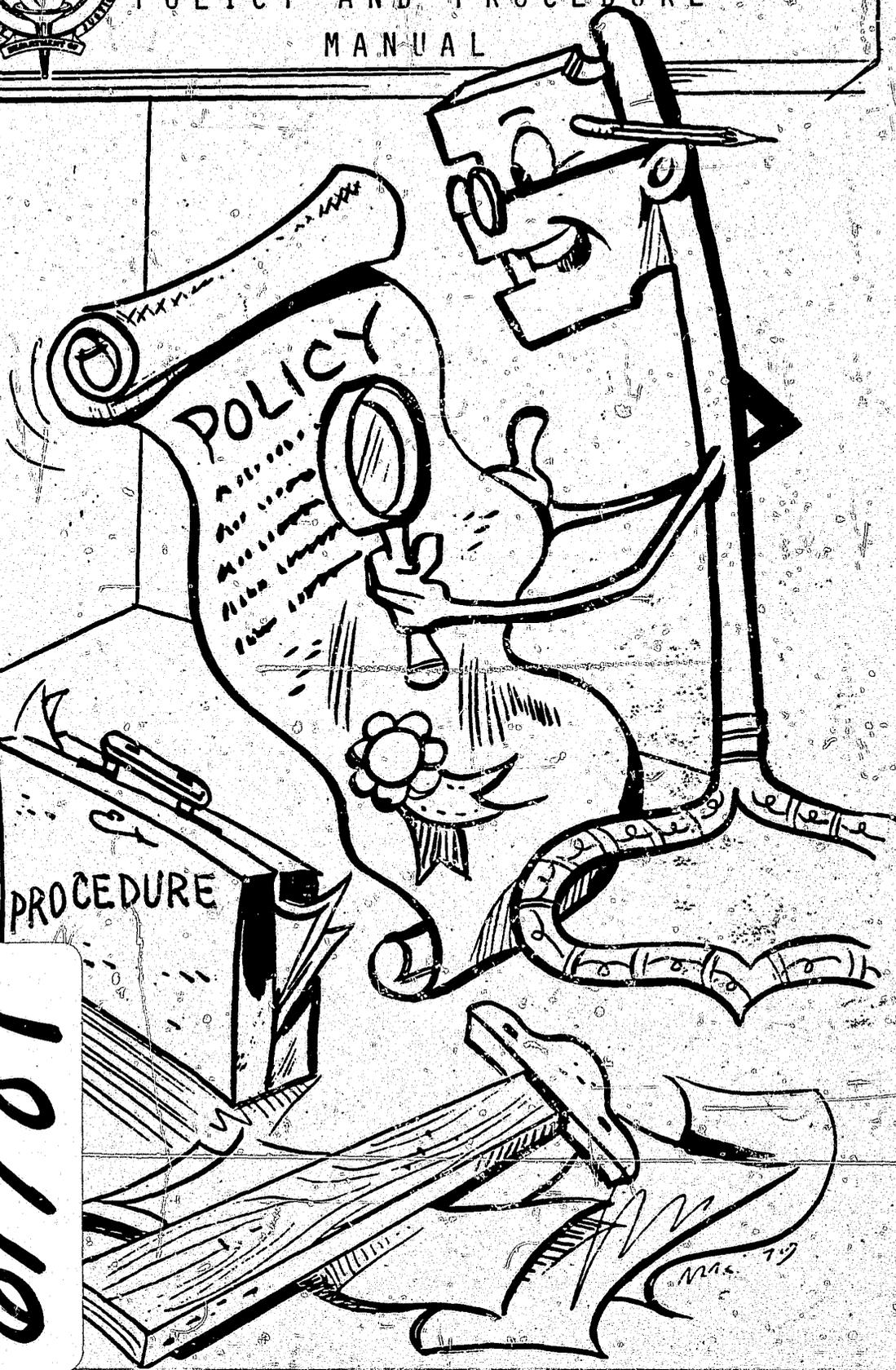


✓ MODEL
KENTUCKY JAIL
POLICY AND PROCEDURE
MANUAL



61781

NCJRS

OCT 10 1979

ACQUISITIONS

FOREWARD

There have been calls for jail reform in this country since the late Eighteenth Century. Since that time, public and private agencies have urged the adoption of rules and regulations which would eradicate the overcrowded conditions and inadequate services prevalent in many of our local jails. Recent judicial decisions have forced some changes in the conditions of local jails. However, these changes are imposed from the outside and usually as a last resort.

The American Correctional Association initiated a tradition of institutional reform in 1870 with the publication of the original Declaration of Principles. Since 1974, the Association has been developing standards for both adult and juvenile corrections. In July, 1977, the American Correctional Association and the Commission on Accreditation for Corrections published the Manual of Standards for Adult Local Detention Facilities. These standards have been developed from within the correctional community and represent the thought and judgement of the professionals involved in the operation of local detention facilities throughout the United States. These Standards are ideals that will not be achieved easily. However, it is the consensus of corrections professionals that they can be achieved.

Our standards also represent a goal to be accomplished. Policy and procedure manuals must still be developed to outline the steps necessary to attain these standards. It is our sincere hope that this Model Kentucky Jail Policy and Procedure Manual will assist you in your effort to attain our standards, provide adequate facilities, reasonable services and humane conditions for both resident and employee alike.

Anthony P. Travisono
Executive Director
American Correctional Association

PREFACE

This model policy and procedure manual is an attempt by the staff of the Office of Jail Training, Kentucky Bureau of Training, to promote standardized operating procedures for the jails of Kentucky. The policies and procedures represented in this model manual are based on legal and humane principles which have evolved to structure the modern jail. The manual was developed to govern the operations of the small rural jails which predominate in Kentucky. However, the policies and procedures in this manual are applicable to jails of any size.

Extensive consultation with national and state jail standards, research of jail studies, and adherence to legal mandates have assisted in establishing the credibility of this manual. To further legitimize the material, the manual was sent to reputable jail authorities throughout the nation for advice and comment. Additions and revisions were completed to elevate the quality and usefulness of this manual to a national level.

The adoption of this model manual will result in a standardized operation of the Kentucky jail system. This initial effort toward standardization can propel the Kentucky jail system to the forefront of a model jail system of which the rest of the nation can follow.

This Model Kentucky Jail Policy and Procedure Manual is an initial effort toward standardization--it is not

designed to represent a final product. It is hoped that continual efforts will be made toward expanding and updating the material to reflect a changing system.

POLICY AND PROCEDURE
MANUAL

COUNTY JAIL

TO ALL JAIL EMPLOYEES:

This manual outlines the policies and procedures for the operation of the _____ County Jail. Each employee is asked to read this manual and to become familiar with its contents. The policies and procedures which appear in this manual are to be followed at all times except under the most extraordinary conditions. During these extraordinary circumstances, the Jailer may verbally dictate procedures to be followed to eliminate any emergency situation.

This manual represents policies and procedures designed to provide a safe and secure facility for the staff and inmates. Failure to follow these policies and procedures may jeopardize the safety and security of the jail. Therefore, any employee who does not follow the policies and procedures as prescribed in this manual may be subject to disciplinary action.

Please note that all pertinent jail forms are contained in this manual immediately after the policy or procedure which explains their use.

Jailer

County Judge Executive

District Judge

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P E R S O N N E L

PERSONNEL

The mission of humane detention of persons as ordered by the court and the provision of opportunities for the personal improvement of those confined is the responsibility of the staff.

As a public service institution, the jail must serve the community as a segment of the criminal justice system. To gain respect as an asset to the community, the jail staff must approach their mission with an attitude and behavior that evokes honesty, integrity, and professionalism.

The policies and procedures that are contained in this section govern the attitudes and behavior of the jail staff. A positive attitude toward the mission of the jail and actions aimed toward the humane treatment of those confined can guarantee honor in a profession in which it is demanded.

A. 1. EMPLOYEE'S FAMILIARITY WITH MANUAL

Each employee is required to read this manual during the first week of employment. Employees will be required to become familiar with the policies and procedures of this manual within the first month of employment.

It is expected that after the first month, employees will be totally familiar with policies and procedures contained in this manual. Any questions regarding the policies and procedures should be directed toward _____.

Any new policies or procedures that are initiated will be posted for a period of one week before they enter the manual. Each employee is expected to become familiar with the new policy or procedure before it enters the manual.

When the need for a new policy or the revision of an existing policy has been determined, the Jailer shall prepare the policy or any necessary procedures. The Jailer will have the policy printed and distributed to all employees.

The employee will add new policies to the manual in their appropriate place. Revised policies will replace existing policies. The outdated policy will be discarded.

The Jailer will maintain a master file which will include all new, revised, and discarded policies and procedures.

A. 2. CHAIN OF COMMAND

All employees are expected to be familiar with and use the chain of command. It is the policy of the Jailer to maintain an "open door" to any inquiries, suggestions, or discussions related to the jail. Such requests that do not require the direct input of the Jailer shall be addressed through the chain of command.

The chain of command for the _____
County Jail is as follows:

Jailer _____

Chief Deputy _____

A. 3. CARRYING WEAPONS ON DUTY

Deputized employees may carry a firearm while on duty. The firearm may be carried while the Deputy is transporting inmates or performing other duties outside the jail. Employees may not carry weapons within the jail except under the direct authority of the Jailer.

Any firearms or weapons maintained at the jail must be kept locked in a safe area at all times.

Those employees who are required to carry a weapon on duty will be required to attend a certified firearms training program prior to carrying the weapons.

Refer to Kentucky Revised Statute 527.020 for further clarification.

A. 4. CARRYING WEAPONS OFF DUTY

Carrying weapons while off duty is strictly discouraged for all employees. Only those employees who have requested in writing and been granted approval from the Jailer will be permitted to carry an off-duty weapon. If this is a weapon other than his service revolver, he must first complete a certified firearms training course.

Employees who desire to carry an off-duty weapon must provide a description and registration number of the weapon to the Jailer.

A. 5. UNIFORM REGULATIONS

The appearance of the uniform must reflect professionalism and must represent the jail at all times.

Those employees who are required to wear a uniform while on duty are required to maintain the uniform in a clean and neat manner. Holes, tears, missing buttons, stains, or frayed areas will be repaired before appearing on duty. All brass items, including badges, will be kept shined. Shoes must be shined and in good repair at all times. Covers will be worn at all times, except when the employee is within a building or vehicle.

Employees will not wear the jail uniform off duty under any circumstances except when travelling to and from work.

A. 6. PERSONAL APPEARANCE

All employees will maintain a clean and neat appearance at all times. The below requirements will be followed by all employees:

1. Haircuts - Employees will maintain clean, combed hair. Males will not be permitted to have hair that extends over the collar or covers the ears. Females with shoulder length or longer hair will wear their hair in a style that does not permit the hair to touch the shoulders.
2. Hygiene - Employees are expected to maintain a clean body at all times. Fingernails will be kept trimmed. Males will shave daily, prior to coming to work.
3. Mustaches and Beards - Mustaches and/or beards must be trimmed and neat.
4. Off Duty - Employees are expected to maintain good habits of personal appearance while off duty so as to bring credit to the jail.

A. 7. PERSONAL CONDUCT

Public employees are expected to behave in such a manner that will reflect maturity, professionalism, honesty, and high integrity.

Employees shall not become intoxicated in public or bring discredit to the jail in any manner.

Badges that are carried during off-duty hours will not be displayed except for the purpose of conducting business related to the jail.

Employees shall not discuss jail business or inmate personal affairs with persons not directly associated with the jail. Confidentiality must be maintained so as not to jeopardize any pending legal procedures and to protect the rights of the inmates. Under no circumstances will a jail employee accept any article or favor from an inmate, or relatives or friends of inmates. Also, employees will not provide inmates with favors or provide them with any unapproved articles. No business transactions of any kind will be conducted between employees and inmates, or relatives, friends, or business associates of inmates.

Those employees who threaten the dignity of the jail by inappropriate behavior or breach of confidentiality will be subject to discipline and possible termination of employment.

A. 8. USE OF PROFANITY

Employees, while talking to inmates, will not refer to them by nicknames, in profane terms, or by use of racial slurs. Inmates will be summoned or talked to by the use of their last name.

Use of profanity toward public citizens or inmates is absolutely prohibited. Professional behavior must be maintained at all times, especially when dealing with the public and the inmate population.

A. 9. ASSOCIATING WITH INMATES AFTER RELEASE

In an effort to maintain a high degree of dignity and integrity, employees are discouraged from associating with former inmates or parolees. Furthermore, associating with relatives of a present jail inmate is highly discouraged except for purposes directly related to the inmate's incarceration. In this instance approval will be obtained from the Jailer.

A. 10. HOLDING OF SECOND JOBS

Jail employees who must have a second job shall notify the Jailer in writing of the place of employment and the hours to be worked.

Second jobs must not conflict with the safety, security, and integrity of the jail. Each case will be considered on an individual basis.

A. 11. STAFF USE OF JAIL TELEPHONES

Employees of the _____ County Jail will use the jail telephones for business only. Except under emergency circumstances, all long distance calls will be approved by the Jailer.

Telephone conversations shall be brief, to the point, and never be unduly long.

A. 12. EMPLOYEE TRAINING

All jail employees will have the opportunity of receiving jail training. Each employee will be placed with a veteran Deputy who will act as an On-the-Job Training Officer. New employees will be assigned to the training officer until the Jailer feels competent to permit the new employee to work on his own.

During the first year of employment, the new employee will have the opportunity of attending jail training sessions sponsored by the Kentucky Bureau of Training. This training includes Basic Academy, On-Site Jailer Workshops, Advanced Jailer Training, Food Service Workshops, and specialized training as it becomes available.

Special training conducted at the jail will occur as the need arises and will require attendance. Excuses for not attending training must be presented to the Jailer prior to the training session.

Suggestions for specific training should be addressed directly to the Jailer.

A. 13. EMPLOYEE EVALUATIONS

All employees of the _____ County Jail will be periodically evaluated as to their performance and overall ability to fulfill the duties and role of a jail employee.

New employees will be evaluated once per month by the Jailer. At the end of a six-month period, the new employee will have a meeting with the Jailer to review the evaluations and to discuss job performance.

After the six-month review, evaluations will be conducted each three months until the employee has been employed for one year. At the end of the one-year period, another evaluation review meeting will be held. Those employees whose performance is considered acceptable by the Jailer will become regular employees after the one-year review. Regular employees (off probationary status) will be evaluated once per year.

Evaluations will be conducted by the use of the Performance Checklist. Each completed evaluation will be shared with the employee so that he or she will have an opportunity to discuss strong and weak points.

PERSONNEL PERFORMANCE CHECKLIST

Employee's Name _____ Date _____

Position _____

Rating Period: From _____ To _____ Supervisor _____

Performance Rating:

Satisfactory			Improving			Unacceptable		
9	8	7	6	5	4	3	2	1

APPEARANCE:

	Self Rating	Supervisor Rating
1. Clean and pressed uniform		
2. Shined shoes		
3. Personal hygiene		
4. Overall personal appearance		

LANGUAGE:

1. Uses appropriate language		
2. Expresses himself or herself		
3. Uses the phone properly		
4. Properly addresses inmates		
5. Does not talk to inmates about other inmates		
6. Does not gossip about fellow employees		

COMPOSURE:

1. Reacts properly to emergencies		
2. Self Confidence		
3. Consistant performance of assignments		
4. Reacts properly toward special inmates		
5. Does not over react when having inmate confrontation		

SECURITY:

Self Rating

Supervisor Rating

1. Keeps accurate count		
2. Maintains lock and gate control		
3. Conducts frisk searches		
4. Practices contraband control		
5. Assists in shakedown searches		
6. Checks windows and bars		

SPECIAL DETAILS:

1. Properly structures details		
2. Maintains check on work crews		
3. Controls tools and equipment		
4. Obtains proper clothing for work details		

COUNT PROCEDURES:

1. Issues clear, firm instructions		
2. Counts flesh or movement		
3. Permits no interruptions		
4. Maintains lock and gate control after count		

COMMUNICATION WITH STAFF:

1. Maintains open communications line		
2. Motivates staff		
3. Develops staff morale		
4. Assists superior officers		
5. Makes appropriate recommendations		

BEHAVIOR TOWARD DUTY:

1. Reports on time		
2. Does not abuse sick time		
3. Notifies supervisor if reporting late		

	Self Rating	Supervisor Rating
4. Follows all procedures		
5. Follows up on all assignments		
6. Reads correctional literature		
TOTALS		
Average Score (Divide by 40)		

COMMENTS:

Signature of Employee

Signature of Supervisor

A D M I N I S T R A T I O N

ADMINISTRATION

County jails have a history of operating under poor administrative practices. The evolution of the county jail has developed through massive changes in administrative procedures and public demand. The citizenry demands accountability from its public service institutions, especially those associated with the administration of the criminal justice system. Documentation of the administration of the jail has become necessary for public scrutinization and as protection from unnecessary litigation.

Sound administration policies can reduce danger to the staff, inmate tension and anxiety, negative legal actions, and other problems associated with the operation of a jail. The following policies and procedures within this section establish administrative methods consistent with modern-day, professional concerns.

B. 1. STATEMENTS TO THE MEDIA

All statements to the press and other media will be made by the Jailer only. In the Jailer's absence, a Deputy may be authorized to provide the media with the following information:

1. If a particular person is lodged in the jail.
2. Name of a person lodged in the jail.
3. The specific charge by which a specific inmate is detained.

Absolutely no other information will be provided to the media by a Deputy or other jail employee, unless authorized by the Jailer.

B. 2. PUBLIC TOURS

The jail is a public service facility and must accommodate legitimate requests for public tours. All requests for public tours must be made in writing to the Jailer at least two weeks in advance of the intended date.

During the tour, citizens will be asked to leave purses, umbrellas, and other carried items in the _____ . Furthermore, citizens will be asked to refrain from staring at or talking with any inmates. Citizens are prohibited from giving any articles to the inmates.

While conducting a tour, make certain that the group stays together. This pertains especially to younger age groups.

Cameras or tape recorders will not be permitted to be used by a public citizen on a tour of the jail.

Members of the press who tour the jail will be asked not to take photographs of inmates. If it is necessary to take pictures, the inmate must sign an agreement stating that the inmate voluntarily posed for the picture.

B. 3. RELEASE OF INMATE INFORMATION

In order to protect the privacy rights of the inmates and to prevent escape plans and illegal use of information, discretion should be used in providing persons with inmate or jail information.

Identified law enforcement agencies should be provided with any legitimate request for information. Other governmental agencies should be provided with information pertinent only to their specific function and with consent of the inmate. Employees should encourage all requests for information to be in writing addressed to the Jailer.

Relatives and private citizens should only be provided with information that may be provided to the media.

Telephone inquiries regarding jail procedures and operations will be directed to the Jailer.

B. 4. STORAGE OF RECORDS

All jail records are confidential and may be used as documentary evidence in court. Therefore, these records must be kept in good order and safe from fire, other natural hazards, and from access to inmates and private citizens.

Under no circumstances will records be stored in such a manner as to provide access by inmates or citizens.

Records of inmates who have been released from jail will be neatly packaged and stored in the _____ for an indefinite period to time.

Note - Because of the potential of jail records appearing as documentary evidence, all jail records will be free of any unnecessary remarks, doodling, symbols, excess erasures, or other notations not required on the forms.

B. 5. INMATE ACCOUNTS

The jail will maintain an Account Log which will document the financial status of all inmates housed in the jail. The Account Log will contain a separate sheet for each inmate. Each sheet will contain:

1. Date and amount of money the inmate has on his person at the time of admission.
2. Amount of money and dates of any money brought to or sent to the inmate.
3. A current balance documenting all expenditures with dates for purchases made at the jail.
4. Signature of inmate and date at the time of release.
5. Signature of Jailer or Deputy.

The Account Log is an official record, and its contents are not to be revealed to other than staff unless authorized by the Jailer. The Account Log will be kept in a safe and accessible area at all times.

Inmates will be permitted to see their own personal account sheet if they believe that a discrepancy has been made. Upon release, the inmate will sign his or her Account Sheet which will certify that the balance is correct. If the inmate believes that the amount is incorrect, the Jailer will be notified and will handle the situation.

Money will be accepted at the jail in the form of cash, money orders, traveler's checks, or certified checks. The money may enter the jail in the mail or be given to the deputy on duty during visitation. Any money entering the jail for an inmate will be documented on the Inmate Account Sheet and placed in the safe.

The Jailer will take the money out of the safe each day and deposit it in the bank. Upon release, the deputy will write the inmate a check for the amount of the balance on the Account Sheet. No interest will be accrued in the Jail Inmate Account.

After the inmate is released, the Account Sheet will be filed in a safe container and properly stored with other inmate records.

B. 6. MONTHLY POPULATION REPORT

Documentation of the type and number of inmates who are admitted and released from the jail is important for efficient planning. The Monthly Population Report must be thoroughly completed to provide accurate figures for jail records and planning.

1. The Report will be completed each day by the Deputy on the night shift.
2. Inmates who are admitted after midnight will be recorded on the actual date.
 - A. Example: John Doe, admitted to the jail at 11:50 P.M. on July 1, 1979, will appear as an admission on July 1. Jane Doe, admitted at 12:10 A.M. on July 2, 1979, will appear as an admission on July 2.
3. At the end of the month, the Report will be submitted to the Jailer for his review and signature.
4. One copy of the Report will be sent to the:

Office of Regional Jails
Bureau of Corrections
5th Floor, State Office Building
Frankfort, KY 40601

MONTHLY POPULATION REPORT

City or County

Month

Year

FACILITY TYPE:

Regional Jail

Feeder Jail

Lock Up

DAY	ADMITTED					RELEASED				
	ADULTS		JUVENILES		TOTAL ADMITTED	ADULTS		JUVENILES		TOTAL RELEASED
	Male	Female	Male	Female		Male	Female	Male	Female	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
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24										
25										
26										
27										
28										
29										
30										
31										
TOTALS										

Jailer's Signature

Print Name and Title of Person Filling Out Form

Date

B. 7. USE OF THE SHIFT LOG

The Shift Log will be maintained throughout each shift. Entries will be made as often as necessary to reflect the activities of the Deputies and any occurrence that is not routine.

The Shift Log will contain the date and time of each entry and will include:

1. When the Deputy came on duty.
2. When the Deputy went off duty.
3. Cell inspections.
4. Floor inspections.
5. Counts.
6. New admissions.
7. Transports.
8. Court appearances.
9. Visits by persons on official business.
10. Unusual phone calls.
11. Shakedowns.
12. Unusual inmate activities.
13. Mail delivery.
14. Any other information that documents the time that the officer performed a duty or witnessed an activity that would be of benefit as a record in court.

B. 8. THE UNUSUAL OCCURRENCE REPORT

The Unusual Occurrence Report will be used to document incidents that are non-routine and require emergency procedures. This report will act as a summary of the actual detailed report of the occurrence. This documentation will be used as an official document to the courts if the need arises and as an evaluation device for the Office of Regional Jails of the Kentucky Bureau of Corrections.

Use of the Unusual Occurrence Report

1. Complete the report after the occurrence of any of the following incidents:
 - a. Fire in the jail.
 - b. Death in the jail.
 - c. Natural disaster.
 - d. Inmate disturbance.
 - e. Assault on staff.
 - f. Escape.
2. Staff are instructed to complete each section of the report.
3. The Jailer will sign the report verifying that the information is accurate.
4. Once copy of the report will be sent to the:

Office of Regional Jails
Bureau of Corrections
5th Floor, State Office Building
Frankfort, KY 40601

5. One copy will be kept on permanent file at the jail.

UNUSUAL OCCURRENCE REPORT

TYPE OF FACILITY: Regional Jail Feeder Jail Lock-Up

City or County _____ Date of Incident _____ Time of Incident A.M. P.M.

SELECT TYPE OF INCIDENT AND FILL IN THE APPLICABLE INFORMATION
(Please attach any investigation reports available)

DEATH	<input type="checkbox"/> Suicide <input type="checkbox"/> Homicide <input type="checkbox"/> Other		Specify Method or Cause	
	Deceased's Name		Location of Incident	
ASSAULT ON STAFF	Staff Medical Care Provided			
	Inmate Medical Care Provided		Type of Injuries	
	Location Where Assault Occurred		Method of Attack	
RIOT OR MASS INSUBORDINATION	Number Involved		Location of Incident	
	Basic Issues of Protest		Method(s) Employed	
FIRE	<input type="checkbox"/> Mattress <input type="checkbox"/> Storage <input type="checkbox"/> Equipment <input type="checkbox"/> Other (Specify)			
	Location of Fire		Primary Damage to Physical Plant <input type="checkbox"/> Smoke <input type="checkbox"/> Heat <input type="checkbox"/> Other	
	Injuries Incurred by <input type="checkbox"/> Smoke <input type="checkbox"/> Burns <input type="checkbox"/> Other		Type of Medical Treatment	
USE OF DEADLY FORCE	Type of Force Used		Result of Force Used	
	Recipient of Force		Location of Incident	
ESCAPE	<input type="checkbox"/> Successful <input type="checkbox"/> Attempted		<input type="checkbox"/> Security Area <input type="checkbox"/> Non Security Area	
	Escapee		Location	Method
MASS MEDICAL TREATMENT	Number Affected __ Inmates __ Staff		Location of Incident	Preliminary Assessment of Cause
Signature of Jailer			Print Name and Title of Person Filling out Form	

B. 9. WEAPONS IN THE JAIL

Absolutely no firearms or weapons are permitted in the confines of the jail. Employees will not carry pocket knives or other sharp implements that may be used as a weapon.

Law enforcement personnel will be required to remove their weapons prior to coming into the jail. Detectives, attorneys, probation and parole officers and other visitors to the jail will be asked if they are carrying a firearm. If they are carrying a weapon, they will be instructed that they may not enter the jail with the weapon. Employees will encourage these persons to leave their weapon in their automobile, office, or other location outside of the jail. However, if necessary, storage of weapons for these visitors will be provided in the _____.

The only time firearms are permitted in the jail is by staff during a jail disturbance or when they are securely locked in the arsenal. During a disturbance, the Jailer will determine if firearms may enter the jail and who is authorized to use them.

B. 10. MAINTENANCE OF THE ARSENAL

The _____ County Jail will maintain an arsenal to store the following items:

1. Batons
2. Gas masks
3. Chemical agents
4. Shotguns
5. Ammunition
6. Miscellaneous emergency or riot control equipment

The arsenal will remain locked at all times and the key to the arsenal will be locked in the _____.

Weekly inspection will be conducted in the arsenal to inspect the condition of weapons and gear and to maintain an active inventory. The Deputy conducting the inspection will sign his name and date on the Arsenal Inspection Log, located in the arsenal.

B.11. USE OF FORCE

It is the policy of the _____ County Jail that the least amount of force be used to eliminate a dangerous situation. Inmates will not be subject to any form of physical force except when the safety of the staff or another inmate is in imminent danger. Under no circumstances will restrained inmates be subject to physical abuse.

KRA 503.010 states that "physical force" is force used upon or directed toward the body of another person and includes confinement.

Physical force is justified only when the deputy believes that such force is necessary to protect himself against the use of physical force by the inmate.

KRS 503.010 defines "deadly physical force" as force which is used with the purpose of causing death or serious physical injury.

Deadly physical force must be used with utmost discretion and only in situations that threaten the life of a staff member, another inmate, or an escaping inmate.

All employees are required to read and become familiar with the following Kentucky Revised Statutes:

KRS 503.010

KRS 503.040

KRS 503.020

KRS 503.050

KRS 503.060

KRS 503.110

KRS 503.070

KRS 503.120

KRS 503.090

B. 12. USE OF COUNTY VEHICLES

When available, county vehicles will be used for the transportation of inmates and for jail business. The use of a county vehicle for personal business is strictly forbidden.

Unattended jail vehicles will be kept locked at all times to prevent the planting of weapons and to prevent the possible tampering with the vehicle.

Prior to the transportation of an inmate, the vehicle will be thoroughly inspected for any articles that the inmate may use to threaten the safety and security of the transport.

Jail vehicles will be maintained in good running order and will be kept clean inside and out.

B. 13. DETAINERS

A detainer is a legal document in which another jurisdiction requests that upon release, the inmate will be detained to answer to an offense committed in the requesting jurisdiction.

If a detainer is lodged against an inmate, it will be filed in the metal container labeled, "Detainers." Also, a notation will be made on the particular inmate's admission card.

It is the policy of the _____ County Jail that all detainers be honored except when specified by the Jailer. Agencies filing the detainer will be required to pick up the inmate on the day of his release from the jail. The Jailer or his designee will promptly notify the requesting agency as soon as a release date has been established for an inmate and note the response on the inmate's Admission Card.

Inmates who have detainers will be excluded from any programs permitting the inmate to leave the confines of the jail or from trustee status. Extreme precautions will be taken with inmates who have detainers to reduce the potential of escape.

B.14. JAIL CREDIT TIME

Persons convicted of a felony are entitled to good time credit for all time spent in custody prior to the commencement of the sentence. Therefore, it is essential that precise records be maintained on the admission and release dates of all inmates. The Jailer is responsible for providing the sentencing judge with the amount of jail credit time earned.

B.15. MARRIAGE OF INMATES

The _____ County Jail will not honor a request for an inmate to get married while he or she is lodged in the jail. This policy includes inmates on work release or gradual release.

B.16. INMATE JAIL STATUS SUMMARY

The Inmate Jail Status Summary is designed to provide the state correctional system with information that will be helpful for classification purposes.

The Summary will be completed on the date that the offender is to be transported to a state facility. The deputy performing the release procedure will be responsible for completing the Summary. The Summary will be attached to the paperwork that will accompany the offender to the state facility.

The Jailer or his designee will sign the form signifying that all information described on the form is correct.

COUNTY JAIL

INMATE JAIL STATUS SUMMARY

Inmate's Name: _____ Charge(s) _____

Number of Days Spent at Jail _____

A. Disciplinary Actions: (include date, charge, and penalty for each offense)

B. Medical Care: (include date, type of care provided, and prescriptions of medicine)

C. Program Involvement: (include dates, type of activity, such as: work release, counseling, education, or others)

(Jailer's Signature) (Date)

S A F E T Y A N D S E C U R I T Y

SAFETY AND SECURITY

The foremost concern of this jail is the safety of the staff and inmates and the overall security necessary to guarantee protection of the community from the jail's inhabitants. All activities and operations will be focused on safety and security.

Continuing attention must be given to the safety of the inmates and staff. The rigors of incarceration can cause pressures and tensions resulting in sudden violent behavior toward staff or other inmates. Also, the sometimes threatening and artificial life of incarceration with its many restrictions may precipitate suicidal behavior in emotionally or mentally disturbed persons.

Security is of paramount importance considering that jail inhabitants are detained against their will and may be faced with a lengthy sentence in prison. This fact makes the task of preventing escapes a continuous duty.

The policies and procedures enumerated in this section are designed to provide maximum safety to staff and inmates while providing secure operations for protection of the public.

C. 1. DENIAL OF ADMISSION

The Jailer reserves the authority to deny the admission of an arrestee who is brought to the jail in an injured or unconscious condition.

Any inmate who is brought to the jail with visible injuries or who is unconscious will not be admitted to the _____ County Jail. The Deputy on duty will instruct the arresting authority of this policy and recommend that the arrestee be taken to the hospital prior to being admitted to the jail.

In cases where arrestees are denied admission, a Denial of Admission Form must be completed as a record of protection from possible litigation. The arresting officer is encouraged to sign the form. If the officer refuses, the refusal should be noted as "refused to sign."

DENIAL OF ADMISSION FORM

Arrestee's Name _____

Date _____

Charge _____

Time _____

The arrestee will not be permitted admission to the jail for the following reasons:

Unconscious

Injury

Obvious Mental Illness

Improper Commitment Papers

Other - Explain: _____

.....

(Jailer or Deputy's Signature)

.....

(Arresting Officer's Signature)

C. 2. ADMISSION

The following admission process must be accomplished in the steps as prescribed below:

A. Routine Admission

1. After the handcuffs are removed, all arrestees will be searched for weapons.
2. The arrestee will remove all articles from his or her clothing and place them on the booking desk. This includes hand-carried items such as purses, to avoid concealing contraband.
3. The Deputy will admit the arrestee using the Admission Form.
4. All property will be recorded on the booking sheet and will be placed in an envelope with the arrestee's name on the front and then properly stored in a secure place.
5. The arrestee will be escorted to the strip search area and will be strip searched thoroughly. Matrons will search females.
6. If the arrestee is visibly dirty or infested with lice or other vermin, the arrestee will be given a shower.
7. The arrestee's clothing will be thoroughly searched and then returned to the arrestee.
8. The arrestee's shoes and belt will be tagged

and stored, and a pair of jail slippers will be issued. These slippers must be collected at the time of release.

9. The arrestee will be fingerprinted. (except juveniles)
10. The arrestee will be photographed. The photo will be stapled to the Admission Form. (except juveniles)
11. The arrestee will be locked in the pre-arraignment area and will remain in this area until after the arraignment. When the inmate is returned to the jail from the arraignment, he or she will be classified to the appropriate housing area.

B. Special Admissions

1. Females - Matrons will book in all female arrestees. Female arrestees will not be searched by male Deputies. At no time will female and male arrestees be booked at the same time.
2. Intoxicated Persons - Arrestees who are incoherent and cannot respond to questions will be searched and placed in the Detoxification Cell until they can adequately respond.
3. Juveniles - Persons under the age of eighteen

will be admitted in the same manner as an adult but must be kept totally separated from adults, at all times.

4. Mentally Ill Persons - Arrestees who exhibit behavior that appears to be abnormal will be admitted as outlined in the routine procedure. After the admission process is completed, a call will be made to the local Comprehensive Care Center. Until a representative from the Comprehensive Care Center arrives at the jail, all abnormal behavior will be documented. If the arresting officer noticed abnormal behavior, he should also document this behavior.

For some individuals, the process of admission to the jail can be frightening and/or threatening. Care should be made to reduce the anxiety of entering the jail and to preserve the dignity of the arrestee.

All inmates who have returned from arraignment and who will be detained in the jail will be given an opportunity of reading the Offenses and Penalties of the _____ County Jail. The Offenses and Penalties will be read to those inmates who cannot read. The purpose of this activity is to immediately familiarize the inmate with the rules of the jail. All questions from the inmate may be answered at this time.

JAIL ADMISSION FORM

IDENTIFYING DATA:

Last Name _____ First _____ Middle _____

Nickname or alias _____

Address _____

Telephone No. _____

Social Security No. _____

Date of Birth _____

Race _____ Sex _____ Age _____

Height _____ Weight _____

Scars or Marks _____

Marital Status _____ No. of Children _____

Occupation _____

Employer's Name _____

Address _____

Admission No. _____

Date _____

Charge _____

Co-Defendant _____

Arresting Authority _____

Signature of Arresting or Transporting Officer _____

Signature of Admitting Deputy or Jailer _____

Telephone Call? Yes ___ No ___

Rules Read? Yes ___ No ___

MEDICAL DATA: (Circle one)

Are you now under a doctor's care? Yes No
Are you subject to epileptic seizures? Yes No
Are you a diabetic? Yes No
Are you subject to fainting spells? Yes No

Do you require special medication? Yes No
Do you suffer from heart disease? Yes No
Do you have a disability or illness? Yes No
Are you subject to drug withdrawal? Yes No

If "Yes" explain: _____

Have you been a patient in a hospital during the past year? Yes No
If "Yes" explain _____

In case of an emergency, contact this person: (Name, address, and telephone no. if possible)

RELEASE DATA:

Reason for release from jail: _____

Final release from jail: Date _____ Time _____

Total time held in jail: Months _____ Days _____ Jail Credit Time _____

Do you know anyone in the jail who may want to harm you? Yes ___ No ___

I certify that the above information is correct to the best of my knowledge.
Inmate's Signature _____

C. 3. RELEASE

Release procedures must be closely followed to insure that the correct person is being released and that all property is returned.

Temporary Release - Release for short periods of time such as work releases, study releases, non-emergency hospital trips, funerals, etc.

1. Prior to temporary release, the inmate will be positively identified as the person who may be released.
2. Temporary releases will be frisked prior to release.
3. The Deputy on duty will sign the inmate out on the Shift Log showing the date and time of release. Upon return to the jail, the inmate will be logged in.
4. The inmate will be reminded of the prescribed hour that he must return to the jail.
5. Inmates unable to return at the prescribed time will call the Jailer. All excuses will be verified.
6. Upon return to the jail, all inmates will be thoroughly strip searched.
7. If there is any doubt whatsoever that the inmate had been drinking, a breathalyzer test will be

performed.

Permanent Release - This includes discharge due to end of jail sentence, found not guilty, release on bond, release on own recognizance, or transfer to another facility.

1. Prior to release, the inmate will be positively identified as the person who may be released.
2. Discharges will be strip searched prior to release if they are being transported to another correctional facility.
3. Discharges must sign the Admission Form stating that all personal property has been returned.
4. All jail property will be collected; damaged or missing property will be deducted from the inmate's account.
5. Discharges must sign their Account Sheet stating that they are receiving the correct amount of money.
6. Refusals to sign either the Admission Form or the Account Sheet will be immediately reported to the Jailer.
7. All records pertaining to the inmate will be compiled and properly stored as a permanent record.

C. 4. VISITING

All inmates will be afforded the opportunity of visiting, regardless of their status. However, this privilege may be limited as a result from disciplinary action. Because of the importance of family visits to the inmate, this privilege will be limited as a last resort or when the potential for danger to the facility is high.

Hours - Inmates in general population will be permitted to visit _____ times per week. The hours for visitation will be posted on the Daily Operation Schedule and in the visiting area. Special visits must be approved by the Jailer. Regular visits will be of _____ minutes duration.

Rules For Visitors:

1. Visitors will not be permitted to leave any articles for the inmate except cigarettes and foodstuff that have not been opened from the factory and are not packaged in glass or metal containers.
2. Children must remain with their parents at all times. Parents will be responsible for their children's behavior.
3. Profanity will not be tolerated.
4. Visitors will not be permitted in the visiting area with revealing clothing.
5. All visitors are required to show identification and to sign the Visitation Log.

6. Visitors under the age of eighteen will not be permitted to visit unless accompanied by a parent or guardian or unless they are part of the inmate's immediate family.

Rules for Inmates:

1. Inmates must be fully dressed during a visit.
2. Profanity will result in disciplinary action.
3. At the end of the visiting period, the inmate will immediately end the visit and be escorted back to the living area. This policy will allow equal time for all inmates and their visitors.

Special Visits:

1. Inmates may be granted a special visit only if approved by the Jailer. Special visits will be considered under the following circumstances:
 - A. Death in the family.
 - B. After receipt of prison sentence.
 - C. Business matters
 - D. Birth in the family.
2. Special visits will be of _____ minutes duration.
3. If the visitor was permitted to have contact with the inmate, the inmate will be strip searched in every instance.
4. Two inmates of the same immediate family may visit at the same time if approved by the Jailer.

Attorney Visits

1. Attorneys may visit their clients at any time, however, they will be discouraged from visiting during meal time and late evening hours.
2. Attorneys who carry weapons must check the weapon in to the Deputy prior to the visit.
3. Attorneys are strictly forbidden from giving any items to the inmate.
4. Attorneys may see only one client at a time unless approved in advance by the Jailer.
5. Attorneys may request a confidential visit with their client. If this is the case, the attorney and one client may visit in the _____.

Clergy Visits

1. Clergymen may visit the jail at any time, but they are discouraged from visiting during meal times.
2. Members of the clergy will not give an inmate any articles without approval of the Jailer.
3. Clergymen must show verification of their relationship to their church, if asked.

Contact Visits - The _____ County Jail permits contact visits to those inmates who have exhibited exemplary behavior and are deserving of this privilege. Contact visits will follow the below guidelines:

1. Only immediate family members are eligible for this privilege.

2. Those inmates who are eligible for contact visitation may have a contact visit _____ per month.
3. No undue physical expression of affection will be permitted in the visiting area.
4. Visitors must leave purses, umbrellas, brief cases, or any other carried items outside of the visiting area.
5. All inmates will be strip searched after a contact visit.

C. 5. USE OF THE VISITING LOG

An entry must be made in the Visiting Log for each visitor to the jail. All visitors, including attorneys, clergymen, maintenance men, members of the media, family and friends of the inmates must show positive identification before entering the jail. Visitors to see inmates must provide a complete address and their relationship to the inmate. Other visitors must state their purpose for the visit.

C. 6. INMATE PROPERTY

Inmate property will be maintained in the Property Room. The Property Room will remain locked at all times that it is not in use. Inmates will not have access to the Property Room under any circumstances. All property entering the Property Room will be properly marked with the inmate's name and booking number.

Property Form - All inmate property will be indicated on the Property Form. The Deputy recording the property will sign the form and the inmate will sign the form to signify its authenticity. Upon release from the jail, the inmate will sign the Property Form signifying that all property was returned. After release, the Property Form will be stored as a permanent record of the inmate's property.

Valuables - All jewelry, money, wallets, or other valuables will be placed in an envelope with the Property Form. The envelope will be marked with the inmate's name and booking number and placed in the _____.

Release of Property - Immediate family members may request that certain items be released in their care. In this case, the inmate will approve the release with his signature on the form in the appropriate space. Inmates are not permitted to release any property or money to another inmate.

Shoes - Inmates are not permitted to wear their own shoes in the living areas after arraignment. Therefore,

shoes must be tagged with the inmate's name and booking number and stored in the Property Room. Inmates returning from arraignment will be issued jail slippers.

Belts - Inmates are not permitted to wear belts in the jail. Follow same policy as with shoes.

Exchange of Clothing - Immediate family members may request that the inmate be provided with clean clothing for appearance at trial. In this instance, the clothing will be accepted by the Deputy and thoroughly searched. This clothing will be documented on the Property Form. Inmates may only have one suit of clothing in their cell. All extra clothing will be placed in a bag and marked for storage in the Property Room.

Missing Property - All reports of missing property will be brought to the immediate attention of the Jailer.

INMATE PROPERTY SHEET

Inmate's Name _____ Property No. _____

Admission No. _____ Date _____

Personal Property at Admission:

Item	Amount	Description
Cash		
Checks		
Checkbook		
Watch		
Ring		
Keys		
Wallet		
Purse		
Writing Implements		
Papers		
Knife		
Lighter		
Gloves		
Hat		
Coat		
Belt		
Glasses		
Pipe		
Miscellaneous Jewelry		
Shoes		
Other		

I certify that the items listed above are all the personal property that I have at the time of admission.

Inmate's Signature

RELEASE: I certify that all personal property has been returned to me.

Inmate's Signature

Jailer's or Deputy's Signature

C. 7. ARTICLES IN THE CELLS

In an effort to provide a humane existence for the inmates incarcerated in the _____ County Jail, certain articles will be permitted in the cells.

Detoxification Cells:

1. No articles are permitted in this cell.
2. Smoking may be permitted if the cigarette is lit by a Deputy.

Padded Cells:

1. No articles are permitted in this cell.
2. Smoking is prohibited in this cell.

Regular Cell or Dorm (each inmate may have the following):

1. 1 pair of pants
2. 1 shirt
3. 1 undershirt
4. 1 pair of undershorts
5. 1 pair of socks
6. 1 pair of jail slippers
7. 1 towel
8. 1 washcloth
9. 1 mattress
10. 2 sheets
11. 1 pillow and pillow case
12. 1 blanket

13. 1 toothbrush
14. 1 tube of toothpaste
15. 1 plastic container of deodorant.
16. 1 plastic tube of shampoo
17. 1 pad of writing paper
18. 1 pencil (not a pen)
19. Postage stamps
20. Maximum of _____ letters
21. 1 newspaper
22. 1 plastic cup
23. 3 magazines
24. 5 paperback books
25. 1 pack of safety matches
26. Cigarettes or tobacco
27. Pictures
28. Commissary items
29. Recreational items prescribed by Jailer
30. Radio with earplug

Detention Cells: (for disciplinary purpose only)

1. One set of jail clothing
2. Mattress
3. Blanket and linen
4. 3 books
5. Letter writing materials
6. Toiletries for personal hygiene

Note: All items other than those listed above will be regarded as contraband.

Special Conditions:

1. No pictures or any other items may be placed on the walls, windows or doors of any cell.
2. Inmates who have or who have attempted to destroy bedding may have bedding-materials removed for a period of 24 hours.
3. Inmates who are high suicidal risks may have all items removed from their cell until they are interviewed by the staff of the Comprehensive Care Center.
4. Absolutely no glass or metal containers will be permitted in the inmate living areas.

C. 8. CONTRABAND

One of the most difficult and continuous duties that the jail staff must perform is activity aimed at the elimination of contraband in the jail. Contraband is inclusive of many articles but is defined for the _____ County Jail as any article that is not explicitly permissible by the Jailer. Contraband may be in several forms:

1. Weapons - Any article that may be used to injure a staff member or another inmate.
2. Escape Implement - Any article that could be used in an escape attempt. Example: Maps, flashlight, hacksaw blade, money.
3. Drugs - Any medication or substance that may act as a depressant, stimulant, or hallucinogen. Example: glue, marijuana, alcohol.
4. Nuisance - Any other item that may present a potential hazard in the jail. Example: gambling paraphenalia, belts, excess paper items, cigarette lighter.

Methods of Controlling Contraband:

1. All inmates will be thoroughly strip searched during admission or when returning to the jail from court, work release, after a contact visit, etc.
2. Frequent shakedowns will be conducted in the inmate living areas. During shakedowns, inmates will

be moved into the corridor under supervision. The remaining staff will thoroughly search each cell, day room, and all areas in which inmates have access.

3. Visitation will be supervised. All contact visits will be directly monitored by a Deputy. Visitors are not permitted to carry any article into the contact visiting area.
4. Inmates caught with contraband will be subject to disciplinary action.
5. Visitors caught passing contraband to inmates will face criminal prosecution and will relinquish all future opportunities of visiting.
6. Inmates will be closely guarded during transportation and appearances in court so that contraband cannot be passed to them.
7. All incoming mail will be inspected for contraband. Inmates may not receive packages.
8. Visitors may not leave inmates any articles unless they are approved by the Jailer and packaged from the manufacturer.
9. Any employee who is caught bringing contraband into the jail will face immediate dismissal and possible prosecution.

C. 9. INMATE CORRESPONDENCE

All inmates are encouraged to send and receive mail to maintain contact with their family and friends. However, mail is a primary source of the entrance of contraband in the jail.

Legal precedent dictates that inmate correspondence be handled in the following manner:

Incoming Mail - All incoming mail, except privileged correspondence, will be opened and checked for contraband. Cash or money orders will be placed on the inmate's account. Drugs, weapons, or articles that may assist in an escape effort will be turned over to the proper authorities for possible prosecution.

Incoming mail will not be read unless the Jailer has probable cause that the reading of a particular inmate's mail may prevent an escape, suicide, assault, or other felonious activities.

Outgoing Mail - There will be no restrictions on the number of letters an inmate may send or to whom they are sent. Outgoing mail will be sealed by the inmate and will not be opened unless the Jailer has probable cause that the inmate is using the mail in an illegal manner. All outgoing mail must have a return address which will appear on the upper left corner of the envelope.

Privileged Correspondence - Correspondence to public

officials and/or attorneys is regarded as privileged. This mail will be opened to check for contraband in the presence of the inmate. Privileged correspondence will not be read unless the Jailer has probable cause (which may have to be revealed in court) that the inmate is using the mail to facilitate an escape, suicide, or felonious activities. Outgoing privileged correspondence will not be opened.

Packages - Inmates at the _____ County Jail are not permitted to receive packages.

Indigent Inmates - Inmates who have no money in their account and have not received any stamps in the mail will be provided with writing materials. Indigent inmates will be provided with six sheets of paper, three envelopes, a pencil, and three stamps per week, if requested. If these inmates receive money or stamps in the mail, they will not be able to receive free writing materials until they have used their resources.

C.10. INMATE TRANSPORTATION

This procedure will cover inmate transportation to the courts, hospital, other correctional facilities, or any destination outside of the jail.

Procedure:

1. Make certain that all appropriate paperwork is complete and correct before preparing the inmate.
2. Notify the inmate that he is being transported so he may gather his belongings.
3. Strip search the inmate.
4. Assemble his personal property and have him sign all appropriate documents.
5. Apply belly chains, handcuffs and leg irons to all persons being transported.
6. Make certain that the vehicle has been thoroughly searched for weapons.
7. Place inmate in the vehicle according to how many inmates and staff will be riding in the vehicle.
8. When the destination is arrived, take care of all necessary paperwork and remove restraints only when the inmate is formally turned over to other authorities. If the Deputy is to remain with the inmate, the restraints will only be removed when total safety is assured.

Special Conditions:

1. Mealtime - During transportation, inmates will be fed at a drive-in fast food restaurant. The inmate will remain in the vehicle with one hand cuffed. Drinks will be served in paper cups.
2. Restroom - Restroom stops will be made at service stations where one Deputy may park near the door and maintain good eye contact while the other Deputy goes in with the inmate.
3. Any unusual activity, such as possible following cars, will be reported to the local authorities.

C. 11. CLASSIFICATION

The proper separation of inmates is the primary activity dictating the degree of security and humaneness of a correctional facility. Proper classification is not only necessary, but it is mandated by law.

Females - Females will be separated at all times from male inmates. Females and males will not be admitted at the same time.

Juveniles - Juveniles will remain separated at all times from adult inmates. Juveniles will not be permitted to come into contact with adults while incarcerated. Juveniles will exercise at different hours according to the Daily Operational Schedule.

Pretrial - Inmates in pretrial status will be housed in _____. If a pretrial inmate is sentenced to the jail, he will be moved to the sentenced area.

Sentenced - Inmates who are sentenced to the jail will be housed in _____.

Misdemeanant/Felon - Inmates charged with misdemeanors will be separated from felons when space permits. Misdemeanants will be housed in _____ while felons will be assigned to _____.

Overcrowding will occur at the jail from time to time. Generally, this will jeopardize the classification system. Every effort must be made to adhere to this system when

possible. Keep in mind that overcrowding will never be an excuse for the integration of males and females or juveniles and adults.

Special Cases:

1. Mentally Ill - Every effort will be made to remove these persons to a mental facility. During their stay in the jail, they will be classified as any inmate unless their behavior warrants that they be placed in _____.
2. Intoxicated persons - These inmates will remain in the detoxification cell until they regain their faculties and can be properly classified.
3. Physically Ill - Those persons diagnosed with probable or real communicable diseases or infections will be kept isolated from the general population until they are treated and no longer infectious. Until then, they will remain in the _____.
4. Disciplinary Segregation - Inmates who must be temporarily segregated for disciplinary purposes will be housed in _____.
5. Trustees - Trustees will be housed in the _____ and should have limited contact with the regular inmate population.

C. 12. FEMALE INMATES

Female inmates present special problems and require separation from males at all times.

All jail operations regarding females will be administered by a Matron. Male Deputies are not permitted in the female cell area, unless accompanied by a Matron. Certain extraordinary circumstances may permit a male to enter the female area by himself. These circumstances include emergencies such as fires, natural disasters, riots and disturbances, or other times when the safety of the inmates or the jail are threatened.

During transportation of a female, a male Deputy will accompany the escorting Matron, except when ordered by the Jailer.

C.13. JUVENILE DETAINERS

Juveniles present special problems in the jail setting. They must remain separated from adult offenders at all times according to KRS 208.010. Juveniles are often frightened and threatened by a jail experience. Their confusion and emotional status may prompt them into irrational and unpredictable behavior. Keep these points in mind when a juvenile is detained in the jail:

1. Juveniles must be kept separated from adults at all times. Separation from adults will include the admission and release process.
2. The jail staff shall continuously monitor the behavior of any juvenile detained in the jail.
3. Adjustments may be made on the telephone and visiting privileges to accommodate the emotional status of the juvenile. If this is required, it must be approved by the jailer.
4. Upon admittance of a juvenile, the Deputy will notify the Bureau for Social Services.

C.14. DISCIPLINARY PROCEDURES

The disciplinary process in the _____ County Jail is designed to provide documented due process proceedings to the inmate population.

The disciplinary procedure is based upon the Offenses and Penalties which are posted in the inmate living areas and is shown to the arrestee at the time of admission. The Offenses and Penalties are listed below. It is essential for all employees to become familiar with this list.

Offenses - Class I:

1. Destruction of property.
2. Possession of contraband (weapon or escape assistance).
3. Inciting or participating in a disturbance.
4. Homosexual behavior - forced.
5. Attempted escape.
6. Misuse of the mail.
7. Assault on an inmate.
8. Unauthorized absence - escape.
9. Starting a fire.
10. Assault on a staff member.
11. Placing articles in door lock; tampering with facility property, such as doors, windows or security devices, will be considered an escape attempt.

Offenses - Class II:

1. Dirty cell area.
2. Not responding to name.
3. Giving employee a false name.
4. Being in an unauthorized area.
5. Confusing a count.
6. Defacing an employee's clothing.
7. Disruptive behavior.
8. Fighting.
9. Refusing to work.
10. Stealing.
11. Possession of contraband (non-weapon).
12. Lying to an employee.
13. Homosexual behavior (consensual).
14. Placing pictures or other articles on the cell walls or bars.

Penalty Code: (Class I and Class II Offenses).

1. Loss of library privilege.
2. Loss of recreation and exercise time for specific periods.
3. Loss of visiting privilege for a maximum of two weeks.
4. Loss of contact visit privilege.
5. Restitution for amount of damages.
6. Restriction to cell for 48 hours.

7. Assignment to detention for 48 hours.
8. Referral to Prosecutor's Office for prosecution.

Procedures for Class I Offenses - Inmates who have been found to have violated or allegedly violated a Class I Offense will be provided a disciplinary hearing. This hearing and the attendant rights afforded the inmate will be followed according to legal mandates:

1. All violations will be recorded on the Incident Report Form.
2. The Deputy will write a brief and detailed description of the violation which will include the inmate's name and booking number, time and date, where the violation allegedly occurred, and the specific charge. Witnesses to the incident and any evidence will also appear on the form.
3. The Deputy will sign the Incident Report Form.
4. The inmate will be notified that he has been charged with an offense and will be told what specific offense he was charged.
5. A hearing must be conducted within 72 hours of the offense.
6. Inmates may be locked up pending the hearing.
7. The inmate will appear before the Disciplinary Board. The Board will be comprised of the Jailer or his designee, as Chairman, and one Deputy.

The Board will read the Incident Report to the inmate and ask him to tell his side of the story.

8. The findings of the Board will be written on the Form.
9. The inmate will step out of sight and sound of the Board as they make a decision on the appropriate penalty.
10. The inmate will be called back to the Board so the Chairman may read the penalty to the inmate.
11. The Chairman will sign the Form to signify that it has been filled out completely and authentically.
12. The Incident Report will be maintained in the file for future reference.

Rights of the Inmate on Class I Procedures:

1. The disciplinary hearing must be conducted within 72 hours of the alleged violation.
2. The inmate must be notified of the charge 24 hours in advance of the hearing.
3. An inmate may call witnesses and present evidence in his defense providing there is no undue hazard to safety and security of the jail.
4. If formal prosecution is recommended by the Board, the inmate shall be advised of his constitutional rights.

Procedures for Class II Offenses - Inmates who have

been found to have violated or allegedly violated a Class II Offense will not be afforded a formal hearing from the Disciplinary Board. However, the overall procedure will be similar:

1. All violations will be recorded on the Incident Report Form.
2. The Deputy will write a brief and detailed description of the incident.
3. The Deputy will sign the Incident Report Form.
4. The Deputy will investigate the incident and state the findings on the Form.
5. The Deputy will decide upon a penalty that may not exceed #6 on the Penalty Code. (More than one penalty may be imposed).
6. The Deputy will sign the Form signifying that the Form is filled out completely and authentically.
7. Note - When more than one Deputy is on duty, one Deputy will investigate the case and one Deputy will assign a penalty.
8. The Incident Report Form will be maintained in the file for future reference.

Use of the Incident Report Form - The use of the Incident Report Form is as listed below:

1. To document all offenses and their penalties.
2. To document an inmate's behavior to the Probation

Officer for the Presentence Investigation.

3. To determine who will be eligible for any special privileges.

INCIDENT REPORT FORM

Inmate's Name _____

Date _____

Living Area _____

Charge _____

Details of the Incident: _____

Evidence: _____

Witnesses: _____

Deputy's Signature

Class II Offense Only:

Penalty: _____

Jailer's Signature

Class I Offense Only:

Date of Hearing _____

Findings of the Disciplinary Hearing: _____

Penalty: _____

Inmate's Signature

Date

Jailer's Signature

Date

C.15. USE OF THE ISOLATION LOG

The Isolation Log will be used to document the date, time and reason that an inmate is admitted and released from isolation. The term, "isolation" is used to describe an inmate who is separated from other inmates for the following purposes:

1. Mental illness.
2. Disciplinary action.
3. Observation (suicide risk or mental illness).
4. Disease control.
5. Other (must be defined on the Log).

Each occasion that an inmate is admitted to an isolation cell or released from that cell, a documentation will be made in the Isolation Log.

Legal mandates prohibit indiscriminant and prolonged use of isolation for inmates. Therefore, the Deputy on duty will be responsible for the correct documentation of entries in this Log as the information may have to be used in court.

CONTINUED

1 OF 2

C.16. INMATE GRIEVANCES

The _____ County Jail has a grievance procedure that the inmates may use to contact the Jailer with questions or complaints. This system is important to keep the Jailer informed of problems within the jail and to reduce inmate tension and anxiety.

Inmates who desire to contact the Jailer with a question or complaint will be encouraged to write out the question or problem and seal it in an envelope. The envelope addressed with the Jailer's name, will be placed in the grievance box. This box will remain locked and will only be opened by the Jailer.

The Jailer will respond to the inmate's grievance as soon as possible.

Inmates will not be subject to punishment for grievances that are brought to the Jailer's attention in the prescribed manner. However, malicious accusations against an employee that the inmate knows are false, may result in severe disciplinary action against the inmate.

C.17. COUNTS

The proper counting of inmates is a necessary function to keep accurate figures on the number of inmates and to act as a deterrent to escape.

Regular counts will be made by Deputies at _____ A.M., _____ P.M., _____ P.M., _____ P.M. During scheduled counts, all inmates will be required to stop all activity and stand in front of their cells. Deputies will only count those inmates who they can see. Never take inmate's word that another inmate is here but is using the toilet or taking a shower.

Unscheduled counts will be made periodically anytime the count is in question and to confuse the inmates in escape plans. Inmates will be required to stand in front of their cells during the count. During the hours that inmates are sleeping, Deputies will use a flashlight and must see skin to verify a body.

The Deputy conducting the count will sign the count sheet to verify when the count was performed and which officer did the count.

If a body count is different than the record count, the Jailer will be notified and a recount will be made immediately.

Date _____

07:00 A.M.:

General Population _____
Juveniles _____
Court _____
Hospital _____
Work Release _____
Other _____
TOTAL _____

01:00 P.M.:

General Population _____
Juveniles _____
Court _____
Hospital _____
Work Release _____
Other _____
TOTAL _____

06:00 P.M.:

General Population _____
Juveniles _____
Court _____
Hospital _____
Work Release _____
Other _____
TOTAL _____

11:00 P.M.:

General Population _____
Juveniles _____
Court _____
Hospital _____
Work Release _____
Other _____
TOTAL _____

C.18. KEY CONTROL

The potential for inmate escape is always present. Strict control of keys can help to reduce that potential. To insure the safety of the jail, the following rules will be strictly enforced:

1. Absolutely no inmates will ever have access to any jail keys.
2. Deputies will not enter an inmate living area with keys. Another Deputy must be given the keys when entering a cell area.
3. Never leave keys lying around.
4. Never skid or throw keys to another employee as they may be damaged or intercepted.
5. Do not refer to keys by number or other identifying language in front of inmates.
6. Avoid inmates from looking at keys for prolonged periods of times. They may attempt to copy the keys with materials from the cell.
7. Report all broken keys and/or locks to the Jailer, immediately.
8. Extra keys will remain locked in the _____ until they are needed. Worn or broken keys will be given to the Jailer so he may properly dispose of them.

C.19. TOOL CONTROL

Tools may be used by inmates as implements to aid in an escape or as weapons. To insure the safety of the jail, the following rules will be strictly enforced:

1. Tools used in the manner of trustee assignments as repairmen, or in a recreational endeavor, will be signed out to the inmate and will be checked back in after use.
2. Inmates performing any maintenance will be supervised.
3. Make certain that an inmate is knowledgeable of the use of a particular tool prior to its use.
4. When not in use, all tools will remain locked and inventoried on the colored silhouette board.
5. Maintenance performed by outside maintenance men will be supervised when manpower permits. Outside maintenance men will be instructed to keep close control over their tools. After maintenance has been performed, the Deputy on duty will inspect the area for any tools or articles that may have been left behind.
6. If a tool is broken, all parts of the tool will be turned in to the Jailer.
7. Inmates will not be allowed access to hacksaw

blades, files, grinders, or other metal cutting tools which could be used to effect an escape or construct weapons.

8. Tools will be checked back in each day after use.

C. 20. INMATE MEALS

Each inmate shall be provided three meals a day. The meals shall be nutritionally adequate, palatable, reasonably attractive, produced under sanitary conditions and prepared at a reasonable cost in terms of ingredients and staff time.

There shall not be more than fourteen (14) hours between the evening meal and breakfast.

The food and nutritional requirements of each inmate will be met by providing each inmate the specified servings per day from each of the following five food groups:

1. Meat or protein group.
2. Milk group.
3. Vegetable group.
4. Fruit group.
5. Cereal and bread group.

All meals will be prepared and served under the direct supervision of staff to insure that favoritism, careless serving, and waste are avoided. The daily menu will be retained as a permanent record of what was fed at each meal.

Special Feeding:

1. Inmates isolated for communicable diseases will be fed on paper plates and will use plastic utensils which will be destroyed after use.
2. Inmates isolated for disciplinary reasons will be fed three meals per day and will receive the same

the same food and proportions as the rest of the inmate population.

3. Special diets will be provided with the approval of the Jailer.

C. 21. FREQUENCY OF MEALS

There shall not be more than fourteen (14) hours between the evening meal and breakfast. When inmates are not routinely absent from the facility for work or other purposes, at least three (3) meals, one of which shall be hot, shall be made available at regular times during each twenty-four (24) hour period.

C.22. MEDICAL SERVICES

During an inmate's stay at the _____ County Jail, medical problems may be encountered. These problems must be addressed in a swift and professional manner, utilizing community resources and precise documentation.

At the time of admission, all inmates will receive a medical screening. This screening will involve a medical history which will be part of the Admission Form, and a visual inspection of the body during strip search.

Medical Screening:

1. Medical History - Questions regarding the medical history of an inmate will be on the Admission Form. Encourage inmates to answer all questions as accurately and honestly as possible for their own protection. Medical problems of a chronic nature shall be reported to the Jailer.
2. Medical Inspection - One of the purposes for a strip search is to visually inspect for bruises, lacerations, scars, rashes, and other injuries or marks. All injuries or marks will be documented on the Admission Form. Injuries or marks that may present medical problems will be reported to the Jailer.

Routine Medical Care - It is the responsibility of the Jailer to provide medical care for the inmate population.

All medical complaints must be taken seriously. Non-emergency complaints will be documented on the Sick Call List. The nurse or doctor will visit the jail once a week and will be provided the list. Inmates will be seen as their name appears on the list. However, inmates who have medical problems that must receive attention may be placed at the top of the list.

A medical record will be established for any inmate who is seen by the nurse or doctor. This record will be a continuous record of all medical care an inmate receives at the jail.

Dental Care - Inmates requiring dental care will be transported to the jail dentist on an emergency basis only. This will include abscesses, mouth diseases, or other serious maladies.

Private Medical Care - Inmates may receive medical care from their private physician upon approval of the Jailer. In these instances, the physician will be required to see the patient in the jail except under extraordinary circumstances.

C. 23. DISPENSING MEDICATION

The dispensing of medication must be very tightly controlled to avoid misuse and loss of prescribed drugs.

Medication for inmates must be prescribed by a physician and must be contained in an appropriate container which is properly labeled. All inmate medication will be stored in the _____. The _____ will remain locked at all times when not in use.

Hours - Medication will be dispensed at 8:00 A.M., 12:00 Noon, 5:00 P.M., and 9:00 P.M. Local physicians prescribing medication shall be encouraged to adhere to this time schedule when possible. Special circumstances may warrant different times for dispensing the medication. These circumstances will be approved by the Jailer.

If the doctor prescribes medication other than four times a day, follow this schedule:

- Once a day..... 8 A.M.
- Twice a day..... 8 A.M., 5 P.M.
- Three times a day..... 8 A.M., 12 Noon, 5 P.M.
- Four times a day..... 8 A.M., 12 Noon, 5 P.M.,
9 P.M.

If indicated on the label, follow the doctor's instructions.

Dispensing Procedures:

1. Watch the inmate take the medication. Provide water in a cup and instruct the inmate to drink the water after taking the medication. Instruct the inmate to lift his tongue so you can see if he has taken the medication. If you are in doubt, talk to the inmate for a few minutes.
2. Inmates will be instructed to take their prescribed medication, even if they are feeling good. Refusals to take medication must be documented.
3. Do not skip a dose of a medication--encourage the inmate to take all doses.
4. Diabetics who require injections will give the injections themselves. Remove the inmate to an isolated area and observe the injection. After the injection, the needle must be destroyed. Keep in mind that insulin must be stored in the refrigerator.
5. Upon release, the inmate may take any remaining medication with him. If the inmate does not want the medication, it will be immediately destroyed.

Non-Prescription Medication - The jail will maintain a certain supply of non-prescription medication for inmate use. Ex-lax, aspirin, eye drops, Maalox, Pepto-Bismol, and other non-prescription medication may be given to the inmate by the Deputy on duty after it has been documented. Only the

dosage recommended by the supplier will be given to the inmate. As supplies of these items need to be replenished, the Jailer will be notified. Inmates are absolutely forbidden to store any medication for later use.

Documentation - The proper recording of the dispensing of medication is one of the most important duties of a jail employee. The taking of any medication must be documented on the Medication Record. Information included on the Record is:

1. Inmate's Name - Inmate's full name.
2. Medication - The specific medical name of the medication.
3. Dosage Given - What amount of the medication is being given at this particular time.
4. Time - The time that the medication was given to the inmate.
5. Date - The date that the medication was given to the inmate.
6. Inmate's Signature - The inmate will sign this blank to verify that he was given the medication.
7. Deputies Initial - The Deputy dispensing the medication will initial this blank to document the dispensing of medication.
8. Comments - Any unusual activity related to the dispensing of medication, such as:
 - A. Inmate's refusal to take medication.

- B. Apparent reaction to medication.
- C. Medication has expired.
- D. Other unusual circumstances.

C. 24. EMERGENCY MEDICAL AND DENTAL CARE

Inmates requiring emergency medical or dental care will be transported to the hospital. During evening hours, the Jailer will be notified of any inmate transported to the hospital. Inmates who are admitted to the hospital must be guarded 24 hours per day if they are charged with a felony. It will be the Jailer's responsibility to arrange for the guarding of an inmate.

Medical:

1. Inmates who have received a serious injury within the jail or who appears to have an acute illness must receive immediate attention.
2. Beware of false injuries or pain! Inmates may be trying to set up an escape attempt or plan to injure the staff.
3. If an inmate appears to be in severe pain, order all other inmates in that cell area to get in their cells. One deputy will enter the cell area without keys and attend to the sick inmate. Remove the inmate from the cell area as quickly as possible.
4. Inmates transported to the hospital will be restrained with handcuffs unless there are injuries to the hands or the inmate is unconscious.
5. Restraints will remain on the inmate at the hospital until safety can be assured.

6. Two Deputies will transport accused felons to a hospital.

Dental:

1. Inmates who have severe toothaches may be transported to the hospital for treatment.
2. Inmates with dental emergencies will be restrained with handcuffs. The transporting deputy will stay with the inmate and will transport him back to the jail.
3. Any prescribed medication will be picked up at the pharmacy and delivered back to the jail.

Note: For further information regarding medical services within the jail, refer to the Bureau of Training publication:

Common Health Care Problems in Jail
Lawrence Guzzardi, M.D.
K. David Jones
Second Edition, 1979

C.25. SANITATION

Cleanliness of the jail is essential to prevent communicable diseases and to present a good image to the public.

Each day, the entire jail will receive a thorough cleaning. The inmates will perform the cleaning duties and the staff will be responsible for the supervision.

The inmates will be responsible for the cleanliness of their particular cells. Showers, toilets, tables and seats, and other shared areas will be cleaned by all the inmates in a particular cell block. Corridors, walls, doors, windows, and other areas will be cleaned by trustees. The kitchen will be kept cleaned by trustees.

All areas will be swept and mopped at least _____ daily. Cleaning supplies will be provided to the inmates during cleaning hours and will be removed from cell areas after the Deputy is satisfied that the area is clean.

Water used to clean showers, toilets, tables and seats will contain sanitizers as well as cleaning compounds.

The Deputy will make certain that all cleaning supplies are properly stored and inventoried.

C. 26. INMATE HYGIENE

Good practices of inmate cleanliness is necessary in the jail to prevent communicable diseases and to teach inmates proper hygiene habits.

Upon admission all inmates will take a shower. These inmates will be instructed to wash their hair. If lice or other vermin are apparent, the inmate will be deloused prior to admittance to inmate living areas.

Inmates should be encouraged to take showers at least twice a week. Inmates will be given the opportunity to shave each day. Soap, toothpaste, and a toothbrush will be provided to those inmates who have no money on their account.

Cells must be cleaned daily. Brooms, mops, and mop buckets will be provided for the inmates to keep their cells clean. Inmates with dirty cells will be subject to disciplinary action.

All sheets will be collected once per week for laundering. Blankets will be laundered at least once every three (3) months. No inmate will be permitted to keep his sheets or blankets during laundering period.

Inmates who desire a haircut will notify a Deputy who will inform the Jailer. The Jailer will contact a local barber who will come to the jail to give inmates a haircut. The inmate may be subject to pay a minimal fee for the haircut which will be deducted from his account. Any charge for

a haircut will go to the barber.

C.27. MAINTENANCE

Regular maintenance on jail equipment reduces the potential for costly repairs and aids in assuring a safe and secure facility. All maintenance activities will be documented on the Shift Log.

1. Lock checks - All locks will be checked once per _____ for proper operation, excessive wear and cleanliness. Any malfunctions will be reported to the Jailer. Dirty or noisy locks will be cleaned or oiled.
2. Fire detection equipment - The components of the fire detection system will be checked for proper operation once a _____. Fire extinguishers will be checked for correct levels and broken parts. Any malfunction of the fire detection system will be reported to the Jailer.
3. Utility equipment - Water leaks, frayed electrical cords, inoperable wall sockets, gas leaks, and other utility equipment that are discovered shall be reported to the Jailer.
4. Kitchen equipment - Stove, refrigerator, dishwasher, toaster, grill and all other appliances will be cleaned daily. Any piece of equipment not properly working will be reported to the Jailer. The stove and dishwasher will receive a

thorough cleaning each _____.

5. Heating Source - The furnace will be checked for proper operation and new filters will be installed every _____.
6. Air Conditioner - If the air conditioner is not properly operating, the Jailer will be notified.

INMATE ACTIVITIES
AND
PROGRAMS

INMATE ACTIVITIES AND PROGRAMS

While safety and security are the foremost concerns of the operation of the jail, they must be balanced with attempts to provide the inmates with certain activities. These activities help to reduce the abject idleness predominant in most jails and to provide opportunities for the inmate to become a more productive citizen.

Like all segments of the criminal justice system, the jail's goals must be aimed at the reduction of crime. Keeping the inmates active in programs which combat idleness and promote activities toward becoming a productive citizen will ultimately assist in the goal of the reduction of crime.

Besides the objective of approaching the goal of reduction of crime, the courts have mandated that jails provide certain activities or face possible litigation based on cruel and unusual punishment.

The following policies and procedures provide for inmate activities and programs founded on safe and secure principles to meet legal mandates and to reduce crime.

D. 1. TRUSTEES

The amount and nature of the work that must be performed to keep the jail clean necessitates that a certain amount of inmate labor must be used.

Selection of Trustees:

1. Trustees must be inmates who have been sentenced to the jail.
2. The Jailer will make the final determination on who will be a trustee.

Responsibilities of Trustees:

1. Trustees will be responsible for cleaning the corridors, stairways, walls and windows, and any other areas designated by the Jailer.
2. Trustees will not clean inmate cells or dayrooms, except for the ones that they occupy.
3. The cook will use selected trustees to work in the kitchen in duties related to:
 - a. Cleaning the kitchen and storeroom.
 - b. Cleaning the kitchen equipment.
 - c. Assisting in the preparation of meals.
 - d. Assisting in serving the inmates.
 - e. Washing the dishes, pots and pans.
4. One trustee will be designated as an "outside" trustee who will perform cleaning and groundskeeping duties on the outside of the jail.

Security of Trustees:

1. Trustees may be awarded with an extra telephone call or a visit from time to time, but they will not receive these extra privileges, excessively.
2. Staff will not become overly friendly with trustees. Trustees may take advantage of relationships between themselves and staff.
3. Trustees will never be entrusted with any keys to the jail.
4. Trustees will never be put in a position that they would have to supervise other inmates.
5. Trustees who refuse to work or do poor work will be relieved of their duties.

D. 2. EXERCISE AND RECREATION

All inmates will be permitted exercise and recreation outside of their cells, unless their privileges are temporarily suspended as a result of a disciplinary action.

Regular Living Areas - Inmates in regular living areas will have access to their respective day rooms after their cells have been inspected and approved for cleanliness. Inmates may use all available table games or listen to the radio or television. Radios and televisions will maintain a volume that will not interfere with other living area activities.

Isolated Living Areas - Inmates in isolated cells will be permitted at least one hour of exercise and recreation outside of their cells each day. Manpower permitting, these persons will be supervised during this recreation period. No more than one person from detention may be released from his cell at a time for exercise, unless approved by the Jailer. Those inmates who have temporarily lost their recreation time due to disciplinary action will be permitted to have 3 books per week brought to their cell.

Outside Recreation - Outside recreation will be available to all inmates except:

1. Inmates in detention for disciplinary reasons.
2. Inmates with communicable diseases.
3. Inmates who have verifiable records of jail or

prison escape.

4. Inmates who have received prison sentences and are awaiting transportation.

Outside recreation will be provided for the inmate population at least 3 hours per week, except during inclement weather. Outside recreation will be supervised by an armed Deputy.

Volunteers and Recreation - The jail will use volunteers to assist in the recreation program from time to time. Volunteers may provide the jail with games, cards, arts and crafts, and/or reading materials in softback covers.

Volunteers will be permitted to meet with certain low security inmates for the purpose of recreational activities as approved by the Jailer.

Staff are expected to monitor the activities of volunteers to avoid security problems.

D. 3. VOLUNTEERS IN THE JAIL

Volunteers who are properly screened may enter the jail to provide services or programs related to the following areas:

1. Education
2. Recreation
3. Religion
4. Counseling
5. Entertainment

Persons desiring to enter the jail must make a request in writing to the Jailer. The request must state the reason for wanting to be a volunteer, the service that the volunteer can provide, qualifications for providing the service and background information.

All applicants will be checked by the _____ Police Department for arrests and convictions. Those applicants with a felony conviction will be excluded unless special approval is granted by the Jailer.

The Jailer will make the determination as to who may act as a volunteer. All volunteers will adhere to the policies and procedures of this jail and may be relieved of volunteer status if they do not cooperate.

Particular attention must be paid to volunteers so they understand the following rules:

1. NO articles may be given to or accepted from an inmate.

2. DO NOT make telephone calls for inmates unless it is approved by the Jailer.
3. NO establishment of relationships with one or two inmates--work with a group.
4. Inmate conversations that relate to the safety and security of a particular inmate, staff, inmate population, or the facility, must be reported to a jail employee.
5. Do not discuss particulars of the trial with an inmate.
6. NO statements to the press without prior authorization of the Jailer.

Note: All selected volunteers are required to sign the Volunteer Contractual Form before beginning any volunteer services.

VOLUNTEER CONTRACTUAL FORM

Date: _____

1. As a volunteer of the _____ County Jail, I will follow the below rules for volunteers. If I am found to have broken any of the rules, I realize that my relationship with the jail may be terminated.
- A. No articles may be given to or accepted from an inmate.
 - B. Do not make phone calls or mail letters for inmates unless it is approved by the Jailer.
 - C. Do not establish a relationship with one or two inmates--work with a group.
 - D. Inmate conversations that relate to the safety and security of a particular inmate, staff, inmate population, or the facility, must be reported to the Jailer.
 - E. Do not discuss particulars of the trial with an inmate.
 - F. No statements will be made to the press unless prior authorization was provided by the Jailer.
2. My duties as a volunteer will be limited to:
- Education Recreation Religion
 - Counseling Entertainment
3. If I am injured or harmed in any way while performing volunteer services at the jail, I will not hold the Jail or the Jail Staff liable in any form.

Signature of Volunteer

Signature of Jailer

D. 4. LAUNDRY

Laundry services will be provided to the inmate population for bedding and personal clothing items.

Bedding will be exchanged once each week on _____ evening at 7 P.M. All sheets, other bedding materials, and the towels will be collected. One trustee will be assigned to perform the laundry service. He will be responsible for the laundering of all bedding and clothing and for the proper storage of any excess.

Personal clothing will be washed once per week. Inmates will have their clothing delivered to the laundry to be washed and returned. Female inmates will have their personal clothing washed by the Matron.

The jail will not be responsible for any clothing lost or damaged due to the inmate's negligence in not following the prescribed procedures for laundering.

D. 5. COMMISSARY

Inmates will have the opportunity of purchasing certain items from the commissary to supplement their jail diet, for personal hygiene, and for letter-writing materials.

A list of the items sold at the jail commissary and their prices will be posted in the inmate living areas. Inmates may make purchases twice a week on _____ and _____. The Deputy operating the commissary will be responsible for deducting the correct amount of money from the inmate's account.

Inmates will be limited as to commissary purchases. The maximum amount of money that an inmate may spend on commissary items per week is _____.

Inmates who are indigent will be provided with materials to send three letters per week.

D. 6. INMATE TELEPHONE PRIVILEGES

Inmates will be permitted to make periodic telephone calls to maintain close family ties and to conduct any necessary business.

Admission:

1. Upon admission, all arrestees will have the opportunity of making at least one phone call. Depending upon the situation and the security status of the inmate, more than one call may be permitted. Arrestees who are not coherent at the time of admission may make a phone call when they regain their faculties.
2. Long distance calls must be collect only.

Privileged Phone Calls:

1. All inmates will be permitted to make one phone call per week to a party of their choosing, unless this privilege has been temporarily suspended as a result of a disciplinary action.
2. The Deputy on duty will dial all phone calls and will record the telephone number on the Telephone Call Log.
3. Each inmate will limit his telephone call to a maximum of 5 minutes.
4. Telephone calls will be made in the cell block area and not in the admission area.

5. Telephone calls will be made in the evening at _____ P.M. on _____.

Pretrial Telephone Privileges:

1. Inmates who are on pretrial status will be permitted to make as many calls as possible for one 10-minute period per week.

Special Telephone Calls:

1. Inmates may request to make special telephone calls in emergency situations.
2. This includes death in the family, hospitalization, etc.
 - a. The Jailer will make the determination as to whether a situation warrants a special telephone call.

D. 7. USE OF THE LIBRARY

The proper use of the library can reduce inmate tension and idleness by providing hours of relaxing activity.

Designated Library:

1. The area in the _____ will be designated as the library.
2. All books and reading material for the inmates will be stored in the library.
3. Care must be taken in storage of the books so as not to cause a fire hazard.

Operating the Library:

1. Inmates will have access to books and magazines once per week.
2. The book cart will be filled with books and taken to each inmate living area.
3. Inmates may take a maximum of five books each week.
4. Inmates must return all books to the cart before new books may be taken.
5. Inmates may share or exchange books, but no inmate may keep more than five books in his cell.
6. Visitors may not leave books for specific inmates.
7. Pornographic books and magazines will not be permitted in the jail. The Jailer will make the

decision on what constitutes pornography.

8. Inmates who destroy books or abuse the library privilege will be subject to disciplinary action.

Newspapers:

1. The local newspaper will be distributed to each living area as often as the newspaper is published.
2. Newspapers will not be permitted to collect in the cell areas. Newspapers should be destroyed after they are read.
3. The Jailer may censor any articles in the newspaper which may threaten the security or safety of the jail or staff.
4. Inmates who are sentenced to the jail may receive a newspaper subscription from their hometown through the postal service.
5. Visitors will not be permitted to leave newspapers at the jail for any specific inmate.

D. 8. INMATE ACCESS TO LEGAL MATERIALS

The Constitution provides that all inmates have the right to access to the courts. Those inmates who choose to represent themselves in court have the right to study specified law books.

1. Those inmates who are representing themselves in court may request specified law books.
2. Inmates must request the specific law books in writing to the Jailer.
3. The law books will be delivered to the inmate with the stipulation that the inmate will be financially responsible for the condition of the books.
4. The law books will remain in the inmate's cell and will not be permitted to be passed to other inmates.
5. When the inmate is finished with the law books, they will be returned to the courthouse as promptly as possible. Inmates may have the law books in their possession for a maximum period of one week.

D. 9. WORK RELEASE

Certain inmates will have the opportunity of participating in the work release program. This program is designed to provide certain inmates the opportunity of working in the community while returning to the jail after work.

Eligibility:

1. Must be sentenced to the jail.
2. Must not be convicted of an offense where any violence or bodily injury was involved.
3. Must not have a conviction or any past convictions of a sex offense.
4. Must have verifiable employment.
5. Preference will be given to inmates who have a lengthy history of work experience.

Procedures for Selection:

1. After sentencing, the sentencing judge will recommend the inmate for work release. The Jailer will follow the recommendation unless there are circumstances that require a discussion with the Judge. If the recommendation is accepted, the inmate may begin the program as soon as the place and hours of employment are verified.
2. The Jailer may recommend possible candidates to the Judge.

Rules for Work Release:

1. Tools and/or equipment for work releasees will not be kept at the jail.
2. Work releasees may not park any vehicle near the jail.
3. Work releasees must sign out and in.
4. Work releasees must not drink any alcohol or take any drugs or medication that is not prescribed by a physician. If an inmate is suspected of drinking, a breathalyzer test will be administered. If the test determines that the inmate has ingested alcohol, the work release privilege will be revoked immediately.
5. Work releasees will be housed separately from other inmates unless overcrowding prohibits this policy.
6. All work releasees will be thoroughly strip searched upon return to the jail.
7. There will be no special privileges for work releasees while they are lodged at the jail.

Note: This policy also relates to inmates who are participating in the study release program.

Reimbursement for Lodging:

Inmates who are gainfully employed on the Work Release Program must pay a weekly amount to the Jailer for lodging.

The weekly amount is established at _____. Work releasees must pay the reimbursement on Saturday of each week. Failure to pay the weekly reimbursement may result in termination of the Work Release Program.

D. 10. COORDINATION WITH THE COUNTY COMPREHENSIVE CARE CENTER

Occasionally, arrestees will be admitted to the jail with mental and/or emotional problems. These problems must be addressed in a professional manner with medical care provided to reduce the potential of a crisis in the jail.

The County Comprehensive Care Center has professional staff employed who can provide emergency and long-term care to mentally disturbed inmates.

The below situations require that the jail staff call the Comprehensive Care Center for assistance:

1. Attempted suicide.
2. Symptoms of severe depression.
3. Symptoms of severe anxiety (nervousness)
4. Psychotic behavior.
5. Symptoms of alcohol and narcotic drug withdrawal.
6. Persons admitted to the jail to be held for involuntary hospitalization to a mental institution.
7. Persons admitted who are on a Methodone Maintenance Program - call within six hours.
8. Persons admitted who are taking Antabuse to prevent alcohol abuse.
 - a. NO Antabuse will be given to an inmate at the jail.

If the Comprehensive Care Center is called to provide assistance with an inmate, the Jailer will be notified. All

calls to the Center will be logged in the Shift Log.

Comprehensive Care Center Telephone Number:

Hotline Telephone Number:

E M E R G E N C Y

P R O C E D U R E S

EMERGENCY PROCEDURES

The potential for emergency situations in a jail is high. Jails present a unique problem in regard to emergencies, because evacuation of the building is difficult. Also, hesitation, even for a brief period of time, can result in the possible loss of life. Furthermore, if immediate attention is not given to relatively harmless acts, the possibility of an emergency situation arising is ever present.

Decisions made to react to an emergency must be based on safety and security concerns. These important concerns include safety to the staff, citizens, inmates, and security of the jail. Regardless of the emergency, the staff are responsible for their duties and must maintain clear thinking to avoid catastrophe.

The policies and procedures in this section are developed to cover most foreseeable emergencies in an expeditious manner so as to maintain safety and security of all concerned.

E. 1. FIRE EVACUATION PLAN

In the event of a fire, the lives of the staff and inmates are the foremost concern and all activities will be aimed at protecting them.

A fire in a jail is somewhat unique in that the inhabitants are locked into areas of the jail, and it takes time to release them. Prompt action that is well planned and executed is required to extinguish the fire and to safely evacuate the inmates. Speed and clear thinking are of utmost importance.

Evacuation of inmates also poses special problems in that the potential for escape is high. Evacuations must be made swiftly but under close supervision to prevent escapes or disturbances.

In order to prevent the loss of life and to reduce the potential for escape due to a fire, the following plan must be followed precisely:

1. As soon as a fire is detected, the Deputy will call the fire department--REGARDLESS OF THE SIZE OF THE FIRE.
2. The Deputy will get a back-up deputy. If the Deputy is working by himself, he will call the Jailer.
3. The two deputies will proceed to extinguish the fire.

- a. One deputy will open the cellblock door and keep the keys, the other deputy will make an attempt to extinguish the fire.
- b. If the fire requires evacuation, the fire department will make the decision.
- c. If evacuation is necessary, the police department will be notified immediately.

4. Evacuation:

- a. If complete evacuation is ordered by the fire chief, prompt action must be made to get all inmates out of the jail.
- b. If smoke conditions permit, deputies will open cell doors nearest the fire. If too smokey, deputies will wear self-contained breathing apparatus and inmates will be escorted to the nearest exit.
- c. Other deputies will open the fire escape doors and evacuate the inmates.
- d. All evacuated inmates will be escorted to _____.
- e. Armed police officers will stand guard over the evacuated inmates.
- f. Inmates will be instructed to sit on the ground and not get up except on command.
- g. Inmates charged or convicted of a felony will be restrained.

- h. Inmates will remain evacuated until the fire chief permits re-entry.
 - i. A count will be made after an evacuation and prior to re-entry to the jail.
5. Re-entry to the jail:
- a. Clean-up crews will be established to begin clean-up efforts.
 - b. An inventory of damaged items will be prepared and the list given to the jailer.
 - c. Call the State Sanitarian at the Bureau of Health Services so they may inspect the food supplies.
 - d. Staff briefing will be conducted to include the fire chief, police chief, jailer and deputies.
 - e. Investigations will begin on the cause of the fire.
 - f. The Jailer will contact local news media.
 - g. Complete an Unusual Occurrence Report and send a copy to the Office of Regional Jails in Frankfort, Kentucky.

Note: Further information on jail fires can be found in the: Life Safety Code
National Fire Protection
Section 10-4
Penal Occupancies

6. Damage to the jail:

a. If re-entry is not possible because of extensive damage or unsafe conditions, inmates will be escorted under armed guard to the _____.

b. Bedding will be provided by _____.

c. Meals will be provided by _____.

d. The Jailer will contact adjoining county jails to determine if they can house some of the inmates, preferably felons.

E. 2. ESCAPE CONTINGENCY PLAN

In the event of an escape, rapid procedures need to be employed to prevent further escapes and to capture the escaped inmate.

If an escape has allegedly taken place:

1. Order an immediate lock up of all inmates.
2. Visitors will be asked to leave immediately.
3. Make a thorough count.

If the count reveals that an inmate(s) has escaped:

1. Call the Jailer immediately.
2. Find out the name(s) of the missing inmate(s).
3. Notify the local police department.
4. Notify the state police.
5. Make copies of the admission form, visiting log, and telephone log and give them to the police officer who is assigned the case.
6. Make a complete search of the jail and the grounds.
7. If the inmate(s) is dangerous and/or armed, the Jailer will notify the local news media.
8. Interview the inmates, one at a time, who were celled near the escaped inmate(s).
9. Search the escaped inmate's cell for clues as to his whereabouts.
10. Gather the escaped inmate's belongings and place

them in a bag marked with his name and booking number.

11. Write a full report of the incident.
12. Complete an Unusual Occurrence Report and send a

copy to: Office of Regional Jails
Bureau of Corrections
5th Floor, State Office Building
Frankfort, KY 40601

E. 3. NATURAL DISASTER PLAN

This plan will cover procedures to follow in the event of a natural disaster that does damage to the jail or renders the jail uninhabitable.

Damage to the jail:

1. If the jail is damaged but sections are still useable, inmates will be shifted to the undamaged areas.
2. The Jailer will make efforts to have misdemeanants released on their own recognizance.
3. Felons will remain in the jail unless there are not enough cells to accommodate them.
 - a. In this case, adjoining county jails will be called in an effort to transport and house the felons at other jails.
4. If the kitchen is damaged, the Jailer will make arrangements to obtain prepared meals from

5. Special precautions will be taken by the staff:
 - a. To maintain a high degree of security.
 - b. To prevent escape.
 - c. To maintain high standards of sanitation to prevent disease.

Extensive damage to the jail:

1. If the jail is damaged to the degree that it

cannot be inhabited, immediate provisions must be made for inmate lodging and meals.

2. If the jail is damaged beyond habitation, inmates will be transported to _____.
The _____ police department will assist in the transport effort.
3. The Jailer will contact _____ for meal preparation.
4. Certain inmate privileges may be suspended as required and ordered by the Jailer.
5. The Jailer will make efforts to have non-sentenced misdemeanants released on their own recognizance.
6. Sentenced misdemeanants will be assembled into work groups which will be supervised by law enforcement personnel.
7. The Jailer will make efforts for the transportation of felons to adjoining county jails.
8. The Jailer will contact local Red Cross officials and the Kentucky State Police if the emergency requires prolonged confinement of felons in a non-secure setting.
9. If possible, jail records should be removed from the jail as soon as possible and relocated in a locked, safe place.

Emergency Phone Numbers:

1. Local American Red Cross Office _____.
2. Local Civil Defense _____.
3. Kentucky Division of Disaster and Emergency
Services (502) 564-7815 _____.
4. Chemical Transportation Emergency Center
(800) 424-9300 _____.

Commissioner
(606) 622-2756

Law Enforcement Training
(606) 622-1328



61781

Corrections Training
(606) 622-1123

Legal Services
(606) 622-1023

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF JUSTICE
BUREAU OF TRAINING
Stratton 354, EKU
Richmond, Kentucky 40475

NCJRS

October 1, 1979

OCT 5 1979

ACQUISITIONS

NCJRS
Acquisition Department No. 2
Box 6000
Rockville, Maryland 20850

Gentlemen:

In accordance with your request for documents for the NCJRS Document Data Base, we are forwarding the material via United Parcel Service. For your reference, a list of the document titles is attached.

Cordially,

A handwritten signature in black ink that reads "Robert Clark Stone". The signature is written in a cursive style with a large initial "R".

Robert Clark Stone
Commissioner
Bureau of Training
Kentucky Department of Justice

RCS/WRE/jb

Enclosure

cc: Debbie Shearer

E. 4. CONTROL OF DISTURBANCES

An inmate disturbance or riot in a jail can have disastrous effects such as the loss of lives and extensive damage. Jail personnel must be constantly on the alert for a potential riotous situation. It is most important that the staff practice methods to prevent jail disturbances.

Disturbance prevention:

1. Several factors appear to have a preventive effect on jail disturbances. However, jails which practice prevention methods have disturbances. Too many factors can contribute to an incident which may trigger a violent reaction. Some of these disturbance prevention practices are:
 - a. Keep lines of communication open from the inmates to the Jailer.
 - b. Serve three (3) good meals a day.
 - c. Visitors and mail are important to inmates; these amenities should be restricted as a last resort.
 - d. Troublemakers must be isolated from the rest of the inmate population.
 - e. Staff should never harass the inmates.

Non-violent demonstration:

1. One person - If one inmate refuses to eat, refuses to work, or attempts to get other inmates involved

in a mass non-violent demonstration, that inmate must be immediately isolated from the inmate population.

- a. Place the inmate in the detention cell and make efforts to talk with him to discover the cause of his actions. Make several attempts to talk to the inmate to solve the problem.
- b. If the inmate remains uncooperative, he will remain in detention and will receive an Incident Report for the appropriate charge.

2. Group

- a. If a group of inmates are engaged in a non-violent demonstration, immediate action shall be taken to prevent a violent disturbance.
- b. The Deputy on duty will notify the Jailer of the details.
- c. All non-participating inmates will be asked to return to their cells.
- d. The Deputy will make efforts to discuss the demonstration with the participants to find out the cause.
- e. If the inmates are non-cooperative, the local police department will be notified.
- g. Participants must be separated and locked in cells.
- h. Use only the amount of force necessary to

return the inmates to their cells.

- i. Participants will receive an Incident Report for the appropriate charge.

Violent Disturbance:

1. If a group of inmates are engaged in a violent demonstration, immediate action shall be taken to prevent further damage to the jail or the loss of life.
2. The deputy on duty will notify the Jailer and the local police department.
3. A general lock up will be ordered.
4. The police chief will supervise the efforts to gain control of the inmates.
5. Prior to the use of special weapons and chemical agents, the Jailer will attempt to talk with participants to end the disturbance without physical force.
6. If physical force is necessary, only that force necessary to end the violence will be tolerated.
7. The use of riot weapons will be supervised by the Jailer and police chief.
8. As soon as injuries are evident, an ambulance will be called.

After the disturbance:

1. Inmates will remain locked in their cells until the least threat of a reoccurrence is eliminated.

2. A debriefing session will be conducted including all jail staff, law enforcement officials, medical personnel, and other officials involved. The purpose of the debriefing will be to establish which inmates were involved and events that took place.
3. A complete report will be developed.
4. An Unusual Occurrence Report will be completed and a copy sent to the:
Office of Regional Jails
Bureau of Corrections
5th Floor, State Office
Building
Frankfort, KY 40601

E. 5. USE OF SPECIAL WEAPONS

To avoid unnecessary injury to an inmate or litigation stemming from excessive force, use of special weapons will be closely governed. Special weapons include the stun gun, special rounds of shotgun ammunition, or similar weapons used to temporarily disable an inmate other than a chemical agent.

Use of special weapons:

1. Only staff members who have received specific training in the use of the weapon may use the weapon.
2. Special weapons will be used in emergency situations only.
3. If the Jailer is present, he will use the weapon or designate a deputy to use it under the Jailer's supervision.
4. Weapons that shoot a projectile will not be aimed at the inmate's head except in a case of life or death self defense.

After the use of special weapons:

1. If inmate injuries have occurred, medical attention will be provided.
2. All debris from the weapon will be removed from the jail and the area will be cleaned.

3. The weapon will be cleaned and restored in the arsenal.

4. A full report will be written as to the details of the incident.

E. 6. USE OF CHEMICAL AGENTS

Tear gas and other chemical agents can be used to restore order in the jail. Chemical agents are effective in subduing an inmate disturbance. However, improper or excessive use of chemical agents can cause unnecessary inmate injury. The use of chemical agents will be governed by the following policy statements.

Use of chemical agents:

1. Any staff member who uses chemical agents must have specific training in the proper use of chemical agents.
2. Chemical agents will be used in emergency situations only.
3. If the Jailer is present, he will use the weapon or designate a deputy to use it under the Jailer's supervision.
4. Weapons that shoot a chemical agent projectile will not be aimed at an inmate's body.
5. Chemical agent weapons of an incendiary type shall be aimed away from combustibles.
6. All jail staff and law enforcement personnel must wear gas masks if in the area of a discharged chemical agent.

After the use of special weapons:

1. If inmate injuries have occurred, medical attention

will be provided.

2. All debris from the weapon will be removed from the jail and the area will be cleaned and decontaminated.
3. A full report will be prepared and submitted to the jailer regarding the use of the special weapon.

E. 7. USE OF RESTRAINT EQUIPMENT

Equipment used to restrain the movement of inmates is necessary to reduce the possibility of escape and bodily injury. All staff will receive training in the proper method of attaching and removing belly chains, handcuffs and leg irons. This policy will govern the use of restraint equipment.

1. Transportation

- a. All inmates who are being transported will be restrained with belly chains, handcuffs and leg irons.
- b. No inmate will be handcuffed to any part of a moving vehicle.

2. Restraining abnormal behavior

- a. Inmates who exhibit abnormal behavior will be restrained if they are a danger to themselves or they become destructive.
- b. Danger to themselves - inmates who are a danger to themselves may temporarily be restrained to their cell bunk.
- c. Destruction of cell - inmates who are found destroying their cell may temporarily be restrained. Use handcuffs behind the back first. If this does not halt the behavior, restrain the inmate to his jail bunk.

- d. The Jailer will be notified to receive approval for restraining inmates who are a danger to themselves or who are destroying jail property.
3. Storage of restraint equipment:
 - a. Restraint equipment not in use will be properly stored in the _____.
4. Mechanical restraints shall never be used:
 - a. As a method of punishment.
 - b. About the head or neck of an inmate.
 - c. In a way that causes undue physical discomfort, inflicts physical pain or restricts the blood circulation or breathing of the inmate.

E. 8. COMMUNICABLE DISEASE CONTROL

Persons admitted to the jail with a common disease or who catch a communicable disease while in jail present a serious hazard to the staff and inmate population. Special precautions must be taken to isolate persons who are suspected of having a communicable disease.

Prevention:

1. During admission, all inmates will be visibly checked during the strip search.
2. Good sanitation and hygiene practice will assist in the prevention of communicable diseases.
3. Any suspected cases will be isolated.

Detection:

1. If a communicable disease is suspected, the inmate will be immediately placed in the isolation cell.
2. The Jailer will be notified.
3. The Jailer will contact the jail doctor.
4. While in isolation, the inmate will have meals served on paper plates and will eat with plastic, throw-away utensils which will be disposed of after use.
5. The inmate will remain in isolation until the doctor recommends release.
6. Serious cases will be transported to the hospital as ordered by the doctor.

E. 9. DEATH IN THE JAIL

Every precaution will be taken to prevent a death in a jail. However, if a death does occur, precise steps must be followed to preserve any evidence and to notify the proper authorities.

1. If death is certain after every effort has been made to save the life, the body will not be moved.
2. The deputy on duty will order a general lock up.
3. The Jailer will be notified.
4. The police department and coroner will be notified.
5. Staff will not discuss the death with inmates or citizens.
6. Law enforcement authorities will contact the next of kin.
7. After the body is moved, the dead inmate's belongings will be gathered unless the police orders otherwise. The area will be cleaned unless ordered otherwise.
8. A detailed report will be made on the incident.
9. An Unusual Occurrence Report will be completed with a copy to the:
Office of Regional Jails
Bureau of Corrections
5th Floor, State Office
Building
Frankfort, KY 40601
10. The Jailer will contact the local news media after the next of kin have been notified.

END