleasant personality and a poor attitude. He had often reported for sick call only to be told by the doctor that there was absolutely nothing wrong with him.

One day Burns reported for sick call complaining of stomach pains. Officer Henry Clayton was infuriated and told Burns: "Go back to your cell and don't waste any more of the doctor's time!"

Luckily, the doctor overheard this and suggested that he take the prisoner's temperature as a precaution. Burns was found to be in need of an emergency appendectomy!

Burns might easily have died if his condition had been ignored. This example is not an isolated one. It represents incidents which happen frequently in jails where jail personnel take a personal view of prisoner behavior and ignore established procedures.

Although the prescription of medication is done solely by the physician in charge, the actual day-to-day taking of the pills by prisoners is the responsibility of the jail personnel.

Supervision of pill-taking is an extremely important responsibility. Jail officers must be continually alert, since prisoners often try to accumulate pills to "get high", to exchange with other prisoners for cigarettes or candy, or, in some cases, to commit suicide.

The jail officer supervising the taking of medicine is responsible for seeing that:

- \*each prisoner receives the correct dosage at the correct time

- \*the prisoner actually swallows the medication and does not hide it in his mouth or hand



Recently, in a large county jail, a busy jail officer was asked by the jail physician to administer a dosage of sleeping pills to an extremely nervous prisoner for several days before the prisoner's trial.

The jail officer gave the prisoner the pills each day as instructed, making no effort to watch while the prisoner took the pills.

On the morning of the trial, the prisoner was found dead in his cell--he had taken an overdose of sleeping pills. Obviously, he had managed to save up enough pills, without the officer's knowledge, to commit suicide.

Which of the following statements do you consider to be true? (choose one or more)

- a) The jailer made an honest mistake .
- b) The jailer was guilty of the negligence which caused the prisoner's death.
- c) The doctor was responsible for this tragedy-- he should have known better than to give sleeping pills to a suicidal prisoner.
- d) The jailer's responsibility ended when he gave the correct dosage of pills to the prisoner.
- e) The jailer's responsibility included checking carefully to see that the pills had been actually swallowed at the proper times.

Turn page to check your answer ...

Answer:

- a) The jailer made an honest mistake
- b) The jailer was guilty of the negligence which caused the prisoner's death.
- c) The doctor was responsible for this tragedy--he should have known better than to give sleeping pills to a suicidal prisoner.
- d) The jailer's responsibility ended when he gave the correct dosage of pills to the prisoner.
- e) The jailer's responsibility included checking carefully to see that the pills had been actually swallowed at the proper times.

You might think that the jailer "made an honest mistake", but in the jail there is no room for this type of mistake. A jailer must understand his responsibility fully and be certain that he has acted at all times in accordance with this responsibility.

---

There are many other cases where the failure of a jail officer to notice that a prisoner has not taken medicine results in serious consequences. Many jails report that epileptics have hidden their medication instead of taking it and had serious seizures as a result. Often epileptics, hoping to trade their pills with other prisoners wishing to "get high", only pretend to swallow them. In these cases, failure to take medication can result in severe consequences.

Ingenious persons can hide pills in the cheek, under the tongue, or in the palm of the hand between the thumb and forefinger. Some jails try to combat this practice by requiring what is called a medication line during sick call. While in line, each prisoner is required to take his medicine while a supervisor watches him carefully. Usually the jail officer supervising the line requires two things:

- \* the prisoner must show that the pill is in his mouth
- \* the prisoner must drink water while swallowing the pill

As an extra precaution, many jail officers also inspect the prisoner's mouth with a tongue depressor to make sure that the pill has been swallowed.

No matter whether the prisoner is given medication while in a line or in his cell, strict procedures must be followed. Not only should a jail officer observe the prisoner while he is taking the medication, but he should always (1) make a careful record of the time the dosage was taken and (2) place his initials after the notation. These notations should become part of the prisoner's medical record.

Record-keeping is crucial to the success of the medical program in any jail. If good records are kept, there can be no doubt about the quality of care given to each prisoner. If records are not kept, jail personnel may become liable to untrue accusations by prisoners who claim they were not given sufficient medical care.

---

Each jail officer should be completely familiar with the policy of medical record-keeping in his jail. Although policy differs in each jail, some basic rules for medical record-keeping in the jail are:

- \* No jail officer should accept verbal orders from a doctor unless the doctor promises to send signed, written orders to the jail.
- \* The time and date of each visit by a doctor should be recorded.
- \* Administration of medicine to prisoners should be recorded by time, date and name of officer giving dosage.
- \* If a doctor has been called concerning a certain prisoner, a record should be made of the officer making the call, the time and date of the call, and the reason for calling.

The following incident involves a jail which has no system of medical record-keeping:

A prisoner confined in a local jail awaiting trial complained of a painful, ulcerated toe. The doctor was called and, after an examination, prescribed medication. After several days, the medication had not helped and the doctor prescribed another drug over the phone. After four weeks, the toe had to be amputated. Two months later, the prisoner's leg had to be removed below the knee.

The prisoner made a formal charge in a court of law that the jail had been negligent and had failed to provide him with medical attention.

Knowing as you do that the jail kept no medical records, do you think the prisoner was successful in his court case against the jail?

Turn page to check your answer ...

Answer:

Yes, the prisoner was successful. Since the jail had no medical records, the sheriff could not contest the charges. The incident caused quite a scandal that was needlessly damaging to the previously good reputation of the jail.

MAKE SURE THAT YOUR JAIL KEEPS ADEQUATE RECORDS OF MEDICAL TREATMENT. If your jail does not keep adequate medical records, you should suggest that careful record-keeping be started.

---

Notice how easily this jail avoided legal difficulties:

A local jail in a Western state employs a full-time nurse. Along with her other tasks, she keeps complete detailed records of all sick call attendance and medical treatments or examinations occurring in the jail.

A federal prisoner being held in this jail filed suit charging that the jail had refused to give him medical care. He claimed that a jail officer had slammed a door on his hand and that he had received no medical care. The nurse was able to prove with the medical records that the prisoner had reported for sick call three times for other unrelated complaints after the incident supposedly occurred. It was shown that on none of these occasions did he complain of a sore hand. When the prisoner realized how thorough the records were, he quickly withdrew his suit, realizing that he could never prove negligence.

It might be said that even if a jail provides excellent professional medical care to prisoners, it might still face serious legal problems unless:

- \_\_\_\_\_ a) prisoners are forbidden to file suit against the jail.
- \_\_\_\_\_ b) the staff makes sure that prisoners take their medication.
- \_\_\_\_\_ c) jail personnel are required to keep consistently detailed medical records.

Turn page to check your answer...

Answer:

- a) prisoners are forbidden to file suit against the jail.
  - b) the staff makes sure that prisoners take their medication.
  - c) jail personnel are required to keep consistently detailed medical reports.
- 

No one can deny the obvious benefits of allowing prisoners to receive visitors while in jail. There is no doubt that personal visits by family and friends significantly improve prisoner morale and, in general, can make a jail sentence more bearable.

However, for the jail staff, visiting day can be a severe test of supervisory ability. As far as the staff is concerned, visits by outsiders to the jail can cause serious lapses in jail security. Contraband in the form of drugs, alcohol, tools, or weapons can be smuggled into the jail by visitors. And, in many cases, visitors can assist prisoners in escape attempts which may endanger the lives of every person in the jail.

The degree of supervision necessary for a successful and safe visiting situation often depends largely on the physical arrangements of the visiting area. For instance;

\* Telephone in a glass separation in visiting area

Here the prisoner and his visitor are totally separated. Minimal supervision is required, and often, if there are few visitors, the visiting time is not limited.

\* Wire mesh screen separation

The screen does not permit physical contact or passing of contraband. However, careful supervision is required to keep the noise level down and to prevent tampering with the screen.

\* Table separation

Prisoners are separated from visitors by a board which divides the two sides of the table. Very close surveillance supervision is required in this case since contraband can easily be passed over the board or dropped on the floor and passed under the table.

\* Lounge visiting area

Since prisoners and guests are allowed to sit together in this informal lounge arrangement, contraband can easily be exchanged. With this type of arrangement, security can best be maintained by a careful search of each prisoner when the visiting period is over.



Introduction of contraband into the jail by visitors is the most persistent and serious problem brought about by visiting situations.

|| Does your jail allow visitors to ||  
|| bring packages to prisoners? ||

Read what happened in a jail that does allow visitors to bring packages:

A prisoner's wife hid a gun, a knife and five twenty-dollar bills in three boxes of commercially made cookies. She had carefully unsealed each box, removed some of the cookies and replaced them with the contraband, and then resealed them. The jail officers dutifully delivered these packages, assuming that they contained only cookies.

As a result, three dangerous prisoners escaped and two jail officers were wounded.

In a small county jail, one prisoner--in jail for drunkenness--was found to be intoxicated every Tuesday (visiting day). Mystified, the jail officers finally decided to inspect the prisoner's food packages that his wife had been bringing each week.

Sure enough, each one of a dozen oranges she had packed had been injected with an ounce of vodka!

Having read these two examples, do you think it is a good policy to allow prisoners to accept food packages from visitors?

Answer:

It is very poor supervisory policy. Naturally, it seems kinder to allow prisoners to have treats from home, but since jails are expected to feed prisoners adequately, home cooking (and contraband) should be denied.

Note: If your jail insists on allowing prisoners to receive food packages, why not ask your jail administrator to read the two examples just given?

You might also warn him that a popular brand of smoking tobacco now packs a cast aluminum pipe reamer and tamper in each package. The item is about three inches long and is very sturdy. Not a bad weapon!

---

Other careless supervisory practices can lead to introduction of contraband into the jail by visitors.

One local jail has an excellent visiting room where security can be easily maintained by jail officers. In spite of this, visitors can be seen wandering all through the jail with prisoners on visiting day. The sheriff in charge argues that he doesn't need to use the visiting room because all the prisoners are "local people" and can be trusted.

This reasoning is foolish and dangerous. The fact that a prisoner is a "local boy", doesn't automatically mean that he is not an escape risk. The prisoner who received the cookie boxes with hidden contraband was a local boy--and two jail officers were wounded in his escape!

Since a jail officer cannot be expected to see and hear everything that goes on during a visiting session it is an extremely good supervisory policy to employ search procedures when the visit is over.

Some jails leave no room for error and give a complete strip search to every prisoner after each visiting session.

Other jails issue special visiting clothes that prisoners must remove at the end of the visit under supervision of a jail officer.

Some jail officers use their own judgment and merely give random searches to prisoners returning from visits. In these cases, if an officer suspects a particular prisoner of carrying contraband, he singles him out and performs a complete strip search.

In some jails, prisoners are allowed to kiss visiting girl friends or wives. Often jail officers, wanting to allow the couple privacy, will look away while they embrace. However, these officers don't seem to realize that many clever prisoners can arrange to pass drugs, money, or small weapons and tools while embracing!

If your jail allows prisoners to embrace wives or girlfriends, what do you think is the best supervisory policy for the jail officer?

Turn page to check your answer ...

Answer:

Certainly an alert jail officer should not allow lengthy or passionate embraces. He should be prepared to ask the couple to stop and perhaps, if he suspects the couple's actions, he will make a point of searching the prisoner for contraband before allowing him to return to his cell after the visit.

---

In general, the success of visiting situations is entirely dependent on the ability of jail officers to listen for, look for and sense any suspicious behavior.

It is the jail officer's duty to stop excess noise and confusion before it becomes a distraction and prevents him from performing his job efficiently. If visits become too noisy and distracting, the officer in charge must tell the people involved that he will end the visit if the noise does not stop immediately. And if disturbances do occur, he must get help immediately instead of thinking he can handle things himself.



Officer Paul Steen was in charge of supervising a recent visit in which eight prisoners were visiting with their families. Since he was the only officer in the visiting room, he was kept very busy watching and listening to all of these visits at once.

Suddenly a prisoner stood up and started swearing and shouting at his family and at the other people in the room. Steen quickly escorted the prisoner back to his cell.

Can you find anything wrong with Officer Steen's actions?

Turn page to check your answer ...

Answer :

Steen should have sought the help of another officer and asked him to escort the prisoner back to his cell. It is not a good policy to leave a visiting session unsupervised unless, perhaps, the jail has the type of equipment which requires visits to be carried on by telephone through a glass partition.

---

Every prisoner has the right to visit with an attorney of his own choosing. Naturally, this type of visit—a professional visit—has supervisory requirements that are different from those followed for regular family visits.

During regular visits by family and friends, jail officers should be concerned with maintaining order and security. As we have seen, introduction of contraband is the most serious concern in supervising these visits.

When supervising a professional visit, however, a jail officer must be concerned with:

- \* making sure that the visit is completely confidential
- \* making sure that prisoners are made available to attorneys whenever a reasonable request is made

Keeping professional visits confidential means:

- \* making sure that no electronic device is being used to listen to conversations
- \* making sure that no one is either listening to or overhearing the conversation between the prisoner and his attorney
- \* if an officer does overhear the conversation accidentally, he must be certain that he does not repeat or discuss any of it

In one county jail, visiting rooms are provided for professional visits. Although each room has a window placed low enough for easy visual supervision, the sheriff requires that the doors of these rooms be left open during visits so that jail officers can closely supervise them. The rooms are located on a busy hallway where prisoners, jail officers and visitors pass regularly. Frequently jail officers pause outside the rooms and listen to the conversation.

In this case it can be said that:  
(choose one or more)

- a) The prisoner and his attorney are being denied their right to a confidential visit.
- b) In this jail, maintenance of security incorrectly takes precedence over maintenance of the legal rights of prisoners
- c) The doors to the visiting room should be closed during visits and jail officers should be required to merely observe the visit through the windows

Turn page to check your answer .....

Answer:

All of these statements are correct. In the situation described, the confidential nature of the professional visit was not respected and it would be easy for anyone to overhear the conversation between the prisoner and his attorney.

---

In some instances, a prisoner's attorney might want to leave papers in the jail for the prisoner either to sign or to study. When papers are left in the jail, it is good supervisory policy for a jail officer to take a brief inventory of the papers--i.e., number of pages, type of document, etc.

Officer Browning prides himself on his ability to talk to prisoners and establish an easy rapport with them. One day after making a required inventory of legal papers being brought to the jail, Officer Browning saw the prisoner involved and said in a friendly way: "Hi, Joe, I see you're going to plead self-defense on Friday. Good luck, we had a prisoner in here once who lost a case where he made a similar plea. Hope you do better."

The prisoner's reaction to this comment was anger, and he threatened to make a formal complaint to his lawyer about the officer. The officer's remarks were an obvious indication that: (choose the correct answer)

- a) he didn't know anything about the law.
- b) he had violated the prisoner's right to an entirely confidential meeting with his lawyer.
- c) he wanted to harass the prisoner and make him anxious about the upcoming trial.

Turn page to check your answer .....

Answer:

- a) he didn't know anything about the law.
  - b) he had violated the prisoner's right to an entirely confidential meeting with his lawyer.
  - c) he wanted to harass the prisoner and make him anxious about the upcoming trial.
- 

Any officer supervising a visit between a prisoner and his attorney must also see to it that every reasonable request by an attorney to see a prisoner is promptly granted.

Naturally, each jail has a different daily schedule and differing staff requirements. However, it is generally considered unreasonable for an attorney to request a visit with a prisoner at these times:

- \* during mealtimes in the jail
- \* when a prisoner count is being conducted
- \* when there is a shortage of jail personnel on duty (for example, Sunday night) and it would not be practical or safe for a jail officer to leave his post to escort the prisoner out of the cell hall and supervise the visit

At almost any other time, a request by an attorney to see a prisoner must be considered reasonable and should receive prompt attention by jail officers.

Visits by members of the clergy are also considered professional visits. In other words, when a clergymen requests a visit with a prisoner, the visit should be: (choose one or more)

- a) granted promptly by the jail officer as long as the request is reasonable .
- b) carefully guarded and listened to by jail officers .
- c) granted at any time the clergyman desires .
- d) kept absolutely confidential .

Turn page to check your answer .....

Answer:

- a) granted promptly by the jail officer as long as the request is reasonable.
  - b) carefully guarded and listened to by jail officers.
  - c) granted at any time the clergyman desires.
  - d) kept absolutely confidential.
- 

Often jails have their own chapels and conduct regular religious services. These services are frequently open to outsiders. During religious services, prisoners normally require only minimal supervision. The jail officer in charge can control the situation if he follows these rules:

- \* The jail officer should make sure that services begin on time and that prisoners return to their cells immediately after the service.
- \* Prisoners must not be allowed to sit with visitors or to mix with them in any way. When services end, visitors should stay seated until all the prisoners have returned to their cells. (In some jails, prisoners who have been carefully classified as minimum security prisoners are allowed to mix with visitors.)

Can you think of reasons why these rules should be followed closely when supervising religious services?

Turn page to check your answer .....



**Answer:**

When prisoners are allowed to loiter before services start and after they end, it is quite possible that unnecessary arguments will arise, thus creating a new supervisory problem.

If prisoners are allowed to mix with visitors, contraband can easily be passed. For this reason, allowing prisoners and visitors to mix during religious services is considered a serious lapse in jail security.

---

Recreation can provide a welcome and necessary boost to the physical and mental health of prisoners who might otherwise present a disciplinary problem. Recognizing this fact, some jails have well-organized recreation programs. Naturally, in order to insure the success of these programs, certain basic supervisory techniques should be used by jail officers.

Each jail has its own regulations about care of athletic equipment. However, it is generally the duty of the supervisor to:

- \* see that each piece of equipment is signed out by a prisoner and returned by the same prisoner
- \* determine whether or not the equipment has been mistreated by the prisoner handling it

In jails where organized games are played, prisoners should be permitted to choose their own umpires and referees. In this case, the supervising officer should mainly be concerned with disagreements which arise among players and umpires. If an argument arises over a "bad call", the supervisor should remind the players that they chose the umpire and should abide by his decisions. A good idea would be for the supervisor to keep a rule book available with reference when arguments persist. The only responsibility of the jail officer supervising recreation is to keep order and to make sure that the period is run according to schedule.

Officer Joe Boles likes to play baseball and often participates when he is given the assignment of supervising recreation. He gets so involved in playing the game that he often joins the inmates when they protest about an umpire making a "bad call".

Officer Boles demonstrated that: (choose correct answer)

- a) He is a good supervisor and establishes excellent rapport with the prisoners
- b) He is a good baseball player and likes to keep in shape
- c) He is a poor supervisor and ignores his supervisory responsibility

Turn page to check your answer .....

Answer:

- a) He is a good supervisor and establishes excellent rapport with the prisoners.
  - b) He is a good baseball player and likes to keep in shape.
  - c) He is a poor supervisor and ignores his supervisory responsibility.
- 

Participation by jail officers in jail recreation can often lead to over-familiarity by the prisoners. Read what happened in one jail:

Officer John Peoples used to do some amateur wrestling when he was in the Army twenty-five years ago. One day a prisoner challenged him to a good-natured wrestling match. Peoples accepted and soon found out that he was outclassed by the prisoner. The match was stopped after several minutes because Peoples was losing so badly. After the match, prisoners called him "Killer John" and laughed about the winning hammer lock whenever he was on duty.

Officer Peoples' participation in prisoner recreation led to: (choose one)

- a) loss of prisoner respect for him as an officer.
- b) a better, more relaxed atmosphere in the jail.

Turn page to check your answer .....

Answer:

- a) loss of prisoner respect for him as an officer
  - b) a better, more relaxed atmosphere in the jail
- 

In general, a jail officer's duty when supervising sports activities is: (choose correct answers)

- a) to choose an umpire
- b) to see that equipment is checked out and returned in good condition
- c) to participate along with the prisoners if he knows he is good at a sport
- d) to allow the prisoners to choose an umpire and see that they abide by his decisions without arguing
- e) to keep order by observing the activity and by stopping arguments before they become serious

turn page for answers . . . .

Answer:

- a) to choose an umpire
- b) to see that equipment is checked out and returned in good condition
- c) to participate along with the prisoners if he knows he is good at a sport
- d) to allow the prisoners to choose an umpire and see that they abide by his decisions without arguing
- e) to keep order by observing the activity and by stopping arguments before they become serious

### III. SPECIAL SUPERVISORY SITUATIONS

'The first blow from that hammer was like a light bulb exploding in my head. He kept pounding me and yelling, 'I'm going to cut your throat if you don't give me those keys!'"

Those were the words of a jail officer who was attacked without warning by a hammer-wielding trusty who was trying to escape from a county jail. In this jail the trusty was allowed the special privilege of not being locked in a cell at night and also had the privilege of easy access to the tool room.

The term 'trusty' is a misleading one. Contrary to the title, a trusty cannot be trusted to work totally alone and unsupervised. He should not be given authority over other prisoners, and he should not have any special privileges.

Trusties should be individuals who have been screened and have been evaluated as people who are:

- \* easy to supervise
- \* dependable under minimum supervision
- \* not disciplinary problems

Many jails automatically use their "regulars" as trustees. Usually these are men who are regularly in jail on charges of drunkenness. Unfortunately, these regulars are thoroughly trusted by jail officers simply because they are recognized and well-known in the jail. Officers often fail to realize that prisoners like these can sometimes be bribed to bring in contraband or assist in an escape attempt.

A trusty in a midwestern jail was allowed free access to the jail store-room. This room had a window that was unprotected by bars or a screen.

Friends of some prisoners passed a loaded gun, hacksaw blade, chisels, knives and other tools through this window. They offered the trusty a bottle of liquor if he would deliver the contraband to the prisoners upstairs. The prisoners escaped two nights later.

Three things are considered when a man is being evaluated for trusty status:

- \* Is the prisoner a security risk?
- \* Are the prisoner's work habits good?
- \* Has his behavior in confinement been consistent and untroublesome?

Jail officers play an important role in the decision-making process because they can supply much of this information about prisoners being considered for trusty status.



Officer John Holman was asked by the sheriff if he thought a prisoner, Harold Tompkins could be given trusty status. At first, Holman fully endorsed the idea, stating that Tompkins was a hard worker and a good prisoner. However, he then remembered that lately the prisoner had been having emotional arguments with his wife on visiting day. Holman remembered that after the last visiting day, Tompkins had been moody and bitter. He had overheard Tompkins say to the other prisoners, "If only I could get out of this place, I'm sure I could clear up my problems at home."

After hearing this information about the prisoner, the sheriff decided that he would not give him trusty status. Why do you think the sheriff denied Tompkins trusty status?

Turn page to check your answer ...

Answer:

The information that the officer gave concerning the prisoner indicated that he was a possible escape risk. The sheriff knew that prisoners often try to escape when they are having problems at home. Officer Holman's information was extremely important in this case.

---

Prisoner Joe Grange was being considered for trusty status. He was well-behaved, even-tempered and a hard-worker. Officer Cain, who usually supervises the prisoner on work details, offered the information that the prisoner did his work well but needed constant direction and encouragement. While mopping floors, he often stopped and asked the supervising officer if he was doing the job correctly and frequently asked questions about what to do next.

On the basis of this information, the prisoner was not granted trusty status. Since trusties in this jail receive only minimum supervision, it was felt that Grange would not be able to perform his tasks well without the constant supervision which he seemed to want and need.

Prisoner Hal Jaffers was being considered for trusty status. As far as the sheriff was concerned, Jaffers was a model prisoner; well-behaved, hard-working and independent. Officer Len Barnes mentioned that Jaffers did not get along well with the jail officers who saw him every day. To them, Jaffers was a "know-it-all". He always suggested a better way for them to perform their job as officers. Also, Barnes remembered that Jaffers had once organized a "sanitation committee" in the jail and had managed to fine other prisoners for any dirt or clutter found in their cells.

In spite of this information, Jaffers was made a trusty. Within a month, the jail was full of contraband smuggled in by Jaffers. He had proved himself a "smart operator" and had considered it a challenge to smuggle in contraband "under the noses" of the jail staff.

The above example points out that:  
(choose correct answer)

- a) It is easy to make a mistake when choosing a trusty
- b) The information supplied by jail officers about prisoners is a vitally important factor in the choice of trusties.

Turn page to check your answer ...

Answer:

- a) It is easy to make a mistake when choosing a trusty
- b) The information supplied by jail officers about prisoners is a vitally important factor in the choice of trusties.

The jail officer's information is extremely important when choosing trusties. In many cases, they supply information about prisoners which is not shown in the records or known to jail administrators.

---

It has been stated that trusties should require only minimum supervision by jail officers. This is only true when trusty job assignments are such things as:

- \* cleaning jobs within the security area
- \* general clerical work
- \* washing dishes and pans in the jail kitchen

HOWEVER, many jails assign trusties to perform jobs which affect the well-being of other prisoners. When performing this type of task, trusties MUST be supervised closely.

Choose the jobs which you think require close supervision of trusties by jail officers:

- a) typing the week's menus
- b) serving food to cells
- c) typing cell assignments
- d) mopping the floors within the security area
- e) processing prisoner records
- f) acting as medical orderly for the jail doctor

Turn page to check your answers .....

Answer:

- b) serving food to cells
- c) typing cell assignments
- e) processing prisoner records
- f) acting as medical orderly for the jail doctor

These are all jobs which directly affect the well-being of other prisoners. If these jobs are to be performed by trustees, they should be closely supervised by jail officers.

---

It is considered good jail policy to house trustees in areas where they do not come in contact with regular prisoners. We have seen that often trustees are subject to bribery and will assist in escapes or bring contraband into the jail. However, many jails do not have the facilities for housing trustees separately.

If your jail does not house trustees separately, what do you think is a good supervisory policy for jail officers to follow?

Turn page to check your answer .....

Answer:

An alert and conscientious jail officer follows a policy of conducting frequent searches of trusties. This is an especially important policy if the trusties work outside the jail or live with the regular prisoners.

Many jail inspectors have noticed that trusty cells are usually the dirtiest and messiest in the jail. This is because jail officers often forget that trusties are prisoners too, and they often neglect to make trusties follow jail regulations for cleanliness. Imagine how many unnecessary and unpleasant incidents occur in jails where trusty cells are not inspected for contraband and are not kept clean and uncluttered!

---

In one jail, where trusties are allowed to carry and use jail keys by careless jail officers, a trusty released a felony prisoner and allowed him to escape. While he was leaving the jail, he wounded several jail officers with the gun that the trusty had given him.

In another jail, after visiting day, a prisoner made an escape using a gun that his wife had brought for him. She had put it in a wastepaper basket and had bribed the trusty cleaning the area to deliver the weapon. Officers did not search the trusty as he entered the cell area because they trusted him completely. Four officers were wounded and one policeman was killed in this escape.

A casual, lazy attitude towards supervision of trusties by jail officers can lead to countless dangerous situations in the jail. The list of incidents is endless. Time and time again jails report that they have trusted, respected and given important responsibilities to trusties, only to be rewarded by an escape, the smuggling in of contraband, or a trusty-sponsored drunken jailhouse brawl.

Learn from experience. Don't be the kind of jail officer who thinks the term TRUSTY means "to be trusted".



We have seen that, ideally, trusties should be housed separately and should be supervised in a different manner from other prisoners. Two other types of prisoner require different supervisory treatment also:

\* Juveniles

\* Females

It is widely believed that juveniles do not belong in a jail. However, many localities have no facilities, other than the jail, for handling juveniles who have committed an offense. Where this is true, jail officers must learn how to supervise juveniles.

Does your jail house juveniles? Do you know under what age your state considers a prisoner to be a juvenile? The age limit varies from state to state. Make sure that you know what a juvenile is in your state.

---

A universal rule to follow when keeping juveniles is:

A juvenile must always be kept apart from adult prisoners. Under no circumstances should a juvenile be put in cells or living areas with adults. And, ideally, juveniles should be out of range of adults so that they will not be exposed to objectionable or abnormal behavior by adults.

---

Juveniles are favorite victims of more experienced, older prisoners. Often juveniles are thoughtlessly placed in jail cells with adult prisoners who take physical advantage of them. In many jails, officers assign an adult prisoner to each juvenile in the mistaken belief that the adult will protect the youth from other prisoners.

In one known case, the protecting adult assigned to a juvenile was nicknamed "Joe Sex" by prisoners who knew of his homosexual tendencies.

A good jail officer will follow the following rule when supervising juveniles in the jail: (choose appropriate answer)

- a) Assign a trustworthy adult prisoner to protect juveniles while they are in the jail.
- b) Make frequent patrols to see that the prisoners are not taking advantage of juveniles.
- c) Keep juveniles totally separate from adult prisoners.

Answer:

- a) Assign a trustworthy adult prisoner to protect juveniles while they are in the jail.
  - b) Make frequent patrols to see that the prisoners are not taking advantage of juveniles.
  - c) Keep juveniles totally separate from adult prisoners.
- 

Keeping juveniles in separate quarters is not the only supervisory duty required of jail officers in charge of them.

Young people when confined are likely to become bored, restless and destructive.

You should, therefore:

- \* Use extra patience and understanding when dealing with juveniles
- \* Be on the alert for trouble or disturbances

Above all, a good jail officer should know the value of constant surveillance when dealing with juveniles.

One juvenile, left alone for hours at a time while confined in the jail, became depressed and successfully committed suicide. Too late, the jail officer learned the importance of constant checking and surveillance.

Juveniles are frequently overly sensitive and have a great need for security and friendship. In the above example, an occasional kind word or conversation may have prevented even the attempt at suicide.

Often youthful pranks can turn into emergencies when jail officers do not patiently supervise and patrol juvenile living areas constantly.

In one jail, juveniles set small fires in their cells to annoy the jail officer on duty. Having lost his patience with these pranks, the officer decided to teach the boys a lesson. When they called for help, he didn't respond immediately as he had before. By the time he entered the juvenile living area, a mattress had caught fire and the young prisoners were overcome with smoke poisoning.

Jail officers should be understanding and wary of the highly emotional and volatile nature of many juveniles.

In one northern jail, an officer ignored what seemed to be a minor disagreement between two juveniles and left them to settle it themselves. By the time he returned on patrol, one of the young prisoners had lost control of his temper and badly beaten the other youth.



A tendency of youth is to act impulsively. Jail officers should realize this and not allow security precautions to become lax or careless in the juvenile section. Often, in cases where adult prisoners would never attack or threaten a jail officer, a youthful prisoner will, without considering the consequences.

Can you list the important elements of successful supervision of juveniles?

Two large, empty rectangular boxes are positioned side-by-side, intended for the respondent to list the important elements of successful supervision of juveniles. The boxes are defined by simple black outlines and are completely blank.

Answer:

Although your wording will naturally be different from that of the course, your answer should include the following:

- patience and understanding--a willingness to give juveniles special attention and time
  - a firm policy of constant, careful surveillance
  - maintenance of good security procedures
- 

Although female prisoners rarely require strict security measures, a jail matron should learn all that has been discussed previously in this chapter regarding prisoner supervision. Although women prisoners seldom present the danger that men do, they are often responsible for smuggling contraband and for aiding in escapes.

Supervision of women does present some unique problems as you will see on the next few pages.

Just as juveniles must be housed separately from the adult males, so must women. It doesn't take much imagination to think of the problems which arise if men and women prisoners are not effectively kept separate. When housing men and women separately, there must be no possibility of communication by sight or sound.

In one old southern jail, females were placed in a cell next to a cell full of men. They were easily able to break through the old cinder block walls which separated the cells. One woman prisoner became pregnant as a result of her visits with the men in the neighboring cell!

In another jail, male prisoners were able to climb through a ventilation tunnel to a women's dormitory where they subsequently held a wild party!

All supervision of female prisoners must be by female employees. Male jail officers should not be responsible for any supervisory activities involving female prisoners.

One small jail employs a part-time matron. When she is off-duty, a male officer takes over the supervisory duties. Recently, he suspected a woman of carrying contraband and conducted a search of the woman's cell and belongings. She immediately made a formal, legal complaint against him accusing him of rape.

Just as no males must supervise women prisoners, male employees should not be allowed to enter the female section.

Recently, in a small jail, a female prisoner successfully smuggled dangerous drugs to the male section. It was found that she had put them in a cigarette package and had asked a male janitor working in her section to deliver the "cigarettes" to her boyfriend in the male section.

Naturally, it is the duty of a jail matron to make sure that no male prisoners are allowed in the women's section UNDER ANY CIRCUMSTANCES. All too often, trusties are allowed to wander freely between sections. Imagine the problems which arise in these jails!

In one jail a trusty was allowed complete freedom of movement and had his own set of keys. The matron of the women's section did not think it at all unusual that he was spending a good deal of time in the day room of the women's section. She was amazed and puzzled when one of her prisoners became pregnant!

Passing of contraband between the male and female sections is a common problem in many jails.

|| How do you think a female matron could prevent ||  
|| this type of illegal activity? ||

Turn page to check your answer ...

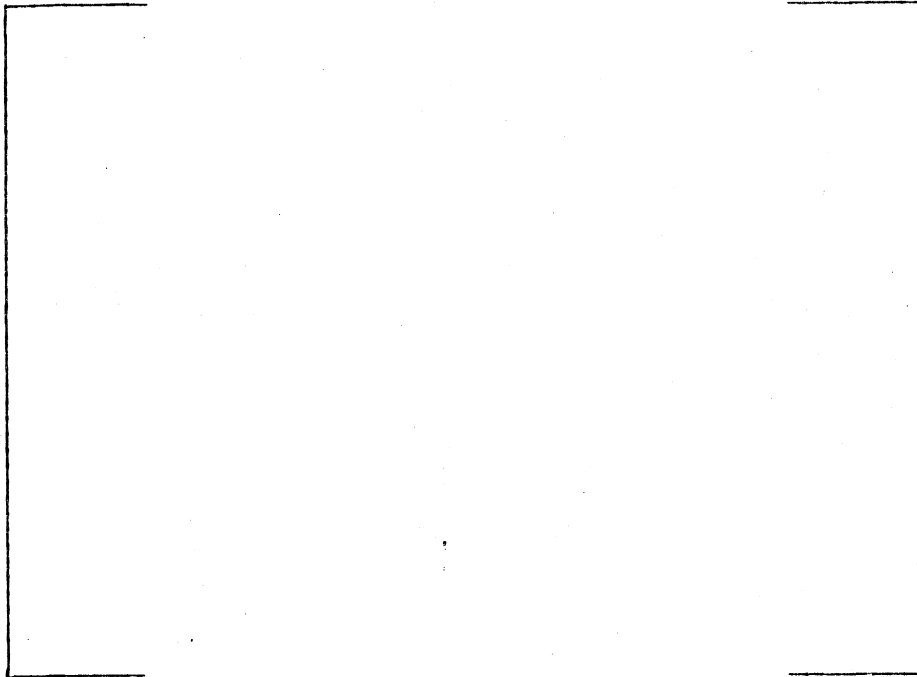
Answer:

An effective female supervisor will inspect any materials, supplies, books and other items that are brought to the woman's section from the main jail. Frequently, notes concerning escape plans and dangerous contraband have been found by alert matrons.

Likewise, an excellent supervisory policy is to frequently check to see that nothing leaves the female cell area without a thorough inspection.

---

List the policies that a jail matron should follow at all times when supervising female prisoners:



turn page to check your answer . . .



Answer:

Your answer should include these things: A matron should see that:

- \* Females are kept totally segregated from male prisoners, employees and officers.
  - \* All articles entering or leaving the women's section should be carefully examined for contraband or notes.
- 

Attendance by prisoners at funerals is considered a privilege. It is a privilege granted by the jail administrator to prisoners who are not considered to be serious escape risks. Naturally, since the prisoner and the jail officer will be in a public place, special supervisory techniques must be employed during these visits.

Above all, the prisoner and his family must be told what will be expected of them during the visit. The jail officer in charge of the prisoner should inform them of the following:

- \* The prisoner may not leave the room where the event is being held without the escorting officer
- \* No special requests by the family will be considered

Recently, the family of a prisoner attending the funeral of his father asked his escorting officer if he could go home for a short private visit. According to them, the prisoner's mother was extremely upset and wanted to spend an hour or two alone with the family. The officer sympathized and granted the request. He took the prisoner to the house and was kept busy in a room where family members were gathered. In the meantime, the prisoner escaped.

Obviously, this escape would not have happened if:  
(choose the correct answer)

- \_\_\_\_\_ a) The officer had gone along to the prisoner's home.
- \_\_\_\_\_ b) If the prisoner had been wearing handcuffs
- \_\_\_\_\_ c) If the jail officer had told the prisoner and his family before the funeral that no special requests would be granted

Turn page to check your answer .....

Answer:

- a) The officer had gone along to the prisoner's home.
  - b) If the prisoner had been wearing handcuffs.
  - c) If the jail officer had told the prisoner and his family before the funeral that no special requests would be granted.
- 

The escorting officer should try to remain as inconspicuous as possible while watching his prisoner. The officer should try to sit towards the back of the room where he can keep the prisoner in sight at all times. The best policy is to tell the prisoner where you will be and to warn him not to move out of your sight. A prisoner should know that if he becomes careless and wanders out of your sight, his family might be caused some embarrassment when you are forced to search for him. Let the prisoner know that if he does not consult you, and disappears from your sight, you can make only one assumption: that he must be escaping.

An escorting officer should follow this rule at all times:

|| The officer should never leave the prisoner in anyone else's care. ||

The officer's duty is the safekeeping of the prisoner. He has no other concerns in these situations.

Obviously, when a prisoner is allowed to mingle with other people in a public place, it is almost impossible for a jail officer to prevent passing of contraband. What do you think is the best policy to follow in controlling this problem?

Turn page to check your answer ...

Answer:

The best policy is to search the prisoner before he returns to his cell in the jail. As you have learned, search is the best technique for controlling the problem of contraband in all situations.

---

In all special visiting situations, the escorting officer should present a calm, authoritative appearance. Since many of these occasions become highly emotional, the officer should be prepared to act quickly and decisively.

During one funeral, the prisoner's mother began to attack the prisoner shouting, "It's because of you that your father died. If you had been good like your brother, he'd be alive today."

Before the ceremony began, the officer had observed the location of all the exits in the funeral parlor. When this emotional scene began, he quickly stepped over to the prisoner, took him firmly by the arm and led him to the nearest exit.

Do you think the officer acted calmly and decisively in this case?

Turn page to check your answer ...

Answer:

The officer's actions showed that he was capable of calm, intelligent action at a tense moment. His knowledge of the exits showed that he had prepared himself well for quick action.

---

When supervising a special visit by a prisoner to a funeral, the escorting officer should: (choose the correct answers)

- a) Make himself conspicuous by wearing a uniform and standing in front of the room facing the prisoner
- b) Search the prisoner during the visit
- c) Search the prisoner before returning him to his cell in the jail
- d) Allow the family to supervise the prisoner
- e) Keep a careful but inconspicuous watch on the prisoner during the visit
- f) Assume that if a prisoner is not present in the room and has not told the officer where he has gone, that he has escaped and immediate action should be taken
- g) Tell the prisoner that, if he behaves himself, that he might be allowed a private visit with his family
- h) Inform both the prisoner and his family of what is expected of them during the visit so that they will not seek special considerations once the visit has begun.

Turn page to check your answer ...

Answer:

The correct answers are:

- c) Search the prisoner before returning him to his cell in the jail.
- e) Keep a careful but inconspicuous watch on the prisoner during the visit.
- f) Assume that if a prisoner is not present in the room and has not told the officer where he has gone, that he has escaped and immediate action should be taken.
- h) Inform both the prisoner and his family of what is expected of them during the visit so that they will not seek special considerations once the visit has begun.

TO THE STUDENT

On the next few pages you will find a summary of the chapter. It might be a good idea for you to tear out these pages and keep them in a convenient place so that you can refer to them whenever you wish.



## SUMMARY

In this chapter, you have seen that the objectives of supervision are:

- \* getting people to do what is required of them
- \* developing an orderly, controlled environment

Poor supervision may well result in:

- \* disciplinary problems
- \* conflict between staff and prisoners
- \* poor prisoner morale
- \* escapes

You have seen that other general supervisory principles can easily be applied to the jail situation. These principles include:

- \* establishing the goals of the job and explaining them to the workers
- \* giving clear and understandable orders
- \* teaching prisoners how to do the job
- \* making frequent checks and correcting anyone who is doing the job incorrectly
- \* evaluating the performance of each prisoner assigned to the work

In order for a jail officer to maintain his effectiveness and image of authority, general supervisory rules can be adapted to fit the needs of the jail. For instance:

- \* avoid familiarity with prisoners
- \* do not gossip with prisoners
- \* do not give advice to prisoners
- \* do not show favoritism
- \* never make a promise to a prisoner which you cannot keep

---

The custodial nature of the jail demands that a rigid form of personal supervision be applied to everyday **occurrences**. Only jail staff is qualified to supervise the activities of prisoners. Allowing prisoners to supervise other prisoners in any way indicates:

- \* loss of control of the jail by jail personnel
- \* violation on the part of the jail staff of the legal rights of the other prisoners

Supervisory duties must be performed on a person-to-person basis. Relying on mechanical devices for supervision can lead to a dangerous situation in the jail.

In order to properly supervise on a person-to-person basis, the jail officer must be flexible and imaginative. He must personally conduct a number of surveillance activities in the housing units and must see that a high standard of cleanliness is maintained. These standards must be agreed on by jail officers and carefully explained to the prisoners. Using commercial television as an incentive for good behavior is a good supervisory policy in the jail. However, officers must make sure that they can maintain control of the TV by keeping it out of the housing area.

In order to supervise dining situations, the jail officers must always work towards:

- \* maintenance of order in the serving line and during the actual meal
- \* fair distribution of food by servers to all prisoners
- \* control of utensils to avoid smuggling and eventual use as a weapon

Administration and supervision of sick call in the jail is one of the critical aspects of jail operation. Sick call is concerned with these objectives:

- \* administration of proper attention to all prisoners with medical complaints
- \* control of all administration and taking of medicine
- \* control of prisoner behavior during the actual sick call procedure

Record-keeping is crucial to the success of the medical program in any jail. If records are not kept, jail personnel may become liable to untrue accusations by prisoners who claim they were not given sufficient medical care. Basic rules for medical record-keeping are:

- \* No jail officer should accept verbal orders from a doctor unless the doctor promises to send signed, written orders to the jail.
- \* The time and date of each visit by a doctor should be recorded along with the time and date of issue.
- \* Administration of medicine to prisoners should be recorded by time, date, and name of officer giving dosage.
- \* If a doctor has been called concerning a certain prisoner, a record should be made of the officer making the call, the time and date of the call, and the reason for calling.

The success of visiting situations in the jail is entirely dependent on the ability of jail officers to listen for, look for and sense any suspicious behavior. When supervising a professional visit, a jail officer must be concerned with:

- \* making sure that the visit is completely confidential
- \* making sure that prisoners are made available to attorneys whenever a reasonable request is made

These rules should be followed when supervising religious services:

- \* make sure services begin on time and that prisoners return to their cells immediately after the service
- \* do not allow visitors and prisoners to sit together or mix in any way

When supervising recreation, it is the duty of the supervisor to:

- \* keep order
- \* make sure the period is run according to schedule
- \* make sure all equipment is returned
- \* check to see that all equipment is returned in good order

---

Special supervisory situations include supervision of:

- \* Trusties
- \* Females
- \* Juveniles
- \* Prisoners being escorted on special visits such as funerals.

The jail officer's information is extremely important when choosing trusties. Also, although certain job assignments given to trusties require minimal supervision by jail officers, any job involving the safety or well-being of other prisoners requires strict supervision of trusties. These jobs include:

- \* typing of cell assignments
- \* serving food
- \* processing prisoner records
- \* acting as medical orderly

When trusties are not housed separately from other prisoners, officers should conduct frequent searches.

Supervision of juveniles requires that:

- \* officers comply with state laws regarding age of juveniles
- \* juveniles be kept apart from adult prisoners
- \* officers be aware of and comply with need for constant surveillance of juveniles
- \* officers maintain good security procedures

Supervision of women requires that:

- \* women be housed separately from other prisoners
- \* male jail officers should not be responsible for any supervisory activities involving female prisoners
- \* no male prisoners be allowed into the women's section under any circumstances
- \* frequent inspections be made to determine that nothing enters or leaves the female cell area without a thorough cell inspection

Supervision of prisoners allowed to go outside of the jail on special visiting situations requires that:

- \* the prisoner not be allowed to leave the room where the event is being held without the escorting officer
- \* the officer will not consider special requests made by the family of the prisoner
- \* the officer must never leave the prisoner in anyone else's care

tear along this line

BOOK FIVE:

DISCIPLINE

Inevitably, there are some prisoners who do not readily respond to positive staff attitudes and often refuse to cooperate with even the most understanding and patient jail officers. When this is the case, disciplinary measures must often be used. It is extremely important for the jail officer to understand what is meant by discipline and what must be involved in his decision to use discipline in controlling a prisoner. The rest of this chapter has been designed to help you:

- \* recognize what situations require disciplinary action
- \* choose the correct disciplinary action when needed

Before continuing, it is important for you to realize that this section will not be a discussion of punishment. Punishment is only a "last resort" and, as such, is only a small factor in the overall view of discipline. Actual punishment usually involves such negative actions as:

- \* taking away some of a prisoner's "good time"
- \* taking away a privilege
- \* assigning a prisoner to a solitary cell

The positive factors of discipline include:

- \* teaching self control
- \* setting standards of proper behavior
- \* correcting improper behavior consistently and fairly

For the benefit of jail personnel and prisoners it is desirable that officers constantly seek ways of treating disciplinary problems informally in a thoughtful, constructive manner rather than assuming that all misconduct must be punished.

Before continuing, it is important that you understand the definition of DISCIPLINE and PUNISHMENT and that you keep the relationship between the two clearly in mind.

- \* DISCIPLINE is the training required to insure obedience to established rules.
- \* PUNISHMENT is a penalty for some offense-- it is usually a denial of privileges rather than infliction of pain.

Effective discipline is designed to correct and teach rather than to punish or seek revenge. However, punishment may be appropriate in some cases as a method of encouraging proper behavior.

---

Every jail in the country must operate under a set of established regulations. Prisoners are expected to learn these rules and abide by them. And when prisoners break jail rules, it is the responsibility of the jail officer to determine the cause of the misconduct and decide whether he should make a formal report of the matter or try to informally correct the prisoner's behavior. This is often a difficult decision for the officer. He must use personal judgement to analyze the situation and determine the correct action. Not all circumstances require formal disciplinary action, and it would be unwise for an officer to be a "hard nose" and attempt to treat all cases of prisoner misconduct in the same way and with the same intensity.

When a prisoner breaks a rule and thereby endangers the safety of the personnel and prisoners, there is usually a clearcut need for some sort of punishment. The following actions by prisoners are considered dangerous to the security and well-being of the jail staff and prisoners and usually require punishment:

- \* interfering with a prisoner count
- \* attempting escape
- \* possession of a weapon
- \* attacking a jail officer
- \* attacking a prisoner
- \* destroying security equipment

---

In no case should an officer punish a prisoner.

An officer who feels that punishment is in order, has the duty to let someone else decide what to do. In a small jail, a higher ranking officer or the sheriff may be the one who should decide the action. And in a larger jail, there may be a disciplinary board or court available to decide these cases. Just as the police must allow a judge or court to decide the penalties for the persons they have arrested, you, the jail officer, must allow an impartial person or group of people to decide disciplinary action for the prisoners who you report. Read what happened to a jail officer who considered it his right to impose punishment on uncooperative prisoners:

Recently a jail officer decided that, rather than reporting several prisoners for serious misconduct, he would punish the prisoners himself. He ordered the men to do 150 deepknee bends. One of the prisoners collapsed after the exercise and had to be helped to his cell. The following day, he was hospitalized for kidney failure. Because the officer had ignored the established procedure for formally reporting misconduct to the sheriff, the district attorney formally charged him with "assault, coercion, official misconduct, and reckless endangerment".

NOTE: A jail officer may not always agree with the punishment that is assigned. Some prisoners will be given warnings; others not punished; and others, punished only lightly. The reporting officer should not interpret these decisions as a lack of support for him. The action taken on a formal report usually reflects the administrator's concern for factors that the jail officer may not have considered; These factors include the prisoner's overall adjustment, his personality, and the circumstances of the violation.



In most instances of misconduct, prisoners break jail rules that do not directly affect the safety of personnel and prisoners in the jail. These rules might deal with such things as:

- \* cleaning up their cells
- \* wasting food
- \* performing a job assignment
- \* making excess noise
- \* displaying insolence and lack of respect for authority

Prisoners may misbehave because they are purposely trying to cause trouble. In such cases, some sort of disciplinary action may be called for.

Can you think of any other reasons why prisoners may misbehave? Before turning the page, see if you can name some other reasons for misbehavior.

Prisoners often misbehave because they are under unusual emotional stress, because they have not thoroughly understood a jail regulation, or because lack of exercise and monotony of jail life has resulted in excess energy and a desire to "blow off steam". They may also misbehave because jail officers have not indicated what behavior is expected of prisoners while in the jail. Naturally, it is the duty of jail officers to make these standards of behavior very clear and understandable for prisoners.

It is the jail officer who has the responsibility to decide whether a situation can be handled informally or if there is clearly a need to report the matter. He must reach his decision by using his own judgement concerning the personality and past behavior record of the prisoner and the circumstances in which the prisoner misbehaved.

Often an officer who has seen a prisoner break a jail rule can determine whether the misconduct was intentional or just a careless lapse. And the officer can often determine the cause of misconduct by quietly talking to a prisoner and finding out what is bothering him. In any case, it is a mistake to automatically treat all misconduct as an attempt by the prisoner to defy authority or cause trouble.

"I won't get on that scaffold and paint no matter what you do to me!"

Knowing that Prisoner Myron Jeffries was usually a willing and cooperative worker, Officer Chase was extremely surprised to hear Jeffries flatly refuse to follow his orders to paint the ceiling of the jail.

Refusal to follow work orders in this jail constitutes an infraction of jail regulations and usually brings a punishment such as temporary suspension of the prisoner's recreation privileges. However, rather than automatically filing a formal report, Chase decided to talk privately with Jeffries to determine if anything was troubling him.

RESULT: Officer Chase found that Jeffries had developed a great fear of scaffolds after seeing a friend badly injured in a fall from one. Chase promptly assigned Jeffries to another job. The officer also warned Jeffries that such a flat refusal to work, without an accompanying explanation, might have been interpreted as insolence and misconduct. He suggested ways that Jeffries could more constructively voice his complaints in the future.

After taking the time to talk privately with the prisoner, Officer Chase correctly recognized that formal disciplinary action would not be appropriate in this case. However, he also realized that informal discipline was appropriate. He pointed out to the prisoner that he must learn to rationally explain his complaints to officers if he expected to receive fair treatment from them.

In this case, the informal disciplinary action which Officer Chase took was:

- \_\_\_\_\_ 1) Changing Jeffries' work assignment to a harder one.
- \_\_\_\_\_ 2) Threatening to punish Jeffries the next time he refuses to work in this way.
- \_\_\_\_\_ 3) Telling Jeffries that his blunt way of refusing to work might result in punishment and suggesting better ways of voicing his complaints to officers.

turn page to check your answer .....

Answer:

- 1) Changing Jeffries' work assignment to a harder one.
  - 2) Threatening to punish Jeffries the next time he refuses to work in this way.
  - X   3) Telling Jeffries that his blunt way of refusing to work might result in punishment and suggesting better ways of voicing his complaints to officers.
- 

All too many jail officers think that their only responsibility in disciplining prisoners is to see that all violations and infractions are reported. And, in smaller jails where there is no formal disciplinary procedure, many officers think that their only responsibility is punishing prisoners after they have committed a violation. This way of thinking can only bring trouble and conflict to the jail.

It is well known among experienced jail officers that the best and most effective among them are those officers who seldom file formal disciplinary reports. These are officers who consider it their responsibility to use positive discipline to prevent violations of the rules by closely observing prisoners and dealing with potential problems on an individual basis before they become serious. In the majority of cases, officers can avoid serious problems if they reason with individuals and explain correct behavior to them.

In a small Southern jail where prisoners return their food trays directly to the kitchen, a rule states that stealing food from the kitchen will bring formal disciplinary action. During a routine frisk search, Officer Cates found that prisoner Ben Roberts, a usually cooperative prisoner, had an onion in his pocket which he had obviously stolen from the kitchen.

Before taking any action, Officer Cates considered these possible courses of action:

- 1) Writing a formal disciplinary report and allowing the jail administrator to handle the problem
- 2) Dealing with the situation informally; requiring the prisoner to return the onion and apologize for the incident
- 3) Making the prisoner eat the onion raw as an example to any other prisoners who might be thinking of stealing food

Consider each of these alternative actions and decide which would have been the best action to take in the situation described above. When you have decided on your answer, turn the page.

Answer:

- 1) Writing a formal disciplinary report and allowing the jail administrator to handle the problem
- 2) Dealing with the situation informally; requiring the prisoner to return the onion and apologize for the incident
- 3) Making the prisoner eat the onion raw as an example to any other prisoners who might be thinking of stealing food.

Since the prisoner has been described as "usually cooperative" and since stealing one onion can hardly be considered important enough to warrant a formal report to a busy administrator, solution number 1) is overly harsh. Solution number 3) - making the prisoner eat the onion - could be embarrassing to the prisoner and damaging to prisoner morale. Such treatment might cause the prisoner to become hostile and could encourage him to demonstrate to his friends how "tough" he can be. It is well known that in cases where jail officers seek to "make an example of" a prisoner in front of other prisoners, tension and unhappiness is usually the result.

By correcting the prisoner in an informal way and requiring him to return the onion to the kitchen, the officer provides a good opportunity for the prisoner to correct his behavior and learn the importance of following jail rules. The officer can thereby avoid turning the small incident into a major disciplinary proceeding, blown far out of proportion to its importance.

---

Use of "silent insolence" by prisoners in order to annoy or harass jail officers is common. Staring sullenly at an officer, responding to an officer's orders in a deliberately slow and reluctant manner, and whispering and laughing with other prisoners while an officer passes by, are all methods of displaying "silent insolence". The purpose of **such behavior, naturally**, is to cause an officer to lose his temper, become angry and frustrated, and make himself ridiculous in the eyes of the prisoner population. Dealing with this type of insolence is far more difficult than dealing with a refusal to work, verbal disobedience, or other, more tangible methods of disobedience. And, since it is difficult to prove "silent insolence" or to stop it by warnings or punishment, the wisest, most proven course for the officer to follow when faced with the problem is to ignore it as long as no specific rules are being broken. When prisoners are unable to force an officer to "lose his cool" by using silent insolence, they often stop trying. But if prisoners succeed in making an officer lose his temper, they will undoubtedly be encouraged to continue their insolent behavior.

Naturally, not all cases of silent insolence can be handled by simply ignoring them. An officer should use his judgement to determine if a prisoner is merely trying to annoy him, or if a change in the prisoner's situation or a misunderstanding have made him depressed and difficult to handle. If the latter is the case, talking informally with the prisoner in an attempt to determine what is troubling him might be effective in relieving the problem.

Robert Coles had been a cooperative and well-behaved prisoner until recently when he began to stare sullenly at Officer Dubinsky as he made his rounds past the cellblock. Coles had always made a practice of greeting the officer pleasantly as he passed but now only stared without speaking. Dubinsky usually made a practice of ignoring such practices since they were usually prisoner attempts to make him angry. However, in this case, Dubinsky became worried about the prisoner. He took an opportunity to speak privately with Coles and, after a long pause, the prisoner finally told him that he had been suffering from severe headaches and hadn't reported for sick call because he was convinced that the doctor would tell him he was dying of a brain tumor. Hearing this, the officer was able to reason with the prisoner and managed to convince him that the doctor would be able to help him and that brooding over his condition had probably made the headaches worse.

You have seen examples of how officers can often effectively avoid formal disciplinary actions by dealing informally with prisoners involved in rule infractions or misconduct. In the case of Myron Jeffries who refused to climb the scaffolding, the officer showed good judgement in talking to the prisoner informally and pointing out where Jeffries was at fault. Chances are that this problem was resolved at this point, and Jeffries would not act in this manner again.

Likewise, the informal handling of the onion-stealing incident showed good judgement on the officer's part. This officer now has reason to believe that the prisoner will never again be involved in a similar incident. However, if the prisoner again commits a violation of this sort, the officer would be justified in formally reporting the prisoner. Informal correction of infractions is essentially a warning to the prisoner that if he continues to create the same problem, he can expect formal disciplinary action. It is also a way in which the officer can point out the correct behavior to the prisoner so that, if the misconduct was unintentional or careless, the prisoners can avoid the same mistake in the future.

On the following pages are some situations with which jail officers have been faced. Read each situation carefully, and see if you can suggest the correct action based on the information which you are given.



Two prisoners who are good friends are pushing each other in line. They are both laughing and kidding, but their horseplay is slowing up the line.

The officer should do the following:

- 1) Submit a formal report - the two are disturbing other prisoners
- 2) Pull the prisoners out of line and tell them to return to their cells
- 3) Tell the prisoners to stop
- 4) Ignore the incident - the two are only kidding

Turn page to check your answer .....

Answer:

- 1) Submit a formal report - the two are disturbing other prisoners
  - 2) Pull the prisoners out of line and tell them to return to their cells
  - 3) Tell the prisoners to stop
  - 4) Ignore the incident - the two are only kidding
- 

Prisoner Harry Grover laughingly pushed another prisoner out of the serving line. Officer Teppler told him to stop and Grover did so, muttering under his breath something which Teppler couldn't hear. The other prisoners apparently heard the remark because a number of them laughed and glanced at the officer.

Teppler could have:

- 1) Confronted Grover accusing him of being a wise guy and threatening to put him in solitary confinement
- 2) Written a formal report and submitted it to the jail administrator
- 3) Sent Grover back to his cell, warning the other prisoners to learn from this example
- 4) Ignored the incident

|| Which of the above actions do you think Teppler should have taken? ||

Turn page to check your answer .....

Answer:

Tepler should have: 4) Ignored the incident. This is a case where the officer would not have any evidence to support his accusations and could have made the situation much worse if he had attempted to confront the prisoner or impose any formal disciplinary action.

NOTE: You may have noticed that answer number 1) showed the officer threatening to put the prisoner in solitary confinement. Threatening punishment in this manner is extremely poor policy. One of the rules for good supervision that you learned earlier is: DO NOT MAKE PROMISES WHICH YOU CANNOT KEEP. The same principle applies in disciplinary situations. Since someone else will make the decisions regarding punishment, there is no way that you can guarantee that your threat will be carried out. Threatening a punishment that is never brought against a prisoner may result in a loss of authority in your relationship with the prisoner.

While two jail officers were taking the morning prisoner count before changing shifts, prisoner John Hicks was moving around and changing positions in order to "play a trick" on the officers. When the count was completed, it was found that either someone was missing or the count was incorrect. A recount had to be performed, requiring the prisoners to line up again and the officers to work overtime.

When the officers realized that Hicks had been responsible for the incorrect count, they should have:

- 1) Submitted a formal report on his misconduct
- 2) Warned him not to do it again
- 3) Ignored the situation thereby showing self control
- 4) Allowed the prisoners to discipline Hicks since they had been inconvenienced by his actions also

Turn page when you have chosen an answer.....

Answer:

- 1) Submitted a formal report on his misconduct
- 2) Warned him not to do it again
- 3) Ignored the situation thereby showing self control
- 4) Allowed the prisoners to discipline Hicks since they had been inconvenienced by his actions also

As we mentioned earlier, interfering with a prisoner count is a serious infraction and requires prompt disciplinary action. In every jail, prisoners are well aware of the importance of complying with jail regulations regarding prisoner counts. And a clearcut case of disregarding regulations should bring formal disciplinary action.

---

Prisoner Russell Burroughs has refused to bathe for the second time this week. On the previous occasion, Officer Nichols was able to talk quietly and convince Burroughs to bathe. However, this time the prisoner refuses to be persuaded and has stated that under no circumstances will he bathe. The other prisoners in his cell have complained a number of times about Burrough's unpleasant odor.

Officer Nichols should:

- 1) Handle the matter informally, talking to the prisoner until he consents to bathe
- 2) Do nothing. The other prisoners will soon force Nichols to bathe
- 3) Write a formal report of the matter, explaining the situation
- 4) Force the prisoner to shower

Turn page to check your answer .....

Answer:

- 1) Handle the matter informally, talking to the prisoner until he consents to bathe
- 2) Do nothing. The other prisoners will soon force Nichols to bathe
- 3) Write a formal report of the matter, explaining the situation
- 4) Force the prisoner to shower

Obviously, the informal method is not going to work this time. The prisoner obviously is aware of the consequences of his action and has still refused to bathe. At this point, the matter should be left to the jail administrator or whoever is responsible for making decisions concerning punishment in this jail.

NOTE: Leaving this kind of problem up to the prisoners is a poor idea. It is never a good idea to allow prisoners to take over important supervisory functions especially when they affect other prisoners. Allowing the prisoners to force Burroughs to bathe might well end in violence or a loss of control by jail officers.

Prisoner John Leonard is a cell block trusty and has been given the privilege of living in a single cell. He has been a prisoner in the jail on a number of occasions and is now serving his third month of a six-month sentence. He is well aware of the rules and regulations governing personal conduct in jail. Among the jail regulations is a rule which states that no pictures are to be hung on the walls of the cells. A recent inspection revealed that Leonard has covered one wall of his cell with newspaper pictures and clippings, using pancake syrup for glue.

The officer who made the inspection should:

- 1) Ignore the practice since Leonard is a trusty
- 2) File a formal report to the jail administrator
- 3) Warn Leonard that if he doesn't clean up the walls, he will be reported

Turn page to check your answer .....

Answer:

- 1) Ignore the practice since Leonard is a trusty
- X   2) File a formal report to the jail administrator
- 3) Warn Leonard that if he doesn't clean up the walls, he will be reported.

If Leonard were a new prisoner, possibly unaware of the rules, a warning would have been the proper course of action. However, in this case, the offending prisoner is a trusty and is therefore in a position of some responsibility. He is an experienced prisoner in this jail and has no excuse for not knowing the regulation prohibiting the pasting of pictures on cell walls. The chances are that Leonard is taking advantage of his position and is seeking special privileges. The officer should make a formal report to the administrator since it is the administrator who is largely responsible for choosing trustees and for dealing with disciplinary cases.

---

In some cases, it is not easy for an officer to determine who has committed a violation of jail rules and must issue a warning to several prisoners. In such cases, it is still a good idea to employ the principle of dealing with an infraction on an informal basis first and then resorting to a formal disciplinary measure only when the first method has failed. Here is an example of an incident which requires some ingenuity and patience on the part of the jail officer who must deal with a group of prisoners at once:

When the eating utensils were returned from a cell inhabited by six prisoners, Officer Knowles counted them and found that three spoons were missing. In this jail a rule states that stealing utensils will bring punishment since they can be used as weapons.

Officer Knowles considered these four possible courses of action:

- 1) Organizing an immediate shakedown of the entire cellblock by jail officers
- 2) Writing disciplinary reports on each of the cell occupants suggesting penalties for each
- 3) Interviewing each of the cell occupants in an attempt to get them to tell who stole the spoons
- 4) Telling the prisoners that he would allow them ten minutes alone after which he would return and expect to find the spoons in front of the cell door; also warning that a shakedown would be performed if the spoons were not returned.

Which of these actions do you think would be the most appropriate for Knowles to take? Turn page to check your answer .....

Answer:

The best solution to this problem is: 4) warning the men that if the spoons are not returned in the ten-minute period, a shakedown would be performed.

By giving the prisoners a warning such as this and allowing them to return the spoons anonymously, the officer was giving the prisoners a "grace period" in which to correct their behavior. This type of informal solution is often very effective and often brings quick results. Formal disciplinary action in such cases usually takes longer, often involves more work for jail officers, and invariably causes bad morale among the prisoners who have not misbehaved. Even if a shakedown were performed immediately, chances are that it would be impossible to determine who, out of a six-man cell, was responsible for the incident and should receive some sort of punishment.

The majority of jail prisoners do respond to attempts by officers to teach them correct behavior and respect for jail rules. And, as we have already mentioned, the most effective officers are able to maintain discipline in an informal, individual basis without relying on more formal disciplinary measures. However, there are prisoners who continually break rules and refuse to cooperate with officers on any terms. When dealing with these prisoners, it is vital that officers make a conscious effort to control themselves and not resort to impulsive force.

Edgar Lucas, a prisoner in a large jail, has consistently shown hostility toward jail officers. Usually his misbehavior is characterized by "silent insolence" and a slowness in following orders. Recently he did not appear for the morning prisoner count and was found sitting in a corner of his cell refusing to move. The officer in charge attempted to talk to the prisoner in order to find out if he had a problem or complaint. However, Lucas swore at the officer and told him to, "Get off my back." Lucas then refused to clean up his cell or perform any of his assigned chores for the day.

Here is a case in which the uncooperative behavior of Lucas as well as his hostile remark might well have caused the officer to lose his temper and try to force Lucas to behave. But it is in the officer's best interest to control his temper, simply walk away from the prisoner and submit a formal report to the jail administrator concerning the situation. The officer has done his duty; dealing informally with the matter at first, and then submitting a formal report. Any further action must be decided by the administrator; it is he who bears the responsibility for deciding further action concerning the prisoner.

In a large county jail, one experienced jail officer feels that he is able to "keep his cool" and still retain his "self-respect" in the eyes of his prisoners. Whenever a prisoner swears at him, calls him a name, or threatens him, the officer does the following:

"I just put the keys in the cell door and say to the man, "If you want to prove something, come with me to the end of the cell block; I'll take off my badge and uniform shirt and we'll fight it out to see who's boss. If you win, I'll throw the book at you."

To this date, a prisoner has never accepted the officer's invitation.

What do you think of the officer's policy?

Be sure you think of your answer before turning the page .....



Answer:

Although this officer thinks he retains control of prisoners by this method, he is far from correct. His offer to fight with prisoners is a clear indication that they control him with remarks and insolence. Removing a badge or uniform shirt does not remove an officer's responsibility to always remain in control of his emotions and actions in his relationships with prisoners. It is a serious mistake for a jail officer to feel that his professional responsibility can be so easily set aside while he satisfies a personal need to defend his manhood and establish his superiority.

---

It is very important for jail officers to realize where their responsibility ends when dealing with obviously uncooperative prisoners.

Prisoner Ralph Edwards dropped his lunch on the floor of his cell and left it there without attempting to pick up the mess. Officer Jennings heard the noise and after checking on the incident, brought a dustpan and a mop so that Edwards could clean up the broken dishes and the spilled food. "Forget it, Turnkey, I'm not picking up anything. It can lie there and rot." This prisoner has a reputation for frequently making hostile remarks to officers and refusing to follow orders.

This is a clearcut case of a prisoner who is uncooperative and hostile towards authority. What is Officer Jennings's responsibility in dealing with this case?:

- 1) He should ignore the prisoner
- 2) He should make an attempt to force the prisoner to pick up the mess
- 3) Report the situation to the jail administrator and let him decide what action to take

Turn page to check your answer .....

Answer:

- 1) He should ignore the prisoner
- 2) He should make an attempt to force the prisoner to pick up the mess
- X 3) Report the situation to the jail administrator and let him decide what action to take

It is extremely poor policy for a jail officer to take a matter such as this into his own hands. When a prisoner is openly hostile in this manner, it is almost impossible to "force" him to follow orders. The decision of how to deal with this type of situation should be an administrative function. It is quite possible that the administrator might want to call in a psychologist to evaluate the prisoner's mental condition, or he might simply order that the prisoner be locked up in his cell until he decides to clean up the mess. In any case, leave this decision up to your administrator, do not try to solve such problems impulsively.

---

Sometimes a prisoner will become violent and try to injure another prisoner or a jail officer. Although it is rare for this to happen, it is important for you to know how to respond to and subdue violent prisoners.

The following guidelines are suggested for handling violent prisoners:

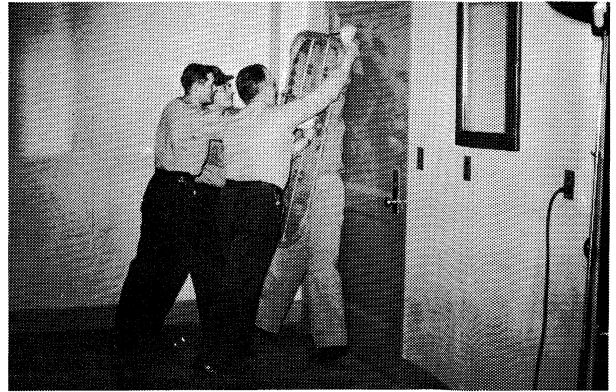
\* NEVER ATTEMPT TO SUBDUE A VIOLENT PRISONER ALONE

Always seek the assistance of one or more officers. Struggling alone with a violent prisoner increases an officer's chances of being injured or overpowered. When two or more officers are involved, they have a better chance of subduing the prisoner quickly and without injury. Also, if more than one officer is involved, the prisoner can "allow" himself to be controlled without embarrassment. Losing a struggle with two officers is not the embarrassment that losing to only one officer is.

\* AVOID STRIKING OR OTHERWISE HARMING THE PRISONER

The officer's duty is to contain the prisoner; that is, to prevent him from further violent action. Your duty is not to injure the prisoner or "teach him a lesson".

Some jails are equipped with a protective shield which is used in handling violent prisoners. The pictures shown below demonstrate how the shield can be used to subdue a violent prisoner:



The officers using this shield are correctly following the two guidelines for controlling violent prisoners. Write the guidelines here in your own words:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

When you are finished, turn page to check your answer .....

Answer:

Your answer should include these two rules:

- \* NEVER ATTEMPT TO SUBDUE A VIOLENT PRISONER ALONE
  - \* AVOID STRIKING OR OTHERWISE HARMING THE PRISONER  
(Notice that, by using the shield, the officers are able to contain the prisoner without struggling with him or hitting him.)
- 

Not all jails are equipped with such things as protective shields and, unfortunately, not all violent incidents that occur are easily handled. A jail officer's judgement is always the important element in stopping violence. For instance, if he must subdue a prisoner where other prisoners are watching, his ability to handle the situation calmly, as quickly as possible, and in accordance with jail rules is extremely important.

What do you think would be the probable result of using too much roughness in front of a sympathetic prisoner audience?

Turn page for answer .....

Answer:

It has been well established that a sympathetic prisoner audience can easily get out of control and cause more violence if officers are seen using unnecessary roughness against a prisoner and ignoring rules for their own official behavior.

---

Whether or not your jail has a formal procedure for handling discipline, there is one universal rule that applies to all jails, large or small. The rule is:

WHENEVER A PRISONER IS PUNISHED, A  
RECORD OF THE ACTION MUST BE KEPT.

You may remember the previous discussion in the Supervision section concerning the importance of keeping medical records. You read examples in which jail officers had failed to keep medical records and thereby gave prisoners an opportunity to bring successful legal suits against the jail, charging improper medical treatment. The same principle applies whenever punishment is involved. In recent years, courts have been increasingly concerned with cases in which prisoners have charged that jail officers used "cruel and unusual punishment" to discipline them. If you do not keep careful jail records detailing each case in which punishment is used, it will be extremely difficult to prove that "cruel and unusual punishment" was not used. Good records are particularly important in cases where "good time" is taken away or a prisoner is placed in segregation. To avoid legal problems in your jail, you should make records that include the following:

- \* Previous warnings that prisoner has received
- \* Reason for punishment
- \* Time and date when punishment decided and begun (also names of persons deciding punishment)
- \* Details of the punishment decided upon (for instance, if punishment involves revocation of recreation privileges, the record should indicate how long this is to be enforced and how many recreation sessions the prisoner will miss during this time).

In many of the larger jails, officers are required to submit formal disciplinary reports to the person (or persons) who must make a judgement about the misconduct and suggest corrective action or punishment. If your jail is one that requires you to write these reports, you should read the next few pages carefully and study the ways in which you can write an effective and constructive report.

On the next few pages are the basic requirements for a good disciplinary report:

- \* Full name of the prisoner
- \* A complete description of the prisoner's behavior leading to necessity for the report, and a notation of warnings which he has received.

Here is an example of such a description:

"Prisoner Adams was assigned to potwashing crew along with several others. He objected loudly to the assignment but then apologized to me explaining that he had not slept well last night. I suggested that he try harder to cooperate in the future or I would have to report him. Fifteen minutes later, the prisoner purposely started a fight with another prisoner, punching him and shouting, "Next time you splatter water on me I'll kill you!"

- \* Time and place of the offense: These are two important elements because they lend specific proof to your accusation of misconduct.
- \* Location of officer when offense occurred:  
For example:

"I was passing the kitchen door when I observed the incident. Adams and the other prisoner, Sawyer, were standing at the sink, with their backs toward me when Adams started to hit Sawyer."

- \* If the offense is serious, such as a violation of a criminal statute, information on witnesses should be included. For instance, if a prisoner has been sexually assaulted, he should be required to identify his assailants and provide names of any prisoners who could testify in his behalf.

NOTE: Prisoner witnesses should not be included for violations that are not particularly serious since they will undoubtedly be victimized and intimidated later when other prisoners find that he is a "stool pigeon". However, if other officers have observed the violation, their names should be included.

- \* The reporting officer should indicate what actions he took in response to the prisoner's behavior. For example:

I called for Officer Dorsey to help me and, together, we backed the prisoner into a corner so that he could no longer reach Sawyer. At this point, with each of us holding one of the prisoner's arms, we escorted him back to his cell and locked him in.

- \* In the same description, the reporting officer should describe the prisoner's response to any action taken. For example:

Adams did not struggle but said, "I'll get even with you jerks." When he was locked in his cell, he muttered some remarks that we couldn't hear well enough to quote.

- \* If the behavior has been consistent, the reporting officer should indicate what warnings have been given in the past. For example:

Several weeks ago, prisoner Adams started to bully one of his cellmates for no apparent reason. He stopped immediately when I warned him that further misconduct like this could force me to make a formal disciplinary report.



The next time you are required to write a formal disciplinary report, tear out this page and use it as a checklist to determine if you have left any important details out of your report.

- \* Prisoner's full name
- \* Complete description of prisoner's behavior leading to necessity for report
- \* Time and place of offense
- \* Location of reporting officer when offense occurred
- \* Information on witnesses
- \* Immediate actions taken by reporting officer in response to prisoner behavior
- \* Prisoner's response to reporting officer's actions
- \* Warnings given to prisoner previously ( in case of persistent behavior)

(tear out along this line)

BOOK SIX ;  
SPECIAL PRISONERS

A local police officer brings in a new prisoner to be committed to the jail. The officer found the man staggering aimlessly near one of the local bars. The prisoner is glassy-eyed, staggering, trembling, and speaking incoherently.

This prisoner is probably:

- 1) \_\_\_\_ drunk
- 2) \_\_\_\_ a diabetic
- 3) \_\_\_\_ suffering from a head wound
- 4) \_\_\_\_ suffering from multiple sclerosis

Turn page to check your answer .....

Answer:

Given this small amount of information, there is no way of knowing the cause of this man's condition. Staggering, thick speech, and trembling occur in all of the problems listed.

Often police and jail officers alike make certain assumptions about prisoners which can turn out to be dangerously incorrect. The man arrested in the example you just read may have been merely walking past the bar when the officer arrested him. He might be a diabetic in insulin shock, or he might be afflicted with multiple sclerosis. Or, even if he is intoxicated, he might be suffering from a dangerous head wound and need immediate medical attention. As a jail officer, it is your duty to constantly be alert for symptoms of behavior that might indicate that a prisoner needs special attention and care.

---

In this chapter we will discuss a number of special prisoners - those whose physical disabilities or mental condition require special treatment and care while they are in jail - and we will discuss ways in which you, the jail officer, can effectively recognize and handle these people. If you study this chapter carefully, it is hoped that you will be able to avoid some of the serious problems that have arisen in the past when jail officers have failed to recognize dangerous symptoms and have not sought necessary medical help for special prisoners.

Probably the special prisoner seen most often by the jailer is the "drunk." And since these people are frequently put in jail, officers often tend to become casual in their treatment of them, assuming that they only need to "sleep it off" in the jail's "drunk tank." This may be true of some alcoholics, but there are many others who might become seriously ill or even die if merely left alone to "sleep it off".

It is often difficult to determine upon admission to the jail, just how serious an intoxicated person's condition is or will be. And sometimes admissions officers admit these prisoners not realizing that they might require medical attention within a short time. For this reason, whenever "drunks" are being held in jail, it is the responsibility of the jail officers on duty to:

CHECK THE "DRUNK TANK" REGULARLY EVERY HOUR TO DETERMINE IF THE CONDITION OF ANY OF THE PRISONERS HAS CHANGED FOR THE WORSE.

On the next few pages, we will discuss the guidelines which you should use for determining whether or not an intoxicated prisoner's condition has changed for the worse.

While checking prisoners in the "drunk tank", ask yourself:

ARE ANY OF THE INTOXICATED PRISONERS UNCONSCIOUS?

IF SO, DO ANY OF THE UNCONSCIOUS PRISONERS APPEAR TO BE:

- \* HAVING TROUBLE BREATHING?
- \* EXTREMELY PALE?
- \* PERSPIRING HEAVILY?

If you can answer yes to any or all of these last three questions, you should:

CALL THE JAIL PHYSICIAN IMMEDIATELY AND DESCRIBE THE MAN'S CONDITION TO HIM.

THEN: FOLLOW HIS INSTRUCTIONS CONCERNING TREATMENT OF THIS PRISONER.

Failure to act when an intoxicated person exhibits these systems could result in death of the prisoner.

While checking the intoxicated prisoners, you should ask yourself:

ARE ANY OF THE PRISONERS TREMBLING AND SHOWING SIGNS OF EXPERIENCING STRANGE HALLUCINATIONS?

If a prisoner trembles in fear thinking he is being attacked by such things as spiders, snakes, Indians, etc., his condition - far from being silly or amusing - is extremely serious. He may be slipping into a condition commonly known as DT's (delerium tremens).

If you recognize the above symptoms:

CALL A PHYSICIAN IMMEDIATELY AND DESCRIBE THE PRISONER'S CONDITION TO HIM. THEN: FOLLOW HIS INSTRUCTIONS CAREFULLY.

Note: If the prisoner is violent (ie., hurting himself or others) tell the physician. He may suggest that you use a temporary restraint on the prisoner until he gets there. Do not apply restraints, however, unless you get permission to do so.

Many intoxicated persons incur head injuries in tavern brawls or in falls on the pavement or against hard objects. And many admissions officers can detect these problems and refuse to admit the prisoner until he is given a medical exam. However, many "drunks" do enter the jail who are suffering from serious head injuries. For this reason you should be constantly alert for the following symptoms, especially if a prisoner complains of a head injury:

- \* Is the prisoner dizzy or disoriented?
- \* Does the prisoner shake his head often?
- \* Are there any cuts or bruises on the prisoner's head?
- \* Is blood or a clear liquid flowing from either his nose or ears?
- \* Is one of his pupils larger than the pupil of the other eye?
- \* Does he have a high temperature?

If you recognize any of these symptoms, you should:

CALL THE PHYSICIAN IMMEDIATELY AND DESCRIBE THE PRISONER'S CONDITION TO HIM. THEN, FOLLOW HIS INSTRUCTIONS CAREFULLY.

NOTE: Whenever any prisoner in your jail is bleeding or showing other signs of obvious physical injury, he should be referred to a physician. Injuries should never be ignored or treated casually.



Intoxicated persons often show symptoms of serious illness or injury. Below is a list of possible symptoms. See if you can correctly choose the appropriate action to take in each case:

	Not Necessary To Call A Doctor	Call A Doctor
1. Prisoner crying out in fear and trying to shield himself.	<input type="checkbox"/>	<input type="checkbox"/>
2. Prisoner hiccoughing loudly.	<input type="checkbox"/>	<input type="checkbox"/>
3. Unconscious prisoner extremely pale and having difficulty breathing.	<input type="checkbox"/>	<input type="checkbox"/>
4. Prisoner shaking his head frequently and complaining that he fell and hit head on the sidewalk.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prisoner unconscious and perspiring heavily.	<input type="checkbox"/>	<input type="checkbox"/>
6. Prisoner complaining that he can't walk straight.	<input type="checkbox"/>	<input type="checkbox"/>
7. Prisoner has high temperature .	<input type="checkbox"/>	<input type="checkbox"/>
8. Prisoner asleep or unconscious and snoring loudly.	<input type="checkbox"/>	<input type="checkbox"/>
9. Prisoner has dark bruise on forehead and clear liquid flowing from his nose.	<input type="checkbox"/>	<input type="checkbox"/>
10. Prisoner complains of dizziness--pupil in one eye larger than other pupil.	<input type="checkbox"/>	<input type="checkbox"/>

Turn page to check your answers .....

Answers:

	Not Necessary To Call A Doctor	Call A Doctor
1. Prisoner crying out in fear and trying to shield himself.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Prisoner hiccupping loudly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Unconscious prisoner extremely pale and having difficulty breathing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Prisoner shaking his head frequently and complaining that he fell and hit head on the sidewalk.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Prisoner unconscious and perspiring heavily.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Prisoner complaining that he can't walk straight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Prisoner has high temperature .	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Prisoner asleep or unconscious and snoring loudly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Prisoner has dark bruise on forehead and clear liquid flowing from his nose.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Prisoner complains of dizziness-- pupil in one eye larger than other pupil.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A jail officer should not try to diagnose and treat medical problems as those whose symptoms we have described. Only a trained medical person is qualified to do this. However, it is the responsibility of the jail officer to recognize dangerous symptoms and report them immediately to a doctor.

Likewise, although a jail officer is not expected to diagnose and treat medical illness, he is required to recognize symptoms of mental illness as they appear in prisoners so that he can refer the prisoner to a psychiatrist or psychologist. On the next few pages, we will discuss some of the symptoms which you should learn to recognize in prisoners.

HALLUCINATIONS can indicate serious mental disturbance.

You have already learned that visual hallucinations occur after continuous use of alcohol and require immediate medical care.

It is also possible that, even without using alcohol, some persons think they hear, see, smell, or taste something that is not present. For instance, a prisoner might tell you that he hears voices which direct him to do bad things or hurt others. In such cases, it is possible that the person is seriously disturbed. When a jail officer notices that a prisoner sees, hears, smells, or tastes something which obviously is not present, he should:

REFER THE PRISONER TO A PSYCHOLOGIST OR PSYCHIATRIST FOR AN EXAMINATION.

\* Whenever you make a referral such as the one suggested here, it is essential that you accurately describe the prisoner's unusual behavior in detail to the specialist who must make the evaluation. Since you are the one who has the most opportunity to observe the prisoner's behavior, your description will be extremely important.

INTENSE ANXIETY is often a symptom of emotional disturbance. A jail officer can recognize this symptom when a prisoner:

- \* shakes,
- \* sweats freely,
- \* is unable to speak,

or,

- \* shows other signs of terror or panic in the absence of any real danger or threat.

When a jail officer recognizes this symptom, he should:

REFER THE PRISONER TO A PSYCHOLOGIST OR PSYCHIATRIST  
FOR EXAMINATION

NOTE: It is important that you remember that this can be a symptom of emotional disturbance only when there is no real danger or threat to the person. If a prisoner is experiencing unusual emotional stress - at such times as admission or before his trial - these signs of fear are likely to be the result of nervous tension and not of a serious emotional disturbance. In such cases the prisoner should be given an opportunity to adjust to his new situation before any referrals are made by officers.

"My heart doesn't work any more."

"My stomach has rotted away."

"I have a hole in my head and my thoughts  
are leaking out."

These are examples of UNREALISTIC PHYSICAL COMPLAINTS. When a  
prisoner makes complaints of this sort, you should:

REFER HIM TO A PSYCHOLOGIST OR PSYCHIATRIST FOR AN EXAMINATION

Many people, especially older persons, often talk to themselves. Although this behavior may seem strange or abnormal to another person, it does not necessarily indicate any kind of emotional disturbance. However, when a prisoner frequently carries on conversations with voices that he thinks he hears, it would be a good idea for the jail officer to:

REFER THE PERSON TO A PSYCHOLOGIST OR  
PSYCHIATRIST FOR EXAMINATION

DANGEROUS BEHAVIOR can also be a symptom of emotional disturbance. For instance, if a person attempts suicide or makes sudden unprovoked attacks on others, he may be seriously disturbed. In such cases a jail officer should, in addition to controlling the prisoner:

REFER HIM TO A PSYCHOLOGIST OR PSYCHIATRIST  
FOR AN EXAMINATION.

NOTE: Later on in the chapter, we will discuss the problem of suicidal prisoners more thoroughly.



Choose A, B, or C as the correct procedure to follow in each case:

A - Call a physician immediately

B - Refer prisoner to psychologist or psychiatrist for examination

C - No action necessary - continue to observe

A	B	C
---	---	---

1. Alex Jenkins is normally a rather quiet, passive prisoner. However, while working on an assigned chore, he sometimes walks over to another working prisoner and punches him or hits him with whatever tool happens to be in his hands. He can never give a reason for his behavior.

2. Bill Moss has been arrested once a month in the past year for drunk and disorderly conduct. This time he was arrested while fighting in a tavern. Several hours after he was admitted, Moss began to complain that he had been hit in the head with a beer bottle earlier in the evening and felt dizzy. Although the officer could find no cuts or bruises on Moss's head, he noticed that there was blood in the prisoner's left ear.

3. Prisoner Joe Sims, 68, is arrested regularly for passing bad checks. When he is alone in his cell, he talks to himself, promising never to commit another crime. And often while he is working or cleaning up his cell, he talks out loud, making a list of the things he must remember to clean or put away.

4. Prisoner Lester Jackson constantly complains of stomach aches, headaches, and dizziness. He frequently appears for sick call in the jail. Today he told an officer that he can no longer sleep because whenever he tries to, his lungs turn off and he begins to suffocate.

5. Casey Barnes has just been committed to a county jail. This is the first time he has been in jail. During the admissions procedure, he began to tremble and perspire heavily. Whenever a jail officer came near him, he became increasingly nervous and frightened.

Choose A, B, or C as the correct procedure to follow in each case:

A - Call a physician immediately

B - Refer prisoner to psychologist or psychiatrist for examination

C - No action necessary - continue to observe

A diagram consisting of three vertical arrows pointing downwards. The leftmost arrow points to a box labeled 'A'. The middle arrow points to a box labeled 'B'. The rightmost arrow points to a box labeled 'C'. The boxes are arranged horizontally and are connected by a thin line at the top.

6. Prisoner Roy Ulbricht is noisy and hard to handle most of the time. When he is alone in his cell, he frequently shouts things like, "Leave me alone, go bother someone else, don't touch me!" When the prisoner is asked by jail officers to quiet down, he usually says, "Only if you get those people out of my cell. They're trying to get me into more trouble!"

7. Ray Belmer was arrested on charges of drunk and disorderly conduct. He was placed in the drunk tank so he could "sleep it off". Several hours later, he began calling desperately for help and was found struggling, punching at the air, and trying to get out of the cell. He kept saying, "Look how they're biting and clawing me - they're crawling all over me!"

Turn the page to check your answers .....

**Answers :**

1. B - Refer prisoner to psychologist or psychiatrist for examination since the prisoner is exhibiting dangerous behavior.
  2. A - Call physician immediately - the presence of blood in the prisoner's ear is a serious symptom of possible head injury.
  3. C - No action necessary - continue to observe (Sims is an older man and he talks to himself; he does not appear to be talking to imagined "voices" or imaginary people.)
  4. B - Refer to psychologist or psychiatrist for examination because the prisoner is experiencing unrealistic physical complaints.
  5. C - No action necessary - continue to observe (chances are Barnes is extremely tense and nervous because of his arrest and fear of the new jail surroundings. He should be watched closely until he begins to adjust to the surroundings. If he doesn't relax in a few days or a week, a referral should be made.)
  6. B - Refer prisoner to psychologist or psychiatrist for examination - he is indicating that he hears voices that are not there.
  7. A - Call physician immediately - The prisoner is exhibiting symptoms of delerium tremens.
- 

\* Remember, whenever you refer a prisoner to a specialist for a mental evaluation, be sure that you mention all the symptoms you have observed in detail.

"The cook is trying to poison my food."

"The President's spies are watching me all the time and are trying to kill me!"

A person who believes he is being watched, that people "are out to get" him or are whispering about him may be showing initial signs of mental disturbance. When a prisoner's beliefs are obviously false, such as the above beliefs, a jail officer should:

REFER THE PRISONER TO A PSYCHOLOGIST  
OR PSYCHIATRIST FOR EXAMINATION

HOWEVER, it is not always possible to determine whether or not there is some truth in his fears. For instance, a prisoner may claim that other prisoners "have it in for" him and want to "get" him. This claim might, in fact, be well justified. An officer should use his judgement and his knowledge of the jail situation to decide whether or not the prisoner's fear is justified. If he is not absolutely sure that the belief is false, the officer should:

OBSERVE THE PRISONER FOR A PERIOD OF  
TIME TO SEE IF HE SHOWS ANY OTHER, MORE  
OBVIOUS SYMPTOMS THAT REQUIRE REFERRAL  
FOR A MENTAL EXAMINATION.

"If I die, the world will surely end."

"Since I am Napoleon, you will have to do exactly as I say."

Such exaggerated ideas about oneself are called DELUSIONS. The statements quoted above indicate the beliefs of persons who are obviously disturbed in some way. When a prisoner indicates that he believes such obviously impossible things about himself and his powers, a jail officer should:

REFER THE PRISONER TO A PSYCHOLOGIST OR  
PSYCHIATRIST FOR EXAMINATION

HOWEVER, suppose a vagrant insists that he is a "wealthy industrialist"? This is not beyond the realm of possibility. In fact there have been cases in which this kind of claim has been found to be true. In cases where it is difficult to determine whether a prisoner is stating a delusion or telling the truth about himself, a jail officer should:

OBSERVE THE PRISONER FOR A PERIOD OF TIME  
TO SEE IF HE SHOWS ANY OTHER, MORE OBVIOUS  
SYMPTOMS THAT REQUIRE REFERRAL FOR A MENTAL  
EXAMINATION.

Often a jail officer cannot recognize a symptom of mental illness until he is familiar with the person's day-to-day behavior. For instance, if an officer gets to know the general characteristics and personalities of individual prisoners well, he will be in a position to notice a SUDDEN SHIFT TO DEPRESSION or a radical change of mood. A sudden shift in the mood of a usually cheerful prisoner can be a serious symptom of a deteriorating mental condition. And an officer who notices such a sudden change should:

REFER THE PRISONER TO A PSYCHOLOGIST  
OR PSYCHIATRIST FOR AN EXAMINATION.

When a jail officer is not familiar with a prisoner's moods and personality, it will be difficult for him to make a correct referral. For instance, he may not realize that a particular prisoner is always "down-in-the dumps" and generally unhappy. Or, he may refer a new prisoner for a mental examination when, in fact, it is a normal reaction for a new prisoner to be depressed and unhappy for a period of time. Over a period of time, you will become more familiar with the signs and symptoms that will require referral to a medical authority. In the meantime, however, do not be hesitant to make numerous referrals. The important thing is for you to be able to describe the prisoner's behavior in detail to the proper authority. They will then be able to make the decision concerning the proper treatment of the prisoner.

Another symptom of possible mental disturbance is LOSS OF MEMORY. Again, this is a symptom which can only be recognized in a prisoner by an officer who has supervised the prisoner for a period of time. The officer may notice that the prisoner forgets that he visited with a family member only a short time ago. Or the prisoner may forget other incidents that the officer knows occurred in the very recent past. If an officer notices that a prisoner is experiencing a series of memory lapses such as these, he should:

REFER THE PRISONER TO A PSYCHOLOGIST  
OR PSYCHIATRIST FOR AN EXAMINATION

---

#### IMPORTANT

Whenever you are dealing with prisoners who may be suffering some mental disturbance, it is important for you to exercise kindness and patience in all your actions. The vast majority of mentally disturbed persons are not violent and not dangerous. And, although an officer should not lessen security requirements for those who may be mentally ill, he should not be overly firm or harsh towards such prisoners. Abuse, ridicule and unnecessary harshness serve only to disturb them more and make their eventual recovery more difficult.

Although not mentally ill, the mentally retarded prisoner is handicapped in a way that might require special attention and treatment. Often prisoners who are mentally retarded appear to be uncooperative when, in fact, they are simply unable to understand and follow orders or remember jail regulations. Although a prisoner may be only mildly retarded, he still may pose problems for jail officers who find they must give him special instructions and must supervise him closely so that other prisoners cannot make fun of him or get him into trouble. Most of the mentally retarded prisoners found in jails do not exhibit exaggerated or strange behavior as do mentally ill persons. Normally they do have the following characteristics in common:

- \* may often appear confused or have a vacant expression
- \* may be unable to follow instructions without special explanations
- \* may break jail rules because they are unable to remember them or because other prisoners out of "friendship" persuade them to
- \* are usually very willing to cooperate once they understand what is expected of them and when they are supervised closely

IN GENERAL, an officer who recognizes that a prisoner has certain mental limitations and is mildly retarded will be able to supervise him effectively if he exercises PATIENCE and a willingness to spend extra time teaching the prisoner what is expected of him. If an officer expects too much of a mentally retarded prisoner and assigns complicated tasks to him, he will contribute to the prisoner's confusion and frustration.



A. When supervising prisoners who show some signs of possible mental illness, a jail officer should:

- \_\_\_ 1) lessen security requirements for the prisoner
- \_\_\_ 2) try to be firm with the prisoner
- \_\_\_ 3) exercise patience and kindness in his dealings with the prisoner

B. And, when supervising a prisoner who appears to be mentally retarded, a jail officer should:

- \_\_\_ 1) treat him like all the other prisoners
- \_\_\_ 2) exercise patience and give special instructions when needed
- \_\_\_ 3) put other prisoners in charge of him to keep him out of trouble

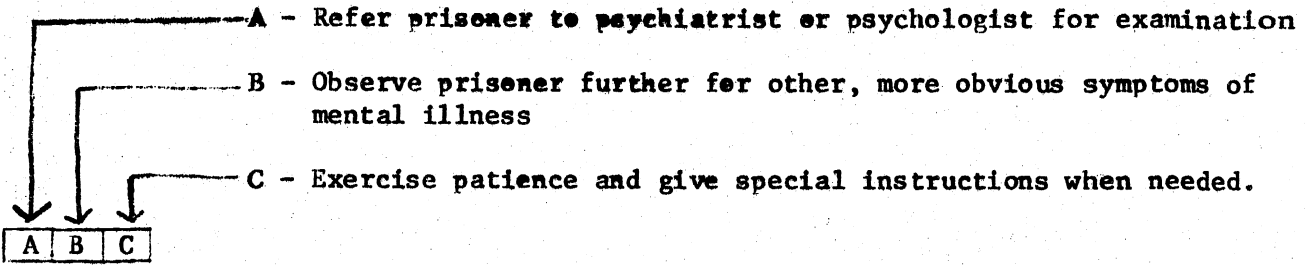
Turn page for answers .....

**Answers :**

- A. Possible mental illness: 3) Exercise patience and kindness in his dealings with the prisoners.
  - B. Mentally retarded: 2) Exercise patience and give special instruction when needed.
- 

Now, see if you can select the proper actions to take in each of the cases described on the next page.

Select A, B, or C as the correct procedure to follow in each case:



1. Harold White is a frequent prisoner in the jail. While in the jail he is always cheerful and cooperative. During his most recent jail sentence, however, his moods have ranged from his usual pleasant, carefree mood to sudden, severe fits of depression and sullenness.

2. Bill Jones, a prisoner in a county jail is frequently in trouble for breaking rules. For instance, he often steals food from the kitchen whenever his "friends" tell him to. The officers all agree that Jones is cheerful and always tries to be cooperative. However, they state that he usually has trouble following instructions.

3. Oscar Lessing is a quiet, moody prisoner. In recent weeks he has refused to see any of his family - including his wife and children - because they are "all trying to kill me".

4. James Fields is a new prisoner who was recently arrested and brought to jail on a vagrancy charge. He insists that he is a sociologist and was posing as a vagrant so that he could study real vagrants for an article he plans to write.

Turn page for answers .....

Answers:

1. A - Refer prisoner to psychiatrist or psychologist for examination -- the prisoner is exhibiting signs of a sudden shift to depression.
  2. C - Exercise patience and give special instructions when needed --this prisoner shows signs of being mentally retarded.
  3. A - Refer prisoner to psychiatrist or psychologist for examination --the prisoner is experiencing obviously false beliefs.
  4. B - Observe prisoner further for other, more obvious symptoms of mental illness --it is difficult to determine whether or not this prisoner is experiencing false beliefs or if he is, in fact, the person he says he is.
-

When a person uses certain drugs over a period of time, he often reaches the point where he becomes "hooked"; that is, physically and mentally dependent on the drug. Some drug addicts can be readily recognized during the admission procedure because they have needle marks or scars on their arms or legs. When drug addicts can be readily identified on admission to the jail, officers can be alerted to watch these people closely for signs of withdrawal symptoms which will occur when the drug is not available to them for a period of time.

Not all drug users that are brought to the jail can be recognized as such. Sometimes they appear to be entirely normal, or seem to be only slightly nervous or confused. And others may appear drunk, mentally disturbed, epileptic or extremely anxious and emotionally upset. A jail officer is not expected to be able to diagnose such persons as drug users. Instead, he should recognize that the prisoner is exhibiting symptoms that require either frequent checks and observation, or immediate medical care. On the next few pages, we will describe the symptoms of drug withdrawal and outline the jail officer's duties toward the drug-addicted prisoner when withdrawal symptoms appear.

Some of the drugs which cause a person to become addicted, or 'hooked', are:

OPIATES (such as morphine, heroin and demerol)

BARBITURATES

AMPHETAMINE

COCAINE

PARALDEHYDE

Within one or two days after the last dose of one of these drugs, the drug addicted prisoner usually will begin to show signs of withdrawal. Symptoms of drug withdrawal include:

- \* severe muscle aching and twitching
- \* abdominal pains
- \* restlessness and insomnia
- \* profuse sweating
- \* weakness
- \* hot and cold flashes
- \* loss of appetite
- \* weight loss
- \* vomiting and diarrhea
- \* anxiety and signs of hysteria
- \* convulsive seizures (only in barbiturate withdrawal)

During this period of withdrawal, a drug addict will go to great lengths to receive a dose of the drug. And often he may simulate painful illness, mutilate himself or physically attack others.

WHENEVER WITHDRAWAL SYMPTOMS BEGIN, THE JAIL OFFICER SHOULD CALL A PHYSICIAN IMMEDIATELY.

THEN: HE SHOULD FOLLOW THE PHYSICIAN'S INSTRUCTIONS CAREFULLY

The period during and after withdrawal requires close supervision and presents difficult problems for the jail officer. Since this is a period of genuine physical illness and emotional distress for the prisoner, he must receive special care and attention. Also, since it is common for drug addicted prisoners to attempt self-injury or suicide during this period, jail officers must take special precautions to control them and prevent such acts.

Naturally, it is the responsibility of the jail physician to provide proper medical care for the prisoner undergoing withdrawal symptoms. However, the physician may depend on jail officers to observe the prisoner closely and provide whatever ongoing care the physician requests throughout the withdrawal period.

The jail officer must also see that the prisoner undergoing withdrawal is segregated so that he will not bother others and so that he will not be able to receive smuggled drugs.

Finally, the jail officer is responsible for carefully supervising the prisoner after withdrawal. Since the prisoner's desire for the drug may still be present after withdrawal, jail officers are justified in being highly suspicious of the prisoner. They should frequently search the prisoner and his cell and supervise his visits closely to prevent him from receiving smuggled drugs or injection instruments.

Which of the following statements are true and which are false?

True	False
------	-------

1. The period of drug withdrawal is one of genuine physical illness.

2. When a prisoner is experiencing drug withdrawal, the jail officer is responsible for carefully observing the prisoner and following the doctor's instructions for special care.

3. A prisoner undergoing drug withdrawal need not be segregated.

4. After a prisoner has undergone withdrawal, the jail officers should conduct frequent checks of the prisoner's cell and supervise his visits closely.

5. After drug withdrawal the prisoner will no longer desire a drug and will no longer be a special problem to the jail.

Turn page to check your answers .....



Answers:

True	False
------	-------

1. The period of drug withdrawal is one of genuine physical illness.

2. When a prisoner is experiencing drug withdrawal, the jail officer is responsible for carefully observing the prisoner and following the doctor's instructions for special care.

3. A prisoner undergoing drug withdrawal need not be segregated.

4. After a prisoner has undergone withdrawal, the jail officers should conduct frequent checks of the prisoner's cell and supervise his visits closely.

5. After drug withdrawal the prisoner will no longer desire a drug and will no longer be a special problem to the jail.

Another type of prisoner who presents special problems and concerns for the jail officer is the depressed prisoner who either threatens or attempts suicide. There are many incorrect beliefs about these people. For instance, many people believe that the person who threatens suicide will not attempt it. THIS BELIEF IS ENTIRELY UNTRUE. In fact, the opposite is true, persons who threaten suicide attempt it more often than those who make no such threat. Many people also believe that a person who threatens suicide can be stopped by encouraging him or by offering to help him do so. THIS BELIEF IS ALSO ENTIRELY UNTRUE. In fact, the opposite is true, ignoring or ridiculing a person's threat or attempt to kill himself is likely to strengthen his desire to destroy himself.

The person who threatens or attempts suicide is in extreme emotional pain. His threat or attempt to kill himself is perhaps best understood as an effort to let you know how miserable he feels. It is commonly referred to as a "cry for help". In your capacity as a jail officer, it is quite possible that you will have many experiences which involve suicidal prisoners. You should know how to respond to "a cry for help" and what steps you can take to avoid attempted and actual suicides in your jail.

The suicidal person often shows signs of experiencing deep depression. A jail officer should become familiar with these signs so that he can take preventive steps and avoid an attempted suicide. A prisoner who is extremely depressed:

- \* tends to keep to himself and avoid talking to others
- \* says very little when he does talk - and usually speaks very slowly
- \* often becomes extremely restless, pacing up and down, wringing his hands
- \* is often unable to sleep

Whenever you notice these signs of depression in a prisoner, you should consider him as a suicide risk and:

- \* PLACE THE PRISONER UNDER CLOSE OBSERVATION.

NOTE: When you put a prisoner under close observation, you should:

- \* remove all potentially dangerous items from the cell
- \* ask other prisoners in the cell to closely observe the prisoner's actions whenever a jail officer cannot be present.
- \* CONTACT THE JAIL PHYSICIAN IMMEDIATELY AND DESCRIBE THE SYMPTOMS TO HIM  
(In cases of extreme depression, the physician can often prescribe a drug for the prisoner which will help reduce the depression which he is experiencing.)

After you have taken the above emergency precautions:

- \* REFER THIS PRISONER TO A PSYCHIATRIST OR PSYCHOLOGIST FOR POSSIBLE EXAMINATION

Prisoner James Hickey was admitted to the jail on a Sunday night. Officers noticed that after a full week in the jail, Hickey was becoming increasingly despondent and spent most of his time pacing up and down in his cell.

Below are some actions which could be taken. Put an "X" next to those which are not appropriate.

- Segregate the prisoner.
- Give the prisoner a tranquilizer.
- Contact the jail physician and describe Hickey's behavior to him.
- Assign other prisoners to watch Hickey's actions whenever a jail officer cannot be present.
- Refer the prisoner to a psychiatrist or psychologist for examination.
- Remove all potentially dangerous items from the cell.

Now, number the appropriate actions in the order in which they should be taken.

Turn the page to check your answer .....

Answer:

- X Segregate the prisoner.
- X Give the prisoner a tranquilizer.
- 3 Contact the jail physician and describe Hickey's behavior to him.
- 2 Assign other prisoners to watch Hickey's actions whenever a jail officer cannot be present.\*
- 4 Refer the prisoner to a psychiatrist or psychologist for examination.
- 1 Remove all potentially dangerous items from the cell.

\* This is the only time that it is advisable to allow prisoners to watch or supervise another prisoner.

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Sometimes a prisoner will threaten suicide or even make what appears to be a superficial attempt at suicide. He may, for example, cut shallow scratches on his wrist with a razor blade or nail file. Even when you feel almost certain that the prisoner is 'faking' a suicide, you should, nevertheless:

#### TREAT THE PRISONER AS A SUICIDE RISK

Often people who merely threaten or "pretend" suicide with superficially inflicted wounds may be emotionally unstable. Without intending to harm themselves, they may mistakenly injure themselves critically. This is especially true of young prisoners who may wound themselves impulsively in order to "teach someone a lesson".

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To be on the safe side, a jail officer should treat as suicide risks all persons who threaten suicide, attempt suicide, or seem unusually depressed. Again, treating a person as a suicide risk involves:

- \* Placing the person under close observation:
  1. Carefully searching his cell and removing all dangerous items from his cell.
  2. Assigning other prisoners to watch the prisoner's actions whenever an officer is not present.
- \* Contacting the jail physician immediately and following his instructions regarding treatment of the prisoner.
- \* Seeing that the prisoner is referred to a psychiatrist or psychologist for examination.

While checking on a row of cells, Matron Elsa Montgomery hears one of the prisoners shouting: "You'd better come quickly, I'm about to hang myself from the pipe on the ceiling!" The matron knows this prisoner well - she is usually trying to get special attention from the matrons by claiming imaginary illnesses and pains.

Knowing that this prisoner could be "faking", the matron should:

- 1) Ignore the prisoner's threat of suicide
- 2) Go immediately to the prisoner's cell
- 3) Finish her cell check and then go to the prisoner's cell
- 4) Dare the prisoner to go ahead and commit suicide

After answering, turn the page to check your answer .....

Answer:

- 2) The matron should go immediately to the prisoner's cell.

As we mentioned earlier, it is extremely important that you regard all suicide threats as serious. It is entirely possible that this prisoner is "faking", but she might become angered if the matron doesn't appear and actually go through with her threat.

Robert Gale is a new prisoner who has never been in jail before. Gale is considered a model prisoner by some of the jailers because he never causes trouble, talks seldom, and only when asked to, and is always very quiet and undemanding. Several of the prisoners in his cellblock have complained recently that Gale keeps them awake at night pacing up and down in his cell.

The jail officer who receives the complaints about Gale should:

- \_\_\_ 1) Treat Gale as a potential suicide risk
- \_\_\_ 2) Tell the other prisoners that Gale is breaking no rules
- \_\_\_ 3) Ignore the situation unless Gale tells him what is bothering him

Turn page to check your answer .....



Answer:

- 1) The jail officer should treat Gale as a potential suicide risk.
- 

A. List some items which might be found in a cell which a prisoner might use to commit suicide:

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B. Whenever a prisoner has been placed under **close** supervision as a suicide risk and a jail officer cannot be present at all times, a good idea is to:

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C. List the three things which a jail officer must do when he considers a prisoner a suicide risk:

1. 

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2. 

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3. 

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Turn page for answers .....

Answers :

- A. Belts,  
shoe laces,  
razor blades,  
drinking glasses,  
eating utensils,  
matches,  
safety pins,  
and any other potentially dangerous articles that you  
may find in a cell.
- B. Whenever a prisoner has been placed under close super-  
vision as a suicide risk and a jail officer cannot be  
present at all times, a good idea is to ask other prisoners  
in the cell or cellblock to closely observe the prisoner's  
actions.
- C. Three things which a jail officer must do when he con-  
siders a prisoner a suicide risk are:

PLACE THE PRISONER UNDER CLOSE OBSERVATION

CONTACT THE JAIL PHYSICIAN IMMEDIATELY AND DESCRIBE  
THE SYMPTOMS TO HIM

REFER THIS PRISONER TO A PSYCHIATRIST OR PSYCHOLOGIST  
FOR POSSIBLE EXAMINATION

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Persons charged with sex offenses, also present special problems for jail officers. These persons often include exhibitionists, Peeping Toms, child molesters, rapists and homosexuals. Generally, it can be said that such persons are not violent or dangerous. However, they do, in many cases, require close supervision for their own protection. For instance, a man charged with child molesting or rape is often hated by prisoners who consider the crime contemptible and disgusting.

Whenever a jail officer determines that a sex offender will be disliked and resented by the other prisoners, he should:

SEE THAT THE OFFENDER IS HOUSED APART FROM OTHER PRISONERS IF POSSIBLE, AND SUPERVISED CLOSELY.

Robert Bronson is a prisoner in his early twenties who has been jailed for possession of marijuana. Bronson is thin, slight of build, and has blond, wavy hair. He speaks softly and has a slightly effeminate walk.

The jail officers have classified Bronson as a "suspected homosexual" and have put him in a cell with three older and larger, "normal" men to keep him out of trouble.

Do you think the jail officers have acted wisely in this case?

When you have thought of your answer, turn the page .....

Answer:

The jail officers have not acted wisely. Contrary to popular belief, it is not possible to identify a homosexual merely by his appearance. A slim, youthful appearance cannot be used as proof of homosexuality, just as a husky, masculine appearance cannot be used as proof of normalcy. Seeing that the prisoner is small and has a slight build, these officers should have taken care to house him away from the larger, stronger men. Countless experiences have shown that aggressive, very masculine prisoners can be homosexual. Often these men are successful in intimidating weaker prisoners and forcing sexual relations on them.

NOTE: You may remember that in the chapter on Supervision we discussed some basic rules for cell assignments. If you do not remember this material, you may wish to review it.

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Because it is impossible to tell from a man's appearance whether or not he is a homosexual, jail officers must base their supervision decisions on the actual behavior of prisoners. For instance, an aggressive homosexual will often befriend a new man, supplying him with extra soap, razor blades, candy, and other items. He may also offer to "protect" the new man from the other prisoners and expect "favors" in repayment.

Often, an officer has no way of knowing that a prisoner is homosexual until he receives prisoner complaints about the man's actions or actually observes him in the process of making advances towards or victimizing other prisoners. It is at this point that the officer should see that the prisoner is housed alone, if possible, and is closely supervised. An officer may also wish to refer this type of prisoner to the psychiatrist or psychologist. In some cases, the prisoner may benefit from a consultation and be less of a problem in the jail.

Many sex offenders are emotionally disturbed and often become depressed and suicidal when imprisoned for their offenses. For this reason, it is important that jail officers observe these people closely for signs of depression or other symptoms of emotional disturbance. In many cases, the officer will find it necessary to take precautions to prevent a suicide and to refer a prisoner to a psychiatrist or psychologist for an examination.

Joseph Cowles, a middle-aged married man with a good reputation in the community, was recently arrested for a sex offense. When brought to the jail, he would not talk to the admissions officer and refused to call his wife or attorney. While changing to jail clothing, the man wept and hung his head down.

What do you think would be the best way of handling this man who is obviously disturbed and depressed?

Turn the page to check your answer.....

Answer:

A good idea would be to place the man in a cell with another, older prisoner who can be trusted to watch him closely and summon officers if he attempts suicide. Naturally, the officers should observe the prisoner closely and make frequent checks on him. Also, as soon as possible, the man should be referred to a psychologist or psychiatrist for an examination and possible treatment.

---

Diabetes is a disease which prevents the body from using sugar properly and, as a result, causes a number of serious medical complications.

The diabetic prisoner presents special problems in the jail. The nature of his illness requires that he receive a special diet and either insulin or special drugs. Although he does not appear to be sick most of the time, he is liable to experience severe reactions periodically from too little or too much insulin or from neglect of his special diet.

When supervising diabetic prisoners, the jail officer must:

- 1) carefully supervise the use of insulin or drugs
- 2) recognize the danger signs which signal a serious diabetic condition
- 3) act quickly and correctly when these signs appear in the diabetic prisoner

Most diabetics are aware of their disease and, if questioned, will tell officers about it when admitted to the jail. When a new prisoner informs officers that he is diabetic, they should:

NOTIFY THE JAIL PHYSICIAN SO THAT HE CAN EXAMINE THE PRISONER AND GIVE INSTRUCTIONS ABOUT DIET AND DRUGS AND MAKE FREQUENT, REGULAR CHECKS OF THE PRISONER.

When a diabetic person has a very high level of blood sugar and has not adequately controlled it with drugs, insulin or diet, he may experience a condition called diabetic coma. Early symptoms of this condition are:

- \* a sweetish, very strong odor on the person's breath
- \* dry skin, dry mouth and flushed face

If the condition reaches the next stage, the symptoms also include:

- \* dimmed vision
- \* fast, exaggerated breathing
- \* intense thirst
- \* vomiting and abdominal pain

If the patient does not receive prompt medical treatment, the symptoms will result in:

- \* loss of consciousness
- \* death

An easy rule for the jail officer to remember is:

WHEN THE DIABETIC HAS DRY SKIN AND HIS  
FACE IS FLUSHED, CALL A DOCTOR IMMEDIATELY.

Another condition can appear in the diabetic when he has received too much insulin. This condition is known as insulin shock. The early symptoms are:

- \* pale, moist skin
- \* weakness
- \* tenseness and shaking that looks much like drunkenness

Later on, when the condition is worse, the symptoms are:

- \* seizures
- \* unconsciousness that may result in death

When the prisoner shows the early symptoms of having too much insulin, it is possible to control the condition by giving the prisoner any of the following:

CANDY

SUGAR

ORANGE JUICE

If the diabetic prisoner does not feel better immediately after this treatment, the jail officer should:

CALL A DOCTOR

An easy rule to remember is:

WHEN THE DIABETIC HAS MOIST SKIN AND HIS FACE IS PALE GIVE HIM CANDY, SUGAR OR ORANGE JUICE. IF HE DOES NOT FEEL BETTER RIGHT AWAY, CALL A DOCTOR.



RULES FOR  
TREATING DIABETICS

SYMPTOM

PROCEDURES

Dry Skin  
Face Flushed  
Sweetish, strong  
odor on breath

Needs  
Insulin

Call Doctor

Moist Skin  
Pale Face

Needs  
Sugar

Give: Candy,  
Orange Juice  
or  
Sugar

Seizures  
Unconsciousness  
Dimmed Vision  
Fast, Heavy Breathing  
Intense Thirst  
Vomiting and  
Abdominal Pain

Advanced  
Symptoms

Call Doctor

Fill in the correct answers required below:

Moist Skin  
Pale Face

What does this  
person need?



What should the  
jail officer do?

Dry Skin  
Face Flushed  
Sweetish, Strong Odor  
on Breath

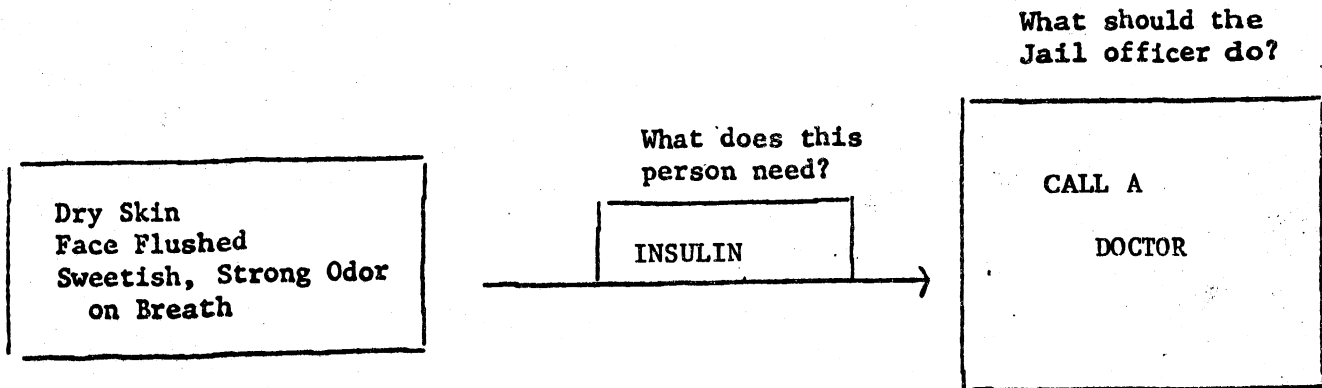
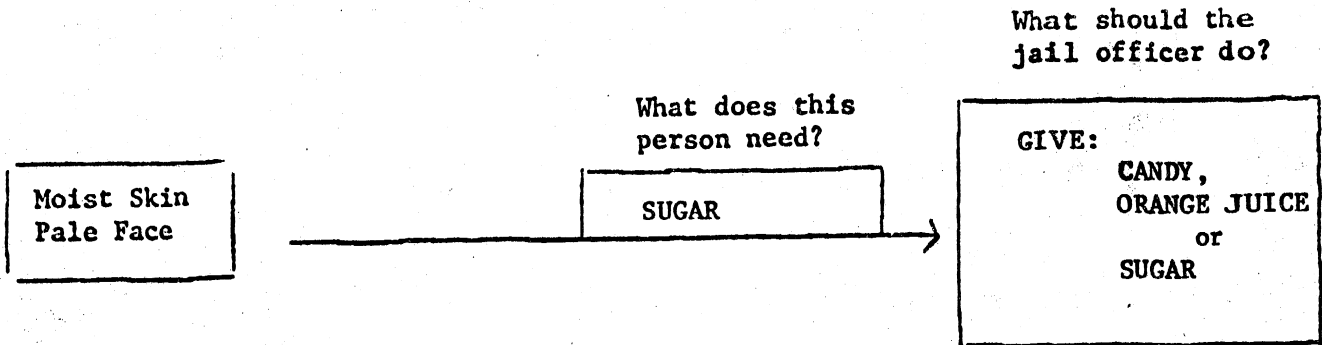
What does this  
person need?



What should the  
Jail officer do?

Turn page to check your answers .....

**Answers:**



## IMPORTANT

Most of the symptoms which we have mentioned can be confused with alcoholic intoxication, drug intoxication, or head injury. Often, a prisoner can be suffering from Diabetes and one or more of these other conditions. Perhaps the only symptom which definitely distinguishes a diabetic condition from these other conditions is the distinctive sweetish, strong odor of the breath. In any case, it is important to believe a prisoner when he tells you he has Diabetes and to watch him carefully for symptoms of diabetic coma or insulin shock.

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The newer substitutes for insulin may be taken by mouth. However, some diabetic prisoners may still be using insulin which must be taken by injection. Most diabetic persons are capable of giving themselves insulin injections without supervision. However, in the jail, it is essential that an officer carefully observe and supervise the self-administration of insulin. And, most important, the officer must make certain that all of the items used - insulin, needle and syringe - be immediately returned to him after they are used. The insulin must be kept under refrigeration and the needle and syringe must be kept in a locked compartment, away from other prisoners. Any other drugs used by diabetic prisoners must be controlled by officers in the same careful manner as all the other drugs kept in the jail.

Diabetic prisoners often tire of their rigid diet which limits the number of calories, as well as the amounts of sugars, fats and protein he is permitted to have each day. And frequently they will try to eat things which they are not permitted and will become ill as a result. A jail officer must take care to see that the diabetic prisoner not only eats all of the food that has been prepared for him, but also is not allowed to eat "smuggled" candy bars or other items which are controlled by his diet.

If a jail officer has reason to believe that the diabetic prisoner has broken his diet or has failed to receive the correct intake of prescribed drugs or insulin, the officer should:

INFORM THE DOCTOR IMMEDIATELY AND  
REPORT ALL THE KNOWN DETAILS TO HIM.

See if you can correctly describe the correct action to be taken in each of the following cases:

A.

Ray Jones, a diabetic prisoner, calls a jail officer to his cell for help. The officer notices that the prisoner's face is very pale and moist.

What should the officer do:  
(write your answer here:)

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B.

Charles Teague is a diabetic prisoner whose diet is strictly regulated and who must take regular shots of insulin. On a regular cell inspection, Officer Ken Zweig notices that Teague is chewing something. On closer inspection he finds several empty Hershey Bar wrappers in Teague's pockets.

What should the officer do?

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C.

James Nichols, a known diabetic, is found in his cell apparently quite sick. Officer Rhodes notices that Nichol's face is flushed, his skin is dry and he is experiencing breathing difficulties. He also notices that the prisoner's breath has a distinctive sweet odor.

What should the officer do?  
(write your answer here)

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Turn page to check your answers .....

**Answers:**

- A. When the face is pale and moist, the officer should give the prisoner candy, sugar, or orange juice. If the prisoner does not feel better right away, he should call a doctor.
  - B. The officer should call a doctor immediately and tell him that Teague apparently has eaten several Hershey bars.
  - C. When the face is flushed, the skin dry, breath distinctly sweet and strong, and breathing difficult, the officer should call a doctor immediately.
-

Epilepsy is a disorder in which a person experiences recurrent convulsive seizures. The cause of such seizures is often unknown but they can be due to:

- \* head injury
- \* drug withdrawal
- \* medical illness

Whenever a prisoner with a history of epileptic seizures is admitted to the jail, he requires special handling. Jail officers must:

INFORM THE DOCTOR SO THAT HE CAN PRESCRIBE  
TREATMENT OR EVALUATE ANY MEDICATION WHICH  
THE PRISONER BROUGHT WITH HIM TO THE JAIL.

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There are times when prisoners, for any one of a number of reasons, experience epileptic seizures while in jail. And the chances are that the jail officer, not the doctor, will be the person available at the time of seizure to care for the prisoner. For this reason, you should carefully study and learn the steps that must be followed to lessen the danger of an epileptic seizure.



Helping the epileptic prisoner to avoid injury during a seizure is the jailer's main concern. The following are steps you should take to help a prisoner avoid injury during a seizure:

- \* If a prisoner has advance warning that a seizure is about to occur, ask him to lie down immediately (some epileptic persons are able to sense when a seizure is imminent).
- \* If a prisoner suddenly falls to the floor at the start of a seizure, remove all nearby objects that he could injure his head against.

THEN:

- \* Loosen any clothing around the prisoner's neck.
- \* Place a padded object between the prisoner's teeth so that he will not bite his tongue or injure his mouth (pieces of soft rubber, several tongue depressors taped together and padded with gauze or any other padded object should be kept handy for these emergency situations)
- \* Place a folded coat or pillow under the prisoner's head.
- \* Turn the prisoner's head to one side to permit saliva to run out.
- \* If the seizure lasts longer than a few minutes or if seizures keep occurring one after another:

CALL DOCTOR IMMEDIATELY

- \* When seizure has ended, allow the prisoner to rest or sleep

NOTE:

Even when the seizure has been brief and has not necessitated calling a doctor, you should inform the doctor during his next visit that the prisoner has had a seizure.

When caring for a prisoner who is having a seizure, there are two things which you should NOT do. These things are:

DO NOT RESTRICT THE PRISONER'S MOVEMENTS  
IN ANY WAY DURING THE SEIZURE

DO NOT ATTEMPT TO POUR LIQUIDS INTO  
THE PRISONER'S MOUTH DURING  
THE SEIZURE

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When a prisoner is known to have a history of frequent seizures, he will require closer observation than other, normal, prisoners. A good idea is for a jail officer in charge of an epileptic prisoner to place him with prisoners who are capable of giving him emergency aid and summoning the jail officer without delay.

Epileptic prisoners must also be considered when work assignments are being made. Jail officers must take special care not to assign such prisoners to work in which they must operate dangerous machinery or tools, or work near equipment which could be dangerous to them during a seizure.

Write the answers to the following questions:

What are two things which you must not do when helping a prisoner experiencing a seizure?

1. \_\_\_\_\_  
\_\_\_\_\_.
2. \_\_\_\_\_  
\_\_\_\_\_.
3. If a prisoner tells you that he is about to have a seizure, you should \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
4. If there is no warning and a prisoner falls to the floor in a seizure, the first thing you should do is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
5. If the prisoner is wearing a shirt or jacket with a collar, you should \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
6. You should place a padded object where? \_\_\_\_\_  
\_\_\_\_\_.

7. In order to let the saliva run freely out of the prisoner's mouth, you should \_\_\_\_\_

\_\_\_\_\_

8. You should place a pillow or folded coat where? \_\_\_\_\_

\_\_\_\_\_

9. If the seizure lasts more than a few minutes or if other seizures keep **occurring** one after another, you should \_\_\_\_\_

\_\_\_\_\_

10. When the seizure has ended, what should you allow the prisoner to do? \_\_\_\_\_

\_\_\_\_\_

Answers:

1. Do not restrict the prisoner's movements in any way during a seizure.
2. Do not attempt to pour liquids into the prisoner's mouth during a seizure.
3. If a prisoner knows that a seizure is about to occur you should ask him to lie down immediately.
4. If there is no warning and a prisoner falls to the floor in a seizure, you should remove all nearby objects.
5. If the prisoner is wearing a shirt you should loosen it at the neck.
6. You should place a padded object where? Between the prisoner's teeth.
7. In order to let saliva run freely out of the prisoner's mouth, you should turn his head to one side.
8. You should place a pillow, or folded coat where? Under the prisoner's head.
9. If the seizure lasts more than a few minutes, or if seizures keep occurring one after another, CALL THE DOCTOR.
10. When the seizure has ended, what should you allow the prisoner to do? Allow the prisoner to sleep or rest.

Prisoner Joseph Cates has just fallen to the floor of his cell and has begun to experience an epileptic seizure. Can you list the things which a jail officer should do to prevent Cates from hurting himself?

List the steps here:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Suppose that Cate's seizure seems abnormally long and is followed closely by another equally serious seizure. What should you do in this case?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Turn page when you have written all the answers.....

**Answers:**

1. Remove all nearby objects in the cell that Cates could injure his head against.
2. Loosen any clothing around Cate's neck.
3. Place a padded object between the prisoner's teeth.
4. Turn Cate's head to one side to allow the saliva to run out.
5. Place a folded coat or pillow under Cate's head.

Since Cate's seizure seems abnormally long and is followed closely by another equally serious seizure, the officer should CALL A DOCTOR IMMEDIATELY.

This chapter has not been designed to teach you how to render First Aid in a number of medical emergencies. It has, instead, emphasized the jail officer's duty to observe all special prisoners carefully, to recognize certain symptoms and make referrals to the proper medical authority, and to take certain steps to avoid possible tragedies from occurring in the jail. It is extremely important for jail officers to realize that they are not trained to diagnose and treat symptoms of medical or mental illness. They can, however, fulfill an extremely valuable function by working closely with professional medical people to see that prisoners receive all the medical and preventive services they need. Close cooperation and communication by jail officers are necessary to the proper fulfillment of such a function.