

OSS Sample

Jail Policy & Procedures Manual



Established 1989

«Name_of_facility»
Jail and Detention Policies & Procedures
with Associated Forms

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«Name_of_facility»
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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Glossary of Terms	Policy Number: 1.00
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

Some of the often misunderstood or misquoted terms in our policy set follow. You may also find these terms within various policies as an aid to the reader. The definitions provided are a collection of terms and practical meanings as most commonly used by law enforcement, first responder, and telecommunications professionals. These terms are provided as a quick reference only. For more detailed or differing we suggest you refer to other accessible definitions and professional journals.

- **1-Party Consent State** – As of 2011 other states, territories, and the District of Columbia) not listed below [see: *2-Party Consent State* definition below] require only one-party consent for a conversation to be recorded. If a caller in a 1-party State records a conversation with someone in a *2-party consent state* that caller is subject to the stricter of the laws and must have consent from all callers.¹ As laws are subject to change, periodically check your state and the other state's laws before committing to an investigative plan.
- **2-Party Consent State** - States and territories that require all parties to a conversation be advised that the conversation is being recorded. As of 2014, twelve states are 2-party States, i.e., states that require that all parties consent to the recording. These states are *California, Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Montana, Nevada, New Hampshire, Pennsylvania, and Washington*.²
- **1st Amendment Activities** - 1st Amendment activities include all forms of speech and expressive conduct used to convey ideas and information, express grievances, or otherwise, communicate with others and include both verbal and non-verbal expression. Common 1st Amendment activities include, but are not limited to, *speeches, demonstrations, vigils, picketing, distribution of literature,*

¹ Cf. *Kearney v. Salomon Smith Barney Inc.*, 39 Cal. 4th 95 (2006).

²Michigan's eavesdropping statute seems to put it into the 2-party category, but the courts have ruled that in Michigan, a party may record their own conversation without the consent of any other parties but cannot grant that right to a third party. There are certain exceptions to these rules, so check these rules.

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«Name_of_facility»
Jail and Detention

LETTER FROM AGENCY HEAD [SAMPLE]

Note: This is a draft, convert to your agency letterhead, and insert in the policy set.

[Date]

To: All «Name_of_facility» Officers and Staff

Re: «Short_name_for_facility» Policy & Procedures Manual

Dear Ladies & Gentlemen:

The publication of these updated *policies & procedures* marks an important milestone in our continued development as a local leader in jail administration. For those of you, who participated in creating this document, please accept my hardest thanks for a *job well done!* If you did not have an opportunity to provide input, we now ask for your assistance.

Over the next few days and weeks, our entire agency will be learning and applying the details of our new procedures. As we do so, we will re-visit some of the old practices as well. Take time to study and learn, then give us your ideas on how we can make this an even better guide toward achieving a safer and more efficient operation. With warmest personal regards to each of you, I remain

Sincerely,

[Name of Agency Head]
«Approval_title»

**«Name_of_facility»
Jail & Detention Manual**

RECEIPT FOR POLICY & PROCEDURES MANUAL

I, _____, hereby receipt for one (1) copy of the «Name_of_facility» Policy & Procedures Manual.

It is understood that this manual is entrusted to me for safekeeping, study, and compliance. I will use my best effort to study, learn, and comply with the guidance and instructions contained in this document. The updating, maintenance, and safe storage of my manual is my responsibility.

I understand this manual contains *restricted law enforcement data*, and that the release of any portion of this content to anyone not having an official need to know may place the operation of this facility in jeopardy, and could adversely affect those who work and are incarcerated here as well. I will not release any portion of this manual without the prior approval of my immediate supervisor.

I will retain this manual in my possession or safekeeping, and will not allow it to be copied or reproduced in any manner. Further, I will immediately report to the «Jail_Administrator» any attempt made by those outside of the facility to borrow, acquire a copy, view, or use this manual.

I affirm my commitment to honor this agreement this _____ day of _____, 20__.

Printed name

Signature

Printed name of Witness

Witness' Signature

**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Management Philosophy & Goals	Policy Number: 2.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» provides reasonable detention services in a safe, secure, and humane environment.

PENOLOGICAL INTEREST:

It is in the penological interest of this detention facility to provide reasonable and necessary security and safety standards, control, supervision, and a humane environment to all inmates while confined to this facility.

Philosophy:

«Short_name_for_facility» is established by applicable statutes and regulations. This detention operation is charged with the goal of aiding public safety through the provision of professionally managed detention services.

«Short_name_for_facility», within the constraints of available resources, offers a practical range of detention options, including institutionalization, community work programs, and other similar sanctions, that reasonably serve the needs of society as well as the individual inmate. Where reasonably possible «Short_name_for_facility» enhances the offender's ability to return to the community and live in a law-abiding manner. «Short_name_for_facility» administers its programs in an equitable, least restrictive environment consistent with public safety and good order.

«Short_name_for_facility» operates under the principle that all administrative and management decisions either directly or indirectly affect security, safety, and treatment goals of the facility. In this connection, facility staff often serves an important and productive role models for inmates, conveying mainstream societal values to the inmate population. Throughout a day, opportunities for controlled interaction between staff and inmates provide a means to influence and reinforce appropriate inmate behavior. Employees are expected to interact, where reasonably possible, with inmates in a manner consistent with the objectives of this facility.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject : Internal Compliance Enforcement [ICE]	Policy Number: 2.08
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» thoroughly and expeditiously investigates complaints against agency employees who are credibly alleged to have breached good detention practices, policies and procedures, orders and instructions, or criminal law. Investigators assigned to inquire into these matters endeavor to protect the rights of those making allegations, implicated employees, and witnesses.

PENOLOGICAL INTEREST:

It is in the penological interest of this facility to maintain strict adherence to our code of ethics, policies and procedures, practices, and operational standards. This interest is only furthered by maintaining a proactive internal affairs and compliance program.

DEFINITIONS:

- ***Internal Compliance Enforcement*** - A division or function of a law enforcement agency investigates incidents and plausible suspicions of lawbreaking and professional misconduct attributed to officers on the force. In different systems, also referred to by another name such as *internal affairs*, *professional standards*, *inspectorate general*, *the office of professional responsibility* or similar.
- ***Garrity Rule*** - A protection utilized by some law enforcement employees. Simply, *Garrity* is an invocation that may be made by an employee being questioned regarding actions that may result in criminal prosecution. It goes by several different names including the *Garrity Right*, *Garrity Law*, *Garrity Rule*, *Garrity Advisement* and *Garrity Warning*. For more information, see *Garrity v. New Jersey*, 385 U.S. 493 (1967), decided in 1966 by the United States Supreme Court.

DISCUSSION:

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Public confidence in «Name_of_facility» is vital to the continued accomplishment of our mission. Both perception and actuality play a vital role in maintaining public trust. As a result, this agency aggressively investigates allegations of wrongdoing made against any employee of this agency.

Our detention center strives to maintain an open channel of communication between the citizens we serve and our officers. A major part of this communication is constantly reassuring those with a complaint that their voice is to be heard, that we listen, and if a wrong has occurred, corrective action is to be taken. To do otherwise invites other law enforcement agencies or citizen groups to conduct their own inquiries and pass judgment. In our community, we are expected to police ourselves, and always act professionally.

The public needs to know that we can be relied upon to investigate ourselves, correct deficiencies, and punish violators when necessary. Supervisors are reminded that *internal compliance enforcement* (ICE) processes and compliance investigations are not a substitute for good supervision and management. This policy and procedure is not intended to relieve a supervisor or manager from their responsibility to oversee employee conduct. Nor does it relieve fellow officers from their responsibility to prevent violations of agency policy, the law, or a citizen's constitutional rights.

PROCEDURES:

Internal Compliance Enforcement (ICE) Function:

ICE inquiries are performed on a pro-active basis. This agency initiates compliance investigations whenever a concern is raised regarding officer conduct or ethics. All inquiries are conducted under the direct authority and support of the «Approval_title». Priority is accorded to the more serious events. These complaints may come from individual citizens, government officials, the courts, fellow officers, or as directed by the «Approval_title». On occasion, state or federal investigators may request the assistance of internal affairs investigators with inquiries they have initiated.

ICE processes and investigations are **confidential**. As such, they are only divulged with limited distribution and then only on a *need to know* basis. ICE files are maintained in secure offices under lock and key with restricted access. This permanent file includes, as a minimum, the following:

1. ICE inquiry number;
2. Type of complaint;
3. Date received;
4. Name(s) of accused;
5. Name of complainant;
6. Written statement of the complainant (if any);
7. List and identification of witnesses;
8. Results of the investigation;

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**«Name_of_facility»
Jail and Detention**

CODE OF ETHICS FOR JAIL OFFICERS & EMPLOYEES

As an employee in a jail, detention, or correctional capacity, I swear (or affirm) to be a good citizen and a credit to my community, state, and the nation. I am to abstain from all questionable behavior, which might bring disrepute to the agency for which I am employed, my family, my community, and my associates. My lifestyle is to be above and beyond reproach, and I am to constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, state, and community and policies, procedures, written and verbal orders, and regulations of the agency for which I work.

On the job, I promise to:

1. **KEEP** ... This facility secure to safeguard my community and the lives of the staff, inmates, and visitors on the premises.
2. **WORK** ... With each individual firmly and fairly without regard to rank, status, or condition.
3. **MAINTAIN** ... A positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and chaos.
4. **REPORT** ... Either in writing or by word of mouth, to the proper authorities those things that should be reported, and keep silent about matters that are to remain confidential according to the laws and rules of the agency and government.
5. **MANAGE** ... And supervise the inmates in an evenhanded and courteous manner.
6. **REFRAIN** ... At all times from becoming involved in the lives of the inmates and their families.
7. **TREAT** ... All visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations.
8. **TAKE** ... Advantage of education and training opportunities designed to assist me to become a more competent officer.
9. **COMMUNICATE** ... With people in or outside of the jail, whether by phone, the written word, or word of mouth, in such a way so as not to reflect negatively upon my agency.
10. **CONTRIBUTE** ... To a jail environment that keeps the inmate involved in activities designed to improve his/her attitude and character.

**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Staff Conduct Rules	Policy Number: 2.15
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» employees conduct themselves professionally and responsibly at all times to uphold the trust and confidence placed in them by the community.

PENOLOGICAL INTEREST:

It is in the penological interest of «Name_of_facility» to maintain strict adherence to professional standards, policies, and procedures. This aids us in maintaining the trust and confidence of the citizens, detainees, and inmates we serve.

DISCUSSION:

A key ingredient of the detention services we provide is maintaining the trust and confidence of the residents that we serve. We recognize that officers and employees of our «Name_of_facility» are *high profile* members of our community, and as such are subject to constant scrutiny. As a result, officers and employees always strive to set an exemplary model of citizenship. This often means using restraint, avoiding conflict, and working well with the public.

For purposes of this policy, the use of such terms *officers, employees, members, or associate*, applies to all employees of «Name_of_facility». The uses of terms like inmate, detainee, or prisoner, in this policy, are also generally interchangeable.

PROCEDURES:

General Guidelines:

Employees follow both the spirit and content of the rules and policies established by this agency and encourage compliance by fellow officers and employees. Command and supervisory staff are the role models and are expected to demonstrate leadership and set exemplary standards.

RESTRICTED LAW ENFORCEMENT DATA

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Section One - Obedience to Orders, Rules, & Laws:

1.1 Obedience to Rules of Conduct

All sworn and civilian employees are governed by the following general rules of conduct. Violations of any of these rules are considered sufficient cause for disciplinary action up to and including dismissal.

1.2 Obedience to Laws

Officers and other employees abide by the laws of the United States, the state of «state», and the ordinances of «citycounty».

1.3 Adherence to «Name of facility» Rules

Officers and employees abide by the personnel policy and the general, special, and tactical orders, rules of conduct, and other properly issued internal directives of the agency.

1.4 Insubordination

Officers and employees promptly obey all lawful orders and directions given by supervisors and radio dispatchers. The failure or deliberate refusal of officers and employees to obey such orders is insubordination. Flouting the authority of a superior by displaying obvious disrespect or by disputing orders is likewise insubordination.

1.5 Issuance of Unlawful Orders

No supervisory officer or employee knowingly or willfully issues an order that violates a federal or state law, a «citycounty» ordinance, or an agency rule or policy.

1.6 Obedience to Unjust or Improper Orders

If an officer or employee receives an order believed to be unjust or contrary to ethics, policies, and procedures of the agency, or contrary to the rule of law, they first obey the order to the best of his ability and then may appeal the order to the «Approval_title».

1.7 Obedience to Unlawful Orders

No officer or employee is required to obey an order that is contrary to the laws of the United States, the state of «state», the ordinances of the «citycounty», or policies established by this agency. If an officer or employee receives an unlawful order, he reports in writing the full facts of the incident and his action to the «Approval_title»

RESTRICTED LAW ENFORCEMENT DATA

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Workplace Harassment	Policy Number: 3.01
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» strives to provide a non-hostile work and housing environment for staff and inmates. Employees promote and enforce a positive, professional, and ethical environment free of sexual harassment or misconduct. Inappropriate behavior or remarks are dealt with on-the-spot by the observing employee or immediately reported to their supervisor if they cannot immediately manage the situation.

PENOLOGICAL INTEREST:

«Name_of_facility» provides reasonable and necessary administrative and operational control over officers, staff, and authorized visitors in a proactive effort to prevent, identify, and correct deficiencies. Preventing or reducing incidents or allegations of sexual misconduct serves to enhance the safety and efficiency of this facility.

DISCUSSION:

The very nature of a jail makes it difficult to bring out and prevent instances of workplace harassment. As recognized, many things can be done to curb harassment in the detention environment. First, we can respect and treat equally those that must operate the facility. Second, we can set a quality example. Third, we can correct errant behavior when it is exhibited.

DEFINITIONS:

- **Harassment, Harass, Harassed, Harassing, Harasses** - 1. To irritate or torment persistently. 2. To wear out; exhaust. 3. To impede and exhaust an adversary with repeated attacks or raids.
- **Workplace also Work Place** - 1. A place, such as an office or a factory, where people are employed. 2. The work setting in general. 3. For law enforcement, this includes any area, place, or when and where on duty, to include authorized

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Social Media	Policy Number: 3.20
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Officers and employees do not use any form of social media or social networking in any way to tarnish themselves or «Name_of_facility»'s reputation. Employees of this agency are held to a higher standard than general members of the public and your online activities must reflect these professional expectations and standards. No social media access is allowed for detainees and inmates of «Short_name_for_facility».

PENOLOGICAL INTEREST:

It is in security and safety interest of this facility to require jail personnel to refrain from any inappropriate use of social media, or to allow inmates access to any form of social media device or process.

DEFINITIONS:

- **Avatar** - A computer user's representation of himself or herself, or an alter ego.
- **Blog** - A series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- **Blogging** - To read, write or edit a shared online journal. Blogging can also encompass the act of commenting - and engaging with other commenters - on any blog, including one operated by a third party.
- **Commenting** - The act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
- **Comments** - Responses to a blog post, news article, social media entry or other social networking post.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Personal Communication or Electronic Media Devices	Policy Number: 3.23
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» may allow the carry and use of certain personal communications and electronic media devices while employees are on-duty and regulates their potential abuse.

PENOLOGICAL INTEREST:

«Short_name_for_facility» has a penological interest in regulating both the use and abuse of personal communications and electronic media devices for the safety of the employees and inmates. This is especially true when it comes to controlling inmate access to such devices.

DEFINITIONS:

- **Communication or Electronic Media Device** - Refers to a terminal used to send, receive or store voice, video, pictures or text. Mobile and cell phones, wireless PDAs, tablets and personal computers equipped with microphones, speakers and cameras are all considered communications devices.
- **Electronic Media** - Are media that use electronics or electromechanical energy for the end user (recipient or audience) to access the content. This contrasts with static media such as print media, which are most often created electronically but do not require electronics to be accessed by the end user in the printed form. The primary Electronic Media sources familiar to the public are better known as video recordings, audio recordings, multimedia presentations, slide presentations, CD and online content. Most new media are in the form of digital media. However, Electronic Media may be in either analog or digital format. Any equipment used in the electronic communication process [e.g., telephones, fax, cellular phones, television, commercial radio, two-way radios, telephone, computer, game console, pagers, hand-held devices] is also considered Electronic Media.

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CUSTODY ASSESSMENT SCALE [INITIAL]

Inmate Name:		Inmate I.D. #		Date of Birth:	
Assessment Date:		«Name_of_facility»			
1. CUSTODY EVALUATION:					
A. Severity of Current Offense/ Conviction: (Use Severity of Offense Scale and Rate Most Serious Offense/Conviction, including any detainers/warrants)	Low High	0 5	Moderate Highest	2 7	
B. Serious Offense History: (Use Severity Scale and Rate Most Serious Prior Conviction)	None or Low Moderate	0 1	High Highest	4 7	
C. Escape History: (Excluding Current Offense if scored in Item A)	No Offense for Escape, Escape Attempts, or Unauthorized Absences Unauthorized Absence From Community Corrections Facility or Assigned Program Offense for Escape From (secured) Custody, From Felony Arrest or Jail, or Attempt of Same				0 3 7
Subtotal 1 (Add A, B, and C scores)		A total score of 7 or Higher in items A, B, and C automatically assign to maximum custody.			
D. Institutional Disciplinary History:	None or Minor Disciplinary Reports 1 or More Major Disciplinary Reports				0 3
E. Prior Felony Convictions: (Excluding Current Offense)	None One Two or More				0 2 4
F. Alcohol and/or Drug Abuse:	No Social, Economic, Legal Problems due to abuse Abuse resulting in Social, Economic, Legal Problems Abuse resulting in assaultive behavior				0 1 3
G. Stability Factors: (Deduct Indicated Point)	Age 26 or older Employed/Attending school 6 months prior to arrest Resided at same address for 1 year prior to arrest				-1 -1 -1
Subtotal 2 (Add D, E, F, and G scores)		Add scores D,E, F, and G.			
Total Comprehensive Custody		Add subtotal 1 and subtotal 2.			
Scale and Summary Recommendations:					
7 or more points on Items A, B, and C 11 or more points on Items A through G		6 to 10 points on Items A through G 5 or fewer points on Items A through G w/ Detainer or Warrant		5 or fewer points on Item A through G	
<input type="checkbox"/> Maximum Custody		<input type="checkbox"/> Medium Custody		<input type="checkbox"/> Minimum Custody	
Special Managed Concerns which apply:					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Protective Custody</div> <div style="width: 33%;"><input type="checkbox"/> Psychological Impairment</div> <div style="width: 33%;"><input type="checkbox"/> Escape Threat</div> <div style="width: 33%;"><input type="checkbox"/> Serious Violence Threat</div> <div style="width: 33%;"><input type="checkbox"/> Substance Abuse</div> <div style="width: 33%;"><input type="checkbox"/> Suspected Drug Trafficker</div> <div style="width: 33%;"><input type="checkbox"/> Mental Deficiency</div> <div style="width: 33%;"><input type="checkbox"/> Known Gang Affiliation</div> <div style="width: 33%;"><input type="checkbox"/> Medical</div> <div style="width: 33%;"><input type="checkbox"/> Suicide Risk</div> <div style="width: 33%;"><input type="checkbox"/> Known Management Problem</div> <div style="width: 33%;"><input type="checkbox"/> Physical Impairment</div> <div style="width: 33%;"><input type="checkbox"/> Juvenile</div> <div style="width: 33%;"><input type="checkbox"/> Sexual Predator</div> <div style="width: 33%;"><input type="checkbox"/> Other</div> </div>					
Is an override of Custody Level Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Explanation of Override:					
Recommended Custody Level: <input type="checkbox"/> Maximum Custody <input type="checkbox"/> Medium Custody <input type="checkbox"/> Minimum Custody					
Signature of Officer conducting assessment:				Date of assessment:	
Supervisory Review of Override: (if disapproved, provide a written explanation)				<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Written Explanation of Disapproval:					
Final Custody Level: <input type="checkbox"/> Maximum Custody <input type="checkbox"/> Medium Custody <input type="checkbox"/> Minimum Custody					
Signature of Supervisor conducting review:				Date of assessment:	

**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Classification of Inmates	Policy Number: 4.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Short_name_for_facility» classifies inmates confined in its facility, given the physical constraints of the existing facility structure, scarce resources, staffing, and inmate population, in a way that furthers public safety, while providing reasonably safe and humane housing for inmates.

PENOLOGICAL INTEREST:

It is in the best interest of inmate and staff safety to provide reasonable and necessary security and safe housing for the inmate population, and this objective is aided by a defined classification process.

DEFINITIONS:

- **Cross Dresser** – Act of wearing clothing and another accouterment commonly associated with the opposite sex within a particular environment. Cross-dressing may be used for disguise, deception, personal choice, or reflect a mental condition. Also, refer to *Transvestism*.
- **Inmate Classification** - Is a means of identifying and categorizing various inmate traits, characteristics, and potential risk factors. Criteria shall not include race, ethnicity, or religious preference. This classification plan has as its goal, the objective categorization of all inmates in the system. This plan outlines those goals and provides a method of monitoring progress.
- **Transgender** - Of, relating to, or being a person who identified with or expresses a gender identity that differs from the one which corresponds to the person's sex at birth.

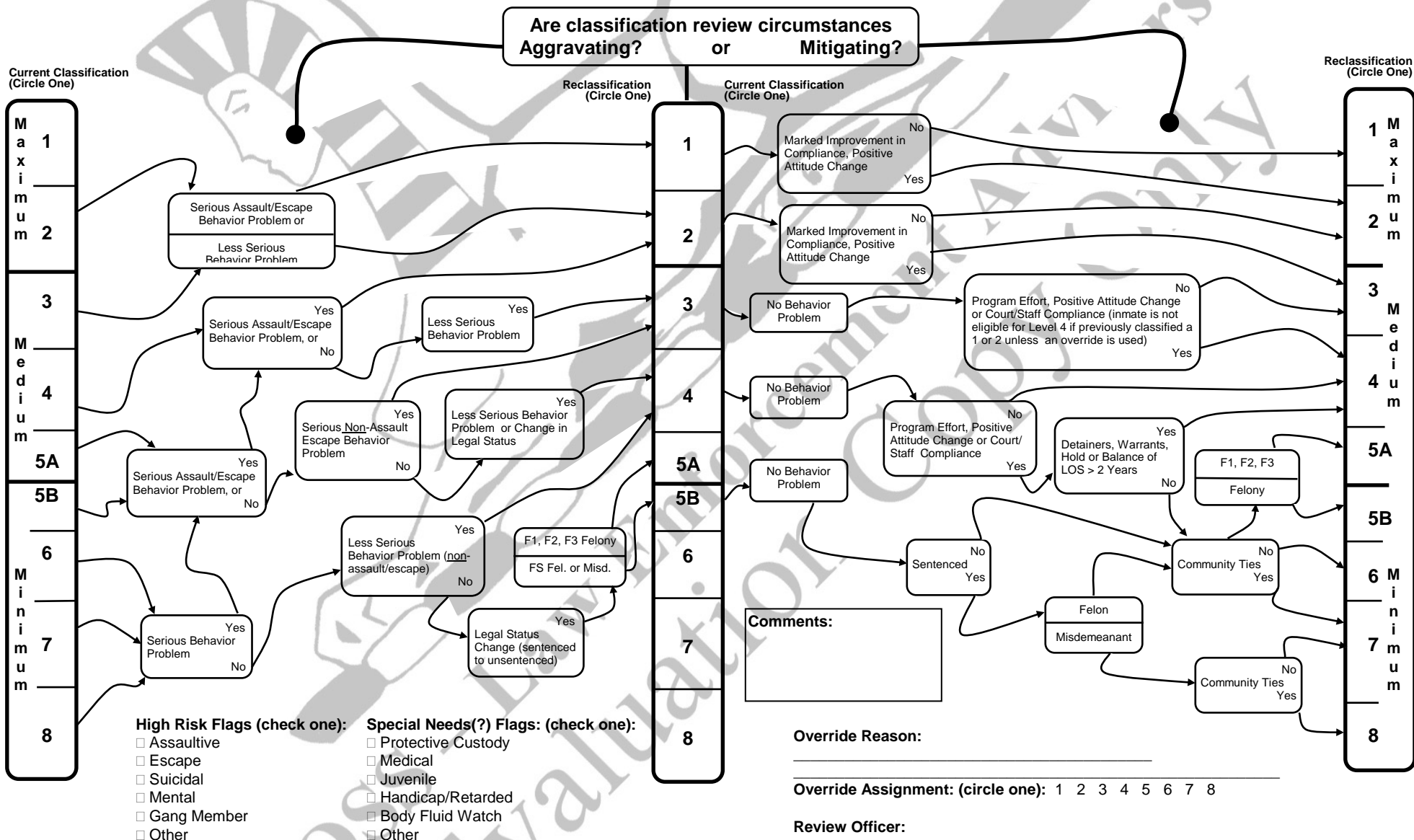
PROCEDURES:

Initial Designation:

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RECLASSIFICATION TREE

Name: (Last)		(First)		(Middle)	
Inmate No.	D.O.B.	Race:	Sex:	SSN:	



**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Transgender Classification & Management	Policy Number: 4.04
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Short_name_for_facility» classifies and manages inmates given the physical constraints of the existing facility structure, scarce resources, staffing, and inmate population, in a way that furthers facility safety, while providing reasonably safe and humane housing for inmates. Transgender inmates are included management process.

PENOLOGICAL INTEREST:

It is in the best interest of inmate and staff safety to provide reasonable medical, security, and housing for the inmate population within budget and staff constraints. Transgender inmates can present unique challenges to staff and scarce resources requiring reasoned classification during intake and management.

DEFINITIONS:

- ***Inmate Classification*** - is a means of identifying and categorizing various inmate traits, characteristics, and potential risk factors. Criteria shall not include race, ethnicity, or religious preference. This classification plan has as its goal, the objective categorization of all inmates in the system. This plan outlines those goals and provides a method of monitoring progress.
- ***Transgender*** - Of, relating to, or being a person who identified with or expresses a gender identity that differs from the one which corresponds to the person's sex at birth.

PROCEDURES:

Transgender

In situations where an inmate has completed a gender change, the medical and mental condition of the inmate is reviewed by medical staff and the results referred to the «Jail_Administrator» for action.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Security Inspections	Policy Number: 5.02
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

The «Jail_Administrator» establishes and implements a system of standards, operational routines, and supervision of inmates, the physical plant, and capital equipment to ensure that inmates do not escape or otherwise compromise the security and safety of our detention operation.

PENOLOGICAL INTEREST:

It is in the penological interest of «Name_of_facility» to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility. Security inspections, both scheduled and random are an important element of an effective part of our security program.

PROCEDURE:

The «Jail_Administrator» or his designee is responsible for the overall management of this program. Identifying specific areas of responsibility for certain staff members to inspect on a strict timetable is vital to an effective security inspection program. Inspections are conducted each day and, in some cases, each shift. Every area of the facility is covered by the inspection, including the perimeter. Inspectors do not need to be security staff members and may be employees from other departments.

In developing the inspection program, the «Jail_Administrator» or designee provides a clear description of the physical security features to be inspected. These include but are not limited to a daily inspection of the following:

1. Locks and related hardware [hinges, etc.];
2. Doors and windows;
3. Bars and sliders;
4. Gratings and hatch plates;
5. Fences, fence hardware, and fence wire;
6. Ventilators; &
7. Perimeter walls, other equipment, and security features.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Searches	Policy Number: 5.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» uses efficient and frequent search techniques to deter inmates and detainees from violating facility security and safety policies.

PENOLOGICAL INTEREST:

It is in the penological interest of «Name_of_facility» to set and maintain high standards of security, safety, and health for both staff and those housed in this facility. Control, supervision, and oversight of this facility are furthered through the frequent use of a variety of search techniques and procedures.

DEFINITIONS:

- **Contraband** - Any item possessed by, or in the immediate control of, an inmate or found within «Name_of_facility», which is not:
 - Issued, approved by the «Jail_Administrator», authorized by written facility policy, or sold through the commissary.
 - Any item that has been altered or may be used in a fashion other than its original design, purpose, or intent is also considered *contraband*.
 - *Contraband* may also be possession or control of excess amounts of items that individually would not be contraband.
- **Detainees** - Any individuals held in the facility for a short period, usually for a *minor, non-violent offense*. Period of detention is less than twenty-four [24] hours. Detainees are not normally housed with the *general population* of inmates and may be held in waiting areas, holding cells, etc.
- **Digital Body Cavity [DBC] Search** - A search of an individual's body cavities or orifices by personally touching the person by hand or instrument. DBC examinations, except in exigent circumstance are performed by trained medical personnel.

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- **Exigent Circumstance** - An emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a violent suspect, destruction of evidence, or another such emergency. There is no ready litmus test for determining whether such circumstances exist, and in each case, the extraordinary situation is measured by the facts known by officials.
- **Pat or Rub Search** - A *frisk* or external feeling of the garments of an individual for weapons, contraband, injuries, vermin, or concealed evidence.
- **Strip Search** - A visual inspection of an unclothed individual for weapons, contraband, wounds, abuse, suicide attempts, vermin, or concealed evidence.
- **Visual Body Cavity [VBC] Search** - A search of an individual's body cavities or orifices by visual inspection only. In a VBC search, there is no touching the person. The individual may be required to spread their cheeks, lift their breasts or testicles, bend over, raise hair, lift arms or legs, and squat.

PROCEDURE:

Overall, searches of all types are conducted to detect and prevent the introduction of contraband; to recover missing or stolen property; protect inmates and staff from harm; detect and improve medical conditions, and to suppress escape attempts and disturbances.

Frequent, unannounced searches of inmates, housing units, and other areas of the facility are conducted as often as necessary to further the safety, security, and integrity of the facility. Searches are conducted on *admission; while moving to and from the visiting area; upon entrance or release from administrative or disciplinary segregation; when apprehended from an escape or escape attempt; or after participation in any internal disturbance*. Searches may be conducted at random or when there is a *reasonable suspicion*.

Searches are conducted in a manner to avoid unnecessary force, destruction of property, or embarrassment to the inmate or detainee. Officers use *reasonable care* in conducting personal searches while according reasonable privacy to the inmate or detainee.

Searches are not used as punishment or harassment; however, the following are legitimate reasons to search for others:

1. Prevent the introduction of weapons or contraband into the facility;
2. Detect the manufacture of weapons, escape devices, etc. inside the facility;
3. Discover and suppress *trafficking* between employees, detainees, and inmates;
4. Enforce rules designed to eliminate causes of tension between staff and inmates;
5. Discourage theft and *trafficking* of institutional supplies;
6. Prevent waste or destruction of institutional property;

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Inmate Discipline	Policy Number: 6.01
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» maintains a system of strict inmate discipline while incorporating due process and maintaining order in the facility. Through clearly established rules and enforcement procedures, inmates are provided social structure and a safe, healthy, housing environment.

PENOLOGICAL INTEREST:

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety, discipline, and integrity in all «Name_of_facility» operations, to include inmates.

PROCEDURE:

A properly managed inmate discipline program is necessary, and is intended to:

1. Maintain security, control, and safety;
2. Ensure inmates' due process rights;
3. Ensure fair and consistent disciplinary practices;
4. Ensure proper documentation of all rule violations;
5. Provide applicable safeguards to inmates; &
6. Provide staff with training in the discipline policy, including familiarity with the rules of the facility, rationale for the rules, and definition of available sanctions.

Inmates are required to conform to the standards of conduct reflected in posted «Short_name_for_facility» rules and regulations. Any inmate who violates a facility rule or regulation is subject to disciplinary action under the provisions of this policy.

All inmates are to adhere to disciplinary policies and procedures whether they are housed together or segregated from other inmates. Federal or state prisoners may be held to federal or state disciplinary standards when they are housed together, and separated from all other inmates, depending on the arrangements between this facility and the governmental agency that requested the detention of the prisoner. If not determined by a

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Criminal, Accident & Incident Scenes	Policy Number: 6.06
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» officers and employees understand and follow established procedures to protect effectively, collect, and preserve data and evidence collected at crime, accident, and incident scenes once a suspected critical incident occurs.

PENOLOGICAL INTEREST:

For the future safety of employees and inmates within «Name_of_facility», it is important for officers and staff to cordon off and secure crime, incident, and accident scenes once the emergency has been brought under control, associated inmates secured or treated, and facility security assured.

DISCUSSION:

The actions taken by staff at crime, accident and incident scenes often determine the course and success of subsequent administrative, criminal, accident investigations. Initial responding officers play a critical role by restoring order, rendering emergency services, securing the incident location, and facilitating a follow-up investigation when needed. Remember that the public, the courts, and other law enforcement agencies judge our agency by the way we carry out what appear to be *mundane and routine* tasks at a crime, accident, or incident scene.

Key watchwords in crime and incident scene management *get it all, get it right, get it recorded, and get it the first time*. Remember, there is no such thing as *going back to a crime scene* after it is released for continued use. This is also true regarding an accident or incident scene. You can go back to the location; however, the scene is contaminated or gone! Likewise, what appears to be an incident or accident scene at first glance may turn out to be a suspect crime scene upon further analysis.

PROCEDURES:

Initial Response:

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Rape Prevention & Reporting	Policy Number: 06.08
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

**REMOVE AFTER REVIEW OF THIS VERY IMPORTANT POLICY
CONSIDERATION**

The *Prison Rape Elimination Act of 2003 (PREA)* was the first federal law passed dealing with the sexual assault of prisoners. Congress enacted PREA in response to an increase in prisoner litigation in the federal courts stemming from sexual assaults in federal, state and local detention facilities. PREA is an unfunded mandate and is imposed on federal state, and local government agencies that receive federal funds for any purpose. Each state is mandated to enact a prison rape prevention program. Originally, PREA was designed to curb the discretion of the federal courts in these types of actions. Accordingly, the central tenant of the act was a provision that a *court ... shall not grant or approve any prospective relief unless the court finds that such relief is narrowly drawn, extends no further than necessary to correct the violation of the Federal right, and is the least intrusive means necessary to correct the violation of the Federal right.*

PREA has gone through several revisions as originally published. One such change - PREA implementation guidelines were published by the US Government as *Implementing the Prison Rape Elimination Act: A Toolkit for Jails*, undated in 2011-2. Please note that this document is not law but rather at *Toolkit for Jails*. You can access these two documents by going to the PREA Attachments to Policy Set folder located within your jail policies. Please note, online training regarding the PREA can be accessed through the OSS Academy by calling the Academy Training Coordinator or online at www.policetrainingcenter.com

OSS Law Enforcement Advisors® worked hard to capture the essentials of PREA within this policy; however, various states and legal minds may have differing views regarding implementation of these important issues. As with any policy you develop, we strongly recommend that you consult your legal team before publishing. This note of caution is founded upon a concern that the PREA may become a *litigation machine* once circulated among inmates.

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POLICY:

Management and staff of «Name_of_facility» work hard to provide a safe, humane, and secure environment for inmates and staff. As part of this effort, our agency administers a program of prevention, detection, response, investigation, and tracking of reported or known sexual assault or predatory activity. Sexual assault is not tolerated in this facility, regardless of employee or inmate status.

PENOLOGICAL INTEREST:

For the safety and security of employees and inmates, sexual assault, including rape, is a prohibitive act and is managed as a potentially preventable activity subject to both disciplinary and criminal offense punishment. Procedures and staff actions support early detection, prevention, rapid response, investigation, and managed care for suspected offenders and victims.

DISCUSSION:

Sexual assault, sexual misconduct, and rape in this facility are not allowed. It is important to remember that by the policy and the practices of «Short_name_for_facility» inmates do not have an expectation of privacy while in custody; nor is there such thing as consensual sex or consensual sexual touching in this facility. These concepts apply to everyone in the facility, whether they are employees, visitors, or inmates.

DEFINITIONS:

- **Rape** - Sexual intercourse, oral or anal sodomy and sexual assault. Also, rape is defined as, forced or against that person's will or sexual intercourse or the exploitation or fear or threat of physical violence or bodily injury.
- **Sexual Abuse** - May include, but is not limited to, subjecting another person to any sexual act or contact between an employee, volunteer, contractor, or agency representative, and an inmate. Any sexual act or inappropriate contact in which an employee, volunteer or agency representative, participate in, coerces, or forces any inmate, co-worker, or subordinate to engage in; and/or subjecting another person who is incapable of giving consent by reason of their custodial status, physical or mental state to engage in *offensive touching, unauthorized disrobing, sex, rape, sexual molestation, prostitution, or other form of sexual exploitation or assault.*
- **Sexual Assault** - Any sexual touching or contact that is non-consensual, forced or coerced in any manner, including but not limited to rape, sodomy or unlawful touching as defined by State statutes.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Medical Emergencies	Policy Number: 7.07
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» facilitates emergency medical services to inmates and staff consistent with our community standards of emergency health care.

PENOLOGICAL INTEREST:

It is in the penological interest of «Short_name_for_facility» to provide reasonable and necessary emergency medical services for inmates, officers and staff housed and working in our facility.

PROCEDURE:

The primary medical emergency resource in «Short_name_for_facility» is our «citycounty» EMS response team. The «Jail_Administrator» establishes response procedures in support of anticipated emergency medical needs.

Notification:

Our medical emergency response plan specifies the internal resources available, how they can be accessed, under what circumstances trained detention staff is notified of an emergency, and telephone numbers for on and off-duty contact. The plan also describes outside medical resources that are available, under what circumstances community emergency medical resources are summoned, and the ambulance services that can be called in a medical emergency.

Our plan includes lists the emergency phone numbers for local ambulance agencies, hospitals, and other emergency rescue and assistance resources. Any ambulance access to the facility is expedited as conditions require, and officers provide necessary security for medical responders. Likewise, security is provided for inmates transported for emergency medical care or hospital stays. The plan specifies procedures for prompt identification of inmates being released for a medical emergency and procedures for authorization for releases in an emergency. For more on inmate movements, see our «Short_name_for_facility» policy - *Escorted Trips*.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Mutual Aid & Inter-local Agreements	Policy Number: 7.09
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Under both routine and emergency situations, «Name_of_facility» may provide or receive aid and assistance to and from other public entities and groups, including local, State, and Federal Agencies, and non-governmental organizations [NGOs].

PENOLOGICAL INTEREST:

«Short_name_for_facility» has a penological interest in providing or receiving mutual aid for the benefit of employees, inmates, and the community we serve.

DISCUSSION:

For purposes of this policy, Mutual Aid Agreements [MAA], Inter-Local Agreements [ILA] and Memorandums of Understanding [MOU] have the same general meaning and are referred to as a *mutual aid agreement*. Under emergency or special conditions, agency personnel may aid in other enforcement jurisdictions. Likewise, such aid may be provided within our jurisdiction from agencies and groups that do not normally work within our area of responsibility. In each instance, times permitting the provision of such services are provided under a *mutual aid agreement*.

Nothing in policy requires an MAA, ILA, or MOU to be memorialized between «Short_name_for_facility» and Immigration & Customs Enforcement [ICE] or other agencies to honor an Immigration Detainer on a detainee or inmate of our facility. The «Approval_title» has determined that officers of our facility honor Immigration Detainer requests received from other law enforcement agencies. For more on this subject, refer to our *Immigration Enforcement* policy.

PROCEDURE:

«Name_of_facility» personnel and equipment provided in a mutual aid capacity are managed by agency supervisors, and the agency chain of command remains intact, although an incident or joint command may be established.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Use of Force & Deadly Force [Response to Resistance]	Policy Number: 8.01
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Human life is sacred. Protecting human life is the most important mission of «Name_of_facility». Bringing detainees and inmates into immediate compliance is less important than protecting innocent human life, including the protection of an officer's own life.

Detention officers maintain the ability to act in instances where, in *their perception*, the *use of force* or *deadly force* is appropriate. By maintaining readiness and ability, you reduce the likelihood of opposition and the actual need for a forceful response. While *officer discretion* is critical, accountability and control of your actions are appropriate to limit abuses of authority. You should only use the amount of force reasonably necessary to bring inmates into compliance, protect life and the integrity of our facility.

PENOLOGICAL INTEREST:

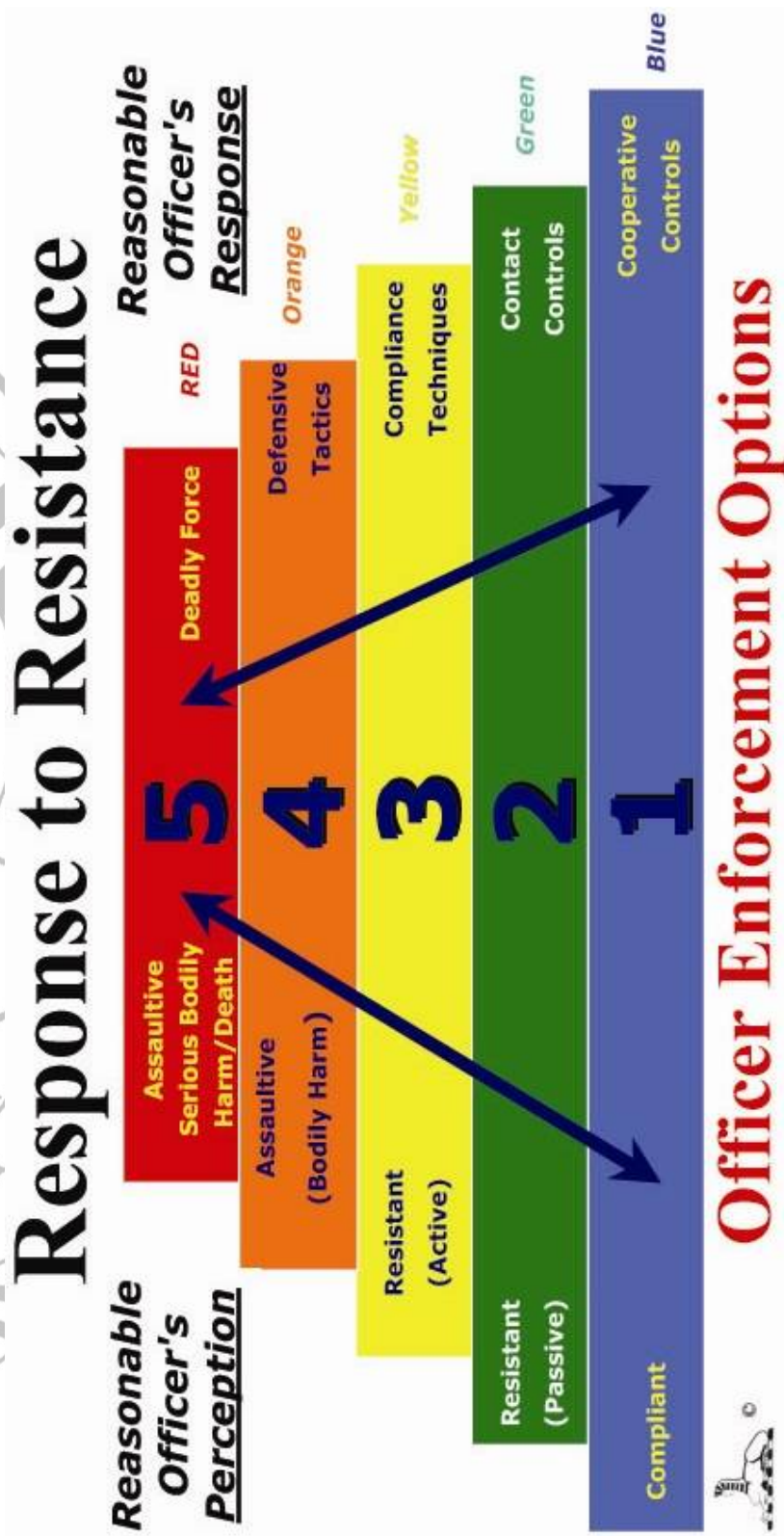
To provide reasonable and necessary safety, security, and force options when an inmate exhibits resistance, attempts an escape, is non-compliant to lawful instructions, or threatens or uses force. The need for safety, security, and reasonable force options apply to inmates, visitors and staff members alike.

DEFINITIONS:

- **Authorized Weapon** - A weapon approved by the agency and sanctioned for use by its officers. No weapon is authorized for carrying or use by an officer unless the agency expressly approves it and the officer has demonstrated proficiency with the weapon type by agency guidelines.
- **Auxiliary Weapons of Availability** - An officer may become separated from their agency issued primary or intermediate weapons. Should this occur, the officer might have access to a *weapon of opportunity*, including but not limited to a flashlight, citation holder, handcuffs, or any object that could be used as a weapon in defense of them self or another.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Suicide Prevention	Policy Number: 11.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

It is the policy of the «Name_of_facility» to be observant to the threat of suicide among inmates and to directly intervene in suicide attempts, whenever reasonably possible. This policy is furthered by initial screening, a reasonable classification process, integration into general population when practical, and observations of officers.

PENOLOGICAL INTEREST:

It is in the penological interest of this detention facility to provide reasonable and necessary security, safety, and oversight of inmates that are perceived to be at serious risk of suicide or self-inflicted injuries.

DEFINITIONS:

- ***Mentally Ill*** - The condition of a person who has a mental condition to such an extent that they require care and treatment for their safety and others.
- ***Mentally Retarded*** - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.
- ***Mentally Impaired Inmate*** - An inmate who is mentally ill or mentally retarded.
- ***Suicide*** - the intentional and voluntary act of a person taking or attempting to take his or her own life.

DISCUSSION:

For most reasonably thinking individuals, being incarcerated for the first time is a traumatic experience. Consequently, many individuals taken into custody and confined exhibit some forms of abnormal behavior during in-processing and the first several hours of confinement. This behavior is to be expected and is not necessarily indicative of, or a

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Mental Health Care	Policy Number: 11.04
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» provides services and temporary housing for inmates who display or are diagnosed as having mental health challenges. In such cases, mental health care is provided on a reasonable and cost-efficient basis, consistent with budgetary and facilities available.

PENOLOGICAL INTEREST:

It is in the penological interest of «Short_name_for_facility» to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility, including those inmates with mental health problems.

PROCEDURE:

Inmates committed to «Short_name_for_facility» are screened to include questions and observations intended to identify mentally impaired inmates who may have problems adapting to the detention setting, or who may be imminently dangerous to themselves or others. We observe inmates throughout their incarceration in part to identify possible mental health problems. In situations in which the inmate may present an imminent danger to self or others, staff may take appropriate action to ensure the safety of inmates and staff by using such techniques as segregation, restraints, and administering any prescribed medication provided by their treating physician.

DEFINITIONS:

- ***Mentally Ill*** - The condition of a person who has a mental disease to such an extent that he or she requires care and treatment for their safety or the safety of others.
- ***Mentally Retarded*** - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Infectious Disease Control	Policy Number: 11.06
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» seeks to prevent the spread of infectious or communicable disease among employees, inmates, and visitors.

PENOLOGICAL INTEREST:

It is in the penological interest of «Name_of_facility» to prevent the spread of communicable or contagious diseases to minimize the impact on staff and inmate health. Excessive disease among either group reduces the ability of the staff to maintain proper health, supervision, and security within the facility.

DISCUSSION:

A significant percentage of detainees and inmates suffer from infectious or communicable diseases that can be passed to others. For purposes of this policy, infectious and communicable are interchangeable when discussing diseases. Living and working near a large group of confined persons increase the risk of transmitting contagious disease among inmates and employees. Diseases may be blood-borne, air-borne, or transmitted by direct contact with infected persons or surfaces. Some inmates intentionally use bodily fluids as weapons.

Reasonable efforts are taken to identify persons suffering from infectious diseases and to reduce the risk of spreading these diseases to employees and inmates. Good sanitation and infection control procedures are important elements of this effort.

Some of the more common communicable diseases encountered in corrections settings include:

- **Airborne -**
 - Colds
 - Pneumonia
 - Tuberculosis
 - Influenza

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- Strep-throat
- Meningitis
- **Bloodborne -**
 - HIV – AIDS
 - Hepatitis A, B & C
- **Direct contact -**
 - Herpes simplex
 - Hepatitis A
 - Lice
 - Scabies
 - Methicillin-resistant Staphylococcus Aureus (MSRA).

The «Name_of_facility» has set a goal of reducing the risk of exposure for employees and inmates and has established protocols and guidelines in support of this effort. To assist in the accomplishment of these goals, *standard or universal precautions* to prevent disease transmission are used. This program is managed by the medical providers supporting this facility. Procedures implemented to support these goals include:

- Staff and inmate awareness,
- Exposure control procedures,
- Personal Protective Equipment (PPE),
- Vaccinations, &
- Medical evaluations and treatment.

PROCEDURES:

Awareness

It is important that employees be familiar with, use, support, and enforce the guidelines and requirements of this policy and other health protocols established by the «Approval_title» and «Jail_Administrator». Inmates are given instructions for sanitation and infection control as part of inmate orientation, and health guidelines are included in the *inmate handbook*.

Intake Health Screening

As part of standard intake health screening, each newly-admitted prisoner is asked whether he or she has any medical conditions or concerns that staff should know about, including possible communicable or contagious diseases. Also, newly-admitted prisoners are observed for visual indicators of serious medical conditions, including possible communicable or contagious diseases. In general, the following are signs and symptoms that may, particularly if seen in combination; indicate that a new prisoner may have an infectious disease:

- Fever,
- Chills,
- Severe headache,

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Ebola & Other Infectious Virus Diseases	Policy Number: 11.08
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Approval_title» recognizes that to serve the public effectively and efficiently, «Short_name_for_facility» must limit staff and inmate exposure to all highly infectious virus diseases to include the Ebola Virus Disease (EVD). As part of this policy, employees consider and take precautions when responding to or encountering a detainee or inmate suspected of having EVD or other highly infectious diseases.

PENA LOGICAL INTEREST:

It is in the interest of «Short_name_for_facility» and the employees and inmates entrusted to our care that we maintain a safe and healthy work and housing environment. As such we exercise extreme caution when confronted with the possibility that an incoming detainee or inmate shows symptoms or indicates that have come into contact with an Ebola or another infectious virus carrier.

DEFINITIONS:

- **Bloodborne Pathogens** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- **Ebola virus disease (Ebola)** - Rare and deadly viral illness which is reportable to the National Notifiable Disease Surveillance System (NNDSS) in all U.S. states and territories. Early recognition of Ebola is critical for infection control. Health-care providers should be alert for and evaluate any patients suspected of having Ebola.
- **Exigent Circumstance** - An emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a violent suspect, or destruction of evidence. There is no ready litmus test for determining whether such circumstances exist, and in each

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**.«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Religious Practices Plan	Policy Number: 12.08
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» provides, allows, and encourages religious practices and services for inmates to the extent practical and under conditions that are secure, safe, and do not interfere with the rights of other inmates or the maintenance of good order.

PENOLOGICAL INTEREST:

It is in the penological interest of this detention facility to support religious services for inmates, which do not conflict or hinder normal operations of the facility or unduly burden the scarce resources of the facility.

PROCEDURE:

Inmate Religious Practices Plan:

The facility allows and accommodates religious services for inmates on a bi-weekly basis when community resources are available, and willing to provide such services. Attendance at any religious, counseling session or mentoring services is *voluntary*. Additionally, efforts are made by «Name_of_facility» to accommodate inmates' needs for religious counseling or education using qualified volunteers or clergy. Proposals for such volunteer services are presented and arranged during normal business hours, except when meals are being served to inmates.

The «Jail_Administrator» is the *approval authority* reviewing requests from potential volunteers wishing to provide religious services to inmates, the extent to which the facility provides meeting spaces, oversight, restrictions, and any other accommodations.

Inmates who wish to carry out a religious practice that might ordinarily violate facility rules or require a special accommodation make a written request to the «Jail_Administrator» explaining the request and detailing the basis for the religious practice. The «Jail_Administrator» determines whether the request is accommodated without presenting an undue burden or endangering the safety and security of «Name_of_facility». The «Jail_Administrator» responds to the inmate's request, including approval, special

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Grievance Procedures - Inmates	Policy Number: 12.10
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

In support of orderly and safe inmate housing conditions, «Name_of_facility» maintains an inmate grievances system consistent with due process.

PENOLOGICAL INTEREST:

This facility provides a grievance procedure for inmates out of interest to support inmate rights to due process and to operate a reasonable safe, secure, and well-disciplined environment, for inmates and staff.

DEFINITION:

- **Grievance** - A formal or verbal statement of complaint, generally against an authority figure, or another inmate in the jail or against an operational aspect of the detention facility.

PROCEDURES:

Acts which constitute usual grounds for initiation of a reasonable grievance by an inmate include, but are not limited to:

1. Violation of civil rights;
2. Criminal acts;
3. Unjust denial or restriction of inmate privileges;
4. Confinement issues, such as adequate food, clothing, or access to inmate services; &
5. Prohibited acts by facility staff.

Grievance Procedure:

Grievance procedures established by «Name_of_facility» consists of the following steps or options. These steps include:

1. An inmate may file an *informal grievance* by discussing the specific problem with a staff member. Normally these informal grievances are filed verbally with staff

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**«Name_of_facility»
Jail and Detention
Policies and Procedures**

Subject: Hazardous Material Response Plan	Policy Number: 13.05
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Name_of_facility» provides staff with procedures and materials necessary to respond swiftly and safely to incidents involving the uncontrolled release of hazardous materials.

PENOLOGICAL INTEREST:

It is in the penological interest of «Name_of_facility» to provide reasonable, rapid response and controls if incidents involving hazardous materials occur in or during detention operations.

PROCEDURE:

Incidents involving hazardous material effect the management and control of detention operations. Under such circumstances, total evacuation of the detention facility could be appropriate. Therefore, the proximity to transportation routes traveled by vehicles moving hazardous materials, as well as nearby businesses that may have a hazardous material incident is taken into consideration.

Notification:

The following staff members are promptly notified of the existence of a hazardous material incident in the order indicated:

1. Shift supervisor notifies other authorities as indicated below;
2. «Jail_Administrator» notifies off-duty support staff required to respond to such operations to report to duty; &
3. «Jail_Administrator» notifies «Approval_title».

Shift Supervisor Notification:

The shift supervisor maintains an up-to-date list of organizations and their current telephone numbers to allow for immediate notification, as needed. These include pre-identified agencies, such as:

1. Hazardous Material Teams [HAZMAT];
2. Other material handling experts;

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