



AMERICAN CORRECTIONAL ASSOCIATION

# STANDARDS

FOR

## *Small Jail Facilities*

7-4-95  
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COMMISSION ON ACCREDITATION FOR CORRECTIONS

153008

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U.S. Department of Justice  
National Institute of Justice

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# STANDARDS for Small Jail Facilities

American Correctional Association

In cooperation with the  
Commission on Accreditation for Corrections

January 1989



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Standards for Adult Community Residential Services  
Standards for Adult Probation and Parole Field Services  
Standards for Adult Correctional Institutions  
Standards for Adult Local Detention Facilities  
Standards for Correctional Industries  
Standards for Juvenile Community Residential Facilities  
Standards for Juvenile Probation and Aftercare Services  
Standards for Juvenile Detention Facilities  
Standards for Juvenile Training Schools  
Standards for the Administration of Correctional Agencies  
Standards for Small Jail Facilities  
Foundation/Core Standards for Adult Local Detention Facilities  
Certification Standards for Health Care Programs  
Certification Standards for Food Service Programs  
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# STANDARDS FOR SMALL JAIL FACILITIES

## TOTAL OF WEIGHTS

CATEGORY	NUMBER
Mandatory Standards	12
Nonmandatory Standards	195
Total	207

## SUMMARY OF MANDATORY STANDARDS

SJ-072	Safety and Emergency Procedures
SJ-074	Safety and Emergency Procedures
SJ-076	Safety and Emergency Procedures
SJ-077	Safety and Emergency Procedures
SJ-094	Security and Control
SJ-101	Security and Control
SJ-104	Security and Control
SJ-124	Food Service
SJ-135	Sanitation and Hygiene
SJ-145	Health Care Services
SJ-147	Health Care Services
SJ-152	Health Care Services

## FOREWORD

The desire to improve correctional practice began with the American Correctional Association's *Declaration of Principles* in 1870, followed by additional guidelines and several editions of the original *ACA Manual of Correctional Standards*. Crucial to this development has been the financial support of government and private foundations.

More than eight million people pass through our nation's jails each year. Because of the high turnover rate, jails influence the lives of more offenders than any other type of correctional facility in the United States. The jail is the entry point of the criminal justice system that accommodates all classes of offenders who must be confined in a safe and secure facility. This facility should be responsive to the needs of inmates, employees, and public safety. This awesome responsibility is shouldered predominantly by local officials, usually operating with limited resources.

Jail practices have changed considerably in the past few years; however, lasting changes in our field are not easily measured in single-year increments. The effectiveness of crime control programs, which have a 300-year history in the United States and several centuries in Europe and Asia, are judged in the context of generations. Because jail administrators are being asked to fulfill various demands, they are often called on to incarcerate those with serious physical and mental disorders.

The American Correctional Association has developed comprehensive standards for correctional disciplines, including adult local detention facilities. The adult local detention standards previously published are directed toward larger facilities that house fifty or more short-term inmates.

This manual responds to the need for the development of professional standards for small jails with capacities up to fifty. This manual is presented by ACA as a guide for correctional professionals and the criminal justice field. Its goal is to become the benchmark for evaluating the quality of operation for the 63 percent of jails in the United States with capacities of less than fifty inmates.

Anthony P. Trivisono  
Executive Director  
American Correctional Association

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# INTRODUCTION

During the first decade of the standards development process, it was recognized that standards adopted by the American Correctional Association and the Commission on Accreditation for Corrections would raise issues that would prompt the need for further revision, modification, and amplification of standards. As ACA moved from the development to the application of standards for adult local detention facilities, it also became apparent that those standards were not totally appropriate for use in small jails with populations of fifty or less. This manual was created in response to that need. It was developed in close cooperation with the National Institute of Corrections Jail Center and a team of 200 nationally recognized correctional practitioners who provided valuable suggestions related to the special needs of small jails in the United States.

## Background

Jails and detention facilities constitute one of the most visible aspects of corrections. However, this visibility has not generated a high level of community support or the promulgation of consistent goals and objectives. The lack of a clear statement of purpose and acceptable operational standards has often resulted in litigation, grand jury investigations, or facility disturbances.

The need for a set of national guidelines detailing minimum operational standards for small jails has been long recognized by public officials responsible for the administration of local detention facilities. The detention function includes the custody and care of those persons accused but not convicted of a crime and of those sentenced following conviction of a crime. This coexistence of the "innocent" and the "guilty" in the same facility increases the importance and desirability of minimum operational standards.

Despite decades of failure and criticism, the programs and operations of many jails have remained unchanged, continuing to function as human warehouses. The reasons for the phenomenon can be any combination of factors such as limited local financing, public indifference and apathy, emphasis on restraint, and public ambivalence regarding concepts of punishment and treatment. Today's detention facilities are often poorly equipped to handle their diverse populations, ranging from the mentally ill to individuals accused of serious violent crimes.

Small jail facilities are unique to corrections for a variety of reasons: they are usually operated by local jurisdictions, not state agencies; they are often operated by an official who has other duties that may take precedence over the management of the jail; and the programs and services of the small jail place greater emphasis on short-term participation and offender involvement in the community.

## Accreditation

A local detention facility wishing to participate in accreditation must contact the American Correctional Association, Standards and Accreditation Division, for formal entry into the process. Following acceptance of the entry, the facility completes a self-evaluation report to determine compliance with the standards, compiles documentation to support compliance, and develops plans of action to correct all deficiencies.

After ACA accepts the self-evaluation report and as the required compliance levels are attained, the agency can request an audit to verify compliance. This on-site audit is conducted

by a team of trained ACA consultants with extensive experience in the operation of correctional facilities.

The small jail standards allow for the measurement of acceptable performance in achieving objectives. For purposes of application in the accreditation process, acceptable requirements are minimal and should be exceeded wherever possible. When requirements are met, it is expected that every effort will be made to maintain performance at the level designated in the standards. Each standard has a weight, which is used in determining compliance levels for accreditation. Mandatory standards address conditions or situations that could become hazardous to the life, health, and safety of offenders, employees, and/or the public. Small jails must meet 100 percent of the mandatory standards and at least 90 percent of the nonmandatory standards.

Current conditions in many small jail facilities will make compliance with these standards difficult. However, adjustments that will enable a jail to meet high standards frequently are more dependent on administrative staff initiative and community support than on other factors such as location and physical plant.

### **Policy, Procedure, and Practice**

Most standards require evidence of written policy, procedure, and/or practice in specific areas of operation. Policy and procedure, crucial elements in the effective administration of a facility, are heavily emphasized in this edition and in the accreditation process. Because of this importance, these words are fully defined in the glossary.

Both policy and procedure may be required by the standard, in which case documentation demonstrating implementation of the procedure would also be necessary. A policy is a statement of principles that guides the facility in the attainment of objectives. To comply with a standard requiring policy for a certain area, there must be not only a written policy, *but also evidence that a guideline or principle has been adopted and is being practiced*. A procedure is a method of performing an operation or an outline of the sequential actions that must be executed to ensure that a policy is fully implemented.

These standards represent more than just a tool for accreditation; they are to be used by jail administrators as guidelines for self-improvement and as a stimulus for change at the legislative, executive, and judicial levels of government. Revisions to the original manual illustrate that the standards have the capacity to reflect changing views based on new experience and additional knowledge and expertise. This capacity to change and evolve is vital to the continued acceptance and use of standards in the task of improving jail operations and services throughout the country--to change not under the compulsion of court decrees, but on the basis of professional wisdom.

## ADMINISTRATION, ORGANIZATION, AND MANAGEMENT

SJ-001 THERE IS A STATUTE AUTHORIZING THE ESTABLISHMENT OF THE FACILITY.

DISCUSSION: Effective administration of a facility results largely from the existence of a body of carefully formulated constitutional or legislative statutes that define clearly the mission and basic goals of the facility. Such statutes provide the legal framework within which the facility's administrative structure, philosophy, and policies are developed, as well as the basis for assessing performance and identifying needed changes in organization and operations.

NOTATIONS:

SJ-002 A WRITTEN STATEMENT IS PREPARED THAT DESCRIBES THE PHILOSOPHY, GOALS, AND POLICIES OF THE FACILITY, WHICH IS UPDATED AS NECESSARY.

DISCUSSION: Although the statute establishing the facility specifies the legislative authorization and the general mission assigned, there is a need for an in-depth explanation that specifies the program's philosophy, goals, and policies as they relate to the basic concepts and major public issues in corrections. There should be no restrictions on the availability or distribution of this statement.

NOTATIONS:

SJ-003 A WRITTEN PLAN WITH AN ORGANIZATIONAL CHART DESCRIBES THE FACILITY ORGANIZATION. THIS PLAN IS UPDATED AS NEEDED

DISCUSSION: The functions and number of units may vary, depending on the size and type of inmate population, the nature of the programs, the history and traditions of the facility, and the fiscal and physical resources available. The number and kinds of subunits, levels of supervision, and types of employees should be graphically illustrated to delineate clearly the lines of authority and responsibility.

NOTATIONS:

SJ-004 THERE IS A WRITTEN OPERATIONS MANUAL THAT DELINEATES THE PROCEDURES FOR OPERATING AND MAINTAINING THE FACILITY. THE MANUAL IS MADE AVAILABLE TO EMPLOYEES AND IS UPDATED AS NEEDED.

DISCUSSION: In order to ensure a uniform daily operation of the facility, the operations manual should be sufficiently detailed to assist employees in completing their assigned tasks. Every employee should have access to a copy, and a program should be conducted to familiarize employees with those parts of the documents that concern their respective jobs. The facility's procedures for dealing with sensitive areas such as riots, work stoppages, etc., should be restricted to personnel on a "need to know" basis.

NOTATIONS:

SJ-005 THERE IS A WRITTEN PROCEDURE FOR DISSEMINATION OF APPROVED, NEW, OR REVISED POLICIES AND PROCEDURES TO DESIGNATED STAFF, VOLUNTEERS, AND WHERE APPROPRIATE, TO INMATES PRIOR TO IMPLEMENTATION.

DISCUSSION: None.

NOTATIONS:

SJ-006 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THE FACILITY ADMINISTRATOR OR DESIGNEE INSPECT AND REVIEW OPERATIONS AND PROGRAMS AT LEAST ANNUALLY.

DISCUSSION: A system that provides timely and periodic assessment of the various facility operations can reveal the degree of compliance with policy and procedure. The results of such assessments should be documented and should exist apart from any external or continuous inspection conducted by other agencies.

NOTATIONS:

SJ-007 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THE FACILITY ADMINISTRATOR SUBMIT A WRITTEN REPORT TO THE HEAD OF THE DEPARTMENT OR PARENT AGENCY AT LEAST ANNUALLY. A COPY OF THE REPORT(S) IS PROVIDED TO THE APPROPRIATE JURISDICTIONS.

DISCUSSION: Reports by units of management or individual facilities in a multifacility system permit top management personnel to stay informed about current programs, activities, and problems. The exchange of reports among units or facilities permits an opportunity for joint problem solving.

NOTATIONS:

SJ-008 WRITTEN POLICY AND PROCEDURE ENSURE THAT LEGAL ASSISTANCE IS AVAILABLE TO THE ADMINISTRATOR AND OTHER STAFF AS NEEDED IN THE PERFORMANCE OF THEIR DUTIES.

DISCUSSION: Qualified legal assistance is necessary to ensure that correctional policies and procedures are consistent with court decisions concerning correctional processes, offenders' rights, etc. Legal counsel can provide advice on meeting statutory and court requirements, policy formulation, operational matters, and individual cases and can provide representation when required before courts and other appropriate bodies.

NOTATIONS:

SJ-009 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR A PUBLIC INFORMATION PROGRAM.

**DISCUSSION:** The administrator or designee should be available to provide information to the public and representatives of the media, and the facility staff should be aware of the policy to ensure uniformity of action.

**NOTATIONS:**

## FISCAL MANAGEMENT

SJ-010 THE ADMINISTRATOR IS RESPONSIBLE FOR THE PREPARATION AND SUBMISSION OF A BUDGET THAT PROVIDES THE NECESSARY RESOURCES FOR FACILITY OPERATIONS AND PROGRAMMING.

DISCUSSION: None.

NOTATIONS:

SJ-011 THE FISCAL SYSTEM ACCOUNTS FOR ALL INCOME AND EXPENDITURES ON AN ONGOING BASIS. THIS SYSTEM INCLUDES, AT A MINIMUM, THE FOLLOWING:

1. INTERNAL CONTROLS
2. PETTY CASH PROCEDURES
3. BONDING FOR ALL APPROPRIATE STAFF
4. SIGNATURE CONTROL ON CHECKS
5. HANDLING OF INMATE FUNDS
6. EMPLOYEE EXPENSE REIMBURSEMENT
7. ISSUANCE OR USE OF VOUCHERS

DISCUSSION: The facility should have written policies that regulate how all monies are handled internally. Although the procedures, pursuant to the policies, will vary according to the size of the facility, they should be approved by the parent agency.

NOTATIONS:

SJ-012 WRITTEN POLICY AND PROCEDURE, WHICH ARE REVIEWED ANNUALLY, SPECIFY THAT THE METHODS FOR COLLECTION, SAFEGUARDING, AND DISBURSEMENT OF MONIES COMPLY WITH ACCOUNTING PROCEDURES ESTABLISHED BY THE APPROPRIATE JURISDICTION.

DISCUSSION: Fiscal policy and procedure should be patterned after that of the governing authority of the institution and should be compatible with the state's central accounting system. Policy and procedure should cover, at a minimum, the following areas: preparation of fiscal policies, administrative review of fiscal policies, conduct of audits, disbursements to designated and approved recipients, and complete record of money transactions.

NOTATIONS:

SJ-013 THE FACILITY OR PARENT AGENCY FISCAL PROCESS INCLUDES AN ANNUAL FINANCIAL AUDIT OF THE FACILITY OR AT TIME PERIODS STIPULATED BY APPLICABLE STATUTES AND/OR REGULATIONS.

DISCUSSION: Most funding sources conduct periodic audits to ensure that a record was made of the receipt of their funds and that those funds were spent properly. An independent certified

accounting firm or the government audit team should conduct an audit of the entire facility at least annually, or as prescribed by law in the case of a public agency.

NOTATIONS:

SJ-014 WRITTEN POLICY AND PROCEDURE GOVERN INVENTORY CONTROL OF PROPERTY, STORES, AND OTHER ASSETS AND REQUISITION AND PURCHASE OF SUPPLIES AND EQUIPMENT.

DISCUSSION: Current and complete property records should be maintained for all property and equipment. Supplies and equipment for the entire facility should be procured on a competitive bid basis, preferably through a central purchasing agency, and provision should be made for warehousing when economically desirable.

NOTATIONS:

SJ-015 WRITTEN POLICY AND PROCEDURE REGULATE POSITION CONTROL, PERSONNEL RECORDS, AND THE PAYROLL FUNCTION.

DISCUSSION: None.

NOTATIONS:

SJ-016 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR FACILITY INSURANCE COVERAGE THAT INCLUDES, AT A MINIMUM, WORKMEN'S COMPENSATION, CIVIL LIABILITY FOR OFFICIAL VEHICLES, AND PUBLIC EMPLOYEE BLANKET BOND.

DISCUSSION: Coverage provided by private companies, self-insurers programs, or state indemnification is acceptable.

NOTATIONS:

SJ-017 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR INMATE PURCHASE OF APPROVED ITEMS NOT FURNISHED BY THE FACILITY.

DISCUSSION: The availability of a reasonable selection of personal items is important for good inmate morale.

NOTATIONS:

## PERSONNEL

*Note: The facility may operate under the personnel policies of its parent agency or a departmental personnel agency. If these policies meet the standards outlined below, the facility will be rated in compliance.*

SJ-018 THERE IS A PERSONNEL POLICY MANUAL, AND A COPY OF THIS MANUAL IS AVAILABLE TO EACH EMPLOYEE AND EXPLAINED AT EMPLOYEE ORIENTATION. THIS MANUAL INCLUDES, AT A MINIMUM:

1. AFFIRMATIVE ACTION PROGRAM
2. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
3. POLICY FOR SELECTION, RETENTION, AND PROMOTION OF ALL PERSONNEL ON THE BASIS OF MERIT AND SPECIFIED QUALIFICATIONS
4. RULES FOR PROBATIONARY EMPLOYMENT
5. COMPENSATION AND BENEFIT PLAN

ALL EMPLOYEES SHOULD HAVE ACCESS TO THIS INFORMATION AND RECEIVE THIS INFORMATION DURING NEW EMPLOYEE ORIENTATION.

DISCUSSION: The facility's personnel policy manual reflects its operational philosophy and establishes the tone for employee-management relations. All new employees should receive orientation regarding the personnel policies of the organization and should be provided with a copy of the personnel changes. Employees should be advised of changes in writing and asked to update personnel manuals. If the changes have a significant impact, additional orientation may be necessary.

NOTATIONS:

SJ-019 IN ACCORDANCE WITH STATE AND FEDERAL STATUTES, A CRIMINAL RECORD CHECK IS CONDUCTED ON ALL NEW EMPLOYEES PRIOR TO ENTRY ON DUTY TO ASCERTAIN WHETHER THERE ARE CRIMINAL CONVICTIONS THAT HAVE A SPECIFIC RELATIONSHIP TO JOB PERFORMANCE.

DISCUSSION: None.

NOTATIONS:

SJ-020 WRITTEN POLICY AND PROCEDURE REQUIRE A PHYSICAL EXAMINATION OF ALL EMPLOYEES WHO HAVE DIRECT CONTACT WITH INMATES PRIOR TO ENTRY ON DUTY. PROVISION EXISTS FOR REEXAMINATION WHEN INDICATED.

DISCUSSION: The purpose of this examination is to ascertain if a medical condition exists that would have a specific relationship to job performance.

NOTATIONS:

SJ-021 COMPENSATION AND BENEFIT LEVELS FOR ALL FACILITY PERSONNEL ARE COMPARABLE TO SIMILAR OCCUPATIONAL GROUPS IN THE STATE, REGION, OR COMPARABLE LAW ENFORCEMENT AGENCIES.

DISCUSSION: Competitive salaries and attractive benefits are necessary to recruit and retain high-caliber personnel. Organizations are encouraged to conduct salary and benefit surveys on a regular basis in order to ensure competitive wages. Benefit packages may consist of some of the following items: group medical/dental insurance, group life insurance, leave allowances, pension plans, and sick leave. To encourage mobility and the exchange of personnel among elements of the criminal justice system, efforts should be supported that would permit certain benefits to accompany the employee from one facility or agency to another.

NOTATIONS:

SJ-022 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT CONSULTANTS, CONTRACT PERSONNEL, AND VOLUNTEERS WHO WORK WITH INMATES AGREE TO ABIDE BY THE FACILITY'S WRITTEN POLICIES ON CONFIDENTIALITY OF INFORMATION.

DISCUSSION: The types of information that are confidential or can be communicated to others inside and outside the facility should be identified. Outside workers should agree in writing to respect these policies.

NOTATIONS:

SJ-023 EMPLOYEES ON PERMANENT STATUS ARE TERMINATED OR DEMOTED ONLY FOR JUST CAUSE AND AFTER GRIEVANCE AND APPEALS PROCEDURES, IF REQUESTED, HAVE BEEN EXHAUSTED.

DISCUSSION: Termination or other adverse personnel actions should be open, based on formal hearings and specific charges, and processed before an independent organization to ensure fairness.

NOTATIONS:

SJ-024 THE FACILITY ADMINISTRATION OR PARENT AGENCY MAINTAINS A CURRENT, ACCURATE, AND CONFIDENTIAL PERSONNEL RECORD FOR EACH EMPLOYEE.

DISCUSSION: A personnel record should contain, at a minimum; initial application, reference letter, results of employment investigation, verification of training and experience, salary and benefits information, job classification, performance evaluations and employee responses, incident reports, recommendations, and disciplinary actions, if any. This information should be reliable, accurate, and current. All employee records should be confidential and comply with existing state and federal statutes.

NOTATIONS:

## TRAINING AND STAFF DEVELOPMENT

*Note: For the purpose of the following standards, training should be defined as an organized, planned, and evaluated activity designed to achieve specific learning objectives through classroom or closely supervised on-the-job training.*

SJ-025 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THE FACILITY'S TRAINING PROGRAMS FOR ALL EMPLOYEES ARE SPECIFICALLY PLANNED, COORDINATED, AND SUPERVISED BY A QUALIFIED EMPLOYEE.

DISCUSSION: Staff development should be an integral part of the management and operation of the facility. Therefore, a staff member should be selected to maintain continuity and ensure cooperation in the training function. The training plan should include preservice and in-service training curriculum for the various subcategories with specific timelines for completion of each training unit. It should also consider the physical characteristics of the institution, its overall mission, and the type of offenders served.

NOTATIONS:

SJ-026 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ALL NEW CLERICAL/SUPPORT EMPLOYEES WHO HAVE MINIMAL INMATE CONTACT RECEIVE FORTY HOURS OF ORIENTATION AND TRAINING DURING THEIR FIRST YEAR OF EMPLOYMENT. ALL PERSONS IN THIS CATEGORY ARE GIVEN AN ADDITIONAL SIXTEEN HOURS OF TRAINING EACH SUBSEQUENT YEAR OF EMPLOYMENT.

DISCUSSION: Clerical and support personnel who are not in continuous contact with inmates should be given orientation to the policies, organization, structure, programs, and regulations of the facility and parent agency as well as task orientation relative to their particular job assignment. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep up with changes in the operational procedures.

NOTATIONS:

SJ-027 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ALL NEW SUPPORT EMPLOYEES WHO HAVE REGULAR OR DAILY INMATE CONTACT RECEIVE ORIENTATION AND TRAINING DURING THEIR FIRST YEAR OF EMPLOYMENT. FORTY HOURS ARE COMPLETED PRIOR TO BEING INDEPENDENTLY ASSIGNED TO A PARTICULAR JOB. THEY ARE GIVEN AN ADDITIONAL FORTY HOURS OF TRAINING EACH SUBSEQUENT YEAR OF EMPLOYMENT. AT A MINIMUM, THIS TRAINING COVERS THE FOLLOWING AREAS:

1. SECURITY PROCEDURES AND REGULATIONS
2. RIGHTS AND RESPONSIBILITIES OF INMATES
3. ALL EMERGENCY PROCEDURES
4. INTERPERSONAL RELATIONS
5. COMMUNICATION SKILLS
6. FIRST AID

**DISCUSSION:** Support personnel who have day-to-day contact with inmates as a part of their job requirements should also receive specialized training to supplement their particular area of expertise. These individuals should be familiar with policies and procedures of the facility plus the basic rules of inmate supervision and security. Ongoing training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

**NOTATIONS:**

**SJ-028** WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ALL NEW CORRECTIONAL OFFICERS RECEIVE 160 HOURS OF ORIENTATION AND TRAINING DURING THEIR FIRST YEAR OF EMPLOYMENT. FORTY OF THESE HOURS ARE COMPLETED PRIOR TO BEING INDEPENDENTLY ASSIGNED TO A PARTICULAR POST. ALL PERSONS IN THIS CATEGORY ARE GIVEN AN ADDITIONAL FORTY HOURS OF TRAINING EACH YEAR THEREAFTER. AT A MINIMUM, THIS TRAINING COVERS THE FOLLOWING AREAS:

1. SECURITY AND SEARCH PROCEDURES
2. USE OF FORCE REGULATIONS AND TACTICS
3. SUPERVISION OF INMATES
4. REPORT WRITING
5. INMATE AND STAFF RULES AND REGULATIONS
6. RIGHTS AND RESPONSIBILITIES OF INMATES
7. ALL EMERGENCY PROCEDURES
8. INTERPERSONAL RELATIONS
9. SOCIAL/CULTURAL LIFESTYLES OF THE INMATE POPULATION
10. COMMUNICATION SKILLS
11. FIRST AID

**DISCUSSION:** Since the duties of correctional officers frequently involve most facility operations, their training should be comprehensive in subject matter. Continual training during subsequent years of employment provides employees with the opportunity to further develop and refine their skills and remain up-to-date with changes in operational policy.

**NOTATIONS:**

**SJ-029** WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THE FACILITY'S NEW ADMINISTRATIVE AND MANAGERIAL STAFF RECEIVE AT LEAST FORTY HOURS OF ORIENTATION AND AT LEAST TWENTY-FOUR HOURS OF MANAGEMENT TRAINING EACH YEAR THEREAFTER. THIS TRAINING COVERS, AT A MINIMUM:

1. GENERAL MANAGEMENT AND RELATED SUBJECTS
2. DECISION-MAKING PROCESSES
3. LABOR LAW
4. EMPLOYEE-MANAGEMENT RELATIONS
5. THE INTERACTION OF ELEMENTS OF THE CRIMINAL JUSTICE SYSTEM
6. RELATIONSHIPS WITH OTHER SERVICE AGENCIES

**DISCUSSION:** Administrative and managerial staff should receive training that enables them to effectively respond to problems and deal with the parent agency, employees, and community. The required twenty-four hours of annual management training is in addition to that required by their

level of contact with the inmates, i.e., minimal contact or daily contact, or their position as correctional officer.

NOTATIONS:

**SJ-030** WHEN THERE IS AN EMERGENCY UNIT, WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ALL ASSIGNED OFFICERS RECEIVE FORTY HOURS OF RELEVANT EMERGENCY UNIT TRAINING PRIOR TO ASSIGNMENT.

**DISCUSSION:** Members of these units should receive training that will enable them to implement new knowledge and techniques.

NOTATIONS:

**SJ-031** ALL PART-TIME STAFF RECEIVE FORMAL ORIENTATION APPROPRIATE TO THEIR ASSIGNMENTS AND ADDITIONAL TRAINING AS NEEDED.

**DISCUSSION:** Part-time staff need orientation to institutional rules, security, and operational procedures. The training enables them to keep informed and up-to-date with changes in operation as well as policy and procedure.

NOTATIONS:

**SJ-032** ALL PERSONNEL AUTHORIZED TO USE FIREARMS OR CHEMICAL AGENTS ARE TRAINED IN WEAPONRY AND THE USE OF CHEMICAL AGENTS ON A CONTINUING, IN-SERVICE BASIS. PERSONNEL ARE REQUIRED TO QUALIFY ANNUALLY.

**DISCUSSION:** Employees authorized to handle firearms, chemical agents, and related equipment require thorough training in the use, safety, and care of weaponry. A specific curriculum should be established that includes individual and group instructions by competent authorities.

NOTATIONS:

**SJ-033** ALL SECURITY PERSONNEL ARE TRAINED IN APPROVED METHODS OF SELF-DEFENSE AND THE USE OF FORCE TO CONTROL INMATES.

**DISCUSSION:** Physical force must be used at times to control or move inmates. All security personnel should be trained in effective self-defense and use of force techniques that involve minimum harm and discomfort to the inmate and employee.

NOTATIONS:

**SJ-034** THE FACILITY ADMINISTRATION ENCOURAGES EMPLOYEES TO CONTINUE THEIR EDUCATION.

**DISCUSSION:** When there are outside training and educational opportunities related to facility programs and services and inmate management, the facility should encourage employees to participate in them. Adequate funds should be budgeted for this purpose.

**NOTATIONS:**

## MANAGEMENT INFORMATION AND RESEARCH

*Note: Management information systems and research are often approved and implemented through the parent agency or central office. Facility management and staff should participate in the conduct of these programs directed at operational and program objectives. An information system may be very sophisticated, using modern computer technology, or it may be relatively simple, using manual counting systems. The goal of either system is to provide statistical information for use in making management decisions.*

**SJ-035 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR AN INMATE POPULATION ACCOUNTING SYSTEM THAT INCLUDES RECORDS ON THE ADMISSION, PROCESSING, AND RELEASE OF INMATES.**

**DISCUSSION:** Population records should indicate the arresting agency, sentencing court, charges, dates of booking and release, time detained, manner of release, fines and bail involved, type of sentence being served, and the work and other programs in which the offender is participating.

**NOTATIONS:**

**SJ-036 WRITTEN POLICY AND PROCEDURE GOVERNING THE CONDUCT OF RESEARCH COMPLIES WITH STATE AND FEDERAL GUIDELINES FOR THE USE AND DISSEMINATION OF RESEARCH FINDINGS AND WITH ACCEPTED PROFESSIONAL AND SCIENTIFIC ETHICS.**

**DISCUSSION:** Persons doing research in the facility should be informed of all policies relating to their research, particularly those dealing with the confidentiality of the information obtained. Research results should be made available to the facility administrator for review and comment prior to publication or dissemination.

**NOTATIONS:**

**SJ-037 WRITTEN POLICY AND PROCEDURE GOVERN VOLUNTARY INMATE PARTICIPATION IN NONMEDICAL, NONPHARMACEUTICAL, AND NONCOSMETIC RESEARCH PROGRAMS.**

**DISCUSSION:** Voluntary inmate participation in nonmedical and nonpharmaceutical testing should be permitted only after a review of the research design indicates the probability that there will be no negative side effects to the inmate in the program. Inmate participation should be documented by a signed agreement.

**NOTATIONS:**

## INMATE RECORDS

SJ-038 INTAKE BOOKING INFORMATION IS RECORDED FOR EVERY PERSON ADMITTED TO THE FACILITY AND INCLUDES AT LEAST THE FOLLOWING DATA, UNLESS PROHIBITED BY LAW:

1. PHOTOGRAPH
2. BOOKING NUMBER
3. NAME AND ALIASES OF INDIVIDUAL
4. CURRENT ADDRESS (OR LAST KNOWN ADDRESS)
5. DATE OF ARREST AND ADMISSION, DURATION OF CONFINEMENT, AND A COPY OF THE COURT ORDER OR OTHER LEGAL BASIS FOR COMMITMENT
6. NAME, TITLE, AGENCY, AND SIGNATURE OF DELIVERING OFFICER
7. SPECIFIC CHARGE(S)
8. SEX
9. AGE
10. DATE OF BIRTH
11. PLACE OF BIRTH
12. RACE
13. PRESENT OR LAST PLACE OF EMPLOYMENT
14. HEALTH STATUS, INCLUDING ANY CURRENT MEDICAL OR MENTAL HEALTH NEEDS
15. EMERGENCY CONTACT (NAME, RELATION, ADDRESS, AND PHONE NUMBER)
16. TELEPHONE CALLS MADE BY THE INMATE AT TIME OF ADMISSION
17. DRIVER'S LICENSE AND SOCIAL SECURITY NUMBERS (WHERE APPLICABLE)
18. NOTATION OF CASH AND ALL PROPERTY
19. ADDITIONAL INFORMATION CONCERNING SPECIAL CUSTODY REQUIREMENTS, SERVICE NEEDS, OR OTHER IDENTIFYING INFORMATION SUCH AS BIRTHMARKS OR TATTOOS

DISCUSSION: The intake or booking information should provide for a positive identification of the person being admitted. Whenever possible, information should be verified.

NOTATIONS:

SJ-039 THE FACILITY MAINTAINS CUSTODY RECORDS ON ALL INMATES COMMITTED OR ASSIGNED TO THE FACILITY, WHICH INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. INTAKE/BOOKING INFORMATION
2. COURT-GENERATED BACKGROUND INFORMATION
3. CASH AND PROPERTY RECEIPTS
4. REPORTS OF DISCIPLINARY ACTIONS, GRIEVANCES, INCIDENTS OR CRIME(S) COMMITTED WHILE IN CUSTODY
5. DISPOSITIONS
6. RECORDS OF PROGRAM PARTICIPATION, INCLUDING WORK RELEASE OR TRUSTY PROGRAMS

DISCUSSION: The documents in the custody record ensure that inmates are properly committed, that inmate property is correctly managed, and that a record of major events while in custody is maintained. The purpose of the custody record is primarily one of documentation.

NOTATIONS:

Inmate Records

**SJ-040 THE CONTENTS OF INMATE RECORDS ARE IDENTIFIED AND SEPARATED ACCORDING TO AN ESTABLISHED FORMAT.**

**DISCUSSION: None.**

**NOTATIONS:**

**SJ-041 THE FACILITY MAINTAINS A SYSTEM THAT IDENTIFIES ALL INMATES IN CUSTODY AND THEIR ACTUAL PHYSICAL LOCATIONS.**

**DISCUSSION: None.**

**NOTATIONS:**

**SJ-042 THE ADMINISTRATION USES A "RELEASE OF INFORMATION CONSENT FORM" THAT COMPLIES WITH APPLICABLE FEDERAL OR STATE REGULATIONS.**

**DISCUSSION: Statutes govern the confidentiality and protection of information on inmates; these statutes apply also to persons who have been discharged. When statutorily required, judicial and correctional authorities involved with the case should be supplied information without a signed consent form.**

**NOTATIONS:**

## PHYSICAL PLANT

SJ-043 ALL ACTIVITY AREAS HAVE TOILETS AND WASH BASINS THAT ARE ACCESSIBLE TO PERSONS USING THE AREA. THESE AREAS INCLUDE LIGHTING APPROPRIATE TO THE ACTIVITY AREA, CIRCULATION OF AT LEAST TEN CUBIC FEET OF FRESH OR RECIRCULATED AIR PER MINUTE PER OCCUPANT, AND TEMPERATURES APPROPRIATE TO SUMMER AND WINTER COMFORT ZONES WITH CONSIDERATION FOR THE ACTIVITY PERFORMED.

DISCUSSION: Activity areas in the facility must have sufficient air, lighting, and sanitary facilities to ensure the health of those using them. These areas include multipurpose rooms, recreation areas or program areas for inmates, or work areas for staff.

NOTATIONS:

SJ-044 THE INTAKE/BOOKING AND RELEASE AREA IS LOCATED INSIDE THE SECURITY PERIMETER AND IS ACCESSIBLE TO THE FOLLOWING:

1. BOOKING AREA
2. SHOWER
3. SALLY PORT
4. DRINKING WATER
5. STORAGE FOR INMATES' PERSONAL PROPERTY
6. TELEPHONE
7. INTERVIEW SPACE(S)
8. OPERABLE TOILETS AND WASH BASINS

DISCUSSION: These areas should be designed so that newly admitted inmates may be processed in a thorough, humane, and orderly manner. Adequate space should be provided for booking, temporary holding, search, identification, medical examinations, intake screening for pretrial release programs, and storage of inmates' personal property. Provisions should be made to ensure the safety of inmates and personnel and the security of the facility. The reception room should also be used for processing inmates for release.

NOTATIONS:

SJ-045 ONLY ONE INMATE OCCUPIES EACH CELL OR DETENTION ROOM DESIGNED FOR SINGLE OCCUPANCY.

DISCUSSION: Single-cell occupancy provides privacy and protection for the inmates and should be provided based on the designed capacity of the facility.

NOTATIONS:

SJ-046 ALL SINGLE ROOMS OR CELLS IN DETENTION FACILITIES HAVE AT LEAST SIXTY SQUARE FEET OF FLOOR SPACE, PROVIDED INMATES SPEND NO MORE THAN TEN HOURS PER DAY LOCKED IN. WHEN CONFINEMENT EXCEEDS TEN HOURS PER DAY, THERE IS AT LEAST SEVENTY SQUARE FEET OF FLOOR SPACE.

DISCUSSION: Adequate living space is important to the mental well-being of the inmate. Rooms or cells of sufficient size enable inmates to personalize living space consistent with facility rules and regulations. Inmates who have access to programs and activities throughout the facility require less space in their rooms or cells because they do not spend as much time there.

NOTATIONS:

SJ-047 IN GENERAL POPULATION HOUSING, EACH ROOM OR CELL HAS, AT A MINIMUM, THE FOLLOWING FACILITIES AND CONDITIONS:

1. SANITATION FACILITIES, INCLUDING ACCESS TO A TOILET ABOVE FLOOR LEVEL THAT IS AVAILABLE FOR USE WITHOUT STAFF ASSISTANCE TWENTY-FOUR HOURS A DAY AND A WASH BASIN WITH HOT AND COLD RUNNING WATER
2. A BED ABOVE FLOOR LEVEL, DESK OR WRITING SPACE, HOOKS OR CLOSET SPACE, CHAIR OR STOOL
3. NATURAL LIGHT
4. DOCUMENTATION BY AN INDEPENDENT, QUALIFIED SOURCE THAT LIGHTING IS AT LEAST TWENTY FOOTCANDLES AT DESK LEVEL AND IN THE PERSONAL GROOMING AREAS.
5. CIRCULATION OF AT LEAST TEN CUBIC FEET OF OUTSIDE OR RECIRCULATED FILTERED AIR PER MINUTE PER HUMAN OCCUPANT
6. TEMPERATURES APPROPRIATE TO THE SUMMER AND WINTER COMFORT ZONES
7. NOISE LEVELS NOT EXCEEDING SEVENTY DECIBELS IN DAYTIME AND FORTY-FIVE DECIBELS AT NIGHT

DISCUSSION: Sensory deprivation should be reduced by providing variety in terms of space, surface textures, and colors. Natural lighting should be available either from cell or room windows to the exterior or from a source within twenty feet of the room or cell. The bed should be elevated from the floor and have a clean, covered mattress with blankets provided as needed. Suggested temperatures are 66-88 degrees Fahrenheit in the summer comfort zone, optimally 71, and 61-73 degrees Fahrenheit in the winter comfort zone, optimally 70.

NOTATIONS:

SJ-048 WHERE USED, MULTIPLE OCCUPANCY ROOMS HOUSE NO LESS THAN FOUR AND NO MORE THAN EIGHT INMATES EACH WHO ARE SCREENED PRIOR TO ADMISSION FOR SUITABILITY TO GROUP LIVING. THE ROOMS PROVIDE

1. CONTINUING OBSERVATION BY STAFF
2. A MINIMUM FLOOR AREA OF FIFTY FEET PER OCCUPANT IN THE SLEEPING AREA AND A CLEAR FLOOR-TO-CEILING HEIGHT OF NOT LESS THAN EIGHT FEET
3. TOILET AND SHOWER FACILITIES
4. ONE OPERABLE WASH BASIN WITH HOT AND COLD RUNNING WATER FOR EVERY FOUR OCCUPANTS
5. NATURAL LIGHT
6. BEDS ABOVE FLOOR LEVEL
7. A LOCKER OR CONTAINER FOR EACH OCCUPANT'S BELONGINGS

THERE IS DOCUMENTATION BY AN INDEPENDENT, QUALIFIED SOURCE THAT LIGHTING IS AT LEAST TWENTY FOOTCANDLES AT DESK LEVEL AND IN THE PERSONAL GROOMING AREA, CIRCULATION IS AT LEAST TEN CUBIC FEET OF OUTSIDE OR RECIRCULATED FIL-

TERED AIR PER MINUTE PER OCCUPANT, AND TEMPERATURES ARE APPROPRIATE TO THE SUMMER AND WINTER COMFORT ZONES.

DISCUSSION: When multiple-occupancy housing cannot be avoided, as in multiple-occupancy cells or dormitories, the number of inmates rooming together should be kept as low as possible.

NOTATIONS:

SJ-049 SEGREGATION ROOMS PROVIDE LIVING CONDITIONS THAT APPROXIMATE THOSE OF THE GENERAL INMATE POPULATION; ALL EXCEPTIONS ARE CLEARLY DOCUMENTED. SEGREGATION HOUSING UNITS PROVIDE

1. SINGLE OCCUPANCY ROOMS OR CELLS WITH A FLOOR AREA OF AT LEAST SEVENTY SQUARE FEET
2. A BED AT ABOVE FLOOR LEVEL, DESK OR WRITING SPACE, AND STOOL
3. CONTINUOUS ACCESS TO ABOVE-FLOOR LEVEL TOILET FACILITIES
4. HOT AND COLD RUNNING WATER
5. NATURAL LIGHT

THERE IS DOCUMENTATION BY AN INDEPENDENT, QUALIFIED SOURCE THAT LIGHTING IS AT LEAST TWENTY FOOTCANDLES AT DESK LEVEL AND IN THE PERSONAL GROOMING AREA, CIRCULATION IS AT LEAST TEN CUBIC FEET OF OUTSIDE OR RECIRCULATED FILTERED AIR PER MINUTE, AND TEMPERATURES ARE APPROPRIATE TO SUMMER AND WINTER COMFORT ZONES.

DISCUSSION: None.

NOTATIONS:

SJ-050 A ROOM USED FOR SEGREGATION PERMITS INMATES ASSIGNED TO IT TO COMMUNICATE WITH STAFF AND HAS A DOOR OR WINDOW THAT PERMITS OBSERVATION BY STAFF.

DISCUSSION: The segregation units should be designed to permit the staff on duty an unobstructed view of all inmates in the unit. Although inmates may be physically separated from the general population, they should be allowed to talk to other inmates assigned to the same housing unit or to staff members. Total isolation as punishment for a rule violation is not an acceptable practice. When exceptions occur, they should be justified by clear and substantiated evidence and be fully documented.

NOTATIONS:

SJ-051 WHEN SERIOUSLY ILL, MENTALLY DISORDERED, INJURED, OR NONAMBULATORY INMATES ARE HELD IN THE FACILITY, THERE IS AT LEAST ONE SINGLE-OCCUPANCY CELL OR ROOM FOR THEM THAT PROVIDES FOR CONTINUING STAFF OBSERVATION.

DISCUSSION: The facility should be equipped to provide temporary medical services. All seriously ill, injured, and nonambulatory inmates should be transported to a hospital as soon as possible after admission.

NOTATIONS:

SJ-052 WHEN BOTH MALES AND FEMALES ARE HOUSED IN THE SAME FACILITY, THEY ARE PROVIDED SEPARATE SLEEPING AND DAYROOM QUARTERS THAT ARE VISUALLY SEPARATED.

DISCUSSION: None.

NOTATIONS:

SJ-053 DESIGNATED EXITS IN THE FACILITY PERMIT PROMPT EVACUATION OF INMATES AND STAFF MEMBERS IN AN EMERGENCY.

DISCUSSION: At least two separate means of exit from the facility should be provided to ensure the safety of inmates and staff members. These exits should lead directly from the inmate living area to a hazard-free area, where adequate supervision should be provided.

NOTATIONS:

SJ-054 THE FACILITY HAS EXITS THAT ARE PROPERLY POSITIONED, CLEAR, AND DISTINCTLY AND PERMANENTLY MARKED IN ORDER TO ENSURE THE TIMELY EVACUATION OF INMATES AND STAFF IN THE EVENT OF FIRE OR OTHER EMERGENCY. ALL HOUSING AREAS AND PLACES OF ASSEMBLY FOR FIFTY OR MORE PERSONS HAVE TWO EXITS.

DISCUSSION: Emergency exits should be provided to ensure the safety of inmates, staff, and visitors. The exits should be positioned in such a manner that if one exit is blocked by fire and/or smoke, the other exit is available. All exits should be continuously visible at all times, kept clear and free of obstructions, and maintained in a usable condition. They should lead directly to a hazard-free area where adequate supervision can be provided. Battery-operated electric lights, portable lamps, or lanterns should not be used for primary illumination of exits. Battery-operated electric lighting may be used as an emergency source where normal lighting has failed, as defined in the NFPA National Electrical Code. These requirements also apply to exits in buildings designed for public or common use.

NOTATIONS:

SJ-055 THE FACILITY PERIMETER IS SECURED IN A WAY THAT PROVIDES THAT INMATES REMAIN WITHIN THE PERIMETER AND THAT ACCESS BY THE GENERAL PUBLIC IS DENIED WITHOUT PROPER AUTHORIZATION.

DISCUSSION: Most facilities are located in the center of the community, usually adjacent to the courthouse, to facilitate movement of inmates to and from court. To prevent introduction of weapons and other contraband into the facility, it is essential that inmates are not given the opportunity for physical contact with any person outside the facility. Screens or similar devices should be used to protect windows. This does not preclude authorized contact visits for approved inmates.

NOTATIONS:

SJ-056 SPACE IS PROVIDED FOR THE SECURE STORAGE OF CHEMICAL AGENTS, RESTRAINING DEVICES, AND RELATED SECURITY EQUIPMENT, AND THE EQUIPMENT IS LOCATED IN AN AREA THAT IS READILY ACCESSIBLE TO AUTHORIZED PERSONS ONLY.

DISCUSSION: None.

NOTATIONS:

SJ-057 THERE ARE SECURITY DOORS BETWEEN INMATE AREAS AND AREAS PROVIDING ACCESS TO THE PUBLIC.

DISCUSSION: None.

NOTATIONS:

SJ-058 THERE IS A SEPARATE DAYROOM LEISURE-TIME SPACE FOR EACH CELLBLOCK OR DETENTION ROOM CLUSTER.

DISCUSSION: None.

NOTATIONS:

SJ-059 SPACE OUTSIDE THE CELL OR ROOM IS PROVIDED FOR INMATE EXERCISE.

DISCUSSION: None.

NOTATIONS:

SJ-060 WHEN THE FACILITY PROVIDES FOR FOOD PREPARATION, IT HAS ADEQUATE SPACE FOR FOOD PROCESSING, STORAGE, AND REFRIGERATION. THE SQUARE FOOTAGE OF THE KITCHEN FLOOR SPACE IS APPROPRIATE TO THE NEEDS OF THE FACILITY.

DISCUSSION: Excluding the food storage area, kitchen floor space should be the equivalent of ten square feet per inmate; this may be reduced proportionally for larger facilities. Kitchen equipment and food storage facilities should be sufficient for the quantity of food prepared.

NOTATIONS:

SJ-061 THE FACILITY PROVIDES SPACE FOR RELIGIOUS SERVICES, EDUCATIONAL PROGRAMS, OR VISITING.

Physical Plant

DISCUSSION: None.

NOTATIONS:

SJ-062 WHEN THE FACILITY HOUSES MALE AND FEMALE INMATES, SPACE IS AVAILABLE TO PROVIDE EQUAL OPPORTUNITIES FOR PARTICIPATION IN PROGRAMS AND SERVICES.

DISCUSSION: None.

NOTATIONS:

SJ-063 STORAGE SPACE IS PROVIDED FOR INMATE CLOTHING, BEDDING, FACILITY SUPPLIES, AND INMATES' PERSONAL PROPERTY.

DISCUSSION: Space should be provided in the reception area to store and issue facility clothing and bedding and to provide for the exchange of personal and facility clothing when inmates appear in court or are released. Storage space for clean bedding and facility clothing should be convenient to inmate housing areas.

NOTATIONS:

SJ-064 THERE IS A WRITTEN PLAN FOR PREVENTIVE MAINTENANCE OF THE PHYSICAL PLANT.

DISCUSSION: None.

NOTATIONS:

SJ-065 THE INSTITUTION CONFORMS TO APPLICABLE FEDERAL, STATE, AND LOCAL BUILDING CODES.

DISCUSSION: None.

NOTATIONS:

SJ-066 THERE IS DOCUMENTATION BY AN INDEPENDENT, QUALIFIED SOURCE THAT THE INTERIOR FINISHING MATERIALS IN INMATE LIVING AREAS, EXIT AREAS, AND PLACES OF PUBLIC ASSEMBLY ARE IN ACCORDANCE WITH NATIONAL FIRE SAFETY CODES.

DISCUSSION: Interior finishing materials are a major factor in the speed with which a fire spreads, the intensity of the heat, and the extent of toxic smoke. No institutional furnishings, ceilings, partitions, or floors should be constructed of foamed plastics or foamed rubber unless the fire performance characteristics of the material are known and acceptable.

NOTATIONS:

SJ-067 ALL CELLS AND DETENTION ROOMS ARE DESIGNED FOR SINGLE OCCUPANCY ONLY.

DISCUSSION: None.

NOTATIONS:

SJ-068 THE FACILITY IS DESIGNED AND CONSTRUCTED SO THAT INMATES CAN BE SEPARATED ACCORDING TO EXISTING LAWS AND REGULATIONS AND ACCORDING TO THE FACILITY'S CLASSIFICATION PLAN.

DISCUSSION: The facility should have a sufficient number of cellblocks and clusters of detention room in an appropriate configuration so that the various categories of inmates can be housed separately.

NOTATIONS:

SJ-069 HANDICAPPED INMATES ARE HOUSED IN A MANNER THAT PROVIDES FOR THEIR SAFETY AND SECURITY.

DISCUSSION: None.

NOTATIONS:

SJ-070 ALL PARTS OF THE FACILITY THAT ARE ACCESSIBLE TO THE PUBLIC ARE ACCESSIBLE TO AND USABLE BY HANDICAPPED PERSONS.

DISCUSSION: None.

NOTATIONS:

SJ-071 INDOOR OR OUTDOOR EXERCISE AREAS PROVIDE A MINIMUM OF FIFTEEN SQUARE FEET PER INMATE.

DISCUSSION: Indoor and outdoor exercise areas should be secure and available to all inmates. Indoor exercise programs may be conducted in a multipurpose room provided the space requirements are met, the space is available, and the location is acceptable.

NOTATIONS:

## SAFETY AND EMERGENCY PROCEDURES

SJ-072 THERE IS DOCUMENTATION BY AN INDEPENDENT, QUALIFIED SOURCE THAT THE FACILITY COMPLIES WITH APPLICABLE FIRE SAFETY CODE(S). (MANDATORY)

DISCUSSION: Local or state fire codes must be strictly adhered to in order to ensure the safety and well-being of the inmates and staff. Reports of periodic inspections and action with respect to such reports must be available. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code*, current edition, will apply.

NOTATIONS:

SJ-073 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR A QUALIFIED FIRE AND SAFETY OFFICER TO PERFORM A COMPREHENSIVE AND THOROUGH MONTHLY INSPECTION OF THE INSTITUTION FOR COMPLIANCE WITH SAFETY AND FIRE PREVENTION STANDARDS AND FOR AN ANNUAL REVIEW OF THIS POLICY AND PROCEDURE. THERE IS A FIRE AND SAFETY INSPECTION OF THE INSTITUTION AT LEAST WEEKLY BY A QUALIFIED DEPARTMENTAL STAFF MEMBER.

DISCUSSION: The "qualified departmental staff member" who conducts weekly inspections of the facility may be a facility staff member who has received some training in and is familiar with the safety and sanitation requirements of the jurisdiction. At a minimum, on-the-job training from a safety/sanitation specialist regarding applicable regulations and inspections is expected, including the use of checklists and the methods of documentation.

NOTATIONS:

SJ-074 WRITTEN POLICY AND PROCEDURE SPECIFY THE FACILITY'S FIRE PREVENTION REGULATIONS AND PRACTICES TO ENSURE THE SAFETY OF STAFF, INMATES, AND VISITORS. THESE INCLUDE, BUT ARE NOT LIMITED TO:

1. PROVISION FOR AN ADEQUATE FIRE PROTECTION SERVICE
2. A SYSTEM OF FIRE INSPECTION AND TESTING OF EQUIPMENT AT LEAST QUARTERLY
3. AN ANNUAL INSPECTION BY LOCAL OR STATE FIRE OFFICIALS OR OTHER QUALIFIED PERSON(S)
4. AVAILABILITY OF FIRE HOSES OR EXTINGUISHERS AT APPROPRIATE LOCATIONS THROUGHOUT THE FACILITY

(MANDATORY)

DISCUSSION: The facility should plan and execute all reasonable procedures for the prevention and prompt control of fire. The national codes, such as the *Life Safety Code*, can help to ensure the safety of staff, inmates, and visitors.

NOTATIONS:

SJ-075 THE FACILITY HAS ACCESS TO EQUIPMENT NECESSARY TO MAINTAIN ESSENTIAL LIGHTS, POWER, AND COMMUNICATIONS IN AN EMERGENCY.

DISCUSSION: The facility should have emergency power units, either battery- or motor-driven, to provide essential lighting, maintain the life-sustaining functions in the facility, and continue communications with outside interests.

NOTATIONS:

SJ-076 THE FACILITY HAS A WRITTEN EVACUATION PLAN PREPARED IN CASE OF FIRE OR MAJOR EMERGENCY THAT IS CERTIFIED BY AN INDEPENDENT, OUTSIDE INSPECTOR TRAINED IN THE APPLICATION OF FIRE SAFETY CODES. THE PLAN IS REVIEWED WITH THE LOCAL FIRE JURISDICTION ANNUALLY, UPDATED IF NECESSARY, AND REISSUED. THE PLAN INCLUDES

1. LOCATION OF BUILDINGS/ROOM FLOOR PLANS
2. USE OF EXIT SIGNS AND DIRECTIONAL ARROWS FOR TRAFFIC FLOW
3. LOCATION OF PUBLICLY POSTED PLAN
4. AT LEAST QUARTERLY DRILLS IN ALL FACILITY LOCATIONS
5. STAFF DRILLS EVEN WHEN EVACUATION OF EXTREMELY DANGEROUS INMATES MAY NOT BE INCLUDED

(MANDATORY)

DISCUSSION: An evacuation plan is essential to reducing confusion and speeding the safe evacuation of the facility. The evacuation plan should also specify routes of evacuation, subsequent disposition and housing of inmates, and provision for medical care or hospital transportation for injured inmates and/or staff. Fire drills should include evacuation of all inmates except where there is clear and convincing evidence that facility security is jeopardized. On such showing, actual evacuation during drills is not required, although staff relevant to supervising such inmates should be required to execute their roles/activity in quarterly drills.

NOTATIONS:

SJ-077 ALL FACILITY PERSONNEL ARE TRAINED IN THE IMPLEMENTATION OF WRITTEN EMERGENCY PLANS. (MANDATORY)

DISCUSSION: Review of emergency plans should be an essential element of personnel training and retraining programs. New employees should be familiar with all emergency plans prior to beginning their permanent work assignment.

NOTATIONS:

SJ-078 WRITTEN POLICY AND PROCEDURE GOVERN THE STORAGE AND USE OF ALL FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS OF GOVERNING JURISDICTIONS.

DISCUSSION: Provisions should be made to ensure that inmates are never in possession of items such as lye, insecticide, antifreeze, or denatured alcohol, unless they are under constant

## Safety and Emergency Procedures

supervision by qualified personnel. Such materials should be stored in secure areas that are inaccessible to inmates; a prescribed system should be used to account for their distribution.

NOTATIONS:

## SECURITY AND CONTROL

SJ-079 WRITTEN POLICY AND PROCEDURE FOR SECURITY AND CONTROL, INCLUDING PROCEDURES FOR EMERGENCIES, ARE CONTAINED IN A MANUAL THAT IS AVAILABLE TO ALL STAFF AND IS REVIEWED ANNUALLY AND UPDATED AS NEEDED.

DISCUSSION: The manual for facility security and control should contain information on inmate classification, physical inspection, inmate counts, key control, weapons and chemical agent control, contraband, tool and equipment control, cell equipment, emergency procedures, and inmate programs/activities.

NOTATIONS:

SJ-080 THE FACILITY MAINTAINS A CONTROL CENTER.

DISCUSSION: None.

NOTATIONS:

SJ-081 THE FACILITY HAS A COMMUNICATION SYSTEM BETWEEN THE CONTROL CENTER AND THE INMATE LIVING AREAS.

DISCUSSION: A mechanical or audio communication system may be used to supplement personal staff supervision activities. The system should never be a substitute for staff supervision, but can be used to advise staff of emergency needs.

NOTATIONS:

SJ-082 WRITTEN POLICY AND PROCEDURE REQUIRE THAT ALL SECURITY PERIMETER ENTRANCES, CONTROL CENTER DOORS, AND DOORS OPENING INTO A CORRIDOR ARE KEPT LOCKED, EXCEPT WHEN USED FOR SUPERVISED ENTRY OR EXIT OF EMPLOYEES, INMATES, OR VISITORS AND IN EMERGENCIES.

DISCUSSION: Staff members must know what doors should be locked and under what circumstances they should be opened. Doors to vacant units, unoccupied cells, and storage rooms also should be locked when not in use. Doors should be tested for vulnerability after they are secured. Safety vestibules, which ensure that no two doors are open at the same time in any given area, should be used when moving inmates.

NOTATIONS:

SJ-083 WHEN AUDIO OR VISUAL ELECTRONIC SURVEILLANCE IS USED, IT IS LOCATED PRIMARILY IN HALLWAYS, ELEVATORS, CORRIDORS, OR AT POINTS ON THE SECURITY PERIMETER SUCH AS ENTRANCES AND EXITS.

Security and Control

DISCUSSION: Electronic surveillance devices, such as television cameras and listening devices, should not be used to invade the personal privacy of inmates. The devices may be used in observing special management inmates when approved by the facility administrator. They are not a substitute for staff supervision or contact with correctional personnel.

NOTATIONS:

SJ-084 STAFF ARE PROVIDED FOR FULL COVERAGE OF DESIGNATED SECURITY POSTS, FULL SURVEILLANCE OF INMATES, AND TO PERFORM ALL ANCILLARY FUNCTIONS.

DISCUSSION: None.

NOTATIONS:

SJ-085 CORRECTIONAL OFFICER POSTS ARE LOCATED IN OR IMMEDIATELY ADJACENT TO INMATE LIVING AREAS TO PERMIT OFFICERS TO HEAR AND RESPOND PROMPTLY TO EMERGENCY SITUATIONS.

DISCUSSION: The presence of correctional officers within hearing distance of inmate living quarters can help prevent inmate misbehavior and avoid disorder. Their proximity to inmate living quarters also can facilitate quick response to emergencies.

NOTATIONS:

SJ-086 WRITTEN POLICY AND PROCEDURE REQUIRE THAT ALL HIGH AND MEDIUM SECURITY INMATES ARE PERSONALLY OBSERVED BY A CORRECTIONAL OFFICER AT LEAST EVERY THIRTY MINUTES, BUT ON AN IRREGULAR SCHEDULE. MORE FREQUENT OBSERVATION IS REQUIRED FOR THOSE INMATES WHO ARE MENTALLY DISORDERED OR WHO DEMONSTRATE UNUSUAL OR BIZARRE BEHAVIOR. SUICIDAL INMATES ARE UNDER CONTINUOUS OBSERVATION.

DISCUSSION: The physical design of inmate living units often does not permit observation from correctional officer posts. Inmates classified as high or medium security should be under close surveillance. Correctional officers should personally observe each inmate so classified at least every half hour, but care should be taken so that the inmate does not anticipate the appearance of the officer.

NOTATIONS:

SJ-087 THE FACILITY ADMINISTRATION MAINTAINS A WRITTEN RECORD OF THE FOLLOWING:

1. PERSONNEL ON DUTY
2. INMATE POPULATION COUNT
3. ADMISSIONS AND RELEASES OF INMATES
4. SHIFT ACTIVITIES
5. ENTRY AND EXIT OF PHYSICIANS, ATTORNEYS, AND OTHER VISITORS
6. UNUSUAL OCCURRENCES

**DISCUSSION:** Adequate supervision of inmates requires development of a formal system for recording routine and emergency situations involving inmates. Custodial officers on each shift should maintain daily records of pertinent information regarding individual inmates and groups of inmates.

**NOTATIONS:**

**SJ-088 WRITTEN POLICY AND PROCEDURE REQUIRE THE FACILITY ADMINISTRATOR OR DESIGNEE TO INSPECT ALL SECURITY FACILITIES, LIVING AND ACTIVITY AREAS AND DEVICES AT LEAST WEEKLY AND INITIATE CORRECTIVE ACTION IF NEEDED.**

**DISCUSSION:** At least once each week, all bars, locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors, and other security facilities and protective devices should be checked carefully to ensure they are fully operational. Emergency keys also should be checked quarterly to ensure that they are in working order. All defective security equipment should be replaced or repaired immediately.

**NOTATIONS:**

**SJ-089 THE FACILITY HAS A SYSTEM TO PHYSICALLY COUNT INMATES THAT INCLUDES STRICT ACCOUNTABILITY FOR INMATES ASSIGNED TO WORK AND EDUCATIONAL RELEASE, FURLOUGHES, AND OTHER APPROVED TEMPORARY ABSENCES.**

**DISCUSSION:** There should be at least one inmate count per shift and a count at night lockup. Counts should be scheduled so that they do not conflict with activity programs and normal operating procedures. Inmates should not be permitted to move about the facility during the count. The officer responsible for maintaining the master count record should be provided up-to-the-minute information regarding all inmate housing moves and work assignment changes, hospital admissions, etc. All inmates in legal custody should be accounted for in the master count. All temporary absences from the facility should be explained in writing.

**NOTATIONS:**

**SJ-090 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR SEARCHES OF FACILITIES AND INMATES TO CONTROL CONTRABAND AND TO PROVIDE FOR ITS DISPOSITION. WHEN A NEW CRIME IS SUSPECTED, ALL EVIDENCE IS MAINTAINED AND MADE AVAILABLE TO THE APPROPRIATE AUTHORITIES.**

**DISCUSSION:** The control of weapons and contraband in a facility is an essential security measure. The facility's search plans and procedures should include the following: (a) search of inmates on reentering the secured perimeter; (b) unannounced and irregularly timed searches of cells (occupied and unoccupied), inmates, and activity, work and other areas accessible to the inmates; (c) frequent search and careful supervision of inmate trustees; (d) inspection of all vehicular traffic and supplies into the facility; (e) use of metal detectors at entrances to the facility and cellblocks; (f) complete search and inspection of each cell prior to occupancy by a new inmate; (g) protection of an inmate's right to any property authorized by facility regulations; and (h) receipts provided to inmates whenever their property is seized. All contraband items should be seized and disposed of following established procedures.

NOTATIONS:

SJ-091 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE FOLLOWING:

1. MANUAL OR INSTRUMENT INSPECTION OF INMATE BODY CAVITIES IS CONDUCTED ONLY BY MEDICAL PERSONNEL WHEN THERE IS REASON TO DO SO AND WHEN AUTHORIZED BY THE FACILITY ADMINISTRATOR OR DESIGNEE.
2. VISUAL INSPECTIONS ARE CONDUCTED ONLY WHEN THERE IS A REASONABLE BELIEF THAT THE INMATE IS CARRYING CONTRABAND OR OTHER PROHIBITED MATERIAL.
3. STRIP SEARCHES ARE DONE WITHOUT SPECIFIC AUTHORIZATION ONLY ON ENTRY TO THE FACILITY AND AT ALL OTHER TIMES ARE BASED ON ARTICULABLE SUSPICIONS, WHICH ARE RECORDED AND REPORTED TO THE FACILITY ADMINISTRATOR.

ALL SUCH INSPECTIONS ARE CONDUCTED IN PRIVACY, AND MANUAL OR INSTRUMENT INSPECTION OF BODY CAVITIES IS DONE BY MEDICALLY TRAINED PERSONNEL OR CORRECTIONAL PERSONNEL TRAINED BY HEALTH CARE PERSONNEL. WHEN A NEW CRIME IS SUSPECTED, ALL EVIDENCE IS MADE AVAILABLE TO THE APPROPRIATE AUTHORITY. THIS POLICY IS MADE AVAILABLE TO STAFF AND INMATES, REVIEWED AT LEAST ANNUALLY, AND UPDATED IF NECESSARY.

DISCUSSION: The search plan should provide for avoidance of unnecessary force, embarrassment, or indignity to the inmate; use of nonintrusive sensors and other techniques instead of body searches whenever feasible; and use of only those mechanical devices absolutely necessary for security purposes. Strip searches may include the mouth and armpits but not the anus or vagina.

NOTATIONS:

SJ-092 WRITTEN POLICY AND PROCEDURE GOVERN THE AVAILABILITY, CONTROL, AND USE OF FIREARMS, AMMUNITION, CHEMICAL AGENTS, AND RELATED SECURITY DEVICES AND REQUIRE THAT SUFFICIENT SECURITY EQUIPMENT IS AVAILABLE TO MEET FACILITY NEEDS.

DISCUSSION: Designated staff should determine, based on an analysis of the physical plant and the number and profile of the inmate population, what firearms, chemical agents, and other security devices (such as shields, batons, helmets, gloves, body protectors, etc.) the facility needs. Written policies and procedures should specify the level of authority required for access to and use of security devices. Chemical agents should be used only at the direction of the facility administrator or delegated subordinate.

NOTATIONS:

SJ-093 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT FIREARMS, AMMUNITION, CHEMICAL AGENTS, AND RELATED SECURITY EQUIPMENT ARE STORED IN A SECURE BUT READILY ACCESSIBLE DEPOSITORY LOCATED OUTSIDE INMATE HOUSING AND ACTIVITY AREAS AND INVENTORIED AT LEAST MONTHLY TO DETERMINE THEIR CONDITION AND EXPIRATION DATES.

DISCUSSION: The facility should maintain an arsenal for the secure storage and maintenance of all its firearms, ammunition, chemical agents, and other security devices. Written policy should specify who has access to this arsenal. Ammunition, tear gas, and other security equipment that can lose its effectiveness over time should be replaced within time limits stipulated by the manufacturer. Weapons should be cleaned and fired regularly, and repairs should be made as needed.

NOTATIONS:

SJ-094 WRITTEN POLICY AND PROCEDURE GOVERN THE USE OF FIREARMS AND INCLUDE THE FOLLOWING REQUIREMENTS:

1. WEAPONS ARE SUBJECTED TO STRINGENT SAFETY REGULATIONS AND INSPECTION.
2. A SECURE WEAPONS LOCKER IS LOCATED OUTSIDE THE SECURITY PERIMETER OF THE FACILITY.
3. EXCEPT IN EMERGENCY SITUATION, FIREARMS AND WEAPONS SUCH AS NIGHTSTICKS ARE PERMITTED ONLY IN DESIGNATED AREAS TO WHICH INMATES HAVE NO ACCESS.
4. EMPLOYEES ARE INSTRUCTED TO USE DEADLY FORCE ONLY AFTER OTHER ACTIONS HAVE BEEN TRIED AND FOUND INEFFECTIVE, UNLESS THE EMPLOYEE BELIEVES THAT A PERSON'S LIFE IS IMMEDIATELY THREATENED.
5. EMPLOYEES ON DUTY ONLY USE FIREARMS OR OTHER SECURITY EQUIPMENT THAT HAS BEEN ISSUED THROUGH THE FACILITY AND ONLY WHEN DIRECTED BY OR AUTHORIZED BY THE FACILITY ADMINISTRATOR.

(MANDATORY)

DISCUSSION: In order to reduce the risk of firearms falling into the hands of inmates, institution personnel who spend most of their time in direct personal contact with inmates must not carry firearms. A system of receipts for the temporary storage or checking of weapons should exist to accommodate law enforcement personnel who must enter the facility. Use of firearms in transporting inmates or in outside work assignments requires officers who are trained in the handling and use of firearms. This should enable the facility to maintain control over the type of firearms or other equipment to be used in the facility and the quality of their care.

NOTATIONS:

SJ-095 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THE FACILITY MAINTAIN A WRITTEN RECORD OF ROUTINE AND EMERGENCY DISTRIBUTIONS OF SECURITY EQUIPMENT.

DISCUSSION: A written record detailing who receives security equipment and what equipment they receive is necessary to establish responsibility and accountability for its use.

NOTATIONS:

SJ-096 WRITTEN POLICY AND PROCEDURE REQUIRE THAT PERSONNEL DISCHARGING FIREARMS, USING CHEMICAL AGENTS OR ANY OTHER WEAPON, OR USING FORCE TO CONTROL INMATES SUBMIT WRITTEN REPORTS TO THE FACILITY ADMINISTRATOR OR DESIGNEE NO LATER THAN THE CONCLUSION OF THE TOUR OF DUTY.

DISCUSSION: All instances involving the discharge of firearms and use of chemical agents should be documented to establish the identity of personnel and inmates involved and to describe the nature of the incident.

NOTATIONS:

SJ-097 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT ALL PERSONS INJURED IN AN INCIDENT RECEIVE AN IMMEDIATE MEDICAL EXAMINATION AND TREATMENT.

DISCUSSION: In all instances involving the use of a weapon or a chemical agent, immediate medical examination and treatment should be required for the protection of all staff members and inmates involved.

NOTATIONS:

SJ-098 WRITTEN POLICY AND PROCEDURE GOVERN THE CONTROL AND USE OF KEYS, TOOLS, AND CULINARY AND MEDICAL EQUIPMENT.

DISCUSSION: The key control system should provide a current accounting of the location and possessor of each key. Tools and utensils should be locked in control panels and issued in accordance with a prescribed system.

NOTATIONS:

SJ-099 THERE ARE WRITTEN ORDERS FOR EVERY CUSTODIAL POST THAT ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY. PERSONNEL MUST READ, SIGN, AND DATE THE APPROPRIATE POST ORDERS EACH TIME THEY ASSUME A NEW POST.

DISCUSSION: A written post order should be prepared for each job in the facility establishing what the job entails and the procedures to be followed to carry out the assignment. This written description provides for continuity in the event of personnel changes. Copies of the post orders should be made available to all staff.

NOTATIONS:

SJ-100 WRITTEN POLICY AND PROCEDURE REGARDING ESCAPES ARE AVAILABLE TO ALL PERSONNEL, REVIEWED AT LEAST ANNUALLY, AND UPDATED IF NECESSARY.

DISCUSSION: The facility should detail in writing specific procedures that can be used quickly when an escape occurs. The procedures should include (a) prompt reporting of the escape to the facility administrator; (b) identification of escapee(s); (c) mobilization of employees; (d) implementation of a predetermined search plan; (e) notification of law enforcement agencies, community groups, and interested media; and (f) after capture of the escapee, prompt notification of all who were previously alerted to the escape. Because an escape indicates a weakness in the facility's security system, an analysis of the escape should be conducted and defects in the security system should be corrected immediately.

NOTATIONS:

SJ-101 THERE ARE WRITTEN PLANS THAT SPECIFY PROCEDURES TO BE FOLLOWED IN SITUATIONS INCLUDING, BUT NOT LIMITED TO, RIOTS, HUNGER STRIKES, DISTURBANCES, AND TAKING OF HOSTAGES. THESE PLANS ARE MADE AVAILABLE TO APPLICABLE PERSONNEL AND REVIEWED AND UPDATED AT LEAST ANNUALLY. (MANDATORY)

DISCUSSION: The plans also should designate who should implement such procedures. They should specify what personnel should be involved, when and which authorities and media should be notified, how the problem should be contained, and what should be done after the incident is quelled. Provision should be made for the emergency housing and supervision of inmates should the facility become uninhabitable. The plan presupposes regular inspection and maintenance of specialized equipment necessary to implement the procedures. All personnel should become familiar with the plans.

NOTATIONS:

SJ-102 WRITTEN PLANS GOVERN TEMPORARY SPACE ARRANGEMENTS AND PROCEDURES TO BE FOLLOWED IN THE EVENT OF A MASS ARREST THAT EXCEEDS THE MAXIMUM CAPACITY OF THE LOCAL DETENTION FACILITY.

DISCUSSION: The facility administrator should formulate plans to handle large groups of arrestees. These plans should include provisions for extra personnel, additional physical facilities, and booking and detention procedures. All personnel who are involved in the plan should be trained in its execution.

NOTATIONS:

SJ-103 THERE IS A WRITTEN PLAN THAT PROVIDES FOR CONTINUING OPERATIONS IN THE EVENT OF A WORK STOPPAGE OR OTHER JOB ACTION. COPIES OF THIS PLAN ARE AVAILABLE TO ALL SUPERVISORY PERSONNEL, WHO ARE REQUIRED TO FAMILIARIZE THEMSELVES WITH IT.

DISCUSSION: A contingency plan for maintaining essential services is crucial. This plan might involve agreements with other law enforcement agencies, such as the state police. Additionally, the facility administrator should attempt to ensure the safety and well-being of employees who do not participate in the job action.

NOTATIONS:

SJ-104 WRITTEN POLICY AND PROCEDURE RESTRICT THE USE OF PHYSICAL FORCE TO INSTANCES OF JUSTIFIABLE SELF-DEFENSE, PROTECTION OF OTHERS, PROTECTION OF PROPERTY, AND PREVENTION OF ESCAPES. PHYSICAL FORCE SHOULD BE USED ONLY WHEN IT IS NECESSARY TO CONTROL INMATES AND IN ACCORDANCE WITH APPROPRIATE STATUTORY AUTHORITY. IN NO EVENT IS PHYSICAL FORCE JUSTIFIABLE AS PUNISHMENT. A WRITTEN REPORT IS PREPARED FOLLOWING ALL USES OF FORCE AND IS SUBMITTED TO THE FACILITY ADMINISTRATOR. (MANDATORY)

DISCUSSION: Correctional personnel should be prepared to justify their use of physical force. Immediate medical attention should be provided when warranted or requested by the inmate or staff member involved in an incident where physical force was used.

NOTATIONS:

SJ-105 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INSTRUMENTS OF RESTRAINT ARE ONLY USED AS A PRECAUTION AGAINST ESCAPE DURING TRANSFER, FOR MEDICAL REASONS BY DIRECTION OF THE MEDICAL OFFICER, AND AS A PREVENTION AGAINST INMATE SELF-INJURY, INJURY TO OTHERS, OR PROPERTY DAMAGE. WHEN THERE IS APPROVAL FROM THE FACILITY ADMINISTRATOR OR DESIGNEE THEY ARE APPLIED FOR ONLY THE AMOUNT OF TIME ABSOLUTELY NECESSARY.

DISCUSSION: Instruments of restraint, such as handcuffs, irons, straitjackets, and the like are never applied as punishment and should be applied only with the approval of the facility administrator. Restraints should not be applied for more time than is absolutely necessary.

NOTATIONS:

SJ-106 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT NO INMATE OR GROUP OF INMATES IS GIVEN CONTROL OR AUTHORITY OVER OTHER INMATES.

DISCUSSION: None.

NOTATIONS:

SJ-107 WHEN TRANSPORTATION IS THE RESPONSIBILITY OF FACILITY STAFF, WRITTEN POLICY AND PROCEDURE GOVERN THE TRANSPORTATION OF INMATES OUTSIDE THE FACILITY.

DISCUSSION: When needed, guidelines for transporting inmates should emphasize security and should be made available to all personnel involved in transporting inmates.

NOTATIONS:

## SPECIAL MANAGEMENT INMATES

*Note: Segregation is the generic term used to encompass administrative segregation, protective custody, and disciplinary detention. (See Glossary.)*

**SJ-108 WHEN SEGREGATION UNITS EXISTS, WRITTEN POLICY AND PROCEDURE GOVERN THEIR OPERATION FOR THE SUPERVISION OF INMATES UNDER ADMINISTRATIVE SEGREGATION, PROTECTIVE CUSTODY, AND DISCIPLINARY DETENTION.**

**DISCUSSION:** The classification officer, committee, or facility administrator may place an inmate in administrative segregation whose continued presence in the general population poses a serious threat to life, property, self, staff, other inmates' security, or orderly running of the institution. Inmates placed in administrative segregation because of behavioral problems should be provided with programs or privileges afforded the general population. An inmate pending investigation for a trial on a criminal act or pending transfer can also be placed in administrative segregation. This segregation may be for relatively extensive periods of time.

Inmates requesting or requiring protection from the general population may be placed in protective custody. Inmates in protective custody should be allowed to participate in as many as possible of the programs afforded the general population, providing such participation does not threaten the security of the institution. Care should be taken to ensure that inmates do not see placement in protective custody as desirable. Each case should be reviewed frequently with the goal of terminating the separate housing assignment as soon as possible.

The disciplinary committee may place inmates with serious rule violations in disciplinary detention only after an impartial hearing has determined that other available alternative dispositions are inadequate to regulate the inmate's behavior within acceptable limits and that the inmate's presence in the general inmate population poses a serious threat to the orderly operation or security of the institution. Removal of an inmate from the general inmate population and for a short period of time is an accepted correctional procedure and is used in the control and management of behavior.

**NOTATIONS:**

**SJ-109 THE FACILITY ADMINISTRATOR OR DESIGNEE CAN ORDER IMMEDIATE SEGREGATION WHEN IT IS NECESSARY TO PROTECT THE INMATE OR OTHERS. THIS ACTION IS REVIEWED WITHIN THREE WORKING DAYS BY THE CLASSIFICATION, DISCIPLINARY, OR APPROPRIATE AUTHORITY DEPENDING ON THE TYPE OF SEGREGATION ORDERED.**

**DISCUSSION:** The appropriate authority may be the disciplinary or classification committee, depending on the type of segregation used.

**NOTATIONS:**

**SJ-110 WRITTEN POLICY AND PROCEDURE SPECIFY THAT INMATES ARE PLACED IN DISCIPLINARY DETENTION FOR A RULE VIOLATION ONLY AFTER A HEARING.**

**DISCUSSION:** None.

NOTATIONS:

SJ-111 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT THE STATUS OF INMATES IN ADMINISTRATIVE SEGREGATION IS REVIEWED EVERY SEVEN DAYS.

DISCUSSION: The classification committee should review the status of every inmate who spends over seven continuous days in administrative segregation. The review should determine whether the reasons for initial placement in the unit still exist. If they do not, the inmate should be released from the unit. Provisions should be made for the inmate to appear at the hearing.

NOTATIONS:

SJ-112 WRITTEN POLICY AND PROCEDURE SPECIFY THE REVIEW PROCESS THAT IS USED TO RELEASE AN INMATE FROM ADMINISTRATIVE SEGREGATION.

DISCUSSION: An inmate should be released from administrative segregation by the action of the appropriate committee with jurisdiction over the inmate's placement in this status.

NOTATIONS:

SJ-113 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT AN INMATE IS ADMITTED TO THE SEGREGATION UNIT FOR PURPOSES OF PROTECTIVE CUSTODY ONLY WHEN THERE IS DOCUMENTATION THAT PROTECTIVE CUSTODY IS WARRANTED AND NO REASONABLE ALTERNATIVES ARE AVAILABLE.

DISCUSSION: Protective custody should be used only for short periods of time, except when an inmate needs long-term protection and the facts are well-documented. When an inmate consents to protective custody, it should be fully documented with a consent form signed by the inmate. The inmate may at any time request reassignment to the general inmate population.

NOTATIONS:

SJ-114 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT WHENEVER AN INMATE IN SEGREGATION IS DEPRIVED OF ANY USUALLY AUTHORIZED ITEM OR ACTIVITY; A REPORT OF THE ACTION IS MADE AND FORWARDED TO THE FACILITY ADMINISTRATOR.

DISCUSSION: The report should identify the inmate, the item or activity he or she has been deprived of, and the reasons for the action. The report should be forwarded to the facility administrator or designee as soon as possible. If circumstances warrant the removal of all the inmate's personal items, approval for this action should be obtained in advance from the facility administrator or designee. No item or activity should be withheld longer than is necessary to ensure the inmate's safety and the well-being of the staff and other inmates. Under no circumstances should an inmate be deprived of an item or activity for the purpose of punishment.

NOTATIONS:

SJ-115 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN SEGREGATION HAVE THE OPPORTUNITY TO SHAVE AND SHOWER AT LEAST THREE TIMES PER WEEK.

DISCUSSION: Inmates in segregation should have the opportunity to maintain an acceptable level of personal hygiene, including the opportunity to shave and shower at least three times per week, unless procedures present an undue security hazard. If conditions permit, these inmates should be able to shower daily.

NOTATIONS:

SJ-116 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE ISSUE AND EXCHANGE OF CLOTHING, BEDDING, AND LINEN AND FOR LAUNDRY, BARBERING, AND HAIR CARE SERVICES FOR INMATES IN SEGREGATION ON THE SAME BASIS AS INMATES IN THE GENERAL POPULATION. EXCEPTIONS ARE PERMITTED ONLY WHERE FOUND NECESSARY BY THE SENIOR OFFICER ON DUTY AND ARE RECORDED IN THE UNIT LOG AND JUSTIFIED IN WRITING.

DISCUSSION: Inmates in segregation should be afforded the same hygienic living conditions as the general inmate population.

NOTATIONS:

SJ-117 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN SEGREGATION ARE PROVIDED OPPORTUNITIES FOR VISITATION, UNLESS THERE ARE SUBSTANTIAL REASONS FOR WITHHOLDING SUCH PRIVILEGES.

DISCUSSION: Every effort should be made to notify approved visitors of any restrictions on visiting. This procedure will avoid disappointment and unnecessary inconvenience for the visitors. If time allows, the burden of this notification may be placed on the inmate.

NOTATIONS:

SJ-118 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN DISCIPLINARY DETENTION ARE ALLOWED LIMITED TELEPHONE PRIVILEGES, WHICH CONSIST OF TELEPHONE CALLS RELATED SPECIFICALLY TO ACCESS TO THE JUDICIAL PROCESS AND FAMILY EMERGENCIES AS DETERMINED BY THE FACILITY ADMINISTRATOR OR DESIGNEE.

DISCUSSION: Inmates in disciplinary detention ordinarily are not provided telephone privileges as a condition of the discipline imposed. This should not preclude emergency telephone calls to and from designated practicing attorneys in connection with prospective or pending litigation.

NOTATIONS:

SJ-119 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN ADMINISTRATIVE SEGREGATION AND PROTECTIVE CUSTODY ARE ALLOWED TELEPHONE PRIVILEGES APPROVED BY THE FACILITY ADMINISTRATOR.

DISCUSSION: None.

NOTATIONS:

SJ-120 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN SEGREGATION HAVE ACCESS TO LEGAL MATERIALS AND READING MATERIALS.

DISCUSSION: Inmates in segregation should have access to both personal legal materials and available legal reference materials. Reasonable arrangements should be made to assist these inmates in meeting court deadlines.

NOTATIONS:

SJ-121 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN SEGREGATION RECEIVE A MINIMUM OF ONE HOUR A DAY, FIVE DAYS A WEEK OF EXERCISE OUTSIDE THEIR CELLS, UNLESS SECURITY OR SAFETY CONSIDERATIONS DICTATE OTHERWISE.

DISCUSSION: Opportunities to maintain physical fitness are critical for inmates in segregation because of the obvious limitation on their movement. They should be provided the opportunity to exercise at least one hour a day, five days a week, in an area designated for this purpose, with opportunities to exercise outdoors, weather permitting. A written record should be kept of each inmate's participation or refusal to participate in the exercise program. Reasons for the imposition of constraints should be documented.

NOTATIONS:

SJ-122 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN ADMINISTRATIVE SEGREGATION AND PROTECTIVE CUSTODY HAVE ACCESS TO PROGRAMS AND SERVICES THAT INCLUDE, BUT ARE NOT LIMITED TO EDUCATION, COMMISSARY, LIBRARY SERVICES, SOCIAL SERVICES, COUNSELING, RELIGIOUS GUIDANCE, AND RECREATION.

DISCUSSION: Inmates in administrative segregation and protective custody should be allowed to participate in facility programs to the same extent as the general inmate population, providing their participation is consistent with the safety and security of the facility and the community. They should also have the same opportunity to receive treatment from professional persons, such as social workers, psychologists, counselors, and psychiatrists.

NOTATIONS:

SJ-123 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES IN SEGREGATION RECEIVE DAILY VISITS FROM THE SECURITY OFFICER OR SHIFT SUPERVISOR AND MEMBERS OF THE PROGRAM STAFF ON REQUEST.

DISCUSSION: Inmates in segregation are restricted from normal movement within the facility. It is imperative, therefore, that they are visited by key staff members who can ensure that their health and well-being are maintained. Every effort and safeguard should be used to prevent emergency situations going unnoticed.

NOTATIONS:

## FOOD SERVICE

*Note: Food service in small jails is frequently provided by contractors. These standards apply regardless of what organization provides the service.*

SJ-124 THERE IS DOCUMENTATION THAT THE FACILITY'S SYSTEM OF DIETARY ALLOWANCE IS REVIEWED AT LEAST ANNUALLY BY A REGISTERED DIETICIAN TO ENSURE COMPLIANCE WITH NATIONALLY RECOMMENDED FOOD ALLOWANCES. (MANDATORY)

DISCUSSION: A facility that follows this system of dietary allowances, as adjusted for age, sex, and activity, ensures the provision of a nutritionally adequate diet. The Recommended Dietary Allowances stated by the National Academy of Sciences should be used as a guide to basic nutritional needs.

NOTATIONS:

SJ-125 MENU EVALUATIONS ARE CONDUCTED AT LEAST QUARTERLY TO VERIFY ADHERENCE TO THE NATIONALLY RECOMMENDED BASIC DAILY SERVINGS.

DISCUSSION: Documentation of menus that are actually served is maintained on a quarterly basis as verification of providing a nutritionally adequate diet. The signature of a certified dietician on the menus indicates official approval of nutritional adequacy.

NOTATIONS:

SJ-126 ALL MENUS ARE PLANNED, DATED, AND AVAILABLE FOR REVIEW AT LEAST ONE WEEK IN ADVANCE; NOTATIONS ARE MADE OF ANY SUBSTITUTIONS IN THE MEALS ACTUALLY SERVED, AND SUBSTITUTIONS ARE OF EQUAL NUTRITIONAL VALUE.

DISCUSSION: A file of tested recipes adjusted to a yield appropriate to the size of the facility should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Food flavor, texture, appearance, and palatability should be considered in food preparation.

NOTATIONS:

SJ-127 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR SPECIAL DIETS AS PRESCRIBED BY APPROPRIATE MEDICAL OR DENTAL PERSONNEL.

DISCUSSION: Therapeutic diets should be available on medical authorization. Specific diets should be prepared and served to inmates according to the orders of the treating physician or dentist or as directed by the responsible health authority official. Medical diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten month-

ly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.

NOTATIONS:

SJ-128 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR SPECIAL DIETS FOR INMATES WHOSE RELIGIOUS BELIEFS REQUIRE THE ADHERENCE TO RELIGIOUS DIETARY LAWS.

DISCUSSION: Religious diets should be approved by the facility clergy. Religious diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the food served other inmates.

NOTATIONS:

SJ-129 TOILET AND WASH BASIN FACILITIES ARE AVAILABLE TO FOOD SERVICE PERSONNEL AND INMATES IN THE VICINITY OF THE FOOD PREPARATION AREA.

DISCUSSION: None.

NOTATIONS:

SJ-130 WRITTEN POLICY AND PROCEDURE REQUIRE THAT AT LEAST THREE MEALS, OF WHICH TWO ARE HOT MEALS, ARE PROVIDED AT REGULAR MEAL TIMES DURING EACH TWENTY-FOUR-HOUR PERIOD, WITH NO MORE THAN FOURTEEN HOURS BETWEEN THE EVENING MEAL AND BREAKFAST. PROVIDED THAT BASIC NUTRITIONAL GOALS ARE MET, VARIATIONS MAY BE ALLOWED BASED ON WEEKEND AND HOLIDAY FOOD SERVICE DEMANDS.

DISCUSSION: When inmates are not routinely absent from the institution for work or other purposes, at least three meals should be provided at regular times during each twenty-four-hour period.

NOTATIONS:

SJ-131 WRITTEN POLICY AND PROCEDURE PROHIBIT THE USE OF FOOD AS A DISCIPLINARY MEASURE.

DISCUSSION: All inmates and staff, except those on special medical or religious diets, should eat the same meals. Food should not be withheld nor the standard menu varied for an individual inmate as either a disciplinary sanction or a reward for good behavior or work.

NOTATIONS:

SJ-132 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR:

1. WEEKLY INSPECTION OF ALL FOOD SERVICE AREAS, INCLUDING DINING AND FOOD PREPARATION AREAS AND EQUIPMENT
2. SANITARY, TEMPERATURE-CONTROLLED STORAGE FACILITIES FOR ALL FOOD
3. DAILY INSPECTIONS OF REFRIGERATOR AND WATER TEMPERATURES BY ADMINISTRATIVE, MEDICAL, OR DIETARY PERSONNEL

DISCUSSION: None.

NOTATIONS:

SJ-133 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT FOOD SERVICE FACILITIES AND EQUIPMENT MEET ESTABLISHED SAFETY AND PROTECTION STANDARDS AND REQUIREMENTS AND THAT FOOD SERVICE PERSONNEL COMPLY WITH APPLICABLE HEALTH REGULATIONS. THERE IS DOCUMENTATION THAT HEALTH AND SAFETY REGULATIONS ARE MET. (MANDATORY)

DISCUSSION: Food service facilities and equipment should meet all standards and requirements set by qualified professional and/or governmental bodies. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code* (current edition) and the *Guide Book* of the American Society of Heating, Refrigeration, and Air Conditioning Engineers apply. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence.

NOTATIONS:

## SANITATION AND HYGIENE

SJ-134 WRITTEN POLICY AND PROCEDURE ESTABLISH THE FOLLOWING REQUIREMENTS:

1. WEEKLY SANITATION INSPECTIONS OF ALL INSTITUTION AREAS BY A DESIGNATED ADMINISTRATIVE STAFF MEMBER
2. AT LEAST ANNUAL INSPECTIONS BY FEDERAL, STATE, AND/OR LOCAL SANITATION AND HEALTH OFFICIALS OR OTHER QUALIFIED PERSON(S)
3. COMPLIANCE WITH ALL APPLICABLE LAWS AND REGULATIONS OF THE GOVERNING JURISDICTION

DISCUSSION: The institution should be inspected at least annually by appropriate government officials to ensure the health of personnel and inmates. In addition to the regular inspections by government officials, all institution areas should be inspected at least weekly by a designated staff member, who should submit a written report to the warden/superintendent, documenting deficiencies whenever they occur.

NOTATIONS:

SJ-135 THERE IS CERTIFICATION THAT THE FACILITY WATER SUPPLY MEETS ALL APPLICABLE LAWS AND REGULATIONS OF THE GOVERNING JURISDICTION. (MANDATORY)

DISCUSSION: Water samples from both drinking and waste should be tested periodically at a state laboratory of hygiene to ensure that the facility's water meets all applicable laws. The facility should provide both hot and cold running water.

NOTATIONS:

SJ-136 A WRITTEN HOUSEKEEPING PLAN FOR ALL AREAS OF THE PHYSICAL PLANT PROVIDES FOR DAILY HOUSEKEEPING AND REGULAR MAINTENANCE BY ASSIGNING SPECIFIC DUTIES AND RESPONSIBILITIES TO STAFF AND INMATES. THIS PLAN INCLUDES THE FOLLOWING REQUIREMENTS:

1. FACILITY FLOORS ARE KEPT CLEAN, DRY, AND FREE OF HAZARDOUS SUBSTANCES
2. CONTROL OF VERMIN AND PESTS, WHICH INCLUDES, AT A MINIMUM, MONTHLY INSPECTIONS BY A QUALIFIED PERSON
3. DISPOSAL OF LIQUID AND SOLID WASTES
4. THE ISSUE OF CLEAN, SUITABLE, AND PRESENTABLE CLOTHING TO NEW INMATES
5. THE ISSUE OF SUITABLE AND CLEAN BEDDING, LINEN, AND TOWELS TO NEW INMATES AND FOR EXCHANGE OF BEDDING, LINEN, AND TOWELS ON AT LEAST A WEEKLY BASIS
6. PROVISION FOR NEEDED CLEANING AND STORAGE OF INMATE PERSONAL CLOTHING
7. ARTICLES NEEDED FOR PERSONAL HYGIENE ARE PROVIDED TO ALL INMATES
8. SUFFICIENT FACILITIES IN THE HOUSING AREAS TO PERMIT INMATES TO SHOWER OR BATHE ON ADMISSION TO THE FACILITY AND DAILY THEREAFTER

DISCUSSION: Effective housekeeping requires the development of a definite cleaning schedule with personnel and inmates assigned specific duties. Cleaning activities should be supervised at all times to ensure that the work is properly and thoroughly completed.

NOTATIONS:

SJ-137 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE ISSUE OF SPECIAL AND, WHERE APPROPRIATE, PROTECTIVE CLOTHING AND EQUIPMENT TO INMATES PARTICIPATING IN SPECIAL WORK ASSIGNMENTS. SUCH CLOTHING IS AVAILABLE IN QUANTITIES THAT PERMIT EXCHANGE AS FREQUENTLY AS THE WORK ASSIGNMENT REQUIRES.

DISCUSSION: Inmates assigned to work areas should be clothed in accordance with requirements of their assignment and, when appropriate, be furnished suitable protective equipment as prescribed by health and safety regulations (face mask in hospital, safety goggles, etc.)

NOTATIONS:

SJ-138 WATER TEMPERATURE FOR SHOWERS OR BATHING IS THERMOSTATICALLY CONTROLLED TO ENSURE THE SAFETY OF INMATES.

DISCUSSION: Inmates can use scalding showers as a weapon against or punishment for other inmates. An inmate could be forced under a shower and scalded when other inmates turn on all the hot water; therefore, temperature controls are necessary for the safety of inmates. These temperature controls should not preclude the use of water at a higher temperature, if needed, in other areas of the facility, e.g. the kitchen.

NOTATIONS:

## HEALTH CARE SERVICES

SJ-139 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE DELIVERY OF HEALTH CARE SERVICES, INCLUDING MEDICAL, DENTAL, AND MENTAL HEALTH SERVICES, UNDER THE CONTROL OF A DESIGNATED HEALTH AUTHORITY. WHEN THIS AUTHORITY IS OTHER THAN A PHYSICIAN, FINAL MEDICAL JUDGEMENTS REST WITH A SINGLE RESPONSIBLE PHYSICIAN LICENSED IN THE STATE.

DISCUSSION: The parties to the agreement are the governmental funding agency responsible for the facility and/or the facility administrator and the health authority. The responsibility of the health authority includes arranging for all levels of health care and assuring quality of and inmate access to all health services. Health care services provide for the physical and mental well-being of the population and include medical and dental services, mental health services, nursing, personal hygiene, dietary services, and attending to environmental conditions.

NOTATIONS:

SJ-140 MEDICAL, DENTAL, AND MENTAL HEALTH MATTERS INVOLVING CLINICAL JUDGEMENTS ARE THE SOLE PROVINCE OF THE RESPONSIBLE PHYSICIAN, DENTIST, AND/OR PSYCHIATRIST OR QUALIFIED PSYCHOLOGIST; HOWEVER, SECURITY REGULATIONS APPLICABLE TO FACILITY PERSONNEL ALSO APPLY TO HEALTH PERSONNEL. (MANDATORY)

DISCUSSION: The provision of health care is a joint effort of administrators and health care providers and can be achieved only through mutual trust and cooperation. The health authority arranges for the availability of health care services; the official responsible for the facility provides the administrative support for the accessibility of health services to inmates.

NOTATIONS:

SJ-141 THE HEALTH AUTHORITY MEETS WITH THE FACILITY ADMINISTRATOR OR DESIGNEE AT LEAST QUARTERLY TO REVIEW AND EVALUATE THE HEALTH CARE DELIVERY SYSTEM.

DISCUSSION: Administrative meetings held at least quarterly can help identify problems and their solutions.

NOTATIONS:

SJ-142 FOR HEALTH CARE DELIVERED IN THE FACILITY, ADEQUATE SPACE, EQUIPMENT, SUPPLIES, AND MATERIALS ARE PROVIDED AS DETERMINED BY THE HEALTH AUTHORITY.

DISCUSSION: The type of space and equipment for an examination/treatment room will depend on the level of health care provided in the facility and the capabilities and desires of the health providers. In all facilities, space should be provided where the inmate can be examined and treated in private.

Basic equipment generally includes thermometers, blood pressure cuffs, stethoscope, ophthal-

moscope, otoscope, percussion hammer, scale, examining table, gooseneck light, wash basin, and transportation equipment (e.g., wheel chair and litter). If female inmates receive medical services in the facility, appropriate equipment should be available for pelvic examinations.

NOTATIONS:

SJ-143 WRITTEN POLICY AND PROCEDURE REQUIRE THAT THE FACILITY PROVIDE TWENTY-FOUR-HOUR EMERGENCY MEDICAL AND DENTAL CARE AVAILABILITY AS OUTLINED IN A WRITTEN PLAN, WHICH INCLUDES PROVISIONS FOR THE FOLLOWING ARRANGEMENTS:

1. EMERGENCY EVACUATION OF THE INMATE FROM THE FACILITY
2. USE OF AN EMERGENCY MEDICAL VEHICLE
3. USE OF ONE OR MORE DESIGNATED HOSPITAL EMERGENCY ROOMS OR OTHER APPROPRIATE HEALTH FACILITIES
4. EMERGENCY ON-CALL PHYSICIAN AND DENTAL SERVICES WHEN THE EMERGENCY HEALTH FACILITY IS NOT LOCATED IN A NEARBY COMMUNITY
5. SECURITY PROCEDURES THAT PROVIDE FOR THE IMMEDIATE TRANSFER OF INMATES WHEN APPROPRIATE

DISCUSSION: Emergency care must be provided with efficiency and speed. Referral to the health care professional or facility appropriate to the health need of the inmate, as well as the inmate's initial care, are governed by triage and written guidelines. As required, security procedures provide for the immediate transfer of inmates.

NOTATIONS:

SJ-144 IN FACILITIES WITHOUT FULL-TIME, QUALIFIED HEALTH PERSONNEL, A HEALTH-TRAINED STAFF MEMBER COORDINATES THE HEALTH CARE DELIVERY IN THE FACILITY UNDER THE JOINT SUPERVISION OF THE RESPONSIBLE HEALTH AUTHORITY AND FACILITY ADMINISTRATOR.

DISCUSSION: Health-trained personnel other than a nurse, physician's assistant, or emergency medical technician may, on a full or part-time basis, review receiving screening forms for follow-up attention, facilitate sick call by having inmates and records available for the health care provider, and help to carry out orders regarding such matters as diets, housing, and work assignments.

NOTATIONS:

SJ-145 A TRAINING PROGRAM IS ESTABLISHED BY THE RESPONSIBLE HEALTH AUTHORITY IN COOPERATION WITH THE FACILITY ADMINISTRATOR AND PROVIDES INSTRUCTION IN THE FOLLOWING AREAS:

1. THE ABILITY TO RESPOND TO HEALTH-RELATED SITUATIONS WITHIN FOUR MINUTES
2. RECOGNITION OF SIGNS AND SYMPTOMS AND KNOWLEDGE OF ACTION REQUIRED IN POTENTIAL EMERGENCY SITUATIONS
3. ADMINISTRATION OF FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR)
4. METHODS OF OBTAINING ASSISTANCE

5. RECOGNITION OF SIGNS AND SYMPTOMS OF MENTAL ILLNESS, RETARDATION, EMOTIONAL DISTURBANCE, AND CHEMICAL DEPENDENCY
6. PROCEDURES FOR PATIENT TRANSFERS TO APPROPRIATE MEDICAL FACILITIES OR HEALTH CARE PROVIDERS

(MANDATORY)

DISCUSSION: With even the most adequate staff of qualified health care personnel, emergencies can occur in distant parts of the institution and too much time can be lost in getting them promptly on the scene to handle emergency matters. If emergency treatment is not provided within four minutes in certain situations, lives can be lost. All correctional officers should have standard first aid training. Minimally, one health-trained correctional officer per shift should be trained in cardiopulmonary resuscitation (CPR) and recognition of symptoms of illnesses most common to inmates.

NOTATIONS:

SJ-146 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATES ARE NOT USED FOR THE FOLLOWING DUTIES:

1. PERFORMING DIRECT PATIENT CARE SERVICES
2. SCHEDULING HEALTH CARE APPOINTMENTS
3. DETERMINING ACCESS OF OTHER INMATES TO HEALTH CARE SERVICES
4. HANDLING OR HAVING ACCESS TO SURGICAL INSTRUMENTS, SYRINGES, NEEDLES, MEDICATIONS, OR HEALTH RECORDS
5. OPERATING EQUIPMENT FOR WHICH THEY ARE NOT TRAINED

DISCUSSION: Inmate participation in medical service delivery frequently violates state laws, invites litigation, and brings discredit to the correctional health care field. Furthermore, these inmates can acquire power and be subjected to severe pressure from other inmates. The only exception is where inmates are participating in an authorized vocational training program.

NOTATIONS:

SJ-147 WRITTEN POLICY AND PROCEDURE REQUIRE MEDICAL SCREENING TO BE PERFORMED BY HEALTH-TRAINED STAFF ON ALL INMATES ON ARRIVAL AT THE FACILITY. THE FINDINGS ARE RECORDED ON A PRINTED SCREENING FORM APPROVED BY THE HEALTH AUTHORITY. THE SCREENING PROCESS INCLUDES AT LEAST THE FOLLOWING PROCEDURES:

1. INQUIRY INTO
  - CURRENT ILLNESS AND HEALTH PROBLEMS, INCLUDING DENTAL PROBLEMS, SEXUALLY TRANSMITTED DISEASES AND OTHER INFECTIOUS DISEASE
  - MEDICATION TAKEN AND SPECIAL HEALTH REQUIREMENTS
  - USE OF ALCOHOL AND OTHER DRUGS, WHICH INCLUDES TYPES OF DRUGS USED, MODE OF USE, AMOUNTS USED, FREQUENCY USED, DATE OR TIME OF LAST USE AND HISTORY OF PROBLEMS THAT MAY HAVE OCCURRED AFTER CEASING USE (E.G., CONVULSIONS)
  - PAST AND PRESENT TREATMENT OR HOSPITALIZATION FOR MENTAL DISTURBANCE OR SUICIDE
  - OTHER HEALTH PROBLEMS DESIGNATED BY THE RESPONSIBLE PHYSICIAN

- MENTAL ILLNESS
- 2. OBSERVATIONS OF
  - BEHAVIOR, WHICH INCLUDES STATE OF CONSCIOUSNESS, MENTAL STATUS, APPEARANCE, CONDUCT, TREMOR AND SWEATING
  - BODY DEFORMITIES, TRAUMA MARKINGS, BRUISES, LESIONS, JAUNDICE, EASE OF MOVEMENT, ETC.
- 3. DISPOSITION TO
  - GENERAL POPULATION
  - GENERAL POPULATION AND REFERRAL TO APPROPRIATE HEALTH CARE SERVICE
  - REFERRAL TO APPROPRIATE HEALTH CARE SERVICE ON AN EMERGENCY BASIS

(MANDATORY)

DISCUSSION: Receiving screening can be performed by health personnel or by a health-trained correctional officer at the time of booking/admission.

NOTATIONS:

SJ-148 WRITTEN POLICY AND PROCEDURE REQUIRE THAT A HEALTH APPRAISAL FOR EACH INMATE IS PROVIDED WITHIN FIVE DAYS OF ADMISSION. HEALTH HISTORY AND VITAL SIGNS ARE COLLECTED BY HEALTH-TRAINED OR QUALIFIED HEALTH CARE PERSONNEL AND ALL OTHER DATA IS COLLECTED ONLY BY QUALIFIED HEALTH CARE PERSONNEL. THE HEALTH APPRAISAL INCLUDES THE FOLLOWING:

1. REVIEW OF THE EARLIER RECEIVING SCREENING
2. COLLECTION OF ADDITIONAL DATA TO COMPLETE THE MEDICAL, DENTAL, PSYCHIATRIC, AND IMMUNIZATION HISTORIES
3. RECORDING OF HEIGHT, WEIGHT, PULSE, BLOOD PRESSURE, AND TEMPERATURE
4. ADMINISTRATION OF OTHER TESTS AND EXAMINATIONS AS APPROPRIATE
5. INITIATION OF THERAPY WHEN APPROPRIATE

DISCUSSION: A health appraisal should be completed for each inmate as soon after arrival at the facility as possible in order to determine any health problems that may need immediate attention and to determine if the individual needs any further health care. Information regarding the inmate's physical and mental status also may dictate housing and activity assignments. When appropriate, an additional investigation should be conducted into alcohol and drug abuse and other related problems.

NOTATIONS:

SJ-149 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT DETOXIFICATION AT THE FACILITY IS DONE UNDER A MEDICALLY APPROVED PLAN.

DISCUSSION: Detoxification refers to the process by which an individual is gradually withdrawn from a drug by administering decreasing doses either of the same substance on which the person is physiologically dependent (or one that is cross-tolerant to it) or a drug that has been

demonstrated to be effective on the basis of medical research. The detoxification of patients who may pose special risks (e.g., psychotics, seizure-prone inmates, pregnant inmates, juveniles, geriatrics) requires special attention.

NOTATIONS:

**SJ-150 WRITTEN POLICY AND PROCEDURE GOVERN THE USE OF RESTRAINTS FOR MEDICAL AND PSYCHIATRIC PURPOSES.**

**DISCUSSION:** This standard applies to those situations where the restraints are part of a health care treatment regimen. The same kinds of restraints that would be appropriate for the general public within the jurisdiction should be used for the physically restrained, incarcerated individual. Written policy should identify authorization needed and when, where, how, and for how long restraints may be used.

NOTATIONS:

**SJ-151 ALL EXAMINATIONS, TREATMENTS AND PROCEDURES AFFECTED BY INFORMED CONSENT STANDARDS IN THE COMMUNITY ARE LIKEWISE OBSERVED FOR INMATE CARE. IN THE CASE OF MINORS, THE INFORMED CONSENT OF A PARENT, GUARDIAN, OR LEGAL CUSTODIAN APPLIES WHEN REQUIRED BY LAW. HEALTH CARE IS RENDERED AGAINST AN INMATE'S WILL ONLY IN ACCORDANCE WITH LAW.**

**DISCUSSION:** Informed consent is the voluntary consent to a treatment, examination, or procedure by the patient after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, or procedure. Medical treatment of an inmate without his or her consent (or without the consent of parent, guardian, or legal custodian when the inmate is a minor) could result in legal complications. Obtaining informed consent may not be necessary in all cases. These exceptions to obtaining informed consent should be reviewed in light of each jurisdiction's laws. The law of the jurisdiction in which the facility is located should be reviewed by legal counsel, and based on counsel's written opinion, a facility policy regarding informed consent should be developed. In all cases, however, consent of the person to be treated is of importance.

NOTATIONS:

**SJ-152 WRITTEN POLICY AND PROCEDURE PROHIBIT THE USE OF INMATES FOR MEDICAL, PHARMACEUTICAL, OR COSMETIC EXPERIMENTS. THIS POLICY DOES NOT PRECLUDE INDIVIDUAL TREATMENT OF AN INMATE BASED ON HIS OR HER NEED FOR A SPECIFIC MEDICAL PROCEDURE THAT IS NOT GENERALLY AVAILABLE. (MANDATORY)**

**DISCUSSION:** A person confined in a facility is incapable of volunteering as a human subject without hope of reward and cannot do so on the basis of fully informed consent. Therefore, inmates should not participate in experimental projects involving medical, pharmaceutical, or cosmetic research, including aversive conditioning, psychosurgery, electrical stimulation of the brain, or the application to the body of cosmetic substances that are being tested prior to sale to the general public. This does not preclude the use of a new medical procedure for the individual treatment of an inmate by his or her physician, subsequent to a full explanation of the positive and negative features of the treatment. The agreement is between the physician and inmate and is

not part of a general program of medical experimentation involving payment to inmates for submission to the treatment.

NOTATIONS:

- SJ-153 WRITTEN POLICY AND PROCEDURE SPECIFY THE PROCESS BY WHICH THOSE INDIVIDUALS SO DESIGNATED BY THE INMATE ARE NOTIFIED IN CASE OF SERIOUS ILLNESS, INJURY, OR DEATH. PERMISSION FOR NOTIFICATION IS OBTAINED FROM THE INMATE, PRIOR TO NEED IF POSSIBLE.

DISCUSSION: There may be situations in which inmates do not want their next of kin notified of their injury or illness; therefore, their consent should be obtained whenever possible. The next of kin or other individuals identified by the inmate to be notified in emergencies should be included in the facility admission form.

NOTATIONS:

- SJ-154 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR THE PROPER MANAGEMENT OF PHARMACEUTICALS. THE POLICY IS REVIEWED ANNUALLY BY THE FACILITY ADMINISTRATOR AND THE HEALTH CARE AUTHORITY.

DISCUSSION: A formulary is a written and exclusive list of medications used in the treatment of inmate patients. Medication administration is an act in which a single dose of an identified drug is given to a patient. Dispensing is the issuance of one or more doses of a prescribed medication from a stock or bulk container. This dispensed medication is correctly labeled to indicate the name of the patient, the contents, and all other vital information needed to facilitate correct patient usage and drug administration. A controlled substance is a medication that requires a written prescription listing the prescribing physician's federal Drug Enforcement Administration registration number.

NOTATIONS:

- SJ-155 PERSONS ADMINISTERING MEDICATIONS HAVE RECEIVED TRAINING APPROPRIATE TO THEIR ASSIGNMENT. THEY ARE ACCOUNTABLE FOR ADMINISTERING MEDICATIONS ACCORDING TO ORDERS AND RECORD THE ADMINISTRATION OF MEDICATIONS IN A MANNER AND ON A FORM APPROVED BY THE RESPONSIBLE PHYSICIAN.

DISCUSSION: Training from the responsible physician encompasses the medical aspects of the administration or distribution of medications; training from the facility administrator encompasses security matters inherent in the administration or distribution of medications in a correctional facility. The concept of administration or distribution of medications according to orders includes performance in a timely manner.

NOTATIONS:

- SJ-156 AN INMATE'S MEDICAL RECORD FILE CONTAINS THE FOLLOWING:

1. THE COMPLETED RECEIVING SCREENING FORM
2. HEALTH APPRAISAL DATA COLLECTION FORMS
3. PRESCRIBED MEDICATIONS AND THEIR ADMINISTRATION
4. LABORATORY, X-RAY, AND DIAGNOSTIC STUDIES
5. SIGNATURE AND TITLE OF EACH DOCUMENTER
6. CONSENT AND REFUSAL FORMS
7. RELEASE OF INFORMATION FORMS
8. PLACE, DATE, AND TIME OF HEALTH ENCOUNTERS
9. DISCHARGE SUMMARY OF HOSPITALIZATION
10. HEALTH SERVICE REPORTS, (E.G., DENTAL, PSYCHIATRIC, AND OTHER CONSULTATIONS)

THE METHOD OF RECORDING ENTRIES IN THE RECORD AND THE FORM AND FORMAT OF THE RECORD ARE APPROVED BY THE HEALTH AUTHORITY.

DISCUSSION: The problem-oriented medical record structure is suggested. The record is complete and all findings recorded. All inmate-perceived health problems must be recorded as well as the dispositions thereof.

NOTATIONS:

SJ-157 WRITTEN POLICY AND PROCEDURE GOVERN THE CONFIDENTIALITY OF THE HEALTH RECORD AND REQUIRE, AT A MINIMUM, THE FOLLOWING:

1. THE ACTIVE HEALTH RECORD IS MAINTAINED SEPARATELY FROM THE CONFINEMENT RECORD.
2. ACCESS TO THE HEALTH RECORD IS CONTROLLED BY THE HEALTH AUTHORITY.
3. THE HEALTH AUTHORITY SHARES WITH THE FACILITY ADMINISTRATOR INFORMATION REGARDING AN INMATE'S MEDICAL MANAGEMENT, SECURITY, AND ABILITY TO PARTICIPATE IN PROGRAMS.

THE TRANSFER OF HEALTH RECORDS AND INFORMATION ESTABLISH THE FOLLOWING REQUIREMENTS:

1. SUMMARIES OF COPIES OF THE HEALTH RECORD ARE ROUTINELY SENT TO THE FACILITY TO WHICH THE INMATE IS TRANSFERRED.
2. WRITTEN AUTHORIZATION BY THE INMATE IS NECESSARY FOR TRANSFER OF HEALTH RECORDS AND INFORMATION UNLESS OTHERWISE PROVIDED BY LAW OR ADMINISTRATIVE REGULATION HAVING THE FORCE AND EFFECT OF LAW.
3. HEALTH RECORD INFORMATION IS ALSO TRANSMITTED TO SPECIFIC AND DESIGNATED PHYSICIANS OR MEDICAL FACILITIES IN THE COMMUNITY ON THE WRITTEN AUTHORIZATION OF THE INMATE.

DISCUSSION: The principle of confidentiality protects the patient from disclosure of confidences entrusted to a physician during the course of treatment. Any information gathered and recorded about alcohol and drug abuse patients is confidential under federal regulations and cannot be disclosed without written consent of the patient or the patient's parent or guardian. The confidential relationship of doctor and patient extends to inmate patients and their physician. Thus, it is necessary to maintain active health record files under security, completely separate from the patient's confinement record. An inmate's health record or summary follows the inmate in order to assure continuity of care and to avoid the duplication of tests and examinations.

NOTATIONS:

## INMATE RIGHTS

**SJ-158 WRITTEN POLICY AND PROCEDURE ENSURE AND FACILITATE THE RIGHT OF INMATES TO HAVE ACCESS TO ATTORNEYS, THE COURTS, AUTHORIZED REPRESENTATIVES, LEGAL MATERIALS, AND TO ADDRESS UNCENSORED COMMUNICATIONS TO GOVERNMENTAL AUTHORITIES.**

**DISCUSSION:** Every effort should be made to facilitate privacy in contacts between attorneys and their clients. Unsentenced and sentenced inmates should be able to consult with attorneys, their representatives, or experts retained by them. Provision should be made for contacts during normal facility hours, for uncensored correspondence and telephone communication, and for all after-hours visits requested on the basis of special circumstances. Attorney substitutes representing the attorney of record or other legally authorized attorney substitutes have access to the facility.

**NOTATIONS:**

**SJ-159 THE FACILITY FULFILLS THE RIGHT OF INMATES TO BASIC MEDICAL AND DENTAL CARE.**

**DISCUSSION:** Health care services should be comparable in quality to those available to the general public of the state in which the facility is located. For the holding facility, these services will be largely of an emergency nature. Health care provided to inmates should include, at a minimum: (a) assessment of health needs and general condition of the inmate at admission; (b) a thorough physical examination by or under the medical, dental, and mental health services performed by persons with appropriate training under the supervision of a licensed physician or dentist; and (c) a cursory psychological examination performed by a psychiatrist or psychologist. Emergency medical, dental, and mental health treatment should also be available on a twenty-four-hour basis, and there should be access to a licensed medical facility.

**NOTATIONS:**

**SJ-160 WRITTEN POLICY AND PROCEDURE GRANT INMATES THE RIGHT TO PRACTICE THEIR RELIGION, SUBJECT ONLY TO THE LIMITATIONS NECESSARY TO MAINTAIN INSTITUTIONAL ORDER AND SECURITY.**

**DISCUSSION:** All recognized religions should be accorded equal status and protection. Provision should be made for access to appropriate facilities, clergy or spiritual advisers, publications and religious symbols, and for opportunities to adhere to dietary and other requirements of various faiths.

**NOTATIONS:**

**SJ-161 WRITTEN POLICY AND PROCEDURE GRANT INMATES THE RIGHT TO RECEIVE VISITS AND TO COMMUNICATE OR CORRESPOND WITH PERSONS OR ORGANIZATIONS, SUBJECT ONLY TO THE LIMITATIONS NECESSARY TO MAINTAIN ORDER AND SECURITY.**

**DISCUSSION:** Access to the public is an integral part of rehabilitation. Inmates should be permitted to communicate with their families and friends, as well as with public officials, the courts, and their attorneys. All correspondence should be uncensored, except where substantial reasons dictate otherwise. Only the facility administrator or designee should authorize censorship of inmate correspondence.

**NOTATIONS:**

**SJ-162 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR PROTECTION FROM PERSONAL ABUSE, CORPORAL PUNISHMENT, PERSONAL INJURY, DISEASE, PROPERTY DAMAGE, AND HARASSMENT.**

**DISCUSSION:** In instances where physical force or disciplinary detention is required, only the least drastic means necessary to secure order or control should be used. Administrative segregation should be used to protect inmates from themselves or other inmates.

**NOTATIONS:**

**SJ-163 A WRITTEN GRIEVANCE PROCEDURE IS MADE AVAILABLE TO ALL INMATES AND INCLUDES AT LEAST ONE LEVEL OF APPEAL.**

**DISCUSSION:** A grievance procedure is an administrative means for the expression and resolution of inmates' problems. The facility's grievance mechanism should include provisions for the following:

1. Written responses to all grievances, including the reasons for the decision
2. Response within a prescribed, reasonable time limit, with special provisions for responding to emergencies
3. Advisory review of grievances
4. Participation by staff and inmates in the design and operation of the grievance procedure
5. Access by all inmates, with guarantees against reprisal
6. Applicability over a broad range of issues
7. Resolving questions of jurisdiction

While the procedure need not be as detailed for a holding facility as for a detention facility, some mechanism should exist for resolving inmate grievances.

**NOTATIONS:**

## INMATE RULES AND DISCIPLINE

SJ-164 THERE ARE WRITTEN RULES OF INMATE CONDUCT THAT SPECIFY ACTS PROHIBITED WITHIN THE FACILITY AND PENALTIES THAT MAY BE IMPOSED FOR VARIOUS DEGREES OF VIOLATION. THESE RULES ARE PROVIDED TO ALL INMATES, AND PROCEDURES EXIST FOR ENSURING THAT ALL INMATES UNDERSTAND THE RULES.

DISCUSSION: Staff assistance to inmates includes translation in languages in which they are fluent.

NOTATIONS:

SJ-165 THE WRITTEN RULES OF INMATE CONDUCT ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY TO ENSURE THAT THEY ARE CONSISTENT WITH CONSTITUTIONAL AND LEGAL PRINCIPLES.

DISCUSSION: None.

NOTATIONS:

SJ-166 ALL PERSONNEL WHO DEAL WITH INMATES RECEIVE SUFFICIENT TRAINING SO THAT THEY ARE THOROUGHLY FAMILIAR WITH THE RULES OF INMATE CONDUCT, THE SANCTIONS AVAILABLE, AND THE RATIONALE FOR THE RULES.

DISCUSSION: All facility personnel who deal with inmates in any way should receive continuous in-service training that ensures their understanding of the rules of inmate conduct, the sanctions available, and the rationale for the rules. The clarity and specificity of the rules, along with this training, should preclude discrepancies among staff members in interpretation.

NOTATIONS:

SJ-167 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT, WHEN RULE VIOLATIONS REQUIRE FORMAL RESOLUTION, STAFF MEMBERS PREPARE A DISCIPLINARY REPORT AND FORWARD IT TO THE DESIGNATED SUPERVISOR.

DISCUSSION: None.

NOTATIONS:

SJ-168 DISCIPLINARY REPORTS PREPARED BY STAFF MEMBERS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING INFORMATION:

1. SPECIFIC RULES VIOLATED
2. A FORMAL STATEMENT OF THE CHARGE
3. AN EXPLANATION OF THE EVENT, WHICH SHOULD INCLUDE WHO WAS INVOLVED,

WHAT TRANSPIRED, AND THE TIME AND LOCATION OF OCCURRENCE

4. UNUSUAL INMATE BEHAVIOR
5. STAFF WITNESSES
6. DISPOSITION OF ANY PHYSICAL EVIDENCE
7. ANY IMMEDIATE ACTION TAKEN, INCLUDING THE USE OF FORCE
8. REPORTING STAFF MEMBER'S SIGNATURE, AND DATE AND TIME REPORT IS MADE

DISCUSSION: None.

NOTATIONS:

SJ-169 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT IN INSTANCES WHERE AN INMATE IS ALLEGED TO HAVE COMMITTED A CRIME, THE CASE IS REFERRED TO APPROPRIATE LAW ENFORCEMENT OFFICIALS FOR POSSIBLE PROSECUTION.

DISCUSSION: None.

NOTATIONS:

SJ-170 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT DISCIPLINARY HEARINGS OF CASES OF RULE VIOLATIONS ARE CONDUCTED BY AN IMPARTIAL PERSON OR PANEL OF PERSONS.

DISCUSSION: None.

NOTATIONS:

SJ-171 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR STAFF ASSISTANCE TO REPRESENT INMATES AT DISCIPLINARY HEARINGS ON REQUEST OF THE INMATES.

DISCUSSION: None.

NOTATIONS:

SJ-172 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT:

1. A WRITTEN RECORD IS MADE OF THE DISCIPLINARY HEARING DECISION, AND A COPY OF ALL DISCIPLINARY HEARINGS AND DISPOSITIONS IS GIVEN TO THE INMATE FOR REVIEW BY THE FACILITY ADMINISTRATOR OR DESIGNEE.
2. INMATES HAVE THE RIGHT TO APPEAL DECISIONS OF THE DISCIPLINARY HEARING OFFICER(S) TO THE ADMINISTRATOR OR AN INDEPENDENT AUTHORITY.
3. THE DISCIPLINARY REPORT IS REMOVED FROM ALL FILES OF INMATES FOUND NOT GUILTY OF AN ALLEGED RULE VIOLATION.

Inmate Rules and Discipline

DISCUSSION: None.

NOTATIONS:

SJ-173 WHERE STATUTE PERMITS, THERE IS WRITTEN POLICY AND PROCEDURE FOR DETERMINING SENTENCE REDUCTION BASED ON EVIDENCE OF GOOD BEHAVIOR.

DISCUSSION: There should be provision for inmates to earn "good-time" or reductions in their sentences. This could serve as an incentive for inmates to remain on good behavior during their incarceration. The loss of good-time credits also can serve as an effective disciplinary tool.

NOTATIONS:

## COMMUNICATION, MAIL, AND VISITING

SJ-174 WRITTEN POLICY AND PROCEDURE GOVERN INMATE CORRESPONDENCE. THE POLICY IS AVAILABLE TO ALL STAFF AND INMATES AND IS REVIEWED ANNUALLY AND UPDATED AS NEEDED.

DISCUSSION: None.

NOTATIONS:

SJ-175 THERE IS NO LIMITATION ON THE VOLUME OF LAWFUL MAIL AN INMATE MAY SEND OR RECEIVE, EXCEPT WHERE THERE IS CLEAR AND CONVINCING EVIDENCE TO JUSTIFY THE LIMITATIONS FOR REASONS OF PUBLIC SAFETY OR FACILITY ORDER AND SECURITY.

DISCUSSION: None.

NOTATIONS:

SJ-176 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INDIGENT INMATES ARE PROVIDED WITH A SYSTEM ENABLING THEM TO SEND A MINIMUM OF TWO LETTERS PER WEEK.

DISCUSSION: None.

NOTATIONS:

SJ-177 WRITTEN POLICY AND PROCEDURE REQUIRE THAT:

1. INMATE LETTERS, BOTH INCOMING AND OUTGOING, MAY BE OPENED AND INSPECTED FOR CONTRABAND.
2. LETTERS ARE NOT READ OR REJECTED EXCEPT WHERE THERE IS RELIABLE INFORMATION THAT THERE IS A THREAT TO ORDER AND SECURITY OR THAT THEY ARE BEING USED IN THE FURTHERANCE OF ILLEGAL ACTIVITY.
3. INMATES ARE NOTIFIED WHEN INCOMING OR OUTGOING LETTERS ARE REJECTED.
4. ALL MAIL IS FORWARDED BY THE ADMINISTRATOR WITHIN TWENTY-FOUR HOURS OF RECEIPT EXCEPT FOR SATURDAYS, SUNDAYS, AND HOLIDAYS.

DISCUSSION: None.

NOTATIONS:

SJ-178 WRITTEN POLICY AND PROCEDURE SPECIFY THAT INMATES ARE PERMITTED TO SEND SEALED LETTERS TO SPECIFIED GROUPS OF PERSONS AND ORGANIZATIONS, INCLUD-

ING BUT NOT LIMITED TO COURTS, COUNSEL, OFFICIALS OF THE CONFINING AUTHORITY, GOVERNMENT OFFICIALS, ADMINISTRATORS OF GRIEVANCE SYSTEMS, AND MEMBERS OF THE PAROLE AUTHORITY. MAIL TO INMATES FROM THIS SPECIFIED CLASS OF PERSONS AND ORGANIZATIONS MAY BE OPENED ONLY TO INSPECT FOR CONTRABAND AND ONLY IN THE PRESENCE OF THE INMATE.

DISCUSSION: None.

NOTATIONS:

SJ-179 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR INMATE ACCESS TO A TELEPHONE.

DISCUSSION: Telephone facilities should be provided to permit reasonable and equitable access to all inmates, particularly pretrial detainees. Written procedures should outline the hours of telephone availability and any limitations on telephone calls.

NOTATIONS:

SJ-180 WRITTEN POLICY AND PROCEDURE GOVERN VISITING AND ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY.

DISCUSSION: None.

NOTATIONS:

SJ-181 THE NUMBER OF VISITORS AN INMATE MAY RECEIVE AND THE LENGTH OF VISITS ARE LIMITED ONLY BY FACILITY SCHEDULES, SPACE, AND PERSONNEL CONSTRAINTS, EXCEPT WHERE THERE ARE SUBSTANTIAL REASONS TO JUSTIFY SUCH LIMITATIONS.

DISCUSSION: None.

NOTATIONS:

SJ-182 WRITTEN POLICY AND PROCEDURE REQUIRE VISITOR REGISTRATION ON ENTRY INTO THE FACILITY.

DISCUSSION: None.

NOTATIONS:

SJ-183 WRITTEN POLICY AND PROCEDURE GOVERN VISITING FOR HIGH-RISK INMATES.

DISCUSSION: Visiting hours for high-risk inmates should approximate those for other inmates. There should be a range of physical devices to limit or preclude physical contact visiting according to the degree of risk the inmate presents.

NOTATIONS:

SJ-184 WRITTEN POLICY AND PROCEDURE GOVERN SPECIAL VISITS FROM PERSONS WHO HAVE TRAVELED LONG DISTANCES, TO HOSPITALIZED INMATES, AND TO INMATES IN DISCIPLINARY STATUS.

DISCUSSION: None.

NOTATIONS:

SJ-185 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE CLEAR INSTRUCTIONS TO STAFF AND INMATES CONCERNING INMATE SEARCH PROCEDURES RELATING TO VISITS, VISITOR SEARCH PROCEDURES, AND THE APPROVALS REQUIRED FOR STRIP SEARCHES.

DISCUSSION: None.

NOTATIONS:

## **ADMISSION, ORIENTATION, PROPERTY CONTROL, AND RELEASE**

SJ-186 WRITTEN POLICY AND PROCEDURE GOVERN THE ADMISSION AND ORIENTATION OF NEW INMATES. THE POLICY AND PROCEDURE IS REVIEWED ANNUALLY AND UPDATED IF NECESSARY.

DISCUSSION: None.

NOTATIONS:

SJ-187 WRITTEN PROCEDURES FOR ADMITTING NEW INMATES TO A DETENTION OR HOLDING FACILITY INCLUDE, AT A MINIMUM, THE FOLLOWING:

1. VERIFICATION OF COURT COMMITMENT PAPERS OR OTHER LEGAL DOCUMENTATION OF DETENTION
2. COMPLETE SEARCH OF THE INDIVIDUAL AND HIS OR HER POSSESSIONS
3. DISPOSITION OF CLOTHING AND PERSONAL POSSESSIONS
4. MEDICAL SCREENING, INCLUDING TESTING FOR INFECTIOUS DISEASES AS REQUIRED BY THE MEDICAL AUTHORITY
5. TELEPHONE CALLS BY INMATES
6. SHOWER AND HAIR CARE IF NECESSARY
7. ISSUE OF CLEAN CLOTHING
8. PHOTOGRAPHING AND/OR FINGERPRINTING, INCLUDING NOTATION OF IDENTIFYING MARKS OR UNUSUAL CHARACTERISTICS
9. INTERVIEW FOR OBTAINING IDENTIFYING DATA
10. SCREENING INTERVIEW
11. ORIENTATION
12. ISSUE OF PERSONAL HYGIENE ITEMS
13. ASSIGNMENT TO A HOUSING UNIT
14. COMPILATION OF A LIST OF INMATE PERSONAL PROPERTY THAT MAY BE RETAINED IN THE FACILITY

DISCUSSION: None.

NOTATIONS:

SJ-188 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT:

1. ALL NEWLY ADMITTED INMATES RECEIVE WRITTEN OR ORAL ORIENTATION INFORMATION IN THE LANGUAGE IN WHICH THEY ARE FLUENT.
2. COMPLETION OF ORIENTATION IS DOCUMENTED BY A STATEMENT THAT IS SIGNED AND DATED BY THE INMATE.
3. NEWLY ADMITTED INMATES ARE PERMITTED TO COMPLETE AT LEAST THREE LOCAL OR COLLECT LONG DISTANCE TELEPHONE CALLS DURING THE ADMISSION PROCESS.

DISCUSSION: None.

NOTATIONS:

SJ-189 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR A WRITTEN, ITEMIZED INVENTORY OF ALL PERSONAL PROPERTY OF NEWLY ADMITTED INMATES AND SECURE STORAGE OF INMATE PROPERTY, INCLUDING MONEY AND OTHER VALUABLES. THE INMATE IS GIVEN A RECEIPT FOR ALL PROPERTY HELD UNTIL RELEASE.

DISCUSSION: None.

NOTATIONS:

SJ-190 WRITTEN PROCEDURES FOR RELEASING INMATES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. VERIFICATION OF IDENTITY
2. VERIFICATION OF RELEASE PAPERS
3. COMPLETION OF RELEASE ARRANGEMENTS, INCLUDING THE PERSON OR AGENCY TO WHOM THE INMATE IS TO BE RELEASED
4. RETURN OF PERSONAL EFFECTS
5. VERIFICATION THAT NO FACILITY PROPERTY LEAVES THE FACILITY WITH THE INMATE
6. COMPLETION OF ANY PENDING ACTION, SUCH AS GRIEVANCES OR CLAIMS FOR DAMAGES OR LOST POSSESSIONS
7. VERIFICATION OF LACK OF DETAINERS

DISCUSSION: None.

NOTATIONS:

## CLASSIFICATION

SJ-191 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE FOR INMATE CLASSIFICATION IN TERMS OF LEVEL OF CUSTODY REQUIRED, HOUSING ASSIGNMENT, AND PARTICIPATION IN CORRECTIONAL PROGRAMS. THEY ARE REVIEWED AT LEAST ANNUALLY AND UPDATED IF NECESSARY. THESE INCLUDE, AT A MINIMUM:

1. CRITERIA AND PROCEDURES FOR DETERMINING AND CHANGING THE STATUS OF AN INMATE, INCLUDING CUSTODY, TRANSFERS, AND MAJOR CHANGES IN PROGRAMS
2. AN APPEALS PROCESS FOR CLASSIFICATION DECISIONS
3. THE SEPARATE MANAGEMENT OF THE FOLLOWING CATEGORIES OF INMATES:
  - FEMALE AND MALE INMATES
  - OTHER CLASSES OF DETAINEES (WITNESSES, CIVIL PRISONERS)
  - COMMUNITY CUSTODY INMATES (WORK RELEASEES, WEEKENDERS, TRUSTIES)
  - INMATES WITH SPECIAL PROBLEMS (ALCOHOLICS, NARCOTICS ADDICTS, MENTALLY DISTURBED, PHYSICALLY HANDICAPPED, THOSE WITH COMMUNICABLE DISEASES)
  - INMATES REQUIRING DISCIPLINARY DETENTION
  - INMATES REQUIRING ADMINISTRATIVE SEGREGATION
  - JUVENILES

DISCUSSION: Each newly admitted inmate should be evaluated in terms of personal, criminal, medical, and social history. Inmates should be placed in programs suited to their interests, and the classification plan should be reviewed on an ongoing basis. Programs should assist inmates both during their incarceration and on their release to the community.

NOTATIONS:

SJ-192 WRITTEN POLICY AND PROCEDURE REQUIRE THAT JUVENILES WHO ARE SUBJECT TO TRIAL AS ADULTS ARE SEPARATED BY SIGHT AND SOUND FROM ADULT INMATES, ALTHOUGH THEY MAY BE IN THE SAME FACILITY STRUCTURE. JUVENILES WHO ARE NOT SUBJECT TO TRIAL AS ADULTS ARE NOT HOUSED IN THE FACILITY.

DISCUSSION: None.

NOTATIONS:

SJ-193 WRITTEN POLICY AND PROCEDURE PROHIBIT SEGREGATION OF INMATES BY RACE, COLOR, CREED, OR NATIONAL ORIGIN.

DISCUSSION: None.

NOTATIONS:

SJ-194 THE FACILITY HAS A WRITTEN INMATE WORK ASSIGNMENT PLAN THAT PROVIDES FOR INMATE EMPLOYMENT. THIS EMPLOYMENT MAY INCLUDE FACILITY MAINTENANCE DUTIES AND, IF STATUTE PERMITS, PUBLIC WORK PROJECTS OR COMMUNITY SERVICE.

DISCUSSION: None.

NOTATIONS:

SJ-195 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT PRETRIAL AND UNSENTENCED DETAINEES ARE NOT REQUIRED TO WORK EXCEPT TO PERFORM PERSONAL HOUSEKEEPING. ANY INMATE MAY VOLUNTEER FOR WORK ASSIGNMENTS OR INSTITUTIONAL PROGRAMS.

DISCUSSION: Although pretrial and unsentenced detainees may not be required to work beyond keeping their living area clean, the opportunity to work should be made available to them on a volunteer basis.

NOTATIONS:

SJ-196 WRITTEN POLICY AND PROCEDURE PROHIBIT DISCRIMINATION IN INMATE WORK ASSIGNMENTS BASED ON SEX, RACE, RELIGION, OR NATIONAL ORIGIN.

DISCUSSION: None.

NOTATIONS:

SJ-197 THE INMATE WORK PLAN INCLUDES PROVISION FOR EMPLOYMENT FOR HANDICAPPED INMATES.

DISCUSSION: None.

NOTATIONS:

SJ-198 INMATE WORKING CONDITIONS COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL WORK SAFETY LAWS AND REGULATIONS.

DISCUSSION: None.

NOTATIONS:

## INMATE SERVICES AND PROGRAMS

SJ-199 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT INMATE PROGRAMS AND SERVICES ARE AVAILABLE AND INCLUDE, BUT ARE NOT LIMITED TO, SOCIAL SERVICES, RELIGIOUS SERVICES, RECREATION AND LEISURE-TIME ACTIVITIES, LIBRARY SERVICES, EDUCATIONAL PROGRAMS, AND COUNSELING FOR DRUG AND ALCOHOL PROBLEMS.

DISCUSSION: None.

NOTATIONS:

SJ-200 A PLAN FOR INMATE PROGRAMS AND SERVICES PROVIDES FOR THE IDENTIFICATION AND USE OF AVAILABLE COMMUNITY RESOURCES.

DISCUSSION: Programs and services may be provided through facility staff or community resources.

NOTATIONS:

SJ-201 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE INMATES WITH THE OPTION TO REFUSE TO PARTICIPATE IN INSTITUTIONAL PROGRAMS, EXCEPT WORK ASSIGNMENTS AND PROGRAMS REQUIRED BY STATUTE. REFUSALS ARE DOCUMENTED IN WRITING.

DISCUSSION: None.

NOTATIONS:

SJ-202 WHEN A PRETRIAL INTERVENTION PROGRAM, DIVERSION PROGRAM, PRETRIAL RELEASE PROGRAM, OR PAROLE PROGRAM IS CONDUCTED IN THE FACILITY, SUFFICIENT STAFF, SPACE, AND EQUIPMENT ARE PROVIDED TO SERVICE THE PROGRAM.

DISCUSSION: None.

NOTATIONS:

## RELEASE PREPARATION AND TEMPORARY RELEASE

SJ-203 WHEN USED, TEMPORARY RELEASE PROGRAMS ARE REQUIRED TO HAVE THE FOLLOWING ELEMENTS:

1. WRITTEN OPERATIONAL PROCEDURES
2. CAREFUL SCREENING AND SELECTION PROCEDURES
3. WRITTEN RULES OF INMATE CONDUCT
4. A SYSTEM OF SUPERVISION
5. A COMPLETE RECORD KEEPING SYSTEM
6. A SYSTEM FOR EVALUATING PROGRAM EFFECTIVENESS
7. EFFORTS TO OBTAIN COMMUNITY COOPERATION AND SUPPORT

DISCUSSION: None.

NOTATIONS:

SJ-204 INMATES PARTICIPATING IN WORK OR EDUCATIONAL RELEASE PROGRAMS ARE SEPARATED FROM INMATES IN THE GENERAL POPULATION.

DISCUSSION: None.

NOTATIONS:

## CITIZEN INVOLVEMENT AND VOLUNTEERS

SJ-205 WRITTEN POLICY AND PROCEDURE ENCOURAGE CITIZEN INVOLVEMENT IN INMATE PROGRAMS.

DISCUSSION: The facility administrator should seek assistance from citizens in the community. Volunteers can be used to help coordinate and staff the facility's educational, library, recreation, religious, and other programs. Volunteers can also serve as advisers to inmates.

NOTATIONS:

SJ-206 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT A STAFF MEMBER IS RESPONSIBLE FOR COORDINATING THE VOLUNTEER SERVICES PROGRAM. THE POLICY INCLUDES THE FOLLOWING ELEMENTS:

1. LINES OF AUTHORITY, RESPONSIBILITY, AND ACCOUNTABILITY FOR THE VOLUNTEER SERVICES
2. A PROCEDURE FOR THE SCREENING AND SELECTION OF VOLUNTEERS
3. AN ORIENTATION TRAINING PROGRAM APPROPRIATE TO THE NATURE OF THE ASSIGNMENT
4. A REQUIREMENT THAT VOLUNTEERS AGREE IN WRITING TO ABIDE BY ALL FACILITY RULES AND POLICIES, PARTICULARLY THOSE RELATING TO SECURITY AND CONFIDENTIALITY OF INFORMATION
5. A STATEMENT THAT THE ADMINISTRATOR MAY DISCONTINUE A VOLUNTEER ACTIVITY AT ANY TIME BY WRITTEN NOTICE

DISCUSSION: None.

NOTATIONS:

SJ-207 WRITTEN POLICY, PROCEDURE, AND PRACTICE PROVIDE THAT VOLUNTEERS PROVIDE PROFESSIONAL SERVICES ONLY WHEN CERTIFIED OR LICENSED TO DO SO.

DISCUSSION: None.

NOTATIONS:

## Appendix A

### IMPLEMENTATION OF FIRE SAFETY STANDARDS

When deficiencies with the National Fire Protection Association *Life Safety Code* or other applicable codes (state and/or local) are revealed during the course of a standards compliance audit, the visiting committee may find compliance with the applicable standard(s) if all of the following conditions are satisfied:

1. The visiting committee is satisfied that the deficiencies pose no serious life safety threat.
2. The visiting committee has verified the credentials and qualifications of the authority having jurisdiction and is satisfied with the quality of the inspection report.
3. The facility has developed plans of action to remedy the deficiencies within an acceptable time period, and these plans are approved by the authority having jurisdiction.

The chair of the visiting committee may also contact the authority having jurisdiction during the course of the audit to discuss the report and any deficiencies in meeting the *Life Safety Code* or other applicable codes.

## Appendix B

# GUIDELINES FOR THE CONTROL AND USE OF FLAMMABLE, TOXIC, AND CAUSTIC SUBSTANCES

This document provides definitions and recommendations to assist agencies in the application of standards that address the control of materials that present a hazard to staff and inmates.

Substances that do not contain any of the properties discussed in the guidelines but are labeled "Keep out of reach of children" or "May be harmful if swallowed" are not necessarily subject to the controls specified in the guidelines. Their use and control, however, including the quantities available, should be evaluated and addressed in agency policy. Questions concerning the use and control of any substance should be resolved by examining the manufacturer's Material Safety Data Sheet. (See Section V, Parts B and C below.)

### I. Definitions

*Flash point*—The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or in the vessel used).

*Flammable liquid*—A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Classified by flash point as a Class I liquid. (See Table B.)

*Combustible liquid*—A substance with a flash point at or above 100 degrees Fahrenheit. Classified by flash point as a Class II or Class III liquid. (See Table B.)

*Toxic material*—A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption. (See Table B.)

*Caustic material*—A substance capable of destroying or eating away by chemical reaction. (See Table B.)

It is possible that a substance may possess more than one of the above properties; therefore the safety requirements for all applicable properties should be considered.

### II. References

National Fire Protection Association (NFPA) Code numbers 30, 45, and 49  
NFPA Code number 325M, Fire Hazard Properties of Flammable Liquids, Gases, and Volatile Solids  
NFPA Institution Supplement TRM-5513A  
National Safety Council Data Sheet number 532

### III. General Guidelines

#### A. Issuance

All flammable, caustic, and toxic substances should be issued (i.e., drawn from supply points to canisters or dispensed) only under the supervision of authorized staff.

#### B. Amounts

All such substances should be issued only in the amount necessary for one day's needs.

#### C. Supervision

All persons using such substances should be closely supervised by qualified staff.

## Table B

### COMMON FLAMMABLE, TOXIC, AND CAUSTIC SUBSTANCES

#### *Class I Liquids*

Gasoline  
Benzine (Petroleum ether)  
Acetone  
Hexane  
Lacquer  
Lacquer thinner  
Denatured alcohol  
Ethyl alcohol  
Xylene (Xylol)  
Contact cement (flammable)  
Toluidi (Toluene)  
Methyl ethyl ether  
Methyl ethyl ketone  
Naphtha Y, M, and P

#### *Class II Liquids*

Diesel fuel  
Motor oil  
Kerosene  
Cleaning solvents  
Mineral spirits  
Agitene

#### *Class III Liquids*

Paints (oil base)  
Linseed oil  
Mineral oil  
Neatsfoot oil  
Sunray conditioner  
Guardian fluid

#### *Toxic Substances*

Ammonia  
Chlorine  
Antifreeze  
Duplicating fluid  
Methyl alcohol (Wood alcohol or Methanol)  
Defoliants  
Herbicides  
Pesticides  
Rodenticides

#### *Caustic Substances*

Lye  
Muriatic acid  
Caustic soda  
Sulfuric acid  
Tannic acid

#### D. Accountability

All such substances must be accounted for before, during, and after their use.

#### IV. Specific Guidelines for Storage, Use, and Disposal

##### A. Flammable and Combustible Liquids

Any liquid or aerosol that is required to be labeled "Flammable" or "Combustible" under the Federal Hazardous Substances Labeling Act must be stored and used according to label recommendations and in a way that does not endanger life and property.

##### 1. Storage

All flammable and combustible liquids should be stored in accordance with NFPA Code number 30. Lighting fixtures and electrical equipment in flammable liquid storage rooms must conform to the National Electrical Code requirements for installation in hazardous locations.

Storage rooms must meet the following specifications:

- Be of fire-resistant construction and properly secured
- Have self-closing fire doors at all openings
- Have either a four-inch sill or a four-inch depressed floor (inside storage rooms only)
- Have a ventilation system--either mechanical or gravity flow within twelve inches of the floor--that provides at least six air changes per hour in the room

Each storage cabinet must be

- Properly constructed and securely locked.
- Conspicuously labeled "Flammable--Keep Fire Away."
- Used to store no more than sixty gallons of Class I or Class II liquids or 120 gallons of Class III liquids.

Storage rooms and cabinets must be properly secured and supervised by an authorized staff member any time they are in use. Doors and cabinets shall be placed so that they do not obstruct access to exits, stairways, and other areas normally used for evacuation in the event of fire or other emergency.

All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans listed or labeled by a nationally recognized testing laboratory. Containers should bear legible labels identifying the contents.

All excess liquids should remain in their original container in the storage room or cabinet. All containers should be tightly closed when not in use.

##### 2. Use

The use of any flammable or combustible liquid must conform with the provisions and precautions listed in the manufacturer's Material Safety Data Sheet.

Flammable and combustible liquids can be dispensed only by an authorized staff member. The only acceptable methods for drawing from or transferring these liquids into containers inside a building are (a) through a closed piping system; (b) from safety cans; (c) by a device drawing through the top; or (d) by gravity through an approved self-closing system. An approved grounding and bonding system must be used when liquids are dispensed from drums.

Only liquids with a flash point at or above 100 degrees Fahrenheit (e.g., Stoddard solvents, kerosene) can be used for cleaning. Such operations must be performed in an approved parts cleaner or dip-tank fitted with a fusible link lid with a 160 degree F melting-temperature link. *Under no circumstances can flammable liquids be used for cleaning.*

##### 3. Disposal

Excess flammable or combustible liquids must be disposed of properly. The Material Safety Data Sheet for each substance prescribes the proper method of disposal and related precautions.

##### 4. Spills

Information on the proper course of action for chemical spills is contained in the Material Safety Data Sheet for each substance as well as in various NFPA guides.

## B. Toxic and Caustic Substances

### 1. Storage

All toxic and caustic material are to be stored in their original containers in a secure area in each department. The manufacturer's label must be kept intact on the container.

### 2. Use

Toxic and caustic substances can be drawn only by a staff member. The Material Safety Data Sheet for each substance details the necessary provisions and precautions for its use.

Unused portions are to be returned to the original container in the storage area or, if appropriate, stored in the storage area in a suitable, clearly labeled container.

### 3. Disposal

See disposal guidelines for Flammable and Combustible Liquids above.

### 4. Spills

See spills guidelines for Flammable and Combustible Liquids above.

## C. Poisonous Substances

Poisonous substances or chemicals are those that pose a very high (Class I) caustic hazard due to their toxicity. Examples: methyl alcohol; sulfuric acid; muriatic acid; caustic soda; tannic acid.

There are special precautions on the control and use of methyl alcohol (also known as wood alcohol or methanol), which is a flammable, poisonous liquid commonly used in industrial applications (e.g., shellac thinner, paint solvent, duplicating fluid, solvents for leather cements and dyes, flushing fluid for hydraulic brake systems). *Drinking methyl alcohol can cause death or permanent blindness.*

The use of any product containing methyl alcohol must be directly supervised by staff. Products containing methyl alcohol in a diluted state, such as shoe dye, may be issued to inmates or residents, but only in the smallest workable quantities.

Immediate medical attention is imperative whenever methyl alcohol poisoning is suspected.

## D. Other Toxic Substances

1. Permanent antifreeze containing ethylene glycol should be stored in a locked area and dispensed only by authorized staff.

2. Typewriter cleaner containing carbon tetrachloride or trichloroethane should be dispensed in small quantities and used under direct supervision.

3. The use of cleaning fluid containing carbon tetrachloride or tetrachloride or trichloroethylene must be strictly controlled.

4. Glues of all types may contain hazardous chemicals and should receive close attention at every stage of handling. Nontoxic products should be used when possible. Toxic glues must be stored under lock and used under close supervision.

5. The use of dyes and cements for leather requires close supervision. Nonflammable types should be used whenever possible.

6. Ethyl alcohol, isopropyl alcohol, and other antiseptic products should be stored and used only in the medical department. The use of such chemicals must be closely supervised. Whenever possible, such chemicals should be diluted and issued only in small quantities so as to prevent any injurious or lethal accumulation.

7. Pesticides contain many types of poisons. The staff member with responsibility for the facility's safety program should be responsible for purchasing, storing, and dispensing any pesticide. All pesticides should be stored under lock. NOTE: Only chemicals approved by the Environmental Protection Agency shall be used. DDT and 1080 (sodium fluoracetate) are among those chemicals absolutely prohibited.

8. Herbicides must be stored under lock. The staff member responsible for herbicides must have a current state license as a Certified Private Applicator. Proper clothing and protective gear must be used when applying herbicides.

9. Lyes must be used only in dye solutions and only under the direct supervision of staff.

## V. Responsibilities

### A. Inventories

Constant inventories should be maintained for all flammable, toxic, and caustic substances used and stored in each department. A bin record card should be maintained for each such substance to accurately reflect acquisitions, disbursements, and the amounts on hand.

### B. Departmental Files

Each department using any flammable, toxic, or caustic substance should maintain a file of the manufacturer's Material Safety Data Sheet for each substance. This file should be updated at least annually. The file should also contain a list of all areas where these substances are stored, along with a plant diagram and legend. A copy of all information in the file, including the Material Safety Data Sheets, should be supplied to the staff member responsible for the facility's safety program.

### C. Master Index

The person responsible for the facility's safety program should compile a master index of all flammable, caustic, and toxic substances in the facility, including their locations and Material Safety Data Sheets. This information should be kept in the safety office (or comparable location) and should be supplied to the local fire department. The master index should also contain an up-to-date list of emergency phone numbers (e.g., local fire department, local poison control center).

### D. Personal Responsibility

It is the responsibility of each person using these substances to follow all prescribed safety precautions, wear personal protective equipment when necessary, and report all hazards or spills to the proper authority. The protection of life, property, and our environment depends on it.

## Appendix C

### DEFINITION OF "QUALIFIED INDIVIDUAL" FOR SAFETY AND SANITATION INSPECTIONS

Agencies frequently request clarification of the term "qualified individual," referred to in the standards as *independent, qualified source, qualified departmental staff member, qualified designee, or qualified fire and safety officer*. As defined by the Commission, a "qualified individual" has training, education, and/or experience that specifically qualifies him or her to do the job indicated in the standard.

#### I. General Requirements

When a standard calls for inspections, the individual conducting them needs to be trained in the application of appropriate codes and regulations. The Commission does not specify the number of hours of training required, as this is determined in part by the tasks assigned. At a minimum, though, the qualified individual must (a) be familiar with the applicable codes and regulations and their requirements; (b) be able to use the appropriate instruments for measuring and documenting code compliance; (c) be able to complete checklists and prepare the necessary reports; and (d) have the authority to make corrections when deficiencies are found.

Training is often obtained from code officials or inspectors (fire marshals, building officials); government agencies that have statutory authority for inspections in a particular area (health department, labor department); or private organizations, such as the National Fire Protection Association. Often the individual obtains written certification or approval from these authorities to conduct in-house inspections.

#### II. Specific Requirements

A. The authority having jurisdiction may be a federal, state, local, or other regional department or individual, such as the fire chief, fire marshal, chief of a fire prevention bureau, labor department, health department, building official, electrical inspector, or others with statutory authority. The authority having jurisdiction may be employed by the department/agency, provided that he or she is not under the authority of the facility administrator and that the report generated is referred to higher authorities within the department/agency independent of influence by the facility administrator or staff. This rule applies no matter who generates the report.

B. Qualified individuals conducting the monthly and weekly inspections required in these standards may be institutional staff members.

The qualified individual responsible for conducting monthly inspections may be an institutional staff member trained in the application of jurisdictional codes and regulations. Periodically and as needed, this individual receives assistance from the independent authority or central office specialist(s) on sanitation requirements and inspections. This assistance may include participation in quarterly or biannual inspections. The qualified departmental staff member who conducts weekly inspections of the facility may be an institutional staff member who has received training in and is familiar with the safety and sanitation requirements of the jurisdiction.

The periodic weekly and monthly inspections may be conducted by either a combination of qualified individuals or one specialist, as long as the schedules and minimum qualifications described above are met. Safety and sanitation inspections may be conducted by the same person, provided this individual is familiar with the regulations for both types of inspections. When safety and sanitation requirements differ substantially, it may sometimes be necessary to call on several qualified individuals to conduct the inspections required by the standards.

### III. Compliance Audits

In conducting standards compliance audits, Commission visiting committees will review documentation submitted by the facilities to assist them in judging the qualifications of these individuals. In making compliance decisions, the audit teams will look closely at the facility's entire program--both practices and results--for ensuring safety and sanitation.

## Appendix D

### U.S. OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) NOISE LEVEL STANDARDS

As of August 1981, OSHA noise exposure standards consisted of a two-stage program where hearing conservation measures become mandatory at 85 dBA for an eight-hour day but feasible engineering or administrative noise controls are required when exposures exceed 90 dBA.

*Hearing conservation measures* include annual audiometric testing and provision of hearing protectors.

*Engineering controls* include reducing machinery noise through redesign, replacement with quieter equipment, or by reducing the transmission of noise along the path from source to receiver, including enclosing the noise receiver.

*Administrative controls* include reducing noise exposure by limiting the time an employee is exposed to given noise levels.

#### I. Criteria for Engineering or Administrative Controls

Feasible administrative or engineering controls shall be used if noise dose D is greater than 1.0 in accordance with the following equation:

$$D=(C1/T1) + (C2/T2) + (C3/T3)... + (CN/TN) \quad (F-3)$$

where

D = Daily noise dose (must not exceed unity)

C = Actual exposure time at a given noise level

T = Permissible exposure time at that level in accordance with the table below.

Duration Per Day (Hours)	Permissible Exposure "Slow" Response (dBA)
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
0.5	110
0.25 or less	115

*Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.*

#### Examples

*For an eight-hour day at constant noise levels, 90 dBA is the maximum allowable level. Exposure below 90 dBA does not qualify according to OSHA as a sufficient noise dose for administrative or engineering controls to be employed.*

1. Assume exposure of 100 dBA for 2 hours, 90 dBA for 6 hours.

$$D = (2/2) + (6/8) = 1.75 \quad (F-4)$$

Engineering or administrative controls are necessary to reduce noise dose to unity.

2. Assume exposure of 100 dBA for 1 hour, 90 dBA for 4 hours, 85 dBA for 3 hours.

$$D = (1/2) + (4/8) = 1.00 \quad (F-5)$$

(acceptable)

## II. OSHA Criteria for Hearing Conservation Programs

Employers shall administer continuing, effective hearing conservation programs wherever employee noise exposures equal or exceed an eight-hour time-weighted average of 85 dBA or, equivalently, a dose of 50 percent measured according to the following equation:

$$D = 100 [(C1/T1) + (C2/T2)... (C\backslash/T\backslash)] \quad (F-6)$$

where

D = Workday dose in percent

1,2,3 = Periods of exposure to different dBA levels

C = Actual exposure time at different levels

T = Permissible exposure time at a given level in accordance with the table below.

A-weighted Sound level, L(dB)	Reference Duration, T(hr)	A-weighted Sound level, L(dB)	Reference Duration, T(hr)
80	32.0	92	.62
81	27.9	93	.53
82	24.3	94	.46
83	21.1	95	.40
84	18.4	96	.35
85	16.0	97	.30
86	13.9	98	.26
87	12.1	99	.23
88	10.6	100	.20
89	9.2	101	.17
90	8.0	102	.15
91	7.0	103	.14

### Examples

3. Assume exposure of 85 dBA for 5 hours, 87 dBA for 2 hours, 80 dBA for 1/2 hour.

$$D = 100 [(5/16) + (2/12.1) + (0.5/32)] = 49.34 \text{ percent} \quad (F-7)$$

(acceptable, since D is less than 50 percent)

4. Assume exposure of 100 dBA for 1 hour, 90 dBA for 4 hours, 85 dBA for 3 hours.

$$D = 100 [(1/2) + (4/8) + (3/16)] = 118.75 \text{ percent} \quad (F-8)$$

(unacceptable, since D exceeds 50 percent)

*Note: The exposure in example 2, when evaluated in reference to OSHA criteria for engineering or administrative controls, is shown to be acceptable since levels below 90 dBA do not enter into those criteria. However, exposures exceeding a 50 percent dose still require implementation of hearing conservation programs.*

Source: *Noise Control Reference Handbook*, Industrial Acoustics Company, Bronx, New York, 1982.

## Appendix E

### SUMMARY OF ORIENTATION AND MINIMUM TRAINING HOURS

The following description of general job categories should be used in determining minimum training requirements as outlined in the standards. Contract or part-time employees should receive training similar to full-time employees in their particular category and pertinent to their role in working with inmates.

TITLE	POSITION	HOURS OF TRAINING		
		Prior to Hiring	First Year on Job	Each Year Thereafter
Clerical/Support (minimum contact)	Secretaries, Clerks, Typists, PBX Operators, Computer and Warehouse Personnel, Accountants, Personnel Staff	24	16	16
Support (regular or daily contact)	Food Service, Industry Work Supervisors, Farm Work Supervisors, Maintenance Work Supervisors	40	40	40
Correctional Officers	All staff assigned to full-time custodial and/or security posts	40	120	40
Administrative/Management Personnel (additional training)	Facility Administrators, Business Managers, Personnel Directors, or other supervisors	—	40	24
Emergency Unit Staff	Members of emergency or confrontation units	40*	—	16**

\*May be part of 120 hours of on-the-job training required in first year as correctional officer.

\*\*May be part of 40 hours of required annual training.

## GLOSSARY OF TERMS

*Absconder*—A juvenile who fails to report for probation or aftercare supervision or an escapee or runaway from a juvenile placement.

*Adjudicatory hearing*—A hearing to determine whether the allegations of a petition are supported by the evidence beyond a reasonable doubt or by the preponderance of the evidence.

*Administrative segregation*—A form of separation from the general population administered by the classification committee or other authorized group when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff, or other inmates or to the security or orderly running of the institution. Inmates pending investigation for trial on a criminal act or pending transfer can also be included. (See *Protective custody* and *Segregation*.)

*Administrator of field services*—The individual directly responsible for directing and controlling the operations of the adult probation and/or parole field services program. This person may be a division head in a large correctional agency, a chief probation officer answering to a judge, or the administrative officer of a court or parole authority with responsibility for the field services program.

*Admission*—The process of entry into a program. During admission processing the juvenile or adult offender receives an orientation to program goals, rules, and regulations. Assignment to living quarters and to appropriate staff is also completed at this time.

*Adult community residential service*—Also referred to as a halfway house, a community-based program providing a group residence (such as a house, work release center, prerelease center) for probationers, parolees, residents in incarcerated status, and referrals through the courts or other agencies. Clients may also receive these services from the agency on a nonresidential basis. (See *Out-client*.)

*Adult correctional institution*—A confinement facility, usually under state or federal auspices, that has custodial authority over adults sentenced to confinement for more than a year.

*Adult detention facility or Jail*—A local confinement facility with temporary custodial authority. Adults can be confined pending adjudication for forty-eight hours or more and usually for sentences of up to two years.

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

*Aftercare*—Control, supervision, and care exercised over juveniles released from facilities through a stated release process. (See *Releasing authority*.)

*Agency*—The unit of a governing authority that has direct responsibility for the operation of a corrections program, including the implementation of policy as set by the governing authority. For a community residential center, this would be the administrative headquarters of the facilities. A single community facility that is not a part of a formal consolidation of community facilities is considered to be an agency. In a public agency, this could be a probation department, welfare department, or similar agency. For a juvenile correctional organization, this would be the central office responsible for governing the juvenile correctional system for the jurisdiction.

*Agency administrator*—The administrative officer appointed by the governing authority or designee who is responsible for all operations of the agency, such as the department of corrections or parole, and all related programs under his or her control.

*Agency industries administrator*—The individual who has functional responsibility for industries operations throughout the correctional system. Titles such as head of industries, superintendent, chief, director, or general manager may be used to denote this position.

*Audit*—An examination of agency or facility records or accounts to check their accuracy, which is conducted by a person or persons not directly involved in the creation and maintenance of these records or accounts. An independent audit results in an opinion that either affirms or disaffirms the accuracy of records or accounts. An operational or internal audit usually results in a report to management that is not shared with those outside the agency.

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

*Camp*—A nonsecure residential program located in a relatively remote area. The residents participate in a structured program that emphasizes outdoor work, including conservation and related activities. There are often twenty to sixty residents in these facilities.

*Career development plan*—The planned sequence of promotions within an agency that contains provision for (a) vertical movement throughout the entire range of a particular discipline, (b) horizontal movement encouraging lateral and promotional movement between disciplines, and (c) opportunity for all to compete for the position of head of the agency. Progression along these three dimensions can occur as long as the candidate has the ambition, ability, and required qualifications.

*Case conference*—A conference between individuals working with the juvenile or adult offender to see that court-ordered services are being provided.

*Casework*—The function of the caseworker, social worker, or other professional in providing social services, such as counseling, to individuals in custody.

*Cellblock*—A group or cluster of single and/or multiple occupancy cells or detention rooms immediately adjacent and directly accessible to a day or activity room. In some facilities the cellblock consists of a row of cells fronted by a dayroom of corridor-like proportions.

*Chemical agent*—An active substance, such as tear gas, used to defer activities that might cause personal injury or property damage.

*Chief of police*—A local law enforcement official who is the appointed or elected chief executive of a police department and is responsible for the operation of the city jail or lockup.

*Chronic care*—Health care provided to patients over a long period of time.

*Classification*—A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.

*Co-correctional facility*—An institution designed to house both male and female juvenile or adult offenders.

*Code of ethics*—A set of rules describing acceptable standards of conduct for all employees.

*Committing authority*—The agency or court responsible for placing a youth in a program.

*Community resources*—Human service agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers that offer services, facilities, or other functions that can meet the needs of the facility or have the potential to assist residents. These various resources, which may be public or private, national or local, may assist with material and financial support, guidance, counseling, and supportive services.

*Contraband*—Any item possessed by confined juvenile or adult offenders or found within the facility that is illegal by law or expressly prohibited by those legally charged with the administration and operation of the facility or program.

*Contractor*—A person or organization that agrees to furnish materials or to perform services for the facility or jurisdiction at a specified price. Contractors operating in correctional facilities are subject to all applicable rules and regulations for the facility.

*Contractual arrangement*—An agreement with a private party (such as an incorporated agency or married couple) to provide services to juvenile or adult offenders for remuneration. (See *Independent operator*.)

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

*Correctional facility*—A place used for the incarceration of individuals accused or convicted of criminal activity. A correctional facility is managed by a single chief executive officer with broad authority for the operation of the facility. This authorization typically includes the final authority for decisions con-

cerning (a) the employment or termination of staff members, and (b) the facility operation and programming within guidelines established by the parent agency or governing body.

A correctional facility must also have (a) a separate perimeter that precludes the regular commingling of the inmates with inmates from other facilities, (b) a separate facility budget managed by the chief executive officer within guidelines established by the parent agency or governing authority, and (c) staff that are permanently assigned to the facility until terminated or transferred to another facility.

*Counseling*—Planned use of interpersonal relationships to promote social adjustment. Counseling programs provide opportunities to express feelings verbally with the goal of resolving the individual's problems. At least three types of counseling may be provided: individual, in a one-to-one relationship; small group counseling; and large group counseling in a living unit.

*County parole*—The status of a county jail inmate who, convicted of a misdemeanor and conditionally released from a confinement facility prior to the expiration of sentence, has been placed under supervision in the community for a period of time.

*Delinquent act*—An act that, if committed by an adult, would be considered a crime.

*Delinquent youth*—Also referred to as a juvenile delinquent or a criminal-type offender, a youth who has been charged with or adjudicated for conduct that would, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. (See also *Status offender* and *Juvenile*.)

*Detainee*—Any person confined in a local detention facility not serving a sentence for a criminal offense.

*Detainer*—A warrant placed against a person in a federal, state, or local correctional facility that notifies the holding authority of the intention of another jurisdiction to take custody of that individual when he or she is released.

*Detention warrant*—A warrant that authorizes the arrest and temporary detention of a parolee pending preliminary revocation proceedings. A detention warrant should be distinguished from a warrant for the return of a parolee to prison, although return warrants are sometimes used as detainers. For the purpose of these standards, return warrants used as detainers are also deemed to be detention warrants.

*Disciplinary detention*—A form of separation from the general population in which inmates committing serious violations of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time to individual cells separated from the general population. Placement in detention may only occur after a finding of rule violation at an impartial hearing and when there is not adequate alternative disposition to regulate the inmate's behavior. (See *Protective custody* and *Segregation*.)

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

*Dispositional hearing*—A hearing held subsequent to the adjudicatory hearing in order to determine what order of disposition (e.g., probation, training school, foster home) should be made concerning a juvenile adjudicated as delinquent.

*Diversion*—The official halting or suspension, at any legally prescribed point after a recorded justice system entry, of formal criminal or juvenile justice proceedings against an alleged offender. The suspension of proceedings may be in conjunction with a referral of that person to a treatment or care program administered by a nonjudicial agency or a private agency, or there may be no referral.

*Due process safeguards*—Those procedures that ensure just, equal, and lawful treatment of an individual involved in all stages of the juvenile or criminal justice system, such as a notice of allegations, impartial and objective fact finding, the right to counsel, a written record of proceedings, a statement of any disposition ordered with the reasons for it, and the right to confront accusers, call witnesses, and present evidence.

*Educational program*—A program of formal academic education or a vocational training activity designed to improve employment capability.

*Educational release*—The designated time when residents or inmates leave the program or institution to attend school in the community, returning to custody after school hours.

*Emergency*—Any significant disruption of normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action, or other serious incident.

*Emergency care*—Care for an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call. Emergency care shall be provided to the resident population by the medical director, physician, or other staff, local ambulance services, and/or outside hospital emergency rooms. This care shall be expedited by following specific written procedures for medical emergencies described in the standards.

*Environmental health*—All conditions, circumstances, and surrounding influences that affect the health of individuals or groups in the area.

*Facility*—A place, institution, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of individuals. It may be owned and/or operated by public or private agencies and includes the staff and services as well as the buildings and grounds.

*Facility administrator*—Any official, regardless of local title (e.g., sheriff, chief of police, administrator, warden/superintendent) who has the ultimate responsibility for managing and operating the facility.

*Field agency*—The unit of a governing authority that has direct responsibility for the provision of field supervision services and for the carrying out of policy as set by the governing authority.

*Field services*—Services provided to delinquent youth, status offenders, or adult offenders in the community by probation, parole, or other agencies.

*Field staff*—The professionals assigned case responsibility for control, supervision, and provision of program services to delinquent youth or adult offenders. (Sometimes referred to as field workers.)

*First aid*—Care for a condition that requires immediate assistance from an individual trained in first aid care and the use of the facility's first aid kits.

*Fiscal position control*—The process that ensures that individuals on the payroll are legally employed, positions are authorized in the budget, and funds are available.

*Footcandle*—A unit for measuring the intensity of illumination, defined as the amount of light thrown on a surface one foot away from the light source.

*Furlough or Temporary leave*—A period of time during which a resident is allowed to leave the facility and go into the community unsupervised.

*Good-time*—A system established by law whereby a convicted offender is credited a set amount of time, which is subtracted from his or her sentence, for specified periods of time served in an acceptable manner.

*Governing authority*—In public/governmental agencies, the administrative department or division to which the agency reports; the policy-setting body. In private agencies, this may be an administrative headquarters, central unit, or the board of directors or trustees.

*Grievance / Grievance process*—A circumstance or action considered to be unjust and grounds for complaint or resentment and/or a response to that circumstance in the form of a written complaint filed with the appropriate body.

*Handicapped*—Having a mental or physical impediment or disadvantage that substantially limits an individual's ability to use programs or services.

*Health authority*—The physician, health administrator, or agency responsible for the provision of health care services at an institution or system of institutions; the responsible physician may be the health authority.

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

*Health care personnel*—Individuals whose primary duty is to provide health services to inmates in keeping with their respective levels of health care training or experience.

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

*Hearing*—A proceeding to determine a course of action, such as the placement of a juvenile or adult offender, or to determine guilt or innocence in a disciplinary matter. Argument, witnesses, or evidence are heard by a judicial officer or administrative body in making the determination.

*Hearing examiner*—An individual appointed by the parole authority who conducts hearings for the authority. His or her power of decision making may include, but not be limited to, making parole recommendations to granting, denying, or revoking parole.

*Holding facility* or *Lockup*—A temporary confinement facility, for which the custodial authority is usually less than forty-eight hours, where arrested persons are held pending release, adjudication, or transfer to another facility.

*Holidays*—All days legally designated as nonworkdays by statute or by the chief governing authority of a jurisdiction.

*Independent operator*—A person or persons who contracts with a correctional agency or other governmental agency to operate and manage a correctional program or facility.

*Indigent*—An individual with no funds or source of income.

*Industries*—An activity existing in a correctional system that uses inmate labor to produce goods and/or services for sale. These goods and/or services are sold at prices calculated to recover all or a substantial portion of costs associated with their production and may include a margin of profit. Sale of the products and/or services is not limited to the institution where the industries activity is located.

*Information system*—The concepts, personnel, and supporting technology for the collection, organization, and delivery of information for administrative use. There are two such types of information: (a) standard information, consisting of the data required for operational control, such as the daily count, payroll data in a personnel office, probation/parole success rates, referral sources, and caseload levels; and (b) demand information, consisting of information that can be generated when a report is required, such as information on the number of residents in educational and training programs, duration of residency, or the number of residents eligible for discharge during a twelve-month period by offense, sentence, and month of release. (Also referred to as a management information system.)

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

*Inmate*—Any individual, whether in pretrial, unsentenced, or sentenced status, who is confined in a correctional facility.

*Institution industries manager*—The individual designated as responsible for industries operations at a specific institution in the correctional system.

*Interstate compact for the supervision of probationers and parolees*—An agreement entered into by eligible jurisdictions in the United States and its territories that provides the criteria for these jurisdictions to cooperate in working with probations and releases.

*Interstate compact on juveniles*—An agreement authorizing the interstate supervision of juvenile delinquents. This can also include the cooperative institutionalization of special types of delinquent juveniles, such as psychotics and defective delinquents.

*Judicial review*—A proceeding to reexamine the course of action or continued confinement of a juvenile in a secure detention facility. Arguments, witnesses, or evidence are not required as a part of the review. Reviews may be conducted by a judge, judicial officer, or an administrator who has been delegated the authority to release juveniles from secure detention with the approval of the judge.

*Juvenile*—A person under the age of twenty-one, or as defined in the local jurisdiction as under the age of majority.

*Juvenile community residential program*—A program housed in a structure without security fences and security hardware or other major restraining construction typically associated with correctional facilities, such as a converted apartment building or private home. They are not constructed as or intended to be detention facilities. Except for daycare programs, they provide twenty-four-hour care, programs, and supervision to juveniles in residence. Their focus is on providing the juvenile with positive adult models and program activities that assist in resolving problems specific to this age group in an environment conducive to positive behavior in the community.

*Juvenile detention*—Temporary care of juvenile offenders and juveniles alleged to be delinquent who require secure custody in a physically restricting facility.

*Juvenile group home*—A nonsecure residential program emphasizing family-style living in a homelike atmosphere. Program goals are similar to those for large community residential programs. Although group homes usually house youths who are court-committed, they also house abused or neglected youths who are placed by social agencies. Small group homes serve from four to eight youths; large group homes serve eight to twelve. Their age ranges from ten to seventeen, with the concentration from thirteen to sixteen.

*Juvenile intake*—The process of determining whether the interests of the public or the juvenile require the filing of a petition with the juvenile court. Generally an intake officer receives, reviews, and processes complaints, recommends detention or release, and provides services for juveniles and their families, including diversion and referral to other community agencies.

*Juvenile nonresidential program*—A program that provides services to juveniles who live at home and report to the program on a daily basis. Juveniles in these programs require more attention than that provided by probation and aftercare services. Often the program operates its own education program through the local school district. The population of nonresidential programs may be as many as fifty boys and girls ranging in age from ten to eighteen. The population is usually drawn from court commitments but may include juveniles enrolled as a preventive or diversionary measure. The program may operate as part of a residential program, and it may provide space for occasional overnight stays by program participants where circumstances warrant additional assistance.

*Juvenile ranch*—A nonsecure residential program providing services to youths in a rural setting. Typically, the residents participate in a structured program of education, recreation, and facility maintenance, including responsibility for the physical plant, its equipment, and livestock. Often there are twenty to sixty juveniles in the ranch setting, ranging in age from thirteen to eighteen.

*Life Safety Code*—A manual published and updated by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest. Two chapters are devoted to correctional facilities.

*Major equipment*—All equipment that is securely and permanently fastened to the building or any equipment with current book value of \$1,000 or more.

*Major infraction*—A rule infraction involving a grievous loss and requiring imposition of due process procedures. Major infractions include (a) violations that may result in disciplinary detention or administrative segregation; (b) violations for which punishment may tend to increase an inmate's sentence, such as extending parole eligibility; (c) violations that may result in a forfeiture, such as loss of good-time or work time; and (d) violations that may be referred for criminal prosecution.

*Medical records*—Separate records of medical examinations and diagnoses maintained by the responsible physician. The date and time of all medical examinations and copies of standing or direct medical orders from the physician to facility staff should be transferred to the resident record.

*Medical restraints*—Either chemical restraints, such as sedatives, or physical restraints, such as straitjackets, applied only for medical or psychiatric purposes.

*Medical screening*—A system of structured observation/initial health assessment to identify newly arrived juvenile or adult offenders who pose a health or safety threat to themselves or others.

*Mentally retarded*—Describes an individual who functions at a subaverage general intellectual level and is deficient in adaptive behavior.

*NFPA*—National Fire Protection Association. Publishes the *Life Safety Code*.

*National uniform parole reports system*—A cooperative effort sponsored by the National Parole Institute that calls for the voluntary cooperation of all federal and state authorities having responsibility for felony offenders in developing some common terms to describe parolees—their age, sex, and prior record—and some common definitions to describe parole performance. These types of data allow comparisons across states and other jurisdictions.

*Offender*—An individual convicted or adjudicated of a criminal offense.

*Official personnel file*—A current and accurate record of the employee's job history, including all pertinent information relating to that history.

*Operating unit*—One distinct operation of the industries activity, which may be operated as a cost center or separate accounting entity. It may take the form of a manufacturing operation (e.g., furniture making, clothing production), an agricultural operation (e.g., dairy or poultry farming, crop or orchard farming, raising beef or pork) or a service activity (e.g., warehouse, keypunch, microfilming, laundering, auto repair, etc.)

*Out-client*—An individual who does not live at the facility but who may take advantage of facility services and programs.

*Parent*—The individual with whom a juvenile regularly lives and who is the natural, adoptive, or surrogate parent.

*Parent governmental organization*—Also referred to as a parent agency, the administrative department or division to whom the agency seeking accreditation reports; the policy-setting body.

*Parole authority*—The decision-making body that has responsibility to grant, deny, and revoke parole. In some jurisdictions it is called the parole board or the parole commission. The term parole authority includes all of these bodies.

*Parole hearing*—A procedure conducted by a parole authority member and/or hearing examiner in which all pertinent aspects of an eligible inmate's case are reviewed to make a decision or recommendation that would change the inmate's legal status and/or degree of freedom.

*Permanent status*—A personnel status that provides due process protection prior to dismissal.

*Petition*—An application for a court order or other judicial action. For example, a delinquency petition is an application for the court to act in the matter of a juvenile apprehended for a delinquent act.

*Physical examination*—A thorough evaluation of a patient's current physical condition and medical history conducted by or under the supervision of a licensed professional.

*Placing authority*—The agency or body with the authority to order a juvenile into a specific dispositional placement. This may be the juvenile court, the probation department, or another duly constituted and authorized placement agency.

*Policy*—A course or line of action adopted and pursued by an agency that guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization within which the activities of the personnel must operate. They are statements of guiding principles that should be followed in directing activities toward the attainment of objectives. Their attainment may lead to compliance with standards as well as compliance with the overall goals of the agency or system.

*Population center*—A geographical area containing at least 10,000 people, along with public safety services, professional services, employment and educational opportunities, and cultural/recreational opportunities.

*Preliminary hearing*—A hearing at which it is determined whether probable cause exists to support an allegation of parole violation, pending a revocation hearing by the parole authority.

*Pretrial release*—A procedure whereby an accused individual who had been taken into custody is allowed to be released before and during his or her trial.

*Probation*—A court-ordered disposition alternative through which a convicted adult offender or an adjudicated delinquent is placed under the control, supervision, and care of a probation field staff member.

*Procedure*—The detailed and sequential actions that must be executed to ensure that a policy is fully implemented. It is the method of performing an operation or a manner of proceeding on a course of

action. It differs from a policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

*Professional association*—A collective body of individuals engaged in a particular profession or vocation. The American Correctional Association, the American Medical Association, and the National Association of Clinical Psychologists are examples of professional associations, of which there are hundreds in the United States.

*Professional staff*—Social workers, probation officers, and other staff assigned to juvenile and adult offender cases. These individuals generally possess bachelor's degrees and advanced training in the social or behavioral sciences.

*Program*—The plan or system through which a correctional agency works to meet its goals; often this program requires a distinct physical setting, such as a correctional institution, community residential facility, group home, or foster home.

*Program director*—The individual directly in charge of the program, who may also be called the administrator, superintendent, or houseparent.

*Protective custody*—A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the classification committee or other designated group. (See *Administrative segregation* and *Disciplinary detention*.)

*Records (juvenile and adult offenders)*—Information concerning the individual's delinquent or criminal, personal, and medical history and behavior and activities while in custody, including but not limited to commitment papers, court orders, detainers, personal property receipts, visitors lists, photographs, fingerprints, type of custody, disciplinary infractions and actions taken, grievance reports, work assignments, program participation, and miscellaneous correspondence.

*Referral*—The process by which a juvenile or adult offender is introduced to an agency or service that can provide the assistance needed.

*Release on bail*—The release by a judicial officer of an accused individual who has been taken into custody on the accused's promise to appear in court as required for criminal proceedings.

*Releasing authority*—The decision-making body and/or individual that has the responsibility to grant, deny, and revoke release from a juvenile institution or program of supervision. In some jurisdictions it is called the parole board or the parole commission (See *Aftercare*.)

*Renovation*—A significant structural or design change in the physical plant of a facility.

*Responsible physician*—An individual licensed to practice medicine and provide health services to the inmate population of the facility and/or the physician at an institution with final responsibility for decisions related to medical judgements.

*Revocation hearing*—A hearing before the parole authority at which it is determined whether revocation of parole should be made final.

*Safety equipment*—Primarily firefighting equipment, e.g., chemical extinguishers, hoses, nozzles, water supplies, alarm systems, sprinkler systems, portable breathing devices, gas masks, fans, first aid kits, stretchers, and emergency alarms.

*Safety vestibule*—In a correctional facility, a grill cage that divides the inmate areas from the remainder of the institution. They must have two doors or gates, only one of which opens at a time, to permit entry to or exit from inmate areas in a safe and controlled manner.

*Sally port*—An enclosure situated in the perimeter wall or fence of a correctional facility containing gates or doors at both ends, only one of which opens at a time, ensuring there will be no breach in the perimeter security of the institution. The sally port may handle either pedestrian or vehicular traffic.

*Secure institution*—Any facility that is designed and operated to ensure that all entrances and exits are under the exclusive control of the facility's staff, thereby not allowing an inmate/resident to leave the facility unsupervised or without permission.

*Security or Custody*—The degree of restriction of inmate movement within a detention/correctional facility, usually divided into maximum, medium, and minimum risk levels.

**Security devices**—Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, security alarm systems, security light units, auxiliary power supplies, and other equipment used to maintain facility security.

**Security perimeter**—The outer portions of a facility that provide for secure confinement of facility inmates/residents. The design of the perimeter may vary depending on the security classification of the facility.

**Segregation**—The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention, and protective custody.

**Self-insurance coverage**—A statewide system designed to insure the payment of all legal claims for injury or damage incurred as a result of the actions of state officials, employees, or agents. In public agencies, the self-insurance program is usually authorized by the legislature. A "memorandum of insurance" or similar document is required that acts as a policy, setting the limits of liability for various categories of risk, including deductible limits. Approval of the policy by a cabinet-level official is also required.

**Serious incident**—A situation in which injury serious enough to warrant medical attention occurs involving a resident, employee, or visitor on the grounds of the institution. Also, a situation containing an imminent threat to the security of the institution and/or to the safety of residents, employees, or visitors on the grounds of the institution.

**Severe mental disturbance**—A condition in which an individual is a danger to self or others or is incapable of attending to basic physiological needs.

**Shelter facility**—Any nonsecure public or private facility designated to provide either temporary placement for alleged or adjudicated status offenders prior to the issuance of a disposition order or longer-term care under a juvenile court disposition order.

**Sheriff**—The elected or appointed chief executive officer of a county law enforcement agency. Sheriffs can serve several functions, including responsibility for law enforcement in unincorporated areas, operation of the county jail, and assignment as officers of the court.

**Special management inmate**—An individual whose behavior presents a serious threat to the safety and security of the facility, staff, general inmate population, or him or herself. Special handling and/or housing is required to regulate their behavior.

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

**Status offender**—A youth who has been charged with or adjudicated for conduct that under the law of the jurisdiction in which the offense was committed would not be a crime if committed by an adult. (See also *Delinquent youth*.)

**Strip search**—An examination of an inmate/resident's naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual's clothing while it is not being worn.

**Temporary release**—A period of time during which an inmate is allowed to leave the program or institution and go into the community unsupervised for various purposes consistent with the public interest.

**Training**—An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel. Training may occur on site, at an academy or training center, an institution of higher learning, professional meetings, or through contract service or closely supervised on-the-job training. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instructional programs that include a trainer/trainee relationship. Training programs usually include requirements for completion, attendance recording, and a system for recognition of completion. Meetings of professional associations are considered training where there is clear evidence of the above. Whether it occurs on site, at an academy or training

center, through contract services, or at professional meetings, the activity must be part of an overall training program.

*Training school*—Also known as a youth development center, youth village, youth correction center, youth treatment center, youth service center, or school or home for boys and girls. The typical training school may provide supervision, programs, and residential services for more than 100 residents; however, programs of this size are not encouraged. (Standards for new facilities require that each new training school have no more than 100 beds and be limited to two stories in height.) These facilities are designed and operated to be secure institutions.

Youth development centers, youth treatment centers, secure training schools, and other facilities in this category may serve relatively smaller populations ranging from forty to 100 juveniles. The age range served is generally from thirteen to eighteen, although in many jurisdictions residents may be as young as ten or as old as twenty. Older residents are usually juveniles who have been returned to the facility as parole violators.

*Treatment plan*—A series of written statements that specify the particular course of therapy and the roles of medical and nonmedical personnel in carrying it out. A treatment plan is individualized, based on assessment of the individual patient's needs, and includes a statement of the short- and long-term goals and the methods by which the goals will be pursued. When clinically indicated, the treatment plan provides inmates with access to a range of supportive and rehabilitative services, e.g., individual or group counseling and/or self-help groups that the physician deems appropriate.

*Unit management*—A decentralized management system whereby an institution is subdivided into semiautonomous units. The unit management system has several basic requirements.

1. Each unit comprises a relatively small number of inmates. Ideally, there should be less than 150 but not more than 200 inmates.
2. Inmates are housed in the same unit for the major portion of their confinement.
3. Inmates assigned to a unit work in a close relationship with a multidisciplinary team of staff who are regularly assigned to the unit and whose offices are located within the unit.
4. Staff members have decision-making authority for the institutional programming and living conditions for the inmates assigned to the unit within broad rules, policies, and guidelines established by the agency and/or the facility administrator.
5. Inmate assignments to a unit are based on the inmate's need for control, security, and programs offered.

Decentralized unit management increases contact between staff and inmates, fosters increased interpersonal relationships, and leads to more knowledgeable decision making as a direct result of staff dealing with a smaller, more permanent group. At the same time, the facility benefits from the economies inherent in centralized service facilities, such as utilities, food service, health care, educational systems, vocational programs, and recreational facilities.

*Urine surveillance program*—A program whereby urine samples are collected on an irregular basis from offenders suspected of having a history of drug use to determine current or recent use.

*Volunteer*—An individual who donates his or her time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religion, etc.

*Warden/Superintendent*—The individual in charge of the institution; the chief executive or administrative officer. This position is sometimes referred to by other titles, but warden and superintendent are the most commonly used terms.

*Work release*—A formal arrangement sanctioned by law whereby an inmate/resident is released into the community to maintain approved and regular employment.

*Workmen's Compensation*—A statewide system of benefits for employees who are disabled by job-related injury.

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ACA File No. \_\_\_\_\_

### PROPOSAL FOR STANDARD REVISION

Manual \_\_\_\_\_ Edition \_\_\_\_\_ Date \_\_\_\_\_

Standard Number \_\_\_\_\_

- New Standard                       Deletion  
 Revision                               Interpretation

Existing Standard (Insert complete standard and discussion.) \_\_\_\_\_

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Proposal (State the standard and discussion exactly as you believe it should appear in the manual. Proposal must be in the same format and worded precisely.) \_\_\_\_\_

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Rationale for revision (Attach additional information if required.) \_\_\_\_\_

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Proposed by:

Signature \_\_\_\_\_

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Agency \_\_\_\_\_

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8025 Laurel Lakes Court  
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