

THE UPSHUR COUNTY JAIL

OPERATING PROCEDURES MANUAL

NCJRS

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ACQUISITIONS

May 1980

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July 28, 1980

Eugene C. Suder  
Sheriff of Upshur County  
Buckhannon, WV 26201

Dear Sheriff Suder:

Upon the advice of Mr. Anthony Kuharich, executive assistant of the Metropolitan Correctional Center in Chicago, U.S. Bureau of Prisons, I have guided two students at West Virginia Wesleyan College in the development of a Jail Procedures Manual for Upshur County Jail. Those two students, Ms. Pam Parsons and Ms. Sue Friedel, worked on the manual under my guidance and correspondence with Mr. Kuharich. They have followed national standards and guidelines as suggested by Mr. Kuharich, utilizing several documents. Foremost in the development of Upshur County Jail guidelines have been the following books:

Manual of Standards for Adult Local Detention Facilities,  
Commission on Accreditation for Corrections, sponsored  
by the American Correctional Association and funded by  
LEAA of the U.S. Department of Justice. 1977.

The Jail: Its Operation and Management, U.S. Bureau of  
Prisons, 1973.

The Procedures Manual has also utilized local procedures as written by you or your staff, and has benefited from consultation with the Upshur County Jail Committee and with Mr. Bob Musselwhite, County Administrator.

I hope the local committee and your staff will adopt the Manual. I am also sending a copy of the Manual to Commissioner Joseph McCoy, Department of Corrections, Charleston, West Virginia, in hopes that the Manual might be distributed to the other counties in the state for possible adoption. I know that you agree with Mr. Kuharich that it is most imperative that the actual operating procedures of a local jail be written in a manual which is agreed upon by the proper county officials. It is our hope that this Manual, with or without any alterations, might be adopted by Upshur County as its official manual.

Yours truly,

John R. Warner, Jr., Ph.D.  
Chairman, Department of Sociology

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PART I Reception Procedures

Section A. Receiving The Prisoner

1. All incoming residents will be met at the jail by a member of said staff.
2. Before placing an individual into the custody of the sheriff the staff member must:
  - a) Be able to identify the accompanying officer.
  - b) Observe the physical condition of the prisoner. If any verbal or visual indication of illness or injury is present a doctor or medic will be called immediately. The prisoner will not be placed in custody until after an examination by a doctor or medic has been made.
  - c) If a prisoner is determined to be in need of further medical attention which cannot be received at the jail the committment papers shall be returned to the accompanying officer and appropriate steps will be taken to obtain the necessary medical care for the individual.
  - d) If it is determined that further medical care is unnecessary or that necessary care may be received at the jail, the individual will be photographed immediately.
  - e) If at any time during the admissions process the individual is suspected of insanity or appears to be in need of psychiatric services, the Appalachian Mental Health Center will be contacted immediately. If the center is closed at the time of prisoner's arrival (such as on a Sunday, or holiday, or at night) he shall be admitted into the Sheriff's custody and the Mental Health Center will be contacted during the next open hour.
3. All persons accepted into custody must be accompanied by appropriate committment documents. All personnel shall be familiar with these documents and will not accept any person into custody without a valid committment paper.
4. Before placing the individual into a holding area a complete search of an

inmate must be made. Any article of contraband will be removed from his person at this time. The Frisk Search shall be conducted by members of the same sex as the inmate. To conduct Frisk Search:

- a) Instruct inmate to stand erect, feet apart, arms extended outward; move behind the inmate, then:
  1. Examine the shirt collar of the inmate.
  2. Run hands over the inmate's shoulders and down the outside of his arms. Examine shirt cuffs.
  3. Move hands up the inside of the arms to the armpits.
  4. Run hands down the front of the shirt. Carefully check shirt pockets.
  5. Move fingers around the inside of the inmate's belt and again inside his waistband.
  6. Move hands to the inmate's buttocks.
  7. Put both hands on one leg; run them down the leg. Check cuff on pants. Repeat on other leg.
  8. Move hands over inmate's abdomen and crotch; carefully check for contraband which may be hidden or taped to those areas.
  9. Ask inmate to extend one foot at a time backward; inspect each sock and shoe for concealed items of contraband.
5. At least two members of the jail personnel of the Sheriff's Office shall be present during the frisk search.
6. The Frisk Search will be conducted with as much respect and dignity as is possible and will be completed as quickly as possible.
7. All items which are removed from inmate's possession shall be examined after the search in the inmate's presence.
  - a) Articles which the resident is allowed to have in his possession will then be returned to him before placement.
  - b) Legal items which the resident is not allowed to have in his possession

during confinement will be labelled as his and returned upon release. Such articles shall be placed in a "resident's pouch" in the inmate's presence and labelled with the inmate's name. A receipt will be signed by the inmate and will be duplicated - one copy will be given to the inmate while the other will be retained in his personal file.

- c) Any illegal item found upon the resident's person at the time of his arrest may not be returned.

Section B. Notification of Incarceration

1. Before placement the individual will be permitted two phone calls.
2. If the inmate is determined to be, for whatever reasons, incapable of placing a call the jail personnel on duty at the time of his arrest will place the call for him.
3. If the called party does not answer the inmate will be allowed to place another call or to replace the call sometime within the next twenty-four hours. The inmate will be allowed to call until contact is made.
4. If the staff cannot obtain a number from the inmate he will be allowed to place the call sometime within the next twenty-four hours.
5. If the inmate needs to place a long-distance call the name and number of contact will be obtained from him and a collect call will be placed by a member of the staff to this number. The inmate will then be allowed to talk to called party in the personnel's presence.
6. All contact calls will be made in the presence of a member of the Upshur County Jail Staff. (This is to insure that contact was placed, not to censor the call.)

Section C. The Initial Interview

1. In addition to the accompanying papers an Initial Interview shall be held with each incoming resident.
2. This interview shall be completed within the first forty-eight hours of the

resident's arrest.

3. The purpose of the interview shall be:
  - a) To determine if the resident has any medical needs which should be brought to the attention of the staff.
  - b) To determine if there are other existing local agencies which might be able to benefit the resident and/or his family during his arrest and/or after his release.
  - c) To check on contacts which may need to be made by the inmate but were not taken care of in the initial contact call.
4. If the inmate indicates that he does have a special medical need an attempt will be made to locate the resident's doctor to have this verified.
5. If the resident's doctor cannot be located, a local doctor will be contacted to check the condition (physical) of the resident.
6. Once it has been determined that special medical needs do exist, it then becomes the responsibility of the Jail Administrator to see that these needs are met.
7. If it comes to the attention of the interviewer during the interview that there are needs of the inmate and/or his family which are caused by or magnified by the arrest of the resident, the interviewer will contact the Appalachian Mental Health Center and necessary referral will be made at that time.
8. The AMHC will be contacted under the following two conditions:
  - a) If the interviewer feels that the individual might benefit by a service offered by the AMHC (such as counseling).
  - b) If the individual would like to see a counselor.
9. At the time of the Initial Interview the resident will be asked if he would like to talk to a minister. If the inmate's answer is affirmative, the interviewer will make necessary contacts.

- 10. Under no circumstances will the interview require the resident to answer any questions concerning the offense for which the inmate has been arrested.  
(See Appendix A - The Initial Interview)

Section D. The Interviewer and the Interviewing

- 1. The interview will be conducted by someone outside the jail staff and the Sheriff's Office - whenever possible.
- 2. The interviewer will be working directly with the Appalachian Mental Health Center and the Sociology Staff at West Virginia Wesleyan College while formulating the interview.
- 3. The initial interview will be conducted in a private area.
- 4. It will be conducted in a "reasonably comfortable" area. (This should be interpreted to mean outside of a cell, except in cases where having the inmate outside of his cell could result in danger to either the inmate himself, the interviewer, or others involved.)
- 5. The interviewer should have had some training and/or experience in this area.
- 6. Upon completion of the initial interview, a copy will be filed with all other information on the resident. Access to the file must come through the Jail Administrator.

Section E. Classification

Classification of residents shall be made in the following manner:

Male ----- Female  
 Adult ----- Juvenile  
 Violent and Assaultive --- Others  
 Intoxicated ----- Others

- 1. All staff members shall be made aware of this system.
- 2. This is not a rigid system. There may be movement from various classifications.
- 3. An update of the present existing system will be made whenever expansion of facilities shall allow. An update would include such areas as, female

residents --- separation of juvenile and adult.

4. A special classification shall be observed for infamous inmates for their protection.
5. The initial assignment of a resident will be to the least possible restrictive area of confinement.

Section F. Supervision

1. The Upshur County Jail is provided with a twenty-four hour staff seven days per week.
2. The staff is provided with clubs. These are to be used only in extreme cases.
3. The personnel on duty at the jail is responsible for the conduct of any inmates not confined to cells. This is true for all inmates including trustees.
4. If at any time it is necessary to move a resident to another cell a staff member must be present during transfer.
5. In case of an emergency situation where some form of outside help is needed, the jailer on duty shall contact the appropriate individual or agency. In cases where uncertainty exists as to what form of contact is needed, the Appalachian Mental Health Center shall be contacted. The center will assist in referral.
6. Residents will be given to identified officers only for outside transfer.
7. The personnel on duty at the jail shall provide sight and sound of all residents on an hourly basis.
8. It is the duty of the jailer on duty to maintain a daily written logue on any and all activity taking place during the time of his shift. This must include:
  - a) Any transfers or reclassifications which took place during the time period. An explanation as to why they took place should be included.

- b) Any and all discipline with an explanation as to what happened.
- c) All other happenings which might affect the next staff shift.

Section G. Searches and Inspections

1. It is the responsibility of the jailer working the hours of 7 a.m. to 3 p.m. to inspect the security devices and the facilities on a daily basis.
2. This shall be handled by the jailer on duty and not the trustees.
3. The inspection will include all locks.
4. A search of a resident and/or his cell may be held only when a just reason for doing so may be shown to exist.
5. No search of the inmate or his cell will be made without the presence of another member of the staff at the jail or from the sheriff's office.

(a trustee is not included)

Section H. Weapons Control

All jail personnel should be trained in the use of all weapons assigned to the institution. They should know in detail, through frequent review, the jail policy for safeguarding weapons.

A. Firearms

1. No armed personnel should ever be allowed to enter any area of the facility in which they may come into contact with prisoners.
2. All firearms assigned to the facility should be stored in an arsenal, vault, or other secure room under double lock. This area must be inaccessible to inmates but readily accessible to jail personnel.
3. Visiting officers should be required to deposit their weapons in a secure place before entering the jail. This may be accomplished by use of a depository weapons cabinet located in a safe area that is inaccessible to prisoners.
4. Live ammunition should be regarded and treated in the same manner as firearms. Ammunition should be recognized as having the same danger

potential as a pistol, shotgun, or rifle and all personnel must be sensitive to its security.

B. Tear Gas

1. Tear gas and all related equipment, such as cannisters, projection guns, and projectiles should at all times be housed in the arsenal under the supervision of the arsenal officer. Use of belt cannisters is discouraged because, like other weapons, they may be seized by inmates.
2. Tear gas or other chemical agents should be used only as a last resort to bring inmates under the necessary degree of control and only after thorough consideration of the hazards involved, including the physical characteristics of the area where it is to be used.
3. Permission to use tear gas must always be obtained from the officer-in-charge, and it must be used under his supervision.
4. All inmates affected by the tear gas must be given a medical checkup as soon as feasible after being brought under disciplinary control. Officers involved should also be treated.
5. A written report should be submitted to the Sheriff whenever tear gas is used.

C. Tool Control: Use of Machines

1. All tools used within the jail should be numbered and kept in a locked storage area which is secure and located outside the security perimeter of the jail.
2. Tools such as bolt cutters, welding torches, pry bars, ladders, large wrenches and screwdrivers should never be issued to inmates for indiscriminate use inside the jail. These tools should be classified within the jail as "hot" items. Any "hot" tools that are to be used in the jail should be issued only to a jail officer. If

it should become necessary for an inmate to use this kind of tool, he should be supervised with extreme care.

3. All tools should be placed on a shadow board in the tool room. Each officer should have a tag with his name stamped on it, which he must surrender for each tool he draws from the tool room. A daily inventory must be kept, with all tools being returned to the tool room before each shift change. In a small jail where most of the work is inside and involves little more than a mop, bucket, and rags, controlling and supervising the use of tools may not be a problem. However, when a jail operates a work program involving an auto repair shop or garage, kitchen, and perhaps road crews, proper control of tools is of major importance.
4. Knives and other tools needed for the daily operation of the kitchen should be placed in a locked box. Although this may be a cupboard, provisions must be made for ensuring that kitchen tools are secure. Since in most jails these tools must be issued to inmates in the food preparation program, the officer in charge of the kitchen should check out each tool, recording in writing the name of the inmate who draws the tool and the time that it is issued.
5. Tools should be checked out by the work supervisor, who is responsible for examining them to determine their condition. He can tell whether they are proper for the job, and whether they are in need of repair. The supervisor can also tell when tools are being misused.
6. The supervisor must make certain that the inmate knows how to use the tool that is issued to him, even though the tools used in and around jails may not require a great deal of skill to operate. The inmate's ability to use the tool should be determined before it is

issued to him.

7. The supervisor is responsible for ensuring that the inmates have been instructed in safety procedures. This requirement is particularly important where power equipment is used. The supervisor must also make certain that the work is organized so that it can be performed safely.
8. All tools that are returned at the end of the working day should be inspected by the supervisor. This will eliminate arguments over the condition of tools with the person who has general responsibility for them. In no case should inmates be allowed to return tools unsupervised.

#### Section I. Segregation

1. There are two reasons for the segregation of an inmate.
  - a) Segregation may be used as a method of protection for infamous inmates and witnesses whose lives might be endangered if they were not set apart from the others.
  - b) Separation of an inmate from the rest of the jail community may be used as a form of disciplinary measure for an inmate who has broken a rule of the jail. (See PART VIII for a Listing of Jail Rules)
2. In either case of segregation, the resident involved will continue to receive the same services as other residents. They will receive normal meals, reading materials, visiting privileges, and the right to attend Sunday Worship Services if they so desire.
3. There are two exceptions to the above statement.
  - a) If an outside accomplice was involved in the breaking of a "rule of the jail", the accomplice's visiting rights may be denied for a specified period of time (a maximum of 60 days).
  - b) A resident may be denied the right to attend the Sunday Worship Services

only if he has been determined in advance to be of danger to himself or to others participating in the service. Before denial of this right can be made, the Jail Administrator as well as a member of the staff of jailers must agree upon the danger involved.

#### Section J. Discipline

The goal of prisoner discipline in jail is to maintain order. The use of regulations and explanations is one way of letting prisoners know what is expected of them, and reduces confusion that can result when there are no general standards of conduct. Rules and regulations should be written and posted where all prisoners can read them. For those who are illiterate, the rules should be explained orally and the prisoner should have the chance to ask questions.

##### 1. Informal Discipline

One simple way to handle disciplinary problems is to report everyone who violates a rule and then let whoever is in charge of administering discipline take the responsibility for action. However, in borderline cases, the jailer should take the time to discuss the situation with the prisoner. There may be a reason for his behavior. The following questions provide guidelines for consistent interpretation of rule infractions:

- a) Does the misbehavior violate rules that are intended to preserve order and security?
- b) Does the misbehavior threaten the safety of the jail staff or prisoners?
- c) Will the prisoner stop his misbehavior if the officer is present?
- d) Does the misbehavior arise from emotional problems or willful resistance to authority, or does it stem from the normal give and take of day-to-day contact between prisoners and jail personnel?
- e) Does the misbehavior present an opportunity for the jail officer

to involve the prisoner in a learning situation?

An officer who is known to be understanding and fair is much more effective than one who reports everything that might be considered a violation.

## 2. On-the-Spot Correction

The following steps are suggested when a prisoner should be corrected on the spot:

- a) If the jail officer's presence is not sufficient to stop the prisoner's misbehavior, bring it to his attention. The prisoner may not realize his behavior is unacceptable.
- b) The jail officer should explain why the prisoner's behavior is unacceptable. This is not always necessary. If the prisoner knows the rules of the jail, he will know that his behavior is wrong, and why. Take time to communicate with the prisoner. There may be a problem that he is facing at the moment that caused him to misbehave.
- c) Officers should point out the correct behavior to the prisoner.
- d) The prisoner should be informed that a repetition of this behavior will not go unnoticed and a formal report will be filed to the Jail Administrator if the behavior continues.
- e) A notation should be made in the record that a warning has been given, so that the prisoner cannot claim that he did not know better.

## 3. Formal Disciplinary Methods

An organized procedure for handling serious infractions should be used. A formal report should be written when:

- a) The infraction jeopardizes the security of the jail, threatens the safety of staff or prisoners, or is a violation of the law.
- b) The prisoner continues to misbehave in spite of informal correction and repeated warnings. Since the prisoner has not profited from

the informal approach, the formal method must be used.

#### 4. Contents of Formal Report

- a) Prisoner's full name
- b) Complete description of behavior
- c) Time and place of incident
- d) Reporting officer's location at time of violation
- e) Witnesses - prisoner witnesses should not be expected to testify except in case of a serious violation.
- f) Reporting jailer's response.
- g) The prisoner's response to the jail officer
- h) Past warnings

Documentation of disciplinary actions is very important, because it permits periodic evaluation of a prisoner's behavior. It is also a means of defending prisoner legal actions.

#### 5. Suggested Guidelines for Discipline

- a) If a prisoner misbehaves in the presence of others, call him aside and discuss the matter with him. The presence of other prisoners may have a negative effect on the prisoner (i.e. embarrassment, hostility and ridicule).
- b) In all disciplinary situations, the jailer must take an impersonal approach.
- c) The jailer must never threaten the prisoner with punishment at the time of the infraction. Most often he cannot follow through with threats, since the disciplinary procedure is not controlled by him.
- d) Rules must be flexible and used sparingly. If punishment is overused, it loses its effectiveness.

#### 6. Control of Problem Prisoners

Problem prisoners are those who do not respond to supervisory methods or positive disciplinary techniques. They are hostile to authority and are unable to accept rules and supervision.

a) Guidelines for handling the violent prisoner:

- 1) The jail officer should never attempt to subdue a violent prisoner alone. He should always have the help of one or more staff persons.
- 2) If possible, a direct confrontation should be avoided.
- 3) Precautions should be taken to ensure that the prisoner is not harmed. A jailer must exercise great care in subduing a violent prisoner before an audience of inmates. Violence may spread, if the situation is not handled correctly.

b) The uncooperative prisoner.

- 1) There is little the jail officer can do to force the prisoner to cooperate.
- 2) The jail officer's responsibilities are limited. He can talk to the prisoner and try to convince him to cooperate. If this has no bearing, he has no alternative but to submit a report to the jail administrator. Once a report is submitted, it is out of the jailer's hands. Force may be used if the prisoner continues, but it is an administrative decision.

Section K. Discipline Reports

1. Individual members of the jail staff shall be responsible for completion of "disciplinary reports".
2. A disciplinary report is a written explanation of the type of discipline used, by each staff member, against which inmate.
3. This report will serve as a notification to the staff on the following shifts as to the disciplinary measures which need to be enforced.

4. Disciplinary reports shall also be included in the inmates' files and shall be given due consideration before the awardal of good time or before the resident is considered for the position of trustee.
5. All disciplinary reports shall contain:
  - a) The specific violation for which the inmate is being punished.
  - b) The specific form and length of punishment.
  - c) The reason for which the personnel felt that disciplinary actions were necessary.
6. Disciplinary actions may be taken only by the staff member on duty at the time of the violation. Although action may not be taken at that time, the personnel must advise the inmate of the action to be taken and begin proceedings. (See "Juvenile" Part VI for specific rule concerning discipline of juveniles)

## PART II Staff

### Section A. Employment Description and Qualifications

#### 1. Correctional Officers (jailers)

- a) Personally observe each inmate classified as high or medium security at least every 30 minutes; but on an irregular schedule. Minimum or low security inmates should be observed at least every 60 minutes, also on an irregular schedule.
- b) The jailers provide security, proper housekeeping, and inmate protection 24 hours a day and every day of the year.
- c) Qualified to handle all aspects of inmate supervision, including booking, security, sanitation, physical exercise, discipline, work assignments, mail delivery, laundry exchange, prisoner counts, inmate and cell searching, weapon control, etc. and assist inmates towards self improvement.

2. Jail Administrator

- a) Although the Sheriff continues to have legal responsibility for the administration of the jail, the Jail Administrator is a trained and experienced correctional administrator and is delegated the requisite authority for the effective operation of the jail.
- b) Qualifications include a bachelor's degree in corrections, criminal justice, sociology, psychology, or other related social sciences, and a minimum of five years of administrative experience in a correctional setting, including jail and corrections program administration. He (she) should have had prior experience supervising corrections staff, and the ability to work effectively with community agencies and volunteers.

Section B. Staff Training

1. Each staff member must agree before his employment to participate in any and all training offered before or during his employment at the jail.
2. It is the responsibility of the Jail Administrator working with the local Sheriff to develop an adequate training program.
3. The program shall be designed around local area agencies and institutions which may be of service in the training programs. Such agencies and institutions include (but are not limited to) the Buckhannon Health Department, the Appalachian Mental Health Center, and West Virginia Wesleyan College.
4. Topics covered by pre-employment training will include the following topics:
  - a) Admissions Procedures
  - b) How to Handle the Violent Inmate
  - c) How to Handle Crisis Situations
  - d) Spotting Depression and Other Mental Problems

- e) Organizational Structure of the Jail
  - f) Duties Given To and Restricted From a Trustee
  - g) CPR
  - h) Significant Legal Issues
5. Also included in the orientation training shall be the Upshur County Jail's Operating Procedures Manual. The rules and regulations found therein will be covered with the staff. Any questions concerning their meaning, validity, or importance will be covered at that time.
  6. At the end of the personnel's probationary period, there will be a training session to check individual knowledge of material previously covered. An update of current happenings, programs, and practices in the field will be covered at this time.
  7. The program will continue to be provided for the employees on an annual basis, the purpose of a continued program being to check employee weaknesses and to provide new information on current levels.

Section C. Probation Period

1. All incoming employees shall be placed on a six month probationary period.
2. Probationary employees are to be evaluated on a bi-monthly basis by the Jail Administrator.
3. At this time the employees' strengths and weaknesses will be evaluated in writing and discussed with the employee. In areas where weaknesses do exist, the Jail Administrator will establish steps to be taken to minimize or eliminate the weaknesses.
4. These steps may include a discussion with the evaluator concerning necessary changes while leaving the changes up to the employee.
5. At the end of the Probation Period the employee will meet with the Upshur County Jail Committee. Success or failure of the employee shall be determined at this time.

6. If the employee is successful in his completion of the Probation Period, permanent status will then be granted to the employee.
7. If the employee has been determined to be unsuccessful, termination of employment may be necessary. (NOTE - Termination of employment is subject to show of good cause.)

Section D. Personnel File

1. A personnel file shall be maintained by the Jail Administrator. Personnel records will contain the following information:
  - a) The initial application from the employee to the jail
  - b) Reference letters and the employee's resumé
  - c) Results of the preliminary investigation
  - d) Verification of the employee's training and experience (This shall include both previous and post employment)
  - e) Wages and salary information
  - f) Job performance evaluations
  - g) Incident reports and commendations
  - h) Types of discipline used by the employee as well as a copy of the disciplinary reports made by the employee.
2. Access to the personnel files shall be limited to the Jail Administrator, the Upshur County Sheriff, and the employee himself. Access will also be given to the Upshur County Jail Committee, but only those areas which might be of importance in determining the success or failure of the employee's probationary period.
3. All materials taken from the file by the committee which play a role in this determination must be made known to the employee.
4. Files shall be closed at all times, and permission for opening files can only be obtained through the permission of the Jail Administrator.
5. It shall be the duty of the Jail Administrator to keep the files up-to-

date, factual, and confidential at all times.

Section E. Benefits

1. An employee (full time) works a 42-hour week consisting of 232 days per year.
2. Holidays and the average annual vacation period total 22 days per year.
3. Annual sick leave period consists of 6 days per year.

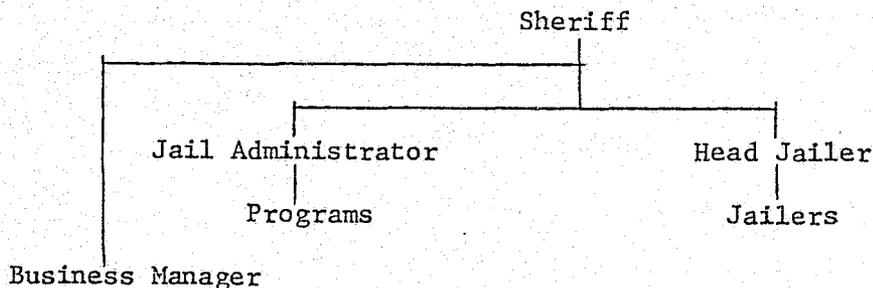
Section F. Facility Surveillance

1. There shall be round-the-clock supervision of the residents of the Upshur County Jail.
2. Included in the duties of the staff at the jail is an hourly sight and sound surveillance of the inmates, as well as a daily check on all locks in the jail. In addition, each staff member shall complete a sight and sound inspection of each inmate upon his arrival for work and again immediately before leaving for the day.
3. A copy of the Jail Manual is provided to each employee upon his employment at the jail.
4. All areas of the procedures are discussed with the employee during his initial training period.

Section G. Jail Business Hours

1. The business hours of the jail are daily from 9:00 a.m. to 5:00 p.m. - unless other arrangements are made with the chief Deputy, Sheriff, or the Jailer.

Section H. Jail Organization (Also See Appendix B)



PART III Rights

Section A. Telephone

1. All incoming residents are allowed two telephone calls to the persons of their choice. A local telephone directory will be available to the inmate/prisoner for seeking bail and attorneys, and other phone listings.
2. If a person called cannot be reached, the individual shall have the choice of placing a call to another individual or placing a call to the original number at a later time period.
3. In the event that the number to be called is long-distance, the personnel on duty at the time of the arrest will place a collect call to said number.
4. Residents shall be allowed to place and receive calls from/to resident's attorney or representative whenever necessary. Conversations between resident and attorney shall not be monitored.
5. All inmates are allowed one personal telephone call per week. This call may be placed at the discretion of the resident.
6. At the time of arrest, all residents shall be provided with the procedures for use of the telephone, including the number of calls allowed, the length of calls, and procedures for placing long-distance calls:
  - a) Each resident is allowed one personal call per week.
  - b) Length of individual call shall be limited to fifteen minutes each.
  - c) All long-distance calls must be initially placed by a member of personnel on duty at that time. All long-distance calls shall be placed collect.
  - d) No incoming calls are allowed for inmates.

Section B. Physical Force and Restraint

1. A minimum of physical force is to be used by jail personnel. Force will be used only when absolutely necessary to protect self, other members of the staff, or residents from injury; or to prevent escape, resident take-over, or destruction to property.

2. Immediate medical attention shall be given to personnel or resident when warranted or asked for following an incident where physical force was applied.
3. Instruments of restraint (i.e. handcuffs, irons and straight jacket, etc.) shall not be used as a method of punishment.
4. Instruments of restraint may be used during the transfer of an inmate or for medical reasons where it may be used in such cases to prevent the resident from injury to himself or others. These types of restraint shall be used under the supervision of a physician.
5. Residents placed in restraint shall receive constant supervision.
6. CORPORAL PUNISHMENT SHALL NEVER BE USED.

Section C. Grievance Procedures

1. A Grievance Box will be made available to all residents. This box shall be placed in an area made accessible to the inmates.
2. Written complaints concerning the jail, its order, maintenance, staff, and other legitimate complaints made, can be placed there for review by the Jail Administrator.
3. The contents of this box shall be checked on a weekly basis by the Sheriff and gone over with the Jail Administrator to check for validity.
4. All complaints viewed as valid shall be looked at in terms of finding a viable solution.

Section D. Nondiscrimination

1. No resident at the Upshur County Jail shall be discriminated against by a member of the jail staff.
2. Any and all volunteers, paraprofessionals, and interns shall be advised of the importance of nondiscrimination and will be expected to adhere to all of the rules and regulations of the facility.
3. No resident shall be discriminated against for reasons of race, sex,

religion, national origin, economic status, or political persuasion.

5. The above factors will not be considered by the staff members in resident's grievance, discipline or classification.
6. Those listed factors will not influence the ability of the inmate to become a trustee.
7. There is a resident's grievance box made available to the inmates. Any form of discrimination of the staff toward residents may be reported by the inmate through this box. Residents are informed of their rights and the existence of this box at the time of their arrest.

Section E. Sanitation and Hygiene

1. Sanitation evaluation shall be made on an informal basis by the Upshur County Jail Administrator on a daily basis. Formal inspections shall be completed on a weekly basis.
2. Garbage collection shall be on a weekly basis by the City of Buckhannon. It shall be the duty of the staff working the shift immediately before the scheduled time of pick-up to prepare garbage for disposal.
3. The job of cleaning of the jail facilities may be designated to trustees by the jail staff. The responsibility of inspecting the kitchen and dining areas, showers and visiting area on a daily basis shall remain the duty of the jail staff.
4. We agree with the National Sheriff's Association and their statement that "there is no excuse for failure to keep the jail clean and to correct obvious health hazards." The ability of the individual jailer to maintain this degree of sanitation shall be considered in the personnel's evaluation.

Section F. Personal Hygiene

1. Cleanliness is mandatory and it is the obligation of each resident to keep his cell and his person clean and orderly at all times.

2. Showers will be taken by all residents on Mondays, Wednesdays, and Fridays. Showers available in the ranges may be used by the residents on a daily basis.
3. Residents shall shave as is necessary. Shaving supplies are available by contacting the jail personnel on duty.
4. The Upshur County Jail shall make available a barber for haircuts on Wednesday and Thursday evenings between the hours of 7:00 and 8:00. Residents may make a request for a haircut through any member of the staff on duty at that time. Except in the case of indigent inmates, all residents shall pay for their own haircuts.
5. Upon committment of the inmate he/she shall be supplied with suitable bedding, linens, and towels for his stay at the jail.
6. All linens, bedding, towels and personal clothing will be laundered on a weekly basis, one day each week for each area of the jail.
7. The Upshur County Jail shall supply the following necessities for each resident: soap, toothpaste and toothbrush, toilet paper, shampoo, feminine hygiene supplies, shaving gear, and any other articles which may be necessary for the maintenance of personal hygiene.
8. Residents at the Upshur County Jail are permitted to continue wearing personal clothing. As soon as possible after confinement, the resident's clothing will be laundered at the jail and then returned to the resident.
9. Any indigent inmate in need of clothing should contact a member of the personnel. Clothing will be provided for the resident with the assistance of the Salvation Army on Wednesday and Thursday afternoons from the hours 1:00 to 3:00 p.m.
10. Two changes of clothing and any requested toilet articles may be brought to the resident in any given week. Clothing and/or other supplies should be brought to the personnel on duty at the time of the visitation.

Section G. Medical Care

1. All residents have the right to adequate medical care. Aside from the initial check at the time of arrest, if the inmate should request medical care at any time during incarceration, a local physician will be called by the staff on duty at that time.
2. If at any time a member of the staff at the jail should feel that a particular inmate may need medical attention, a physician may be called.
3. Medical care also includes adequate dental care. Dental care shall be provided by the Upshur County Jail upon request by the resident. All bills resulting from dental attention must be paid for by the county.
4. Any medication prescribed for an inmate must be given out by a member of the jail staff. The resident will be given the medication one dosage at a time, and the personnel will watch the resident's consumption of the medicine. This also includes all non-prescription drugs.
5. The personnel at the jail shall maintain an up-to-date, complete, and accurate logue of any and all medical treatment received by the resident, and all medications, whether prescription or non-prescription, given to the resident during his confinement. A complete list of these shall be included in the resident's personal file.
6. Special medical needs of individual residents that have been verified by a physician or medic shall be provided by the staff. It shall be the responsibility of the Jail Administrator to see that the staff is provided with all necessities for proper handling of the needs.
7. All personnel shall receive training in emergency care procedures, basic first aid, intake screening, basic life support, cardio-pulmonary resuscitation (CPR), and recognition of serious injuries and illnesses most common to the facility.
8. This training shall be pre-planned with the help of the Upshur County Jail

Committee and shall be part of the basic training program for all incoming personnel.

9. All medication stored in the facility will be kept in locked areas provided for said medications.

Section H. Public Defender

1. Any inmate/prisoner may request that an attorney be appointed to represent him. This request should be made to the assistant jailer or any other deputy sheriff or sheriff.

Section I. General Welfare

1. The Upshur County Jail Staff is interested in every inmate's personal safety and well-being while in jail. Any assault, attempted assault, or threat should be reported immediately.

Section J. Recreation

Every jail administrator should attempt to operate the widest possible range of inmate programs and activities, not only for their correctional value, but also to combat the traditional idleness of jails.

A. Sedentary

1. Movies
2. Television
3. Playing Cards
4. Games
5. Handcraft
6. Art

B. Active

1. Use of Gymnasium
2. Recreation Yard (or other space)

PART IV PRIVILEGES

Section A. Visiting Rights

1. The Upshur County Jail will provide a total of nine visiting hours per week for the families and friends of the residents.
2. Visitation by the resident's attorney or authorized representative will be open twenty-four hours daily, seven days a week.
3. Visitation by a minister will also be open. In addition to this, special hours will be provided for ministerial visitation on a weekly basis by the local Community Ministerial Association. This period of visitation:
  - a) shall consist of at least two consecutive hours.
  - b) shall provide private areas for informal conversation if so desired by the minister.
  - c) shall be flexible so that if at any time a decision should be made by the Ministerial Association that another time period would be to the advantage of the visitations, due consideration will be given by the Jail Administrator as to an appropriate day and time.
  - d) is presently scheduled at Wednesday evenings between the hours of 6 and 8:00 p.m.
4. The visiting hours at the Upshur County Jail are staggered by both day and hour in an attempt to provide time periods for all those interested in visiting. If a problem should arise so that visiting at appropriate hours becomes impossible, special consideration will be given to individuals involved.
5. Personnel on duty at the time of visitation shall supervise but not monitor visits.
6. All visitors must identify themselves by name and their relationship with the specific resident being visited.

Section B. Correspondence

1. All incoming mail including packages may be opened to inspect for contraband.
2. Any inspection of mail which includes opening of said mail shall take place only in the presence of the addressee.
3. A maximum amount of respect for the residents' privacy shall be observed by the jail staff. The staff member participating in the inspection of any mail or package shall not read or censor the contents of said mail.
4. Incoming mail shall not be delayed by the staff at the jail for more than twenty-four hours. The only exception to this is in a situation where some form of contraband has been found inside mail.
5. Outgoing mail shall be mailed by the jail staff on a daily basis and shall not be held over a twenty-four hour period except during week-ends and holidays.
6. Indigent residents shall receive free postage and stationary upon request (with a maximum of seven letters per week).
7. All mail received for resident after his release or transfer from jail shall be forwarded to resident.

Section C. Commissary Services

1. Services for cigarettes and snacks are provided for inside the premises of the jail. All residents wishing to purchase such items must do so on the premises.
2. Items of personal necessity to the resident may be purchased by friends or relatives of inmate.
3. The staff at the jail may search any and all such items for contraband.
4. Any individual who does not have someone who may place such purchases for him shall receive assistance from the jail personnel in making outside purchases.
5. Indigent residents shall be provided with personal necessities by Upshur

County.

6. Purchases from available commissary at the jail shall be made by trustees or personnel for confined prisoners.

Section D. Television/Radio

1. Resident may have their own radio or television kept inside their cell. The members of the staff may set sound regulations.
2. Television or radio may be provided in outer areas of the jail at the discretion of the jail staff.
3. If after repeated warning the inmate with either a television or radio is negligent in keeping the sound down to the standard set by the staff on duty, the right to a television or radio may be withheld from the inmate involved.

Section E. Money

1. Monies may be retained by the inmate/prisoner, but not in excess of five dollars (\$5.00). If family or friends wish to provide money for use, they may deposit it in the jail office - Monday through Friday from 9 a.m. to 5 p.m. and it will be credited to the inmate's account.
2. When an inmate is entering the jail, or is being booked, all of his personal articles will be removed from his person and placed in a "Prisoner's Pouch", including all his monies and valuables. His name will be placed on the front of the pouch and a listing of articles and monies therein. Upon release from the jail, the inmate will sign a receipt for his monies and personal articles.
3. All cash money received for the inmate either from visitors or through the mail will be added to this personal articles listing, and stored in his pouch. Inmates may use the retained monies for purchases from the vending machines.
4. Any and all checks and money orders received in the mail for an inmate will

be placed in his personal property pouch and recorded. Checks or money orders received by mail may be cashed by arrangements with the jailer.

5. Cash money received in the mail will be surrendered by the inmate and placed in his personal property pouch and recorded.
6. Inmates are not allowed to transfer any part of their money from their account (pouch) to another inmate's account.
  - a) Inmates' money will not be released to family or friends during visiting hours.
  - b) Inmates desiring to release monies to anyone must do so in writing to the assistant jailer. The same applies to his/her personal properties.

#### Section F. Good Time

1. The West Virginia Code provides: for each month, in excess of a six (6) month sentence, the sheriff may give the inmate "good time" at the rate of five (5) days per month, if the inmate has willingly and cheerfully obeyed all the rules and regulations of the Upshur County Jail. "Good Time" amounts to time off for good behavior.
2. In addition the code provides for time off for the donation of blood, at a rate of five (5) days per donation. However, the sheriff will determine when and who will be the donors; usually all donors will be held in reserve for emergency blood requests.

#### Section G. County Property

1. Blankets, sheets, towels, and other county property assigned to each inmate must be returned in good condition upon release. The transferring of any of these items from one person to another will not be permitted.
2. No sheets, blankets, or other material shall be draped over the bunks or bars which would obscure the full view of the bunk and cell areas. No clothing or bed linens will be placed in the bars at any time.

PART V SOCIAL SERVICES

Section A. Religious Services

1. Religious services shall be provided on a weekly basis.
2. These services are presently being held on Sunday afternoons between the hours of 3 and 4:00 p.m. and are the responsibility of the Community Ministerial Association. They are handled on a strictly voluntary basis.
3. All residents have the privilege to attend these services. Only those who present a real threat to themselves or to others present may be prevented from attending.
4. Restriction of attendance must come from the Jail Administrator.
5. No resident shall be forced to attend.
6. The speakers at the services shall not represent any particular church, but shall be strictly non-denominational in nature.
7. Those in attendance at the Worship Services may include residents, personnel and those necessary to present the service.
8. Each individual resident is recognized as having the right to pursue his own chosen religious practice or belief. This is subject only to limitations necessary to maintain order and prevent injury of the resident, staff members, and other residents which might become involved.
9. Upon the initial interview the resident will be asked if he would like to see a minister. If the resident should at that time or at any other time during his incarceration desire to see a minister, a member of the staff will contact a local member of the Ministerial Association.
10. If the inmate has a particular preference, the specific minister will be notified.

Section B. Food/Quality, Nutrition and Service

1. The Upshur County Jail provides three hot meals daily:
  - a) the meals shall be provided on a regular time schedule which is as

follows:

Breakfast 8:00 a.m.

Lunch 11:30 a.m.

Dinner 4:30 p.m.

2. A menu shall be posted at least one week in advance of each meal.
3. The cook at the jail shall work directly with a member of the Upshur County Health Department in the planning of well-balanced, nutritious meals.
4. Special diets will be provided for any and all residents who have special medical needs. These meals will be planned with the help of a local physician.
5. Food is not seen as a reward or as punishment and will not be used as such.
  - a) No 'special' foods, or larger amounts of servings, shall be given to inmates for the promise of good behavior.
  - b) Food will not be delayed or withheld from any resident for any reason other than medical. If food is withheld it must be through a doctor's supervision.
6. Group dining shall be practiced whenever feasible. Limitations shall exist only where security or safety considerations justify otherwise.
7. Special diets shall be given to those residents whose religious practices should deem it necessary.
8. A budget of available funds for use in the kitchen in the jail shall be approved and it will be the job of the Jail Administrator to maintain accurate purchasing and accounting procedures.
9. The cook shall report a list of meals served during the previous week to the Jail Administrator at the end of each week. It is the duty of the Jail Administrator to maintain a list of all meals served.
10. All foods shall be stored in appropriate storage areas for said foods.

11. A daily inspection shall be made by personnel of all previously mentioned food storage areas.
12. Members of the staff at the Upshur County Jail shall obtain a health card before performance of any duties inside the immediate vicinity of the kitchen. This health card must be renewed on a regular basis in order for the employee to remain in his or her position at the jail.

Section C. Counseling

1. Counseling is made available to all inmates by request (orally or written) to the Jail Administrator, or as need arises.
2. During the initial interview, the incoming resident will be asked if he would like to see a counselor. If the resident replies in an affirmative manner, the Appalachian Mental Health Center will be contacted immediately, and an appointment will be made. If after the initial meeting the counselor and resident should agree to subsequent meetings, arrangements will be made by the jail personnel to provide for a desirable time and place for the counseling to take place.
3. If after the initial interview the interviewer feels that there is a need for counseling of any type, the Appalachian Mental Health Center will be contacted and necessary arrangements shall be made for an evaluation by the AMHC.
4. If at any time during his incarceration the inmate should request counseling of any type, the appropriate persons or agency will be contacted at that time by the personnel on duty. If the request is made at a time when the person or agency requested is unavailable (such as on weekends or nights), the contact will be made as soon as possible after the initial request, and the inmate shall be notified of the delay.
5. The Appalachian Mental Health Center shall serve as an acting referral agency in areas where the actual need of the resident is not clear.

6. Local community agencies providing appropriate counseling for residents include the following:

- a) The Appalachian Mental Health Center (Weston, Elkins, and Buckhannon)
- b) The Upshur County Health Department
- c) The Community Ministerial Association
- d) Weston State Hospital
- e) New Dawn Group Home (juvenile)

These agencies provide individual counseling, crisis counseling, alcoholic treatment, treatment for drug abuse, spiritual help, and family counseling when requested by inmate.

7. Continued counseling after release from the Upshur County Jail shall be the responsibility of the resident himself and the community agency involved.

#### Section D. Library

1. There is a library within the lobby of the jail, with books available to any inmate. Make request for books to the jail administrator.

### PART VI THE JUVENILE

#### Section A. Placement

1. Juveniles are placed in the confinement of the Upshur County Jail only when all other community resources have been exhausted and there appears to be no other viable solution to the particular problem.
2. Before placing the juvenile in the jail, the personnel must be presented with a written order from the judge.
3. Any juvenile placed into the custody of the Upshur County Sheriff and confined in the county jail will be provided with living quarters separate from adult inmates (in the juvenile detention).
4. Juveniles shall remain out of sight and sound of adult inmates.
5. Because of the structure of the Upshur County Jail, it is sometimes

unavoidable and juveniles and adult residents must come into contact (such as intake or transfer). In cases when this must happen the facility personnel shall maintain constant sight and sound surveillance.

Section B. Segregation

1. Segregation shall be used only as a temporary emergency measure. It shall be put into use to allow the juvenile time to calm down for a period of up to twenty-four hours.
2. Segregation may be used as the result of behavior which creates a danger to the juvenile himself or to others.
3. Any behavior which makes the use of segregation necessary will be reported to the Jail Administrator immediately. A local medic or physician will also be contacted if necessary.
4. A juvenile at the Upshur County Jail may be segregated upon request and/or if the personnel on duty feels that segregation may be necessary for maintaining the personal safety of the resident.
5. In cases of segregation a member of the staff will maintain a constant watch over the juvenile. A staff member shall physically remain with the juvenile whenever possible.

Section C. Rights of the Juvenile

1. The juvenile shall have equal rights with the adult except - Restriction ---  
---No form of tobacco will be permitted!
2. All juveniles who are participating in the Upshur County School System retain their right to educational materials provided through the county school system.

PART VII PARAPROFESSIONALS, INTERNS, VOLUNTEERS AND TRUSTEESHIP

Section A. Paraprofessionals and Volunteers

1. The Upshur County Jail Administrator is responsible for obtaining the cooperation and services of necessary paraprofessionals and volunteers.

2. There shall be no discrimination of race, sex, religion, national origin, economic status, or political persuasion in the choosing of individuals to provide these services.
3. All workers providing any type of services at the jail shall be responsible for abiding by the same rules and regulations as the Upshur County Jail Staff.
4. Before performing any services at the jail, the individual will complete a short period of training which will provide him with the necessary knowledge for successful completion of his assignment.
5. Volunteers and paraprofessionals will be provided with a copy of the Upshur County Jail's Operating Procedures Manual, and will be expected to familiarize themselves with the contents therein.
6. Volunteers and paraprofessionals providing on-going services at the jail must agree in writing to abide by all procedures and policies of the jail. The conduct of the volunteer or paraprofessional is emphasized.
7. Any worker at the jail who is found to behave in a disorderly manner while performing his specific assignment at the jail may be prohibited from returning to carry out said duties.
8. All volunteers and paraprofessionals will be introduced to the staff members in advance by the Jail Administrator. Any unrecognizable person(s) will not be admitted by the personnel on duty at the jail until proper identification has been made.
9. All volunteers performing specialized tasks at the jail are qualified to perform said task. No unqualified individual will be used in areas for which he is not qualified.

Section B. Internships

1. Internships at the Upshur County Jail will be provided by West Virginia Wesleyan College. These internships are based upon a contract written by

the college, meeting Federal Government Standards for recruitment, linkage of academic studies and work assignment, program objectives, evaluation plan, and proper supervision.

2. Supervision of interns shall be provided by the Jail Administrator and the faculty at West Virginia Wesleyan College.
3. Before beginning an internship or work/study program at the jail, the participant must complete specific training and be qualified for the performance of specified job assignments with adequate supervision.
4. All participants in the program must become familiar with the Upshur County Jail's Operating Procedures Manual.
5. At the beginning of the internship the individual will be assigned specific responsibilities and job assignments. The Upshur County Jail Staff will not add to these assignments without first consulting the Jail Administrator and the supervisor at the college.

Section C. Trustee

1. Trustees at the jail are chosen from volunteers.
2. The resident wishing to act as a trustee must write a note to the Jail Administrator making a request for approval.
3. Trustees must have been sentenced in advance of their appointment, and an appropriate evaluation by the Magistrate or Circuit Court must be available.
4. Suggestions as to the choice of a trustee may be made by the Jail Administrator. The final decision rests with the jail staff.
5. All trustees will abide by the rules and regulations of the jail.
6. The trustee shall not leave the facility without the permission of the personnel on duty.
7. All trustees assigned to work at a different agency must sign out before leaving the premises and sign back in upon his return. It will be the responsibility of the person to which the trustee is assigned to keep a

daily logue on the trustee and to include in this the time of arrival and departure of the trustee.

8. The trustee may not charge anyone for his services. This includes all other residents at the jail and outside agencies for which he may work. Free will donations are acceptable.
9. Trustees may operate vending machines at the facility and make outside purchases for other residents. All purchases must be approved by personnel in advance.
10. The trustees' duties at the jail include cleaning facilities, mopping, and other chores as assigned by the staff.
11. Jobs involving direct contact with other inmates shall be kept to a minimum. All tasks involving such contact will be supervised by personnel.
12. Contraband passed by the trustee will mean the immediate removal of the trusteeship and loss of accumulated good time.
13. No trustee shall be permitted to bother the breathalyzer, camera, jail records, or any other unspecified jail materials.
14. Grievances of the trustee must be handled through the available Grievance Box. Any refusal to perform delegated duties will mean the immediate revocation of the trusteeship.
15. No harassment by personnel (either verbal or physical) of the trustee for refusal to perform duties will be allowed.

#### PART VIII REGULATIONS OF THE JAIL

Regulation - A flat statement, having the effect of law and leaving little or no room for judgment, by which conduct or things are controlled.

##### Section A. Regulations

1. Fighting is prohibited and is a violation of the law, subject to criminal complaint.
  - a) Noise and loud talking will be kept to a minimum when in the cells.

Rages, yelling, and horseplay anytime is prohibited. Profanity, beating on tables or toilet fixtures, and communicating from one part of the jail to another will not be permitted at any time.

2. Fires in cells, ranges or other parts of the jail are prohibited.
3. Destruction of clothing, wiring, and destroying or scratching on walls is forbidden.
4. Narcotics, dangerous drugs, and alcoholic beverages are forbidden.
5. Weapons or any material that can be used as weapons are forbidden. Fountain pens, keys, metal cans, or glass objects are forbidden contraband.
6. Prisoners are not permitted to keep any articles of any kind under their mattresses. This is necessary in order to prevent the accumulation of dirt and vermin.
7. No pictures, news articles, or other writings shall be attached to the walls of the cells. No prisoners will be allowed to have any obscene or lascivious writings or pictures of any kind. This includes pictures depicting nudity or sex.
8. Covering the lights in the cells with paper or other material is forbidden.
9. Covering the closed circuit television monitoring devices, or tampering with or moving the same, shall be prohibited.
10. Lights out or "lock-up" will occur each night at 10:00 p.m. Once the lock-up has been completed for the night, no loud talking or boisterous conduct will be permitted.
11. Profanity, immoral, insulting or abusive language shall not be tolerated, and the resident is subject to loss of certain privileges if this rule is violated.
12. Gambling in any form will not be tolerated; if violated, the resident is subject to loss of certain privileges.

APPENDIX A - The Initial Interview

GENERAL

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

How long have you lived there? \_\_\_\_\_

How many people in your household? \_\_\_\_\_ Any recent change in that number? (if yes, please explain) \_\_\_\_\_

Name and address of friend or relative (contact) \_\_\_\_\_

Relationship to you? \_\_\_\_\_

PERSONAL

AGE \_\_\_\_\_ SEX: MALE FEMALE RACE: WHITE BLACK OTHER

MARITAL STATUS: single married widowed divorced separated

Has there been a recent change in your marital status? YES NO

If YES, how? \_\_\_\_\_

RELIGION: \_\_\_\_\_ Practicing? \_\_\_\_\_

Do you want to see a minister? YES NO Who? \_\_\_\_\_

How does your sentence affect your family? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to receive counseling services? YES NO

EDUCATION COMPLETED: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ for how long? \_\_\_\_\_

Name and address of employer \_\_\_\_\_

Is your FATHER living? YES NO Your age at time of death? \_\_\_\_\_

Cause of death? natural accident suicide homicide

Is your MOTHER living? YES NO Your age at time of death? \_\_\_\_\_

Cause of death? Natural accident suicide homicide

Does your family have transportation resources? YES NO

Have you recently had a loss (such as a family member, friend, pet, financial, property...) if yes, please explain \_\_\_\_\_

Do you have any special medical needs? YES NO If yes, please explain

Are you taking any medication? YES NO If so, what? \_\_\_\_\_

Name of doctor and his location \_\_\_\_\_

Have you ever considered suicide? YES NO How recently? \_\_\_\_\_

AFTER THOUGHTS

Manner of dress

Neat \_\_\_\_\_

Unkempt \_\_\_\_\_

Motor Activity

Calm \_\_\_\_\_

Nervous \_\_\_\_\_

Agitated \_\_\_\_\_

Subdued \_\_\_\_\_

Posture

Appropriate \_\_\_\_\_

Slouched \_\_\_\_\_

Rigid \_\_\_\_\_

Eye Contact

Good \_\_\_\_\_

Fair \_\_\_\_\_

Poor \_\_\_\_\_

Verbal Quantity

Normal \_\_\_\_\_

Unresponsive \_\_\_\_\_

Overproductive \_\_\_\_\_

Conduct during interview:

Cooperative \_\_\_\_\_

Attentive \_\_\_\_\_

Apologetic \_\_\_\_\_

Resistive \_\_\_\_\_

Detached \_\_\_\_\_

Other \_\_\_\_\_

Effect:

Appropriate \_\_\_\_\_

Flat \_\_\_\_\_

Subdued \_\_\_\_\_

Anxious \_\_\_\_\_

Animated \_\_\_\_\_

Other \_\_\_\_\_

reason for arrest \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does client have previous record?    YES    NO    Information: \_\_\_\_\_

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OBSERVATIONS:

CONTACTS MADE (by or for client):

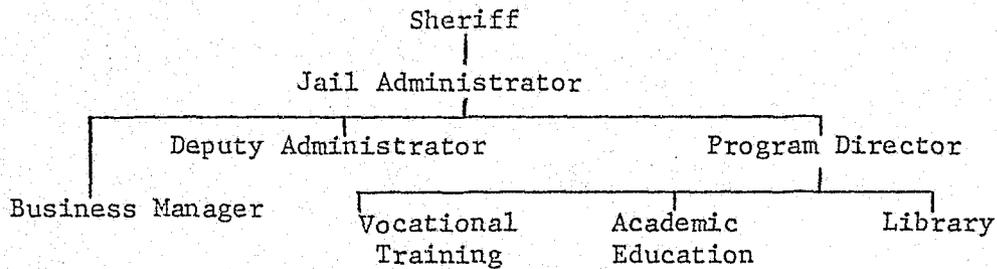
TIME OF ARREST: \_\_\_\_\_

TIME OF INTERVIEW: \_\_\_\_\_

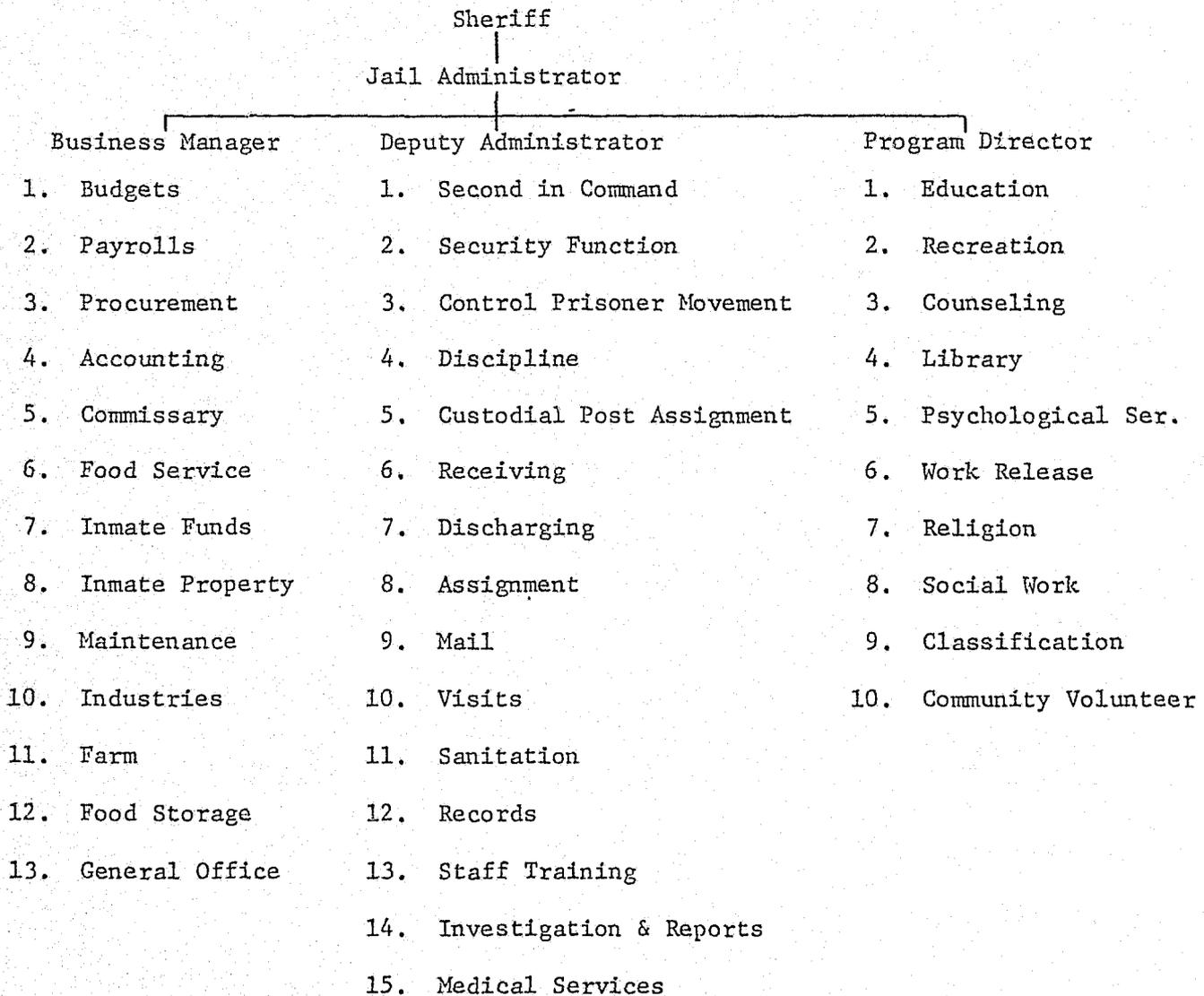
Completed by: \_\_\_\_\_

APPENDIX B - as suggested by the National Sheriff's Association Handbook  
on Jail Administration, on page 40 and 41.

I. Jail Organization



II. Jail Functional Organization



**END**