



<sup>N</sup> Nebraska Commission on Law Enforcement and Criminal Justice

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# NEBRASKA COUNTY

## JAIL



112020

## MODEL

## POLICY AND

## PROCEDURE MANUAL

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## Preface

The following materials have been designed to assist administrators of local jails in the development of standard operating manuals. These sample policies and procedures provide an example of one of several ways policies and procedures may be written to comply with the Nebraska Minimum Jail Standards. The sample policies and procedures may be completely rewritten, modified or, where applicable, adopted verbatim to meet a facility's needs.

The model policies and procedures are written in a standardized format. Since some areas are unique to each facility, it will be necessary to modify the model policies and procedures to accurately reflect an individual facility's operations and needs. Where the procedure is likely to be a common practice, modification of the material will be required to a lesser extent. Each administrator making use of this manual will need to consider his/her own staffing and delegation of duties and insert the proper job title in the place of the term jailer (e.g. booking officer, program director, deputy, dispatcher, correctional officer, etc.). In most cases, the employee responsible for carrying out the procedure is referred to in this manual as the jailer.

For specific information on how to write policies and procedures, the National Institute of Corrections has produced an excellent resource manual entitled Policies/Procedures. Copies can be obtained from the Nebraska Law Enforcement Training Center. Another good source of information is the Policy and Procedure Workbook developed by CRS, Inc. and the National Institute of Corrections as part of the Small Jails Resource Manual.

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**NCJRS**

**JUN 30 1988**

**ACQUISITIONS**

Major references and resources relied upon in the development of this material include:

Nebraska Revised Statutes  
Nebraska Jail Standards  
Small Jails Resource Manual (CRS, Inc. and NIC)  
Policy and Procedure Development: A Worksheet Approach  
(Ohio Dept. of Rehabilitation and Corrections)  
Small Jails Policy and Procedures Manual  
(Georgia)  
Model Policies and Procedures Manual for Local Detention Facilities  
(South Carolina Dept. of Corrections)  
Oxford County Policy and Procedures Manual  
(Maine)  
NIC National Information Center  
(Boulder, Colorado)  
Adams County Jail's Policy and Procedure Manual  
Dakota County Jail's Policy and Procedure Manual  
Dodge County Jail's Policy and Procedure Manual  
Lancaster County Dept. of Corrections Policy and Procedure Manual  
Sarpy County Jail's Policy and Procedure Manual  
Nebraska Health Department - Special Health Programs Division  
Lancaster County Health Department  
Cornhusker Place Detoxification Center  
Community Mental Health Center of Lancaster County

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# INTRODUCTION

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## INTRODUCTION

### Purpose of this Manual

The manual consolidates written descriptions of all aspects of the operations and facilities of the Nebraska County Jail in a single source. The policies and procedures contained herein are based on current case law, standards, contemporary correctional practices, facility needs, and community needs. The manual is also intended to reflect the operational philosophy and goals of this organization.

The purpose of this manual is to:

- provide a basis for training
- provide direction and guidance to staff
- promote consistency and professionalism
- document the philosophy, goals and practices of the jail

### Goals

The following are established as the goals of the Nebraska County Jail:

- to house inmates in a safe and constitutional environment while ensuring the protection of the community by operating a secure facility.
- to use modern and progressive administrative practices to ensure legal and fiscally sound operations.
- to ensure that all inmates are processed into the facility in a consistent and humane manner.
- to establish and maintain a classification system that provides safe and constitutional housing.
- to ensure that all inmates are offered opportunities to exercise their right to communicate with persons outside of the jail.
- to provide adequate health care, food service and other essential services to inmates.
- to establish and maintain meaningful programs including recreation, library, social service and religious programs to reduce inmate idleness and focus on self-improvement.
- to ensure inmates adequate access to the courts through their attorneys and the availability of legal reference materials.

- to maintain discipline and grievance procedures that are consistent with current legal requirements.
- to establish, maintain and practice emergency procedures to respond to emergency situations.

#### How to Use this Manual

The manual is divided into five major operational sections. The Table of Contents lists all individual policies and procedures in the order they appear in the manual. Each policy is labeled with a letter followed by a three digit number. The letter corresponds with the section in which the policy is located, the number is unique to the policy.

All forms, floor plans, and other supportive material appears at the end of the manual as appendices.

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**SECTION A**

**ADMINISTRATION**

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# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** POLICY AND PROCEDURE MANUAL

**NO:** A-100                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall establish and maintain a Policy and Procedure Manual which will govern the operation of the jail in accordance with established standards and constitutional requirements.

## PROCEDURE

- A. Persons Affected. All persons employed by the Nebraska County Jail shall perform their work assignments in accordance with the current Policy and Procedure Manual.
1. The Facility Administrator will be responsible for maintaining a current Policy and Procedure Manual. The manual shall contain the following:
    - a. Policy statements for all sections of the manual
    - b. Procedures established to implement all policy statements
    - c. All active general and special orders
    - d. All supplements issued to policies and procedures
    - e. The Personnel Handbook
    - f. The Inmate Handbook
- B. Limitations. All employees of the Nebraska County Jail shall operate in accordance with established procedures except in the following circumstances:
1. When following a procedure could endanger the life or health of an inmate, employee or visitor.
  2. When a direct verbal or written order is issued by the Facility Administrator or ranking officer.
- C. Review of Policies and Procedures. The Facility Administrator will, when the need arises, supervise the revision of existing policies and procedures and the development of new policies and procedures. These will address changing requirements or new practices and will ensure that comprehensive and uniform policies and procedures are maintained.
1. At a minimum, the Nebraska County Jail Policy and Procedure Manual shall be revised on an annual basis.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** POLICY AND PROCEDURE MANUAL

**NO:** A-100

2. Any necessary revisions will be based on new developments in the following areas:
  - a. Case Law
  - b. State or Federal Statutes
  - c. Requirements of the District Judge
  - d. Nebraska Jail Standards
  - e. Facility needs
  - f. Community needs
3. When the need for a new policy, procedure, or the revision of an existing one has been determined, the Facility Administrator may assign a staff person(s) to prepare a draft of the policy and corresponding procedure.
4. The Facility Administrator will review the revised or new policy and procedure draft and forward a copy to staff of Nebraska Jail Standards for their review and comment.
5. Upon receipt of comments from the above-mentioned individuals or agency, the assigned staff person(s) will:
  - a. Incorporate appropriate comments, suggestions and ideas into the final policy and procedure.
  - b. Replace the original policy and procedure with the revised copy or include the new one in all Policy and Procedure Manuals.
  - c. Arrange to train and test all personnel on the revised or new policy and procedure.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PERSONNEL

**NO:** A-200                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall endeavor to employ the most qualified applicants while ensuring appropriate minority representation of personnel. Once in the employment of the Nebraska County Jail, all personnel will exhibit professional attitudes and behavior reflective of the established policies, procedures and goals of the facility. Personnel shall be subject to disciplinary proceedings for any violation of established policies and procedures or actions that adversely affect the operations and goals of the facility.

## PROCEDURE

- A. Review. The Facility Administrator will review personnel policies and procedures annually to ensure that the facility's goals and current legal requirements are being fulfilled.
- B. Minimum Qualifications. In order to be considered for employment, all applicants who would work in direct and continuing contact with inmates must meet the following:
1. Citizen of the United States.
  2. Completion of high school or G.E.D. within forty-five (45) days of employment.
  3. No adult felony conviction as determined by a complete background investigation, including being fingerprinted within seventy (70) days of employment, and a search made of local, state and national criminal record files.
  4. Nineteen (19) years of age or older.
  5. Provide a health certificate from a licensed physician verifying an examination within sixty (60) days of employment and meeting the requirements of the Medical Examination Report Form 40-7E. (Form A- 7)
  6. Possesses good moral character.
  7. Oral interview.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PERSONNEL

**NO:** A-20

C. Terms and Conditions of Employment.

1. Salary. Starting salaries will be based on the facility's established pay scale at the time of employment.
2. Fringe Benefits. All permanent, full-time personnel will receive the benefits provided by the local government for its general employees.
3. Probationary Period. All new personnel are considered probationary for the first six (6) months. At the end of that period, the Facility Administrator will review work performance and determine if it has been satisfactory. If the employee's work has not been satisfactory, employment may be terminated. An employee whose work is determined satisfactory will be retained as a permanent employee.
4. Uniform Regulations and Personal Appearance. Personnel of the Nebraska County Jail may be required to wear uniforms while on duty. Such uniforms will be worn in a clean and neat manner and kept in good repair. Personnel will maintain a clean and neat appearance at all times and are expected to exhibit good habits of personal hygiene.
5. Extra Duty. No employee will fail to report for recall duty at any time when an emergency arises or upon the request of the Facility Administrator or ranking officer.
6. Off-Duty Jobs or Employment. No employee will accept other employment unless specifically authorized to do so by the Facility Administrator nor shall such employment conflict with the safety, security and integrity of the facility.
7. Use of Jail Telephones. Personnel are not permitted to use the facility's telephones for personal business.
8. Promotions. The following may be considered for advancement in rank or position:
  - a. Length of service;
  - b. Performance ratings; and
  - c. Position specifications and requirements.

D. Staff Demeanor. All facility personnel shall maintain firm, professional demeanor in their contacts with inmates and the public.

1. Personnel shall not use their official positions to secure privileges for themselves nor engage in behavior which conflicts with the interests of the jail.
2. Every employee within the scope of his/her duties, shall exercise utmost vigilance to detect any violation, infraction or evasion of the Nebraska Jail Standards.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PERSONNEL

**NO:** A-200

3. Except as authorized by the Facility Administrator, no employee shall knowingly:
  - a. Deliver, aid, enable or permit the delivery of any message, correspondence, literature or contraband not necessary or proper to the discharge of his/her duties to or from any inmate.
  - b. Bring into the jail and give or sell to any inmate or inmates any item for the purpose of personal gain or recognition whether actual or implied.
  - c. Take out of the jail any item of an inmate or inmates for the purpose of personal gain or recognition whether actual or implied.
4. Conversations and counseling with inmates, as well as maintaining order and security, shall be carried out in a constructive manner designed to motivate and instill positive attitudes within inmates.
  - a. No employee shall discuss any departmental business which is classified or confidential with an inmate or inmates.
  - b. No employee shall criticize any other employee, attorney, judge, minister, any officer of a law enforcement agency or of the court in front of or to an inmate or inmates.
  - c. Use of Profanity. The use of profanity toward public citizens or inmates is strictly prohibited. Personnel, while talking to inmates, will not refer to them by nicknames, profane terms or racial slurs.
- E. Staffing Levels. The Nebraska County Jail will employ sufficient personnel to provide around-the-clock supervision of inmates whenever the facility is occupied. Female personnel will provide on-duty coverage and around-the-clock supervision of female inmates housed in the facility. Female personnel may also be utilized to supervise male and female juveniles held in the facility. All personnel shall dedicate sufficient time and effort to the jail's operation to accomplish the facility's security, service and program needs.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PUBLIC TOURS

**NO:** A-300                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail is a public service facility and will accommodate certain requests for public tours of the facility while ensuring the inmates' right to privacy.

## PROCEDURE

- A. Requests. All requests for public tours must be approved by the Facility Administrator and will only be conducted during such times that sufficient facility personnel are available.
- B. Inmate Notification.
  1. Inmates housed in areas of the facility that will be accessible and included as part of the public tour should be notified prior to conducting the tour as they may not wish to be in the "public eye".
  2. Immediately prior to the tour, a facility employee will walk through all inmate housing areas to ensure that all inmates are properly attired.
- C. Requirements. During public tours, citizens will proceed as follows:
  1. Leave purses, umbrellas and other carried items in the Reception/Office area.
  2. Refrain from prohibited actions such as giving any articles to or receiving any articles from an inmate or inmates.
  3. Refrain from making any negative comments directed towards inmates or talking with any inmate.
  4. Leave cameras, tape recorders and other such type of equipment in the Reception/Office area as their usage is prohibited by persons who are on tour of the facility.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** STAFF TRAINING

**NO:** A-400                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All personnel of the Nebraska County Jail will receive training to promote professionalism and ensure consistent operational practices.

## PROCEDURE

- A. Orientation. The Facility Administrator or designated training officer will provide all newly hired jail personnel with a general orientation to the jail within the first week of employment.
1. Orientation training, at a minimum, will address the following:
    - a. Personnel policies
    - b. Organizational structure
    - c. Employee's job description/duties
    - d. Physical plant
    - e. Policies and procedures
    - f. Jail forms and records
    - g. Nebraska Jail Standards
    - h. Jail schedule/routine
  2. The Facility Administrator will test all new personnel to ensure their familiarity with the written policies and procedures.
  3. The Facility Administrator will record the completion of orientation by each newly hired employee in the individual's Training Record (Form A-1).
- B. Initial Training. All jail personnel will successfully complete the initial thirty-six (36) hour course in jail operations and management offered by the Nebraska Law Enforcement Training Center.
1. When a new jail employee is hired, the Facility Administrator will schedule the individual to attend the Jail Operations and Management course within the first year of employment. However, the initial training of new personnel must be initiated through registration within the first six (6) months of employment.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** STAFF TRAINING

**NO:** A-40

2. The Facility Administrator will request a copy of the test results and certificate of completion from each employee attending the course.
  3. A jail employee who receives less than 70% on written examinations, or fails to satisfactorily complete all practical problems or reports, may be terminated from employment.
  4. The Facility Administrator will record the completion of the initial training in the employee's Training Record and place the test results and a copy of the certificate issued by the Law Enforcement Training Center in the employee's personnel file.
  5. The initial training requirements for the Facility Administrator and jail personnel may be waived by the Nebraska Jail Standards Board upon receiving proof of comparable training.
- C. In-Service Training. All jail personnel will attend a minimum of eighteen (18) hours of in-service training annually to increase the employee's value to the facility. This will not be waived.
1. The Facility Administrator shall ensure that all jail personnel complete the in-service training requirement.
  2. The Facility Administrator will solicit community resources, when available, to provide training as a supplement to the training provided by the jail. In-service training shall include the following:
    - a. Courses offered by the Nebraska Law Enforcement Training Center through certified regional instructors.
    - b. Basic Red Cross training in First-aid, EMT and CPR.
    - c. Courses offered by the Health Department in facility sanitation and personal hygiene.
    - d. Training in emergency procedures such as fire, escape, hostage, disturbance or natural disaster.
  3. The Facility Administrator may also accept the following as in-service training if related to their job:
    - a. College courses
    - b. Seminars, workshops and conferences
    - c. Correspondence courses, presentations and audio-visual programs
    - d. Courses offered by the National Corrections Academy

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** STAFF TRAINING

**NO:** A-400

4. The Facility Administrator will test all jail personnel over the training provided by the jail.
5. The Facility Administrator will request a copy of test results and certificates for each employee attending training provided by outside sponsors.
6. The Facility Administrator will record completed training in the employee's Training Record and place the test results and a copy of any certificates in the individual's personnel file.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** JAIL RECORDS

**NO:** A-500                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall maintain a standardized, management information and records system to document jail practices, provide a complete record of persons confined, provide needed data for planning, and meet current legal requirements.

- A. Records Maintenance. Jail personnel will complete all required records and forms as completely and accurately as possible.
1. Nebraska Admission and Release Record. (Form B-3). This form serves as the Booking Record. The white original is retained by the jail in the inmate's file as a permanent record. The canary and pink copies are sent to the Nebraska Crime Commission for inclusion in the statewide data base. The Facility Administrator will, on a weekly basis, ensure the following is forwarded to the Crime Commission:
    - a. Record of all bookings for the week (canary copies)
    - b. Record of all releases during the week (pink copies)
  2. Jail Register. The Facility Administrator will maintain a jail register in accordance with NE R.S. Section 47-106. It shall include:
    - a. Name of each inmate, date of admission and charge
    - b. The date of release and reason for release
  3. Jail Roster. (Form A-3). Jail personnel will maintain an up-to-date daily roster which documents the cell assignment and location of each inmate confined.
  4. Daily Log. (Form A-2). Jail personnel will maintain a daily log to document operational activities of the jail. Each jailer will maintain complete and accurate logs pertaining to their specific duties on their respective shifts. Logs will be typed or clearly legible and will include, at a minimum:
    - a. Personnel on duty
    - b. Time and results of inmate checks and counts
    - c. Time and names of inmates received or released
    - d. All shift activities, routine or unusual incidents and action taken
    - e. Times that meals are served
    - f. Entry and exit of all visitors
    - g. All inmate movements

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** JAIL RECORDS

**NO:** A-50

- h. Notations of problems, disturbances and use of force
  - i. Notations of doctor orders, disciplinary restrictions, etc.
5. Inmate File.
- a. Jail personnel will maintain current and accurate records of persons detained in the jail. The Facility Administrator shall ensure the following is maintained in the inmate's file folder:
    - i. Court records/commitment papers
    - ii. Admission and Release Record (Form B-3)
    - iii. Inmate Property Inventory Form (Form B-4) and Account Sheet (Form E-8) for inmate funds
    - iv. Criminal history information obtained
    - v. Photographs and fingerprint cards
    - vi. Classification information
    - vii. Inmate Incident and Discipline Report (Form E-1)
    - viii. Inmate Request Form (Form D-2) (non-medical)
    - ix. Grievance records
    - x. Visitor's Register (Form E-6) and Telephone Log (Form E-7) (upon release)
    - xi. Other general information
  - b. Juvenile records shall be maintained separate from adult criminal records in a locked file cabinet.
6. Inmate Medical File. A separate medical file shall be maintained for each person detained in the jail. It shall include, at a minimum:
- a. Medical Receiving Screening Form (Form B-5)
  - b. Any health appraisal data gathered
  - c. Inmate requests for treatment
  - d. Medical Treatment Record (Form D-3) documenting the date, time and place of treatment provided
  - e. All medical findings, diagnosis and treatment provided
  - f. Medication Record (Form D-3) documenting all prescriptions and record of dispensing
  - g. Other medical, dental or mental health related information.
7. Key Log. (Form C-2). The Facility Administrator shall maintain proper accounting of all detention keys through the maintenance of an up-to-date key log. The log shall include:
- a. Key label
  - b. Number of keys available
  - c. Location and description of the respective locks
  - d. Names of jail personnel issued each key



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** JAIL RECORDS

**NO:** A-500

8. Food Service Log. (Form D-1). The Jail Cook shall maintain a record of all food served, including special diets, total number of meals served, incidents of refusal to eat or complaints registered.
9. Personnel Records. The Facility Administrator shall maintain a personnel file for each employee of the Nebraska County Jail. Personnel will have access to their files upon request.
10. Incident and Discipline Report. (Form E-1). Written incident reports shall be prepared and maintained for all incidents, unusual occurrences in the jail, and where otherwise specified by this manual.

B. Release of Inmate Information.

1. All requests for inmate jail records shall be directed to the Facility Administrator.
2. The Facility Administrator shall ensure that all inmates, except those committed to the Department of Correctional Services, have access to his/her own jail file. An inmate wishing to view his/her file must make the request in writing on an Inmate Request Form. An inmate may designate another person to view his/her jail file with written authorization.
3. If an inmate's or his/her designee's viewing of a particular record presents a threat to the safety and security of the jail, the Facility Administrator may summarize the information prior to it being presented to the inmate or his/her designee.
4. Other criminal justice agencies shall have access to inmate records upon submission of written request.
5. The media and general public will be provided the following information on request:
  - a. Name of the inmate
  - b. Inmate custody status
  - c. Specific charges for which the inmate is detained

Requests for additional information shall be made in writing to the Facility Administrator.

6. The Facility Administrator will follow the requirements of the Nebraska Security, Privacy and Dissemination of Criminal History Information Act of 1978 when releasing any inmate information. All inmate records shall be safeguarded against unauthorized and improper disclosure.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** JAIL RECORDS

**NO:** A-50

- C. Records Maintenance. All required facility records shall be maintained by the Facility Administrator for a period of at least five (5) years.
- D. Official Correspondence. The Facility Administrator shall maintain all official correspondence between the facility and personnel of the Jail Standards Board for a period of at least one (1) year.

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**SECTION B**  
**ADMISSION**  
**AND RELEASE**

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# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PRE-ADMISSION PROCESS

**NO:** B-100

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will not accept official custody of a prisoner from an arresting or delivering officer until pre-admission procedures are fulfilled. The procedures shall ensure that:

- a. The arresting or delivering officer has valid authority to have a person confined in the jail;
- b. The prisoner has no serious illness or injury requiring immediate medical attention; and
- c. Appropriate levels of security are maintained.

## PROCEDURE

### A. Receiving the Prisoner.

1. Notification of prisoner's impending arrival at jail.
2. The jailer shall be responsible for any preparation necessary for the prisoner's arrival, including securing the booking area and ensuring a female jailer is available if the prisoner is female.
3. The prisoner's arrival and entry into the facility shall be through the sallyport.
4. When the prisoner and arresting officer enter the security perimeter and booking area, the jailer shall ensure the officer secures his/her weapon in the firearm depository. The jailer shall take other security measures as necessary such as door control or restraint of the prisoner.

### B. Verifying Identity of Arresting Officer.

1. Request. The jailer will request to see positive identification of the escorting officer, if not known to the jailer. Such identification shall include:
  - a. A badge and photo I.D. for law enforcement officers, showing unit number and signature of agency head;

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PRE-ADMISSION PROCESS

**NO:** B-100

- b. An official photo I.D. for officers of the Nebraska Department of Correctional Services and for state probation or parole officers; or
    - c. Such other identification the jailer deems necessary to establish positive identification.
  2. Refusal. If the escorting officer cannot or will not produce proper identification, or if the identification produced does not conform to the officer's person, the jailer shall refuse to accept custody.
  3. Documentation. If custody is refused, the facts and circumstances surrounding the refusal will be noted by the jailer on an Incident and Discipline Report Form (Form E-1).
- C. Verifying Legality of Commitment Documents.
  1. Request. After review of the escorting officer's identification, the jailer shall request documents from the escorting officer authorizing custody. The jailer shall also request the escorting officer to complete a Custody Authorization Form (Form B-1).
  2. Review. The jailer shall review the documents to determine their validity. Such documents would include:
    - a. Mittimus issued by the court for execution of sentence;
    - b. Warrants issued by a court;
    - c. Citation issued by the arresting officer;
    - d. Arrest report if available;
    - e. In the case of probation or parole violations, a copy of the probation or parole orders if available; or
    - f. In the case of temporary housing of prisoners in transit, a copy of the travel order, an active warrant or other document verifying authority to hold.
  3. Refusal. If the escorting officer is unable to produce valid commitment documents, the jailer will refuse to accept custody of the prisoner.
  4. Documentation. If a prisoner is refused due to lack of proper documentation, the facts and circumstances of the refusal shall be noted on an Incident and Discipline Report Form by the jailer.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PRE-ADMISSION PROCESS

**NO:** B-100

D. Fitness to Confine

1. Observation. The jailer shall carefully observe each prisoner brought into the facility to assess his or her physical condition and behavior. (See Appendix E).
2. Serious Illness or Injury. If an injury, illness or emotional state of the prisoner appears serious, the jailer shall:
  - a. Refuse to accept custody and direct the escorting officer to seek medical attention for the prisoner. The jailer shall complete the top portion of the Inmate Medical Clearance Report (Form B-2) and give it to the escorting officer to have completed by a physician when treatment is provided.
  - b. Accept custody only when the arresting officer provides documentation of the prisoner's medical treatment and fitness for confinement.
3. Minor Illness or Injury. If the prisoner's illness or injury appears to be minor, the jailer shall notify the Facility Administrator or ranking jailer for a second opinion. If the prisoner is accepted for custody, the jailer shall ensure that treatment is provided within a reasonable amount of time.
4. Documentation. If the jailer refuses to accept custody of a prisoner for medical reasons, he/she shall note the facts and circumstances surrounding the incident on an Incident and Discipline Report Form.

E. Preliminary Search

1. Pat Search. Before placing a prisoner in a holding cell or proceeding with the admissions process, the jailer shall perform a pat search to determine if any contraband item is concealed on the prisoner.
2. Conduct. The pat search shall be conducted in accordance with procedures established in Policy C-500 Contraband Control and as outlined in Appendix B.
3. Contraband. If contraband is discovered, it shall be removed from the prisoner and an Incident Report Form prepared listing the items found, the circumstances surrounding the discovery, and the disposition of the contraband.
4. If, after completion of the pat search, the jailer has reasonable cause to believe the prisoner may still be in possession of contraband which would threaten the safety and security of the jail, a strip search is authorized. All strip searches shall be conducted in accordance with procedures established in Policy C-500 for inmate searches and as outlined in Appendix C.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PRE-ADMISSION PROCESS

**NO:** B-100

F. Accepting Custody of Prisoner

1. When all pre-admission procedures have been completed, the jailer shall accept official custody of the prisoner.
2. The escorting officer shall remain available during the admissions process until all pertinent information is recorded and the receiving officer accepts custody of the prisoner.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-110

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

A systematic process shall be employed by the Nebraska County Jail to admit prisoners in a safe, legal and secure manner.

## PROCEDURE

### A. Admission Records.

1. During the booking process, the following records shall be completed:
  - a. Nebraska Admission and Release Record, (Form B-3) admission portion only
  - b. Inmate Property Inventory, (Form B-4) listing all property and money
  - c. Medical Receiving Screening, (Form B-5)
  - d. Telephone Log of initial calls, (documented on Form B-4)
  - e. Prisoner Identification Sheet/Fingerprint Cards
  - f. Daily Log, (Form A-2)
  - g. Jail Roster, (Form A-3)
  - h. Jail Register
  - i. Record of Restraint, (Form C-3) when applicable
2. Questioning. The jailer will restrict questioning to the information necessary to complete the admission records. Under no circumstances will the jailer question the prisoner about the offense for which he/she is charged.
3. Possession. At no time during the admission process will the prisoner be allowed to have the booking documents in his/her possession. Throughout the process, all forms, documents and other records will be in the sole possession of the jailer and/or the arresting officer.
4. Verification. If the jailer suspects that information provided by the prisoner is inaccurate, or supplemental information is needed, the jailer shall:
  - a. Check NCIC
  - b. Check existing jail files
  - c. Call other law enforcement, parole or probation agencies
  - d. Call family members or other persons named by the prisoner
5. Filing. At the completion of the admissions process, the completed records will be filed in the Jail Records section of the file cabinets or forwarded to the appropriate agency.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-110

B. Prisoner's Personal Property Inventory.

1. Confiscation. The jailer will confiscate all personal property of newly admitted prisoners in accordance with the following procedures:
  - a. The jailer will instruct the prisoner to remove all items from his/her pockets and to leave the pockets turned out.
  - b. The jailer will search the prisoner's pockets, clothing and shoes to ensure that all items have been removed.
2. Description. The jailer will list and describe each item confiscated on the Inmate Property Inventory (Form B-4) in the prisoner's presence.
  - a. Items which the prisoner is allowed to keep shall also be noted on the form as "retained by the prisoner".
  - b. The prisoner's money shall be counted with the amount entered on the cash accounting section of the Inmate Property Inventory.
  - c. An itemized account of every debit and credit for every inmate shall be kept while he/she is housed in the jail. (See Policy E-400).
3. Prisoner's Signature. The jailer will obtain the prisoner's signature on the completed Property Inventory Form, verifying it with his/her own signature. If the prisoner refuses to sign the form, the jailer will secure another officer's signature as a witness with reasons noted for the absence of the inmate's signature.
4. Storage. Small items of personal property shall be placed in an envelope with the prisoner's name and the date of admission noted on the outside. Items too large for the property envelope shall be tagged with the prisoner's name and date of admission.

C. Medical Screening.

1. Interview. The jailer will interview the prisoner concerning his/her medical history and current condition.
2. Observation. The jailer will carefully observe the prisoner to assess his/her physical and mental condition. The jailer will look for body vermin, indications of illness or injury, needle scars and other evidence of substance abuse, and signs of unusual behavior which may indicate a need for emergency mental health care.
3. Documentation. The jailer's observations and the prisoner's responses to interview questions shall be recorded on the Medical Receiving Screening Form (Form B-5). The form will be stored in the prisoner's medical record file and made available to medical authorities as needed.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-110

4. Referral. If after screening there is reason to suspect that the prisoner is in need of further examination by a medical authority, the jailer will notify the Facility Administrator or the ranking jailer.
  - a. An examination by the Jail Physician will be scheduled as soon as possible.
  - b. The prisoner shall be housed apart from the general population until he/she is examined and declared fit by the Jail Physician.
- D. Mental Health and Substance Abuse Screening and Referrals. To ensure the safety and welfare of prisoners being admitted, the jailer will screen the prisoner for possible emergency mental health and substance abuse problems. If the jailer concludes that a prisoner is in need of immediate professional help, emergency referrals will be made to community agencies responsible for providing appropriate services. Personnel will not release any inmate who is intoxicated or in need of mental health services until the inmate is sober or placed in the custody of a responsible person or agency.
  1. Mental Health Screening and Referrals. The jailer will screen and observe all prisoners being admitted for possible mental health problems. (See Appendix G). He/she will ensure that the prisoner is not:
    - a. Disoriented (the prisoner must know where he/she is, the date and what is taking place around him/her);
    - b. Seriously aggravated or displaying inappropriate behavior (such as not being able to control anger or having hallucinations); or
    - c. Seriously depressed and having suicidal thoughts.
  2. If the jailer determines that the prisoner may be in need of professional mental health services, he/she will contact the Facility Administrator. The Facility Administrator may contact the County Attorney and request an Emergency Committal.
  3. If the Facility Administrator or County Attorney determines that the prisoner is in need of hospitalization, the jailer will make arrangements to have the necessary papers completed and the prisoner transported to the \_\_\_\_\_ Regional Center.
  4. Substance Abuse Screening and Referrals. The jailer will screen all prisoners being admitted for possible substance abuse problems. (See Appendix H). He/she will:
    - a. Observe the prisoner's physical coordination;
    - b. Inquire whether the prisoner was drinking alcoholic beverages or taking any controlled substances prior to his/her arrest; and

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-1

- c. Inquire whether the prisoner is taking any prescribed medication.
  5. The jailer will immediately arrange for the prisoner to receive medical treatment if the prisoner appears to be displaying withdrawal signs such as abdominal pain, has the sensation of something crawling on his/her skin or has hallucinations.
  6. Preparation of Housing Area for Mentally Disturbed or Intoxicated Prisoners. The jailer will remove all items from the prisoner and from the holding cell that could be used to inflict self-harm.
  7. Temporary Housing. The jailer will place the mentally disturbed or intoxicated prisoner in a holding cell until such time that the prisoner returns to a normal state or arrangements can be made for transportation to the appropriate referral agency.
  8. The prisoner will be visually checked every fifteen (15) minutes by a jail employee to ensure his/her safety and well-being. (See Policy C-300).
- E. Prisoner Identification. In order to verify the identity of persons admitted to the Nebraska County Jail, the jailer will complete the following:
1. Photographs. Front view and side view photographs shall be taken for each prisoner. The photographs shall be placed in the inmate's file.
  2. Fingerprints. All prisoners who have been arrested for a felony or is a felony fugitive from another jurisdiction will be fingerprinted. The FBI Fingerprint Card and NSP Fingerprint Card will be utilized. One copy of the Fingerprint Card will be forwarded to the Nebraska State Patrol.
- F. Telephone Calls.
1. Access. During the admission process, the jailer will provide the prisoner access to a telephone and directory.
  2. Calls. The prisoner will be allowed to complete at least two (2) telephone calls within a reasonable length of time during admission:
    - a. One completed call to his/her legal representative; and
    - b. One completed call to his/her family or other party approved by the jailer.
  3. No Contact. If, after several attempts, the prisoner fails to reach either of the called parties, the prisoner will be allowed to repeat the telephoning periodically during the remainder of the admission process.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-110

4. Long Distance. On all long distance calls, the jailer will obtain the name and number of the person to be called and place the call collect for the prisoner.
  5. Subsequent Calls. If, after the completion of the admission process, the prisoner is unable to contact the parties, the prisoner will be allowed to place additional calls within a reasonable period of time.
  6. Documentation. The jailer will record the name of the party called, number and relationship to the prisoner on the appropriate section of the Inmate Property Inventory. The jailer will also note if the prisoner refused the calls or failed to contact a party during the admission process.
- G. Prisoner-Owned Towed Vehicles. In the event that the prisoner's vehicle has been towed as a result of his/her arrest, this notation of the vehicle being towed will be recorded in the "Remarks" section of the Nebraska Admission and Release Record with the name of the towing agency, or if the vehicle has not been towed, the exact location of the prisoner's vehicle.
- H. Bond Arrangements.
1. The jailer will provide newly admitted prisoners reasonable opportunities to secure pre-trial release on bond.
  2. The jailer will determine the amount and the type of bond required for the prisoner's release based on the bond schedule and eligibility requirements established by the court, or arrange the prisoner's appearance in court to set bond at the earliest practical time.
    - a. Personal Recognizance. Any prisoner who is a resident of the \_\_\_th Judicial District may be released on his/her own recognizance unless, in the opinion of the arresting officer, a monetary bond is necessary to ensure his/her appearance in court. Any prisoner who is a resident of the State of Nebraska may be released on his/her recognizance if the arresting officer believes that he/she will appear in court as required. A person who is non-resident of the State of Nebraska shall be released only upon posting a monetary bond.
    - b. Monetary Bond.
      - i. Class I Misdemeanors \$ \_\_\_\_\_
      - ii. Class II Misdemeanors \$ \_\_\_\_\_
      - iii. Class III Misdemeanors \$ \_\_\_\_\_
      - iv. Class III A Misdemeanors \$ \_\_\_\_\_
      - v. Class IV Misdemeanors \$ \_\_\_\_\_
      - vi. Class V Misdemeanors \$ \_\_\_\_\_  
(if defendant fails to sign citation)
      - vii. Class W Misdemeanors \$ \_\_\_\_\_

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

TITLE: BOOKING PROCESS

NO: B-110

viii. Minor Traffic Offenses \$ \_\_\_\_\_  
(or the amount listed on the waiver  
form for the fine and costs)

(\*\* The monetary amount is subject to change with jurisdiction, insert own Bond Schedule.)

c. Other Bonds.

i. Ten Percent (10%) Bonds. Monetary bonds may have a ten percent (10%) provision. The bond may be as follows: \$2,500.00 with 10%. This would mean that the amount of \$250.00 would have to be posted before a prisoner could be released. The provision does not apply to Surety Bonds, as the full amount of \$2,500.00 would have to be listed as the Surety Amount and not the \$250.00.

ii. Surety Bonds. A Surety Bond may be posted by a bail bondsman who has received prior approval by the Nebraska County Court and the Nebraska County District Court with the above provisions as listed for the ten percent (10%) bonds.

d. Bond Arrangements for Felony Arrests.

i. The jailer will contact the Nebraska County Attorney or his/her duly appointed deputy attorney and advise him/her of the prisoner's name, the arresting charge or charges, and ask for a recommendation as to the amount of bond.

ii. Upon receiving the recommendation of the Nebraska County Attorney, contact is then to be made with Judge \_\_\_\_\_ or Judge \_\_\_\_\_ to advise him/her of the recommendations of the County Attorney and request the amount of the bond to be set by the Judge. Upon verification of the amount of bond as set by the Judge, the prisoner will be advised of the amount of bond and given an opportunity to contact someone by telephone as outlined in Procedure F. in this section.

e. Completion of Bond Form. The jailer will then complete the Bond Form after the prisoner has met all of the requirements. (See Policy B-300).

I. Admitting Female and Juvenile Prisoners.

1. Staffing. When a female prisoner is brought into the facility, the jail employee will contact a female jailer to conduct the admission procedures.
2. Separation. Juvenile detainees will be kept segregated from adult prisoners. Female prisoners will be kept segregated from male prisoners at all times during the admission process.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-110

3. In the event that a female or juvenile is brought into the facility at the same time as a male prisoner, the male prisoner will be placed in a holding cell while the female or juvenile is being processed.
  4. Persons under the age of fourteen (14) will not be admitted to the facility except upon order of a judge.
- J. Civil Protective Custody (CPC). The arresting officer should make every attempt to take persons under Civil Protective Custody to the person's home, hospital, clinic or alcoholism center. If such attempts fail or are not feasible, intoxicated persons placed in Civil Protective Custody will be booked into the Nebraska County Jail in the following manner:
1. Prior to the admission process, the jailer will require the arresting officer to complete the Civil Protective Custody Authorization Form (Form B-6). Omit the Custody Authorization Form (Form B-1) as the person is not under arrest.
  2. The jailer will then complete an altered admission process in the following manner:
    - a. Complete the Nebraska Admission and Release Record. Omit the recording of the Facility I.D. number located in the upper right hand corner of the form and omit the recording of charges as the person is not under arrest nor charged with a criminal offense. Record Civil Protective Custody or CPC in the "Charges" section.
    - b. Complete the Inmate Property Inventory Form.
    - c. Complete the Medical Receiving Screening Form.
    - d. A photograph will be taken of the person placed under Civil Protective Custody using the "Date" section of the identification section located on the end of the camera boom. The number that is normally used for an arrest will be held back to all zeros (0) as the person is not under arrest.
    - e. Record the time, date and agency on the Daily Log and place the initials "C.P.C." by the name.
    - f. Proceed to Post-Admission Procedures (See Policy B-120).
    - g. The jailer will lodge the person placed under Civil Protective Custody in either an isolation cell or in an unoccupied, segregated cell area. When lodging the person, the jailer will keep in mind that the safety and well-being of the person is of utmost importance and should not be placed in an area where any harm could befall this individual.
    - h. Civil Protective Custody shall be used only as long as is necessary to preserve life, prevent injury and under no circumstances for longer than a twenty-four (24) hour period.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** BOOKING PROCESS

**NO:** B-110

- K. Inability to Process a Prisoner. If the prisoner's physical condition, mental condition or behavior prohibits the completion of the admissions process, the following procedures shall be completed:
1. Removal of Property. Remove all property from the prisoner and record it on the Inmate Property Inventory as prescribed in Procedure B. above. Have a second officer witness the removal and recording of the property as prescribed in Procedure B. above.
  2. Housing. The jailer will place the prisoner in a detoxification cell, safety cell or other appropriate temporary housing area until he/she returns to a normal state. At such time, the jailer will resume processing of the prisoner in accordance with routine admission procedures.
  3. Documentation. The jailer shall record all information possible on the prescribed admission forms.
    - a. The jailer will retain the prisoner's file in the booking area until the remaining information is recorded.
    - b. The reason for the delay in processing the inmate shall be noted in the "Remarks" section of the Nebraska Admission and Release Record.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** POST-ADMISSION PROCESS

**NO:** B-120

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Post-admission procedures shall be completed for all inmates not immediately released. Post-admission procedures, as outlined, are necessary to maintain facility security, provide inmate hygiene and welfare and to acquaint the inmate to the facility's routine and services.

## PROCEDURE

- A. Search. The jailer shall conduct a search of newly admitted inmates to make sure all items of contraband have been removed. The least intrusive type of search necessary to satisfy the safety and security needs of the facility shall be utilized.
1. Pat Search. The jailer shall conduct a pat search on all newly admitted inmates in accordance with procedures specified in Appendix B. An electronic metal detector can be utilized to supplement the search.
  2. Strip Search.
    - a. Inmates being admitted prior to initial court appearance shall not be strip searched, except for one or more of the following reasons:
      - i. The inmate is charged with a crime of violence;
      - ii. The inmate is charged with a crime involving escape, burglary, or use of a weapon;
      - iii. The inmate is charged with a crime involving possession of a drug or controlled substance and/or drug paraphernalia.
      - iv. The inmate's prior record indicates arrest or conviction for one of the above;
      - v. The inmate is combative or displays behavior which indicates he or she may be concealing contraband;
      - vi. There exists reasonable cause to believe the search is necessary to discover a health condition requiring immediate medical attention; or



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** POST-ADMISSION PROCESS

**NO:** B-120

- vii. There exists probable cause to believe the inmate is concealing other contraband that is not a threat to jail security.
- b. Documentation. If an inmate being admitted prior to initial court appearance is strip searched, the jailer shall prepare the following documentation for the inmate's files:
  - i. Name of jailer conducting the search and all others present during the search;
  - ii. Time, date, and place of the search;
  - iii. Any weapons, contraband, criminal evidence or health condition discovered during the search; and
  - iv. The facts constituting reasonable suspicion or probable cause to believe the search was necessary.
- c. Sentenced inmates, returning work releasees, inmates returning after court appearance, and other inmates returning to the jail after having contact with the "outside world" may also be subject to strip searches.
- 3. Body Cavity Search. If the jailer has probable cause to believe the inmate may be concealing contraband in the vaginal or rectal cavities, the Jail Physician shall be summoned to conduct a body cavity search.
  - a. No body cavity search shall be conducted without prior authorization from the Facility Administrator or his/her designee.
  - b. Any items discovered in a body cavity shall be removed only by the inmate or by the Jail Physician.
  - c. Documentation. When a body cavity search is conducted, the jailer shall prepare the following information for the inmate's file:
    - i. Statement of facts which led the jailer to believe there was probable cause to conduct the search;
    - ii. Name and sex of all persons conducting or observing the search;
    - iii. Time, date and place of the search; and
    - iv. Statement of the results of the search with a list of items removed from the inmate.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** POST-ADMISSION PROCESS

**NO:** B-120

4. All searches shall be conducted by a jailer of the same sex as the inmate in an area made private from the observation of persons not directly involved in the search, except that the Jail Physician may conduct a body cavity search on an inmate of the opposite sex.
  5. All searches shall be conducted in a manner which preserves the dignity of the inmate to the greatest extent possible.
- B. Clothing Exchange/Shower. Every inmate expected to remain in the jail for more than 24 hours, or who is to be admitted to the general population, shall be required to shower and exchange his or her clothing for a jail uniform.
1. If the inmate has been strip searched, he or she will then be directed by the jailer to shower completely. The jailer will provide medicated shampoo or decontaminants as needed. Upon completion of the shower, the jailer will provide the inmate with a jail uniform.
  2. If an inmate has not been strip searched, the jailer will provide the inmate with a jail uniform and advise him or her to shower and put on the jail uniform. The jailer shall not observe the inmate while he or she is showering or changing clothing. (Note: The jail may provide a screen which covers the torso of the inmate's body while showering and/or changing clothing. In this manner, the jailer may maintain a partial view of the inmate during the showering and dressing out process.)
- C. Communicable Disease Control. Persons admitted to the jail with a common disease or those who contract a communicable disease while in the jail present a serious hazard to jail personnel and to the inmate population. Special precautions shall be taken to isolate inmates who are suspected of having a communicable disease in the following manner:
1. Prevention. During the post-admission process all inmates will be visibly checked during the search.
    - a. It shall be the responsibility of all jail personnel to assist in the prevention of communicable diseases through careful observation of inmates during the admission process and the search.
    - b. Any suspected cases will immediately be isolated from all other inmates.
  2. Detection. If a communicable disease is suspected, the jailer shall proceed as follows:
    - a. Immediately place the inmate suspected of a communicable disease in an isolation area.
    - b. Notify the Facility Administrator of the situation.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** POST-ADMISSION PROCESS

**NO:** B-120

- c. Notify the Jail Physician and give full details as known about the inmate's disease or suspected disease. Record and follow the orders that are issued.
  - d. The inmate will remain in the isolation area until such time that the Jail Physician recommends release.
  - e. Serious cases will be transported to the Nebraska County Hospital Emergency Room as ordered by the Jail Physician. All orders of the physician will be carried out including medication and special treatment so as to prevent the spreading of the disease through the inmate population.
  - f. All items belonging to the inmate, including jail-issued items, will be kept separate from any other inmate's items until it can be determined what manner of sterilization will be used or if the items will need to be destroyed.
  - g. While in the isolation area, the inmate may have to be served meals on disposable dishes and utensils depending on the seriousness of the disease. Extra precautions will be utilized to ensure that the disease does not spread to jail personnel or other inmates housed in the jail.
3. Documentation. The jailer will document all circumstances surrounding the incident on an Incident and Discipline Report Form detailing what action or actions were taken. All orders of the physician will be followed and all medication orders and/or sterilization orders will be documented on the Medication Record/Medical Treatment Record (Form D-3).
- D. Issuance of Linens and Hygiene Items.
1. Linen Issue. The jailer will issue the following items to the inmate:
    - a. One (or two) sheets and a pillow case
    - b. One blanket (or more as the season requires)
    - c. One towel
    - d. Clean mattress (if not already in cell)
  2. Personal Hygiene Items. The jailer will issue the following items to the inmate:
    - a. Toothbrush and paste
    - b. Handsoap and shampoo
    - c. Toilet tissue
    - d. Comb (opt.)
    - e. Deodorant (opt.)
    - f. Feminine hygiene items (as needed)

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

TITLE: POST-ADMISSION PROCESS

NO: B-120

- E. Orientation. All newly admitted inmates will receive a formal orientation before being placed in the general population. This includes the facility's rules, procedures, programs and rights to which they are entitled.
1. Prisoner Handbook. The jailer will issue a copy of the Inmate Handbook (Appendix A) describing the rules, regulations and services in the jail.
  2. The jailer will make sure that the inmate understands the information contained in the Inmate Handbook.
    - a. If the jailer suspects that the inmate cannot read, he/she shall read the rules and regulations to the inmate.
    - b. If the inmate does not understand English, the jailer will recruit someone to read the rules to the inmate in his/her language as soon as possible.
  3. Verification. The jailer will request each inmate to sign and date the Inmate Orientation Record (Form B-7) verifying that he/she has been made aware of the facility rules, regulations and services.
- F. Initial Housing Assignment.
1. Prior to housing assignment, the jailer will check the Jail Roster (Form A-3) to determine which cell or bunks are available. The inmate shall be assigned to the housing unit designated for his/her classification.
  2. Determination of an inmate's classification for purposes of initial housing assignment shall be in accordance with classification procedures specified in Policy C-100.
  3. Documentation. The jailer shall note the cell assignment on the Jail Roster.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** GOOD TIME

**NO:** B-200

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Inmates sentenced to the Nebraska County Jail for a period longer than twenty-one (21) days are eligible for "Good Time". The State of Nebraska Revised Statute 47-502 requires that "any person sentenced to a city or county jail shall have his/her term reduced seven (7) days for each twenty-one (21) consecutive days during which he/she has not committed any breach of discipline or other violation of jail regulations". All inmates will earn a specific number of good time days as defined in the statute and these good time days may be taken away only with proper cause.

## PROCEDURE

### A. Earning Good Time.

1. Any person sentenced to the Nebraska County Jail shall earn seven (7) days good time for each twenty-one (21) consecutive days served.
2. In the event an individual is arrested and released on bond, time in custody will count as consecutive days if the court grants credit for time already served upon sentencing.
3. Any inmate sentenced to twenty-one (21) days or less will not receive good time.
4. Good time credit applies to any inmate that is sentenced to the Nebraska County Jail, but is being held in another facility due to transfer.

### B. Computation of Good Time.

1. Upon sentencing to the Nebraska County Jail, the inmate's release date will be determined according to the Commitment Order.
2. Once the inmate has earned good time, the release date will be recalculated by the Facility Administrator.
3. When an inmate has completed serving twenty-one (21) consecutive days without any violation of jail rules or regulations, his/her release date is reduced by seven (7) days good time. (I.e.: An inmate sentenced to thirty (30) days in jail will earn seven (7) days of good time. He/she will be released on the twenty-third (23rd) day).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** GOOD TIME

**NO:** B-200

4. Once good time has been earned at the end of the twenty-one (21) consecutive day period, it will not be taken away. The good time must be revoked between the first and twenty-first day.
5. An inmate may be released from custody on the release date at any time which has been previously approved by the Facility Administrator or his/her designee, pending the completion of release procedures as outlined in Policy B-300.
6. Documentation. The sentence computation and the good time earned will be documented.

C. Loss of Good Time.

1. Any inmate who violates any law, rule or regulation may lose good time.
2. If a violation of jail rules or regulations is observed, the jailer involved shall submit a written Incident and Discipline Report (Form E-1) to the Facility Administrator as soon as possible, but definitely within twenty-four (24) hours of the violation.
3. The inmate involved shall be notified in writing by the Facility Administrator of the charges and that a hearing involving possible loss of good time will be held. Notice to the inmate must be given twenty-four (24) hours prior to the hearing. The inmate is entitled to attend the hearing and present his/her evidence. (See Policy E-120).
4. The Facility Administrator will preside over the hearing if he/she is not directly involved with the alleged violation. If the Facility Administrator is involved, he/she will appoint a designee to hear the alleged violation.
5. After the hearing, if the inmate is found to have violated a rule or regulation, the Facility Administrator or his/her designee shall submit to the inmate in writing, a summary of the evidence, the action taken and the amount of good time lost, if any. If the charges are dismissed, the inmate will receive notice of such, in writing, from the Facility Administrator or his/her designee.

D. Appealing Loss of Good Time. Upon receipt of an appeal of loss of good time by an inmate, the District Judge may review the documentary reports and uphold, amend or suspend the loss of good time as he/she deems appropriate. Any action taken shall be properly documented in accordance with the grievance procedures specified in Policy E-130.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** RELEASE PROCESS

**NO:** B-300

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall employ procedures to ensure that the process of releasing an inmate is carried out in a legal and procedurally correct manner.

## PROCEDURES

- A. Authority to Release. The releasing jailer shall verify the legality of the documents authorizing the release of an inmate. If the documents do not appear to be in order, the jailer shall contact the Facility Administrator or ranking officer.
1. Inmates Awaiting Release on Bond or Payment of Fine. Inmates held pending release on bond will be processed and released when the bond has been posted, or the court provides the jail with documentation requiring release. Inmates held pending payment of a fine will be processed and released when documentation is received that the fine has been paid.
  2. Inmates Awaiting Transfer. Inmates held pending transfer to another institution will be processed and released when:
    - a. A committal order or transfer order from a court has been received by the Nebraska County Jail; and
    - b. The officer requesting custody of the inmate, if unknown to the jailer, has provided identification.
  3. Inmates Found Not Guilty or Charges Dismissed. Inmates found not guilty, or who have had charges dismissed, will be processed and released when the Nebraska County Jail has received documentation from the County Attorney or court verifying the inmate has been found not guilty or the charges have been dismissed.
  4. Inmates to Be Extradited. Inmates to be extradited will be processed and released after the Nebraska County Jail has:
    - a. Received an extradition order signed by the Governor of the State of Nebraska;
    - b. Received an order from the District Court authorizing the release of the inmate into the custody of the extraditing officer; and

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** RELEASE PROCESS

**NO:** B-300

- c. Received positive identification from the extraditing officer that shows he/she is the official law enforcement representative of the extraditing state.
5. Inmates Held for Another Agency. Inmates held for another agency will be processed and released when:
  - a. The jailer has reviewed the Admission and Release Record (Form B-3) to verify the agency the inmate is being held for; and
  - b. The agency representative, if not known by the jailer, has produced positive identification that shows him/her to be a representative of the agency for which the inmate is being held.
6. Inmates Completing Sentences. Inmates serving sentences will be processed and released at 0800 hours on the date their sentence is completed, unless the jailer determines there is a legal detainer which prevents release.
- B. Records. The jailer will pull the file folder on the inmate to be released and take it to the booking area so it will be available during the release process.
- C. Detainer Check. The jailer will make certain that no detainers, holds or warrants are pending which might prevent release or transfer by checking the inmate file and NCIC/NCIS.
  1. If, on a transfer, additional detainers, holds or warrants are discovered, and there is no indication of priority, the jailer will contact the Facility Administrator or ranking officer to resolve the conflict.
  2. If any release detainers, holds or warrants are discovered, the jailer will contact the agency from which it was issued to determine if they wish to take custody. If the agency wishes to take custody, the inmate will be held for up to forty-eight (48) hours to await pick-up, unless other arrangements are made.
- D. Notification of Release. If all records are in order, the jailer will notify the inmate of the expected time of release. One (1) hour before the time of release, the jailer will inform the inmate to prepare to be released.
- E. Verification of Inmate's Identity. The jailer will compare the inmate with the picture taken upon admission and with identifying information recorded on the Admission and Release Record to confirm proper identity.
- F. Return of Jail Property.
  1. The jailer will instruct the inmate to gather all personal belongings and items issued by the jail and carry them to the booking area.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** RELEASE PROCESS

**NO:** B-300

2. The jailer will observe the inmate changing into street clothes to detect any contraband, injury or illness which may have occurred during confinement.
3. The jailer will check the jail property returned by the inmate to determine if any items are missing or damaged. The jailer will not release an inmate who has failed to return all jail property issued to him/her until authorized by the Facility Administrator or ranking officer.
4. The jailer will place all linens, bedding and clothing in the appropriate area for laundering.

G. Release of Inmate Property.

1. The jailer will pull the inmate's personal property envelope and tagged property from storage and compare the items with the list recorded on the Property Inventory Form (Form B-4).
2. The jailer will count the inmate's money in the presence of the inmate and compare the amount with the total on the Property Inventory Form.
3. The inmate will sign the Property Inventory Form to verify return of all property and money. If the inmate refuses to sign, the jailer will summon another officer to sign the form as a witness to the return of the listed items, with reasons noted for absence of the inmate's signature. The carbon copy of the signed Property Inventory Form will be given to the inmate with his/her property.
4. If the inmate alleges that any property/money is missing or damaged, the jailer will inform him/her to file a written complaint within forty-eight (48) hours to the Facility Administrator. The jailer will provide the inmate with paper and pencil, and encourage him/her to write out the complaint immediately.
5. Exceptions.
  - a. If an inmate is being transferred to the custody of another agency for a period in excess of twenty-four (24) hours, the procedures prescribed above will be followed except the inmate shall not take actual possession of his/her property. The property will be released to the escorting officer.
  - b. If the inmate is released to another agency, but will be returned within twenty-four (24) hours, he/she will not be given his/her personal property and his/her cell will be held open until return.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** RELEASE PROCESS

**NO:** B-300

- H. Documentation. The jailer will record the release information on the Admission and Release Record and ensure all other records are completed.
1. The jailer will update the Jail Roster (Form A-3) and note the release in the Daily Log (Form A-2).
  2. All records and forms will be placed back in the inmate's file folder and properly filed.
- I. Release. When all records are in order, the inmate shall be released.
- J. Cell Cleaning. The jailer will ensure the cell and mattress is properly cleaned prior to assigning them to a new inmate.
- K. Release of Female Inmates. The jailer will summon the on-duty female jailer to conduct the release process for female inmates.

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**SECTION C**  
**SECURITY**

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# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CLASSIFICATION

**NO:** C-100                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Inmates incarcerated in the Nebraska County Jail shall be housed in accordance with an established classification system for reasons of safety, security, fairness and consistency. The classification process shall be used to determine assignments to housing, programs and related activities with all inmates afforded equal opportunity in classification, work assignment, and disciplinary and grievance processes.

## PROCEDURE

### A. Initial Classification.

1. The admitting jailer will be responsible for the initial classification process. The jailer will gather sufficient information to determine the inmate's appropriate custody level, housing assignment and eligibility or interest in available facility programs and activities.
2. In determining the appropriate classification for initial housing assignment, the admitting jailer shall consider the following:
  - a. Sex
  - b. Age
  - c. Offense
  - d. Legal Status
  - e. Physical Condition (medical problems, intoxication, under the influence of a controlled substance, etc.)
  - f. Background
    - i. History of violent behavior
    - ii. Evidence of homosexuality
    - iii. Vulnerability to attack
    - iv. Evidence of physical or mental handicap
3. Mandatory Housing Separations. For the purpose of initial housing assignment, inmates shall be classified as follows:
  - a. Adult male
  - b. Adult female - housed out of sight of male inmates
  - c. Juvenile male - over 14 and under 17 years of age
  - d. Juvenile female - over 14 and under 17 years of age
  - e. Intoxicated persons or those under the influence of a controlled substance - housed separately until he/she returns to a normal state.
  - f. Special Management - violent, emotionally disturbed, etc.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CLASSIFICATION

**NO:** C-100

4. Optional Housing Separations. In determining initial housing assignment, inmates may be separated as follows:
    - a. Pre-trial detainees
    - b. Sentenced inmates
    - c. Inmates charged or convicted of violent crimes
  
  5. Custody Level. Based on the charges and other background information obtained during the admission process, the admitting jailer shall determine the appropriate custody level of housing required (minimum, medium or maximum) and determine the housing assignment accordingly:
    - a. Minimum Security Category: A classification assignment of an inmate to a minimum custody level indicates that he/she does not pose a risk to jail security or to the safety of the community, staff or other inmates. Inmates classified as minimum security may require minimal staff supervision and a less secure housing assignment.
    - b. Medium Security Category: A classification assignment to a medium custody level indicates that the inmate poses a risk to the security of the jail. Inmates classified as medium security may require close supervision by personnel and a secure housing assignment.
    - c. Maximum Security Category: A classification assignment of an inmate to a maximum custody level indicates he/she poses a high risk to the security of the jail or to the safety of the staff, visitors and other inmates. Inmates classified as maximum security require close supervision by staff and a high security housing assignment.
  
  6. Assignment to housing as a special management inmate shall be considered temporary until the inmate returns to a normal state or can be transferred to more appropriate treatment facilities.
  
  7. Supervision. Based on observation and the information obtained during the admission process, the admitting jailer will determine the level of supervision required. (See Policy C-300).
  
  8. Documentation. All information relied upon in making the initial classification decision shall be documented on the "Remarks" section of the Nebraska Admission and Release Record (Form B-3).
- B. Review/Change in Status.
1. The classification officer, shall review the classification status of inmates held over fifteen (15) days and make recommendations for changes to the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CLASSIFICATION

**NO:** C-100.

- a. The classification officer shall review each inmate's file to determine if a change in status is in order when verified information or the inmate's behavior indicates that he/she requires a higher security classification or when there is reason to believe that an inmate is being held at a higher security level than necessary.
  - b. The classification officer shall interview each inmate to determine his/her interest or eligibility for programs offered through the jail.
  - c. The classification officer shall additionally review an inmate's classification:
    - i. Following a court appearance;
    - ii. At the request of the Facility Administrator or Jail Physician;
    - iii. Following disciplinary action for a major rule violation;
    - iv. Every thirty (30) days for inmates held in administrative segregation; or
    - v. At least every twenty-four (24) hours for inmates held in safety cells.
  - d. All decisions of the classification officer and the information relied upon shall be documented and placed in the inmate's file.
  - e. The Facility Administrator will have final authority in all classification decisions.
2. Inmate Appeal of Classification Decisions. If an inmate objects to a change in classification status or to the classification decision made by the classification officer, he/she has the right to appeal the decision to the Facility Administrator.
- a. An inmate may submit a written request to the Facility Administrator for an appeal of the classification decision.
  - b. Request for appeal of classification decisions will be delivered to the Facility Administrator promptly and without interference by jail personnel.
  - c. The Facility Administrator will review the original decision made by the classification officer and meet with the inmate requesting the appeal within two (2) days of receipt of the request.
  - d. The Facility Administrator will provide the inmate with a written notice of his/her decision within five (5) days of receiving the appeal.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CLASSIFICATION

**NO:** C-100

C. Specialized Housing Assignments/Administrative Segregation.

1. The Facility Administrator shall approve an inmate's assignment to a safety cell, disciplinary isolation or administrative segregation prior to confinement in such housing.
2. Assignment to Safety Cells. The safety cell may be used for the temporary confinement of the following inmates:
  - a. Inmates who are intoxicated or under the influence of a controlled substance;
  - b. Inmates displaying bizarre behavior which could result in harm to to themselves, others or property; or
  - c. Inmates causing a significant disruption of jail procedures or activities.
3. The Facility Administrator shall comply with the requirements of the Nebraska Mental Health Act when mentally disordered inmates are placed in isolation.
4. Isolated inmates are not deprived of normal facility clothing, except for their own protection. Jail personnel will ensure that items which could be used for self-destructive purposes are removed from the safety cell when inmates housed in the cell are mentally disordered or intoxicated.
5. Jail personnel will make every effort to ensure that inmates placed in safety cells for observation receive professional help as soon as possible if deemed necessary by the Facility Administrator. (See Policy D-220).
6. Assignment to Administrative Segregation. Administrative segregation shall be used to separate inmates who, for some reason other than disciplinary sanctions, need to be separated from the general population. This may include the following:
  - a. Inmates who cannot adjust to the general population;
  - b. Inmates who pose a serious threat to themselves or others;
  - c. Inmates who have a communicable disease;
  - d. Inmates charged with an infamous crime;
  - e. Persons placed under Civil Protective Custody; or
  - f. Witnesses.
7. The decision to place an inmate in administrative segregation shall be made by the Facility Administrator. It shall be based on information received from jailers, the inmate, judges or the inmate's physician. In an emergency situation, the ranking officer may place an inmate in segregation.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CLASSIFICATION

**NO:** C-100

8. All information regarding the supervision or observation of inmates in segregation will be documented.
9. A review of inmates placed in administrative segregation will be conducted at least every thirty (30) days by the classification officer and a recommendation made to the Facility Administrator regarding further confinement in segregation.
10. Assignment to Disciplinary Isolation.
  - a. Inmates may be assigned to disciplinary isolation if such confinement is a disciplinary sanction in accordance with procedures in Policy E-100 and Chapter Thirteen (13) of the Nebraska Jail Standards.
  - b. Inmates shall not be placed in disciplinary isolation for more than fifteen (15) consecutive days, nor more than thirty (30) days out of a forty-five (45) day period, except in the case of violence committed against persons or property.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE/STAFF RELATIONS

**NO:** C-200 **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The safety and control of inmates is a primary responsibility of the Nebraska County Jail and its personnel. Facility personnel must maintain control of the inmate population for this responsibility to be successfully met. Personnel will implement practices to supervise inmates and maintain positive staff/inmate relations to foster an orderly, safe and controlled jail environment.

## PROCEDURE

### A. Inmate Supervision and Relations - General Provisions.

1. The Facility Administrator will ensure that inmates are supervised by trained jail personnel on a twenty-four (24) hour basis.
2. The Facility Administrator will ensure that each shift is staffed by sufficient personnel as necessary to provide adequate supervision of inmates.
3. Jail personnel will physically supervise the inmate population and not rely completely upon electronic surveillance devices. Electronic surveillance cannot be substituted for a jailer's physical presence.
4. Jail personnel will supervise inmates in a manner which is fair and consistent, yet firm.
5. Jail personnel will not degrade or intimidate inmates, show favoritism to individual inmates, nor gossip with inmates about other inmates or personnel.
6. Jail personnel will ensure that inmates comply with the facility's rules and regulations.
7. Jail personnel will ensure that inmates do not control or supervise other inmates.
8. Jail personnel will recognize the limitations of their authority. Personnel will not make promises to an inmate when he/she does not have the proper authority to keep the promise.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE/STAFF RELATIONS

**NO:** C-200

9. When an inmate asks for advice from a jail employee, the jailer will ensure the he/she fully understands the inmate's situation before giving any advice. When a jailer feels that he/she cannot properly advise the inmate, he/she will refer the inmate to the appropriate staff member or professional person to ensure that the inmate receives proper advice and counseling.
10. Jail personnel will spend time talking with and listening to inmates on an individual or group basis to ensure open communications between personnel and inmates. Jail personnel cannot maintain a positive relationship with inmates when communication is in only one direction. Communication between personnel and inmates is important in order for personnel to recognize the inmates' needs and individual differences to ensure proper supervision.
11. Jail personnel will supervise inmates according to their individual differences. For example, one immature inmate may need to be handled in a firm, no-nonsense approach, while another inmate may respond to a more casual approach.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** SUPERVISION AND MANAGEMENT OF INMATES

**NO:** C-300                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Facility Administrator shall be responsible for the proper supervision, accountability and security of inmates in their assigned housing areas. It is the basic duty of jail personnel to maintain around-the-clock surveillance of inmates and their activities. This surveillance, properly administered, will ensure the safety and security of the jail, its personnel and the inmates.

## PROCEDURE

A. Head Counts. Inmates will be accounted for at all times. An official count will be conducted four (4) times daily with at least a four (4) hour interval between counts:

0800 hours  
1200 hours  
1800 hours  
2200 hours

1. At the prescribed time, the jailer will make a tour of his/her assigned area to conduct a count of the inmates under his/her supervision.
  - a. Before an inmate can be regarded as present, the jailer must see the inmate in the flesh.
2. Recording. The jailer will record the count on the Daily Log (Form A-2). The jailer will also record any admissions or releases from his/her assigned area on the Jail Roster (Form A-3).
3. Verification. The jailer will compare the count to the previous count and any subsequent recorded movement of inmates.
  - a. If the counts do not agree, the jailer will immediately conduct a recount.
  - b. If the counts do not agree on the recount, the jailer will notify the ranking officer or Facility Administrator and order an immediate lock-down.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** SUPERVISION AND MANAGEMENT OF INMATES

**NO:** C-300

- c. The ranking officer or Facility Administrator will direct an investigation to determine the reason for the discrepancy and order implementation of escape procedures, if necessary (See Policy C-930), or take other appropriate action to reconcile the counts.
4. Shift Change. Prior to relieving the jailer from the previous shift, the jailer coming on duty will verify the number of inmates under his/her supervision with the last count noted on the Daily Log.
- B. Cell Checks. The jailer will conduct periodic personal observations of all inmates under his/her supervision.
  1. General Population. The jailer will conduct cell checks of inmates in the general population at least hourly, on an irregular schedule.
  2. Administrative Segregation/Isolation. The jailer will conduct cell checks of inmates in administrative segregation or isolation at least every 30 minutes, on a irregular schedule.
  3. Special Management Inmates. The jailer will check inmates classified as special management (intoxicated, mental problems, suicidal, etc.) at least every 15 minutes, or more often as necessary.
  4. Inmates out of Housing Area. The jailer shall maintain on-going supervision of trustees and inmates during movement or participation in activities outside the cell areas.
  5. Observation. During the cell check the jailer shall observe inmates' behavior and appearance for any unusual situations or problems.
  6. Documentation. All cell checks shall be documented on the Daily Log. Also, any unusual or significant events occurring during the shift shall be logged.
  7. Shift Change. The jailer being relieved shall call to the attention of the jailer coming on duty any significant entries in the Jail Log and brief him/her on any problems or situations.
- C. Electronic Surveillance. Electronic surveillance includes the jail's audio intercom system and video monitoring system. It is intended to provide greater security by supplementing direct supervision of inmates by jailers.
  1. The Communications Center will monitor the surveillance equipment on a regular basis.
    - a. The Communications Center will periodically monitor inmate activities in their housing areas with the intercom system.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** SUPERVISION AND MANAGEMENT OF INMATES

**NO:** C-300

- b. The Communications Center will monitor inmate activities outside the housing areas such as visiting, recreation and trustee activities with the audio and/or video surveillance equipment.
  - c. The Communications Center will monitor all hallways and security doors with the video surveillance equipment on a continuous basis.
  - d. The Communications Center will monitor all visitor and inmate movement with the video surveillance system.
2. The Communications Center will immediately contact the jailer when any suspicious or unusual occurrence is observed.
  3. The Communications Center will make an entry in the Daily Log of any observed occurrence which requires the jailer to respond to an incident.
  4. Electronic surveillance equipment will not be used to monitor a visit between an inmate and a professional person (attorney, clergy, etc.).
  5. The Communications Center will report the malfunctioning of any surveillance equipment immediately to the ranking officer on duty.
  6. Electronic surveillance systems will not be substituted for periodic personal observation of inmates by jailers.
  7. In areas where electronic surveillance systems don't provide adequate, continuous coverage, jailers shall be stationed adjacent to housing areas to hear and respond promptly to disturbances.
- D. Use of Force. No facility employee shall strike or lay hands on inmates except when it is necessary to prevent escape, to prevent injury to person or property, to quell a disturbance, or in other execution of their duties. Jailers will use only the amount of force necessary to regain control of a situation. The following procedures will be used:
1. Uncooperative Inmate. The jailer who encounters an uncooperative inmate (e.g. refuses to enter cell, refuses to be searched, refuses to leave cell) shall employ the following tactics:
    - a. Verbal. Attempt to verbally persuade the inmate to cooperate. Issue a verbal warning informing the inmate of the consequences of his/her behavior.
    - b. Show of Force. If verbal warnings fail, call for a back-up jailer and attempt to intimidate the inmate with the show of force. If this fails, jailer(s) will use physical holds (come-alongs) to gain control of the inmate.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** SUPERVISION AND MANAGEMENT OF INMATES

**NO:** C-300

2. Attacking Inmate. If an inmate attempts to physically attack a jail employee, visitor or other inmate, the following tactics shall be employed:
    - a. Call for a back-up jailer.
    - b. Attempt to block blows or kicks.
    - c. If the inmate persists, the jailer shall employ take-down techniques to gain control of the inmate.
    - d. If take-downs do not work, apply additional force as necessary to gain control of the inmate, including kicks or blows. Unless it is a clearly life threatening situation, the jailer shall avoid kicks or blows above the neck or to the groin area. If this does not work, retreat from the area.
    - e. Use of Baton. The baton is a defensive weapon to block blows and give the inmate a chance to quit. If used offensively, the jailer will strike the inmate below the neck only and in a manner that will only temporarily disable the inmate, enabling the jailer to gain control.
    - f. Chemical Irritants. Only the amount necessary to gain control of the inmate shall be used. It shall not be sprayed into the face at close range.
  3. Multiple Inmates. See procedures for major disturbance. (Policy C-980).
  4. Medical Attention. Persons who are injured shall receive medical attention as soon as possible. If an inmate is injured, the jailer shall make arrangements for treatment. If the jailer is injured, he/she shall be relieved to receive treatment.
  5. Investigation. The Facility Administrator shall immediately order an investigation of this incident. The reports from jailers and information gained from inmates shall be used to determine what subsequent action is to be taken. Each jailer involved will prepare an incident report using the Incident and Discipline Report Form (Form E-1).
- E. Use of Restraints. Restraint devices will be used only to prevent escape, protect the inmate from injury to self, and to prevent the inmate from injuring others. Restraints will not be used for punishment. Devices authorized for use in the facility include:
- a. Hand Cuffs
  - b. Leg Cuffs
  - c. Leather Cuffs
  - d. Restraint Belt

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** SUPERVISION AND MANAGEMENT OF INMATES

**NO:** C-300

1. For Self-protection of Inmate. When an inmate's behavior indicates he/she may injure him/herself, he/she will be placed in an isolation cell.
  - a. Restraints. If the inmate's behavior continues to be directed toward self-destructive behavior, the inmate will be placed in restraints. Restraints will be used only to the degree that is necessary to prevent the inmate from injuring him/herself and in a manner causing only minimal discomfort.
  - b. Observation. The jailer shall observe the inmate on a frequent basis, at least every fifteen (15) minutes. No inmate will remain in restraints over eight (8) hours without an examination by the Jail Physician.
  - c. Reporting. The jailer will report the placement of an inmate in isolation and the use of restraints to the Facility Administrator or ranking officer immediately. The jailer will complete the Record of Restraint Form (Form C-3) and prepare an Incident and Discipline Report.
2. To Prevent Escape/Injury to Others. See Inmate Movement (Policy C-800).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PHYSICAL PLANT INSPECTIONS

**NO:** C-400

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Personnel of the Nebraska County Jail shall ensure that all security equipment, fixtures and housing units are in good condition and working order through a regular, systematic inspection process.

## PROCEDURE

- A. Daily Inspection. On a daily basis, the jailer will inspect the following to ensure that all are in proper and safe working order:
1. Doors, windows, walls and fixtures of all housing areas to which inmates have access;
  2. All locks;
  3. Audio and video surveillance devices;
  4. Fire detection, alarm and suppression equipment;
  5. First aid supplies;
  6. Medication cabinet;
  7. Kitchen area and appliances;
  8. Evidence/Property Room and inmate lockers;
  9. Recreation area and equipment; and
  10. Visiting areas.
- B. Inspection Prior to Use. Prior to the assignment of an inmate to a cell, the jailer will ensure that the housing unit is properly equipped and in working order.
- C. Doors. The jailer will ensure that all cell doors and security perimeter doors are locked at all times except when used for supervised entrance or exit of jail personnel, inmates and visitors, or in emergency situations.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** PHYSICAL PLANT INSPECTIONS

**NO:** C-400

D. Reporting.

1. The jailer will note his/her daily inspection on the Daily Log (Form A-2).
2. The jailer will prepare an Incident and Discipline Report (Form E-1) describing any irregularity discovered during his/her inspection.
3. The jailer will notify the Facility Administrator or ranking officer if an irregularity is discovered that requires immediate attention.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CONTRABAND CONTROL

**NO:** C-500                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Possession of contraband by inmates is a serious threat to security. Jailers will take all reasonable precautions to prevent the introduction of contraband into the jail.

## PROCEDURE

- A. Personal Searches. Contraband control procedures shall include routine searches of the inmate's body and clothes during those times when contraband may be introduced into the facility and on other specific occasions when the jailer has reason to believe an inmate may be in possession of contraband.
1. Strip Searches. The jailer shall conduct all strip searches in accordance with the procedures specified in Appendix C. Strip searches shall be conducted:
    - a. Upon or immediately following admission, prior to assignment to general population, only on those inmates for which there is reasonable suspicion to believe that the inmate is in possession of contraband that is a threat to the security of the jail or has a health condition which requires immediate medical attention (See Policy B-120);
    - b. After contact visitation (See Policy E-310);
    - c. Upon return from work release (See Policy E-200);
    - d. Upon return from court appearance; or
    - e. Any other time the inmate leaves the jail and returns after having contact with the "outside world".
  2. Pat Searches. The jailer will conduct all pat searches in accordance with the procedures specified in Appendix B. Pat searches shall be conducted:
    - a. Prior to accepting custody of an inmate upon admission (See Policy B-100);
    - b. Upon or immediately following admission, prior to assignment to general population, on those inmates for which there is not reasonable suspicion to believe the inmate is in possession of contraband that is a threat to the security of the jail or has a health condition requiring immediate medical attention;

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CONTRABAND CONTROL

**NO:** C-500

- c. When an inmate is assigned to a different area; or
  - d. On trustees when they are returned to the cell area.
3. Special Searches. The jailer may conduct a pat search of any inmate within the security perimeter at any time. The jailer may conduct a strip search of inmates housed after initial court appearance at any time he/she has reason to believe the inmate is in possession of contraband. When a strip search is conducted, the jailer shall prepare an Incident and Discipline Report detailing the reason for the search, even if contraband is not found.
  4. Searches shall be conducted with the greatest degree of dignity possible and only by a jailer of the same sex.
    - a. A jailer of the opposite sex may conduct a pat search of an inmate in cases of emergency.
    - b. All strip and body cavity searches shall be conducted in an area made private from other persons not directly involved in the search.
  5. Searches shall be conducted on an impartial basis and will not be used to harass inmates.
  6. Body Cavity Searches. Body cavity searches shall be conducted by medical personnel only.
  7. Contraband. The jailer will confiscate all contraband and prepare a complete Incident and Discipline Report for the Facility Administrator. If the possession of contraband constitutes a major rule violation, the inmate will be placed in isolation pending disciplinary action being taken. (See Policy E-120).
    - a. The jailer shall:
      - i. Tag the contraband, showing the name of inmate, the date and time;
      - ii. Place the contraband in the Evidence Room;
      - iii. Note the incident and disposition of the contraband on the Daily Log (Form A-2); and
      - iv. Forward the Incident and Discipline Report to the Facility Administrator.
    - b. The Facility Administrator will determine if the possession of contraband is a violation of state law. If so, he/she will conduct an investigation and turn the evidence over to the County Attorney for possible prosecution.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CONTRABAND CONTROL

**NO:** C-500

- B. Cell Searches. Contraband control shall include routine searches of cells and all other areas of the jail to which inmates have access.
1. The jailer shall conduct cell searches at the following times:
    - a. Routine: At varied times, but not less than once a week.
    - b. Special: Anytime a jailer receives information that contraband may have been introduced into the cell area.
  2. Cell search procedures shall be conducted in accordance with procedures specified in Appendix D.
  3. Prior to initiation of a cell search, inmates will be removed to another secure area, out of sight of the area to be searched.
  4. Recording. The jailer will complete a Cell Search Form (Form C-1), describing each item of contraband discovered, its location when found, the inmate assigned to that cell, and other details regarding the general condition and appearance of the cell.
  5. Disposition of Contraband. Contraband found in the course of a cell search shall be handled in the same manner as prescribed for personal searches in Procedure A. above.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** KEY CONTROL

**NO:** C-600

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All jail facility keys must be controlled and accounted for at all times to prevent escape and maintain security.

## PROCEDURE

- A. Key Cabinet. All keys for locks within the security perimeter, when not in use, shall be kept in the key cabinet at the Communications Center.
- B. Accounting of Keys. The following procedures shall be employed to maintain constant accounting of jail keys.
1. Each key will be labeled to correspond with its respective lock.
  2. The number of keys for each lock, the identifying labels, and the location of each lock shall be documented on the Detention Key Log (Form C-2).
  3. The Key Log will indicate who is in possession of any jail keys. Jailers will sign all keys in and out. Jailers will only possess those keys officially issued to them.
  4. The Communications Center is responsible for supervision of the key cabinet and maintenance of the Key Log.
  5. Keys not currently issued to jail personnel are stored in a manner that allows for easy determination of the presence or absence of the keys.
- C. Supervision of Keys. The jailer will maintain control of keys in his/her possession at all times. At no time will an inmate be allowed to possess any keys.
- D. Emergency Keys. A complete set of emergency keys to the confinement area will be kept in a readily accessible key cabinet in the Communications Center. These keys shall be used only in actual emergencies and issued only to designated jail personnel.
- E. Lost or Damaged Keys. The loss or damage of any keys will be reported in writing to the Facility Administrator. If the keys are believed to be lost within the security perimeter, the Facility Administrator or ranking officer shall order an immediate lockdown and initiate a search to locate the key.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** WEAPONS CONTROL

**NO:** C-700                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

No weapons, firearms, chemical agents or ammunition shall be worn or carried inside the jail security perimeter, unless under emergency conditions, and then only upon authorization by the Facility Administrator.

## PROCEDURE

- A. Entry. The jailer supervising entry into the security perimeter shall require all persons wishing to enter to remove all firearms, chemical agents, ammunition and other weapons and place them in the locker provided outside the entrance of the security perimeter.
- B. Refusal. The jailer will not permit any person refusing to remove weapons into the security perimeter. The jailer will report any resistance to security procedures to the Facility Administrator in writing on the Incident and Discipline Report (Form E-1).
- C. On-Duty Jailers. The on-duty jailer will not carry any weapons while within the security perimeter except authorized by the Facility Administrator during an emergency situation. (See Policy C-980).
- D. Arsenal.
  1. All unissued weapons shall be stored in the facility arsenal. The dispatcher shall control access to this area and shall permit weapons to be removed only upon order of the Facility Administrator.
  2. All firearms, chemical agents and related security equipment shall be kept clean, in proper working order, and available for immediate use.
  3. Defective equipment shall be tagged and stored separately or properly disposed of.
  4. All firearms, chemical agents and other security equipment shall be inspected and inventoried at regular intervals; specifically the first day of every month to determine their condition and applicable expiration date.
  5. All security equipment shall be catalogued with proper documentation of its issuance and use.
  6. The loss or misplacement of any security equipment shall be immediately reported in writing to the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** WEAPONS CONTROL

**NO:** C-700

7. Facility personnel authorized to use firearms and related security equipment shall be qualified in the safe and efficient use of firearms, chemical agents and other weapons which have been approved by the Facility Administrator for use within the facility.
8. The greatest degree of caution and utmost conservative judgement shall regulate the use of any weapon.
9. In emergency situations, jail personnel shall use only those weapons and related security equipment authorized and approved by the Facility Administrator. (See Policy C-980).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE MOVEMENT

**NO:** C-800

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All inmates, including trustees, who leave the facility, must be in the custody of a law enforcement officer or under supervision of facility personnel. All inmates being moved to and from court, or being transferred to another facility, will be placed under physical restraint while being transported.

## PROCEDURE

### A. Vehicle Transportation.

1. One escorting officer will not transport over two (2) inmates.
2. If the vehicle is equipped with a cage, inmates will be secured in the rear seat.
3. If one (1) inmate is being transported in a vehicle without a cage, the inmate will be secured in the front seat, with the inmate cuffed with hands in back. Only one (1) inmate will be transported in a vehicle without a cage.
4. The escorting officer will ensure, if a weapon is carried, that the weapon is not next to the inmate.
5. All inmates will be frisked prior to entering the vehicle.
6. If a female inmate is to be transported, a female officer will accompany the male escorting officer.

### B. Foot Travel, Outside Facility.

1. The escorting officer will not escort over two (2) felon inmates at a time. The officer will ensure that the inmates are cuffed with hands to the rear, and will position him/herself to the rear, at least three (3) steps behind the inmates.
2. On an escort of a single inmate, the officer will have the inmate cuffed with hands to the rear. The officer will walk approximately three (3) feet to the rear, one (1) foot to the side, with the officer's weak side to the inmate's strong side.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE MOVEMENT

**NO:** C-800

- C. Movement Inside Facility. In certain instances, inmates will be moved from module to module inside the facility. Have the inmates place their hands in rear pockets, palms out, and ahead of the jailer.
- D. Court Appearance. Inmates will be cuffed prior to leaving the jail security perimeter, and restraints removed prior to entering the courtroom. The opposite procedure will be followed upon returning from court.

NOTE: Inmates will be searched when they are returned to the facility.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- GENERAL

**NO:** C-900

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Facility Administrator is responsible for promulgating the necessary policies and procedures for proper response and handling of emergency situations. These policies and procedures shall maintain facility security and ensure the physical safety and protection of those persons within the facility. The emergency policies and procedures shall provide jail personnel with a plan of emergency preparedness based upon the following list of priorities to ensure that all emergencies are handled in a safe and responsible manner:

Priorities for handling emergency situations in the order of importance are as follows:

- A. The safety of the general public.
- B. The safety and welfare of the inmates.
- C. The safety and welfare of jail personnel.
- D. The protection of facility property.
- E. Restoration of order and control in the jail facility.

## PROCEDURE

- A. General. Emergency situations will be handled in the manner prescribed in the following policies and procedures:

C-910	Fire
C-920	Natural Disaster
C-930	Escape
C-940	Breaking Custody
C-950	Walkaway
C-960	Mass Arrest/Overcrowding
C-970	Hostage
C-980	Disturbance
C-990	Attempted Suicide/Suicide/Death

- B. Review and Update. Emergency policies, procedures and orders shall be reviewed and updated periodically by the Facility Administrator.
- C. Availability. Emergency procedures and orders shall be made available to all jail personnel.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- GENERAL

**NO:** C-900

- D. Emergency Situations. Emergency situations not directly addressed by written policies and procedures shall be handled by jail personnel in a timely, calm and responsible manner.
1. During such occurrences, the Facility Administrator or ranking officer shall be notified immediately.
  2. Decisions shall be based on the list of priorities cited above.
  3. A written incident report will be completed by all jail personnel involved in the incident. The incident report will be submitted to the Facility Administrator as soon as order and security have been restored in the facility.
- E. Emergency policies, procedures and orders shall be consistent with the requirements of the State Fire Marshal and all other applicable regulations.
- F. Personnel Training. The Facility Administrator shall ensure that jail personnel are trained in all areas of emergency plans, policies, procedures and orders prior to assigning such personnel to a permanent position.
1. The Facility Administrator will provide or coordinate with local and state agencies to provide training in the following areas:
    - a. The execution of emergency procedures and orders related to the employee's assigned shift or post;
    - b. The essential steps of emergency policies, procedures and orders for the entire jail facility; and
    - c. The usage of emergency equipment.
  2. The Facility Administrator will conduct periodic emergency drills to ensure that all personnel can execute procedures and orders effectively and will conduct spot checks and tests as required.
  3. The Facility Administrator will maintain a complete and accurate record of all emergency drills that are conducted and the results.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- FIRE

**NO:** C-910                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Jail personnel will attempt to prevent fires by proper supervision of inmates and control of flammable materials in the cell areas. In the event of a fire, the primary objective is the protection of the lives of personnel, inmates and visitors.

## PROCEDURE

### A. Fire Prevention.

1. Jailers will enforce the following rules to control flammable materials in the cell area.
  - a. Inmates will not smoke in bed.
  - b. Trash will be removed from cell areas daily.
  - c. Paper items will not be hoarded or stored in the cell area. Letters will be limited to ten (10) per inmate; two (2) magazines per inmate; and newspapers will be removed on a daily basis.
2. All fire equipment will be inspected/tested on a weekly basis. The Facility Administrator will request an annual evaluation by the State Fire Marshal's Office.
3. A Jail Fire Evacuation Plan (Form A-6) outlining the evacuation routes and location of fire fighting equipment will be kept current and available at all times.

### B. Discovery. When a jailer discovers a fire, he/she shall notify the Communications Center immediately, stating its exact location and severity. Fire situations shall be classified as follows:

1. Minor Fires. Minor fires are those which can be brought under control by the jailer with available fire-fighting equipment and without risk to the inmates and personnel.
2. Major Fires. Major fires are those which cannot be brought under control by the jailer with available fire-fighting equipment and pose a serious threat to inmates and personnel.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- FIRE

**NO:** C-910

## C. Response.

1. Communications Center. When the Communications Center has been alerted of a fire, the dispatcher shall implement the following procedures:
  - a. Contact the fire department; phone \_\_\_\_\_ immediately.
  - b. Contact the Facility Administrator and all available department personnel by telephone and/or radio; advise of the fire situation.
  - c. Contact \_\_\_\_\_ Police Department at \_\_\_\_\_ and request back-up assistance.
  - d. Make sure the appropriate perimeter doors are unlocked to ensure immediate access to the facility by the fire department and other responding officers.
  
2. Jailer.
  - a. In the event of a minor fire, the jailer will attempt to extinguish the fire. Once the fire is extinguished, the jailer will determine the need to remove inmates from the affected area.
  - b. In the event of a major fire, the jailer will immediately remove all inmates within the affected area to the appropriate evacuation area. (See the Jail Fire Evacuation Plan).
    - i. The jailer will conduct a head count as soon as the evacuation area is reached.
    - ii. The jailer will remain with the evacuated inmates and will not re-enter the affected area unless otherwise instructed by the Facility Administrator or ranking officer.
  
3. Other Officers.
  - a. In the event of a minor fire, other responding officers shall secure inmates in the unaffected areas in their cells, escort visitors out of the facility, and proceed to the affected area to provide assistance.
  - b. In the event of a major fire, other responding officers shall escort visitors out of the building, and then escort inmates to the unaffected areas of the evacuation area.
    - i. Officers will conduct an immediate head count once in a safe area.
    - ii. An officer will remain with the inmates in the evacuated area until relieved or given other instructions.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- FIRE

**NO:** C-910

4. Facility Administrator or Ranking Officer. The Facility Administrator or ranking officer shall be responsible for coordinating the efforts of the jailers, law enforcement officers and fire fighters.

D. Post-Fire Procedures.

1. If the facility cannot be reoccupied, inmates will be lodged in the \_\_\_\_\_ County Jail. The Facility Administrator shall make all necessary arrangements for transportation and lodging.
2. If the facility can be reoccupied, the Facility Administrator shall direct clean-up operations.
3. Investigation. The Facility Administrator shall conduct a complete investigation into the cause of the fire and cooperate with fire officials as necessary.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- NATURAL DISASTER

**NO:** C-920                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Facility employees shall take appropriate precautions to avoid loss of life or injury as a result of severe weather conditions.

## PROCEDURE

- A. Monitoring. The Communications Center will keep on-duty jailers informed of weather conditions when the threat of severe storms exist.
- B. Tornados.
  1. When a tornado watch has been issued, the jailer will prepare for the possible evacuation of inmates to the basement of the jail.
  2. When a tornado warning has been issued, the jailer will remove all inmates to the basement area of the jail.
    - a. The Communications Center will contact the Facility Administrator and all available personnel to assist in the supervision of inmates during the period of evacuation.
    - b. The Facility Administrator or ranking officer will assign other available personnel to designated areas to assist the jailer in the supervision of inmates.
    - c. When the inmates are secured in the basement area, the jailer will conduct a head count.
    - d. All inmates will remain in the basement area until the warning is cancelled.
  3. If there is not sufficient time to evacuate the inmates to the basement area, the jailer will instruct all inmates to get under a bunk, on the floor, and place a mattress over their heads until the danger is past.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- NATURAL DISASTER

**NO:** C-920

C. Other Severe Storms.

1. If a severe storm warning is issued, the jailer will suspend all outdoor activities and return the inmates to their respective housing areas.
2. If the storm becomes severe enough to warrant the evacuation of inmates to the basement area, procedures specified in Procedure B. above shall apply.

D. Post-Disaster Procedures. If the facility is damaged and cannot be reoccupied, the Facility Administrator will make the necessary arrangements for the transportation and lodging of inmates in neighboring jail facilities.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- ESCAPE

**NO:** C-930                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The primary mission of the Nebraska County Jail is to provide a safe and secure environment for inmates and citizens of the county. All personnel will be constantly aware of and alert to the potential for inmate escapes and breaks in security. If an inmate(s) does escape, the safety of the community and the apprehension of the escapee(s) will become top priority for all law enforcement and jail personnel.

## PROCEDURE

- A. Discovery/Jailer's Duties. If an escape is discovered, the jailer will institute the following procedures:
1. Immediately notify the Communications Center.
  2. Lock up all inmates in their respective cells to prevent additional escapes.
  3. Conduct an official count to verify the escape and determine which inmate(s) are not present and accounted for.
  4. Notify the dispatcher of the name of the inmate, his/her description, the time and means of escape, the route/mode of travel, and any other information which would be pertinent in the apprehension of the escapee(s).
  5. Conduct a complete search of the facility to confirm that the escapee(s) is not within the confines of the facility and that all areas are secure.
- B. Dispatcher's Duties. The dispatcher will institute the following procedures:
1. Broadcast the following information to all patrol units:
    - a. The name of the escapee(s);
    - b. The physical description and clothing worn by the escapee(s);
    - c. Whether the escapee(s) may be armed or dangerous;
    - d. The last known residence of the escapee(s);
    - e. The addresses of the family and friends of the escapee(s);
    - f. Information relating to the possible direction and mode of travel by the escapee(s); and
    - g. Any other pertinent information which may aid in apprehension.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- ESCAPE

**NO:** C-930

2. Contact the Nebraska State Patrol for broadcasting to all law enforcement agencies by means of the radio and teletype systems.
  3. Contact by radio or telephone the Facility Administrator and follow his/her orders.
- C. Facility Administrator's Duties. The Facility Administrator will be responsible for the following:
1. Enlisting the aid of criminal investigators to perform the following duties:
    - a. Interview inmates to obtain information about the escape;
    - b. Monitor telephone calls and teletype messages which relate to possible sightings and coordinate all of the information; and
    - c. Keep law enforcement agencies updated on all information that is received.
  2. Prepare and issue a public announcement through the local media if it is deemed necessary. If a public announcement is issued, it will:
    - a. Inform the public that an escape has occurred from the Nebraska County Jail and that all precautions should be exercised;
    - b. Give a full description of the escapee(s); and
    - c. Encourage the public to report any unusual situations and any possible sightings of the escapee(s).
  3. Order the release of inmates from general lockup as each one is interviewed as long as it will not pose a threat to the security of the jail facility.
- D. Apprehension. The Facility Administrator will, upon the apprehension of the escapee(s) proceed as follows:
1. Verify that the escapee(s) has actually been apprehended and the location of the apprehension.
  2. Notify all personnel, law enforcement agencies and the news media of the escapee(s)'s capture.
  3. Ensure that the escapee(s) is examined to determine if he/she has incurred any injuries and make necessary arrangements for him/her to be examined by the Jail Physician to ensure he/she is in good physical condition.
  4. Conduct a strip search of the escapee(s) when returned to the facility to determine the presence of contraband or weapons.
  5. Provide maximum security housing for the escapee(s).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- ESCAPE

**NO:** C-930

6. Contact the Nebraska County Attorney and proceed with all steps and procedures necessary for the prosecution of the escapee(s).
- E. Reporting. All involved jail personnel will compile a complete report on the incident which contains dates, times and full details of the escape and submit the report to the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- BREAKING CUSTODY

**NO:** C-940                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All personnel of the Nebraska County Jail will take every precaution to prevent any inmate(s) from breaking custody while being escorted anywhere outside the jail facility and thereby endangering the public. When a break of custody does occur, personnel will take immediate action to ensure the safety of the community and the apprehension of the inmate(s). No employee will take action to capture the inmate(s), who has broken custody, when there would be a risk to the safety and well-being of any civilian(s).

## PROCEDURE

- A. Escorting Officer's Duties. Escorting officers will institute the following procedures when transporting any inmate(s):
1. There will be a minimum of two (2) escorting officers when more than one (1) inmate is being transported. (See Policy C-800).
  2. Before departing the jail or any other location, the escorting officer(s) will proceed as follows:
    - a. Ensure that he/she has a means of direct communication with the Nebraska County Jail's Communications Center.
    - b. Search and restrain the inmate(s) to be transported.
    - c. Notify the dispatcher of the destination and the estimated time of arrival.
  3. When a single inmate is being transported and that inmate breaks custody, the escorting officer will immediately notify the Communications Center of the break of custody and then pursue the inmate. Notification made to the dispatcher will include:
    - a. The officer's exact location;
    - b. The inmate's name and description; and
    - c. The inmate's direction of travel.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- BREAKING CUSTODY

**NO:** C-940

4. When more than one (1) inmate is being transported and a break of custody occurs, one (1) escorting officer will pursue the inmate(s) while the second escorting officer will proceed as follows:
  - a. Remain behind to prevent the other inmate(s) being escorted from breaking custody..
  - b. Notify the Communications Center of the location, inmate's name(s), description, and the direction of travel.
  - c. Stand by until further assistance arrives.
  
- B. Dispatcher's Duties. The dispatcher at the Communications Center will proceed as follows:
  1. Immediately alert all patrol units who may be in the area.
  2. Notify the Facility Administrator that a break of custody has occurred.
  3. Transmit all information, instructions and orders to the patrol units.
  4. Maintain an accurate radio log of all orders, instructions and information that is transmitted.
  
- C. Facility Administrator's Duties. The Facility Administrator will proceed as follows:
  1. Coordinate all law enforcement efforts within the jurisdiction of Nebraska County to apprehend the inmate(s) who has broke custody.
  2. Request assistance from local and state law enforcement agencies as deemed necessary.
  3. Compile all information concerning the inmate(s) breaking custody as to assist in the apprehension of the inmate(s). (See Policy C-930).
  4. Prepare and make a public announcement through the local news media, if deemed necessary, to alert the public and encourage the public to report any possible sightings or unusual occurrences.
  
- D. Apprehension. When the inmate(s) breaking custody is apprehended, the apprehending officer will immediately proceed as follows:
  1. Secure the apprehended inmate(s) to prevent further attempts of escape.
  2. Notify the Communications Center and advise that the inmate(s) has been apprehended and the location of apprehension.
  3. Return the inmate(s) to the Nebraska County Jail.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- BREAKING CUSTODY

**NO:** C-940

- E. Return to the Jail. The Facility Administrator, upon apprehension of the inmate(s), will proceed as follows:
1. Ensure that the inmate(s) is in good physical condition and make arrangements for any necessary medical attention by the Jail Physician.
  2. Arrange for maximum security housing of the inmate(s).
  3. Conduct a strip search of the inmate(s) when returned to the facility to determine the presence of contraband or weapons.
  4. Take the necessary action to have the inmate(s) prosecuted.
- F. Reporting. All involved personnel will compile a complete report of the incident which contains dates, times and full details of the break of custody and submit the report to the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- WALKAWAY

**NO:** C-950                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All inmates of the Nebraska County Jail are expected to return to the facility when on an unescorted leave, namely a work release or an authorized leave. When Nebraska County Jail personnel discover that an inmate(s) has failed to return to the jail at the specified time, personnel will implement procedures to locate and return the inmate(s) to the facility.

## PROCEDURE

### A. Discovery or Suspicion of Walkaway.

1. When it is discovered that an inmate has not returned to the jail as scheduled, a review will be made of the inmate's release agreement to verify the time the inmate was to return.
2. The jailer shall proceed to check and search the jail to verify that the inmate has not returned to the facility.
3. Contact the person listed on the Release Agreement by telephone to verify the time the inmate left to return to the jail.
4. Upon confirmation that the inmate is thirty (30) minutes overdue and unaccounted for, the jailer will notify other personnel of a possible walkaway.
5. The following information will be given to all personnel:
  - a. Inmate's name and description;
  - b. Amount of time the inmate is overdue;
  - c. Inmate's last known location;
  - d. Addresses of the inmate's family and friends in the area; and
  - e. Inmate's address.

- B. Notification. Upon notification of a possible walkaway, the dispatcher will immediately alert all patrol units in the field and notify the Facility Administrator that a possible walkaway has occurred.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- WALKAWAY

**NO:** C-95

- C. Facility Administrator's Duties. The Facility Administrator will follow Procedures C., D., and E. listed in Policy C-940.
- D. Reporting. All involved personnel will compile a complete report of the incident which contains the date, time and full details of the walkaway and submit the report to the Facility Administrator.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- MASS ARREST/OVERCROWDING

**NO:** C-960                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

When the number of persons requiring detention as a result of mass arrest or a high population level exceeds the maximum capacity of the Nebraska County Jail, procedures will be implemented to provide for additional detention arrangements. Safe and secure housing for inmates is the primary objective when overcrowding occurs in the jail facility.

## PROCEDURE

- A. Use of Additional Detention Facilities. When mass arrest or overcrowding occurs, jail personnel will carry out the following procedures to provide for transportation and housing in other detention facilities.
1. The Facility Administrator will notify surrounding jail facilities of the emergency situation and the need to implement their agreement to utilize these facilities, supplies and equipment.
  2. The Facility Administrator or his/her designee will review the available housing space in the surrounding facilities to accommodate the following:
    - a. The separation of adults from juveniles;
    - b. The separation of male and female inmates;
    - c. The separation of intoxicated and special management inmates;
    - d. Admission and release processing capabilities;
    - e. Availability of support services (medical, food, supplies); and
    - f. Male and female shower facilities.
  3. The Facility Administrator or designee will determine what supplies and equipment will be necessary. This will include at a minimum:
    - a. Beds and bedding (sheets, blankets, pillows);
    - b. Personal hygiene items (linen, soap, toilet paper);
    - c. Food supplies, equipment and utensils;
    - d. Equipment necessary to maintain security and order;
    - e. Internal/external communications systems; and
    - f. Equipment and forms necessary for admission and release procedures.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- MASS ARREST/OVERCROWDING

**NO:** C-960

- B. Additional Jail Personnel. Additional personnel will be called in to provide a safe and secure detention environment for all persons arrested and the transportation of inmates to other jail facilities.
1. The Facility Administrator or designee will determine the type and number of additional personnel required.
  2. The Facility Administrator will provide the dispatcher with a list of the number and type of additional personnel needed.
  3. The dispatcher will contact personnel in the following order:
    - a. On-duty personnel in the field
    - b. Off-duty personnel
    - c. Part-time personnel
    - d. Reserve personnel
  4. The Facility Administrator will contact local and state law enforcement agencies to request their assistance in providing essential staff which cannot be provided by the personnel of the Nebraska County Jail.
  5. All personnel contacted by the dispatcher will report directly to the jail facility to await further instructions and assignment.
- C. Admission and Release Procedures. Auxiliary admission and release procedures will be established to ensure accurate detention records and to provide inmates with the opportunity to meet bail.
1. The jailer will ensure that the following admission procedures are completed for all inmates:
    - a. Completion of the Nebraska Admission and Release Form (Form B-3).
    - b. Medical screening.
    - c. Pat/Strip search.
    - d. Inventory, packaging and storage of inmate personal property.
    - e. Detainees are allowed to make a minimum of two (2) completed telephone calls within a reasonable amount of time.
  2. The jailer will ensure that the following release procedures are completed prior to the release of inmates:
    - a. Documentation of release on the Nebraska Admission and Release Form.
    - b. All inmate personal property is returned, signed for by the inmate being released, and the inmate receives a copy of the Inmate Property Inventory Form (Form B-4).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- HOSTAGE

**NO:** C-970

**DATE:** (INSERT DATE OF IMPLEMENTATION)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The primary concern in a hostage situation is the safety of the hostage(s). Jail personnel will not interfere with the negotiation process.

## PROCEDURE

- A. Discovery. The jailer who first becomes aware of a hostage situation will:
1. Notify the Communications Center and on-duty jail personnel.
  2. Secure the area where hostage(s) are being held.
  3. Lock all other inmates in their respective cells.
- B. Dispatcher's Duties. The dispatcher in the Communications Center will:
1. Notify all on-duty personnel and have them secure the outside of the facility.
  2. Contact the Facility Administrator.
  3. Alert rescue units and have them stand-by.
- C. Jailer's Duties. The jailer will attempt to determine the identity of the hostage(s) and hostage taker(s). Gather all available information and notify the Facility Administrator or ranking officer.
- D. Facility Administrator's Duties. The Facility Administrator will make all decisions concerning the negotiation. The following procedures apply:
1. No inmates will be released from the jail.
  2. No demands made by the hostage taker(s) will be honored if they allow the hostage taker(s) to escape.
  3. No one except the negotiator will be in contact with the hostage taker(s). Final decisions will be made by the Facility Administrator concerning the demands made by the hostage taker(s).
- E. Reporting. At the conclusion of the incident, a full investigation will be conducted. Results of the investigation will be in writing and filed with the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS --- DISTURBANCE

**NO:** C-980                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All disturbances in the Nebraska County Jail will be dealt with immediately and with the minimum amount of force necessary to bring the situation under control.

## PROCEDURE

A. Observation. Jail personnel will constantly be alert for signs that would indicate trouble in the facility. Some of the signs are:

1. Inmates are tense or nervous, uncommunicative.
2. Inmates cease talking when jail personnel approach.
3. Complaints increase.
4. Shakedowns reveal weapons.

When a combination of these items are observed, they will be immediately reported and all personnel will be especially alert while handling, moving or controlling inmates until the situation is resolved.

B. Prevention and Suppression. All jail personnel will assist in the prevention and suppression of a riot or disturbance in the facility. Prior knowledge of a possible disturbance will be immediately relayed to the Facility Administrator.

C. Facility Administrator's Duties. The Facility Administrator or ranking officer is responsible for the control/quelling of riots or disturbances and for the issuance of any chemical agents or weapons in a suppression attempt.

D. Discovery/Jailer's Duties. Any jailer who discovers a riot or disturbance in progress will:

1. Isolate the area.
2. Secure the inmates not involved.
3. Notify the Communications Center immediately by fastest means available.
4. Instruct the dispatcher in the Communications Center to notify all law enforcement agencies in the area and the fire department for assistance.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- DISTURBANCE

**NO:** C-98

- E. Response: Termination of Visits. All visits will be terminated and all visitors will be escorted out of the facility immediately. Jailers will ensure that all security perimeter entrances and exits are secured.
- F. Response: Personnel Instructions. All responding jail personnel will assemble outside the security perimeter prior to entering the jail. Arriving personnel will establish a perimeter guard to insure inmates do not escape. Equipment will be issued and instructions given to personnel. If the jail personnel force is insufficient, all personnel will be assembled outside the riot area and await assistance.
- G. Response: Implementation of Plan. Once the perimeter guard is established, an assault force will be formed by the Facility Administrator and employed to quell the disturbance.
- H. Post-Disturbance Procedures. Once the disturbance is under control, inmates will be removed from the area, strip searched and secured in cells. A head count will be taken to determine if all inmates are accounted for and if any injuries sustained require medical treatment. First aid and medical treatment will be provided to injured inmates.
- I. Accounting of Personnel. A check of all jail and law enforcement personnel who assisted will be made to verify that all are accounted for. First aid and medical treatment will be provided to injured personnel.
- J. Damage Assessment/Facility Repair. Damage assessment and a security survey will be conducted and documented. Photographs will be taken and repairs implemented immediately. If damage causes the removal/transfer of inmates, use procedures outlined in Policy C-910.
- K. Investigation. An immediate investigation will be conducted to fix responsibility. Charges will be filed against the participants. If death or serious injury occurred, a formal investigation will be conducted by the Nebraska State Patrol. The coroner will conduct an investigation of all deaths.
- L. Reporting. On-duty personnel will make a written incident report covering all activities and actions taken. This will be submitted to the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- ATTEMPTED SUICIDE/SUICIDE/DEATH

**NO:** C-990                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

In the event of an attempted suicide, suicide or death in the facility, on-duty personnel will take necessary action to obtain medical assistance and secure the scene.

## PROCEDURE

- A. Discovery. The jailer who first witnesses or discovers an inmate who has attempted suicide or appears dead will:
1. Notify the Communications Center and request the rescue squad.
  2. Secure all other inmates in their cells.
  3. Obtain back-up prior to entering the cell area.
  4. Provide emergency first aid. If the inmate has attempted to hang him/herself, inmate assistance may be used to elevate or remove the rope from the inmate.
  5. Seal off the area. This will include removing all other inmates out of the area.
  6. Summon the Facility Administrator and the Jail Physician.
- B. Facility Administrator's Duties. Upon verification of death, the Facility Administrator will:
1. Notify the county coroner.
  2. Commence an investigation of the incident. Contact the Nebraska State Patrol to conduct the investigation.
- C. Notification. The Facility Administrator will designate personnel to:
1. Determine if the inmate is local or another agency's prisoner. If so, notify the other agency.
  2. Notify the appropriate relative of the inmate.
  3. Notify the court that is handling the inmate's case.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** EMERGENCY PLANS -- ATTEMPTED SUICIDE/SUICIDE/DEATH

**NO:** C-990

4. Collect all property and give to the investigating officer. If possible, release the property to relatives.
  
- D. Reporting. All personnel involved will file a written incident report to the Facility Administrator. After completion of the investigation, the jail records will be closed out.

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**SECTION D**

**SUPPORT**

**SERVICES**

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# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** FOOD SERVICES

**NO:** D-100

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

To promote a positive jail atmosphere and maintain the health of inmates, the food services of the Nebraska County Jail shall provide a nutritious, varied diet prepared and served under sanitary conditions.

## PROCEDURE

- A. Menu Plan. A menu plan which complies with the Recommended Dietary Allowances established by the National Academy of Sciences shall be utilized.
1. The Jail Cook will be responsible for maintaining the menu.
  2. A four-week menu plan which rotates every thirty (30) days shall be used.
  3. The menu shall meet the requirements of the National Academy of Sciences. The following daily minimum food group servings shall be met:
    - a. Meat or Protein Group - two (2) servings
    - b. Milk Group - two (2) servings
    - c. Vegetable Group - three (3) servings
    - d. Fruit Group - two (2) servings
    - e. Cereal or Bread Group - three (3) servings
  4. At least one (1) meal per day will be hot.
  5. The Jail Cook will have the menu plan evaluated by a dietician to ensure the meals are nutritionally adequate.
  6. Any substitutions in the menu plan due to food shortages will be of the same food group. The Jail Cook will record all substitutions on the Food Service Log (Form D-1).
- B. Special Diets. The jail will provide special diets for inmates when ordered by a physician or when requested by inmates in accordance with religious beliefs.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** FOOD SERVICES

**NO:** D-100

1. The Jail Cook will follow the orders of the physician prescribing a special diet closely. Meals should simulate the regular menu as closely as possible.
  2. Special diets requested by inmates for religious reasons shall be honored whenever possible.
  3. The Jail Cook will consult with local clergy for guidance in the selection and preparation of foods for religious diets.
  4. The Jail Cook will record any menu modifications made for health or religious reasons on the Daily Food Service Log.
- C. Preparation of Meals. All meals will be prepared with consideration for flavor, texture, temperature, appearance and taste.
1. The Jail Cook will directly supervise the preparation of all food.
  2. Trustees utilized in the food service area shall be provided instruction by the Jail Cook in food preparation techniques when necessary.
  3. The Jail Cook will review inmate complaints about food and implement reasonable recommendations to improve the quality of food when possible.
  4. The Jail Cook will consult with the Extension Service or local dietician if assistance is needed to improve food preparation practices.
- D. Inventory and Storage. The Jail Cook shall employ a system of inventorying, ordering and receiving food supplies.
1. The Jail Cook will inventory weekly all food supplies on hand and keep a record of such inventories.
  2. The Jail Cook will review the menu plan for the coming week and the current food supply records to determine what supplies need to be ordered.
  3. The Jail Cook will place the order with the food supplier.
  4. When food supplies are received at the jail, the Jail Cook will inventory the delivered goods by:
    - a. Checking each item on the invoice to ensure the items listed are actually received;
    - b. Comparing the invoice to the food supply record to ensure items ordered are received.
  5. After the inventory of delivered goods is completed, the Jail Cook will sign the invoice acknowledging receipt.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** FOOD SERVICES

**NO:** D-100

6. The Jail Cook will forward the invoices to the Facility Administrator for submission to the County Board for payment.
7. The Jail Cook will supervise the proper storage of all food supplies received.

E. Serving Procedures. The following procedures shall be employed in serving meals:

1. Schedule. The Jail Cook will serve inmate meals according to the following schedule:
  - a. Breakfast - 0700 hours
  - b. Lunch - 1200 hours
  - c. Dinner - 1700 hours

The Facility Administrator or ranking jailer may instruct the cook to provide comparable meals to inmates who return to the jail after scheduled meals and who have not eaten.

2. When meals are ready to be served, the Jail Cook will notify the on-duty jailer.
3. The jailer will immediately go to the kitchen and:
  - a. Count and record the number of utensils, cups and trays;
  - b. Ensure food portions on each tray are of similar size.
4. The jailer and Jail Cook will then deliver the meals to the inmates in their respective housing areas.
5. The jailer will supervise the meals by circulating past the living areas to frequently monitor the inmates through the duration of the meal.
6. As soon as all inmates have completed their meal, the jailer will pick up and count all utensils, cups and trays.
7. The jailer will compare the count with his/her previous count to ensure all items are returned.
8. The jailer will initiate appropriate disciplinary action against any inmate who attempts to retain eating utensils or pilfer food.

F. Sanitation. All food preparation, storage and service areas shall be maintained in a sanitary, orderly and clean manner in accordance with the Food Service Sanitation Manual issued by the U.S. Food and Drug Administration.

1. The Jail Cook shall be aware of and ensure compliance with the Food Service Sanitation Manual.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** FOOD SERVICES

**NO:** D-100

2. The Jail Cook will invite the Health Department to inspect the food service area on an annual basis to ensure compliance with regulations.
  3. Cleaning. The Jail Cook shall employ a regular schedule of cleaning all food preparation and service areas, equipment and utensils.
  4. Inspection. The Jail Cook will inspect all food service areas, equipment and utensils after each meal to ensure they are sanitary and clean.
  5. The Jail Cook will inspect all food service trustees to ensure they:
    - a. Wear clean clothes;
    - b. Maintain proper personal hygiene; and
    - c. Are not ill or injured.
- G. Records. The Jail Cook shall maintain proper documentation of food service operations.
1. The Jail Cook will maintain a record of meals served, including:
    - a. The four-week menu plan;
    - b. Daily Food Service Log, including date, meals, items served, approximate portion size and number served;
    - c. Any substitute meals served, together with the reason (religious, medical, etc.); and
    - d. Any refusal to eat.
  2. The Jail Cook will maintain food inventory records. These shall be kept current to facilitate ordering and prevent pilfering.
- H. Use of Food as Discipline.
1. Food will not be withheld, nor the menu varied for disciplinary reasons.
  2. Inmates in disciplinary isolation shall receive the same food as the general population (unless otherwise prescribed by the physician or for religious beliefs).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MEDICAL

**NO:** D-200

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Inmates of the Nebraska County Jail have a right to receive medical services necessary to maintain physical health. The Nebraska County Jail will provide medical services through a licensed physician and qualified health care professionals.

## PROCEDURE

### A. Medical Authority.

1. Jail Physician. Dr. \_\_\_\_\_ serves as the Jail Physician for the Nebraska County Jail under written agreement with the Facility Administrator and the County Board. He/she is on-call at all times, and his/her telephone numbers are on the Emergency Medical Care Plan (Appendix F) posted in the Booking Area.
2. Jail Nurse. \_\_\_\_\_ serves as the Jail Nurse for the Nebraska County Jail. The Jail Nurse collects health appraisal data, administers medical treatment in accordance with Jail Physician's orders, and routinely treats minor ailments in accordance with written standing orders prepared by the Jail Physician.
3. Emergency treatment is available through the Nebraska County Emergency Squad and the Emergency Room of the Nebraska County Hospital. (See Appendix F).
4. Medical Authority Listing. The names, addresses and telephone numbers of medical and dental authorities in the surrounding area are readily available at all times. This listing is posted or kept at the Communications Center.
5. Personal Physicians. An inmate is permitted to retain his/her own physician or dentist concerning his/her medical and dental needs and services.

### B. Emergency Medical Care.

1. Emergency Definition. If the jailer observes any of the following, he/she shall initiate the Emergency Health Care Plan (Appendix F) immediately:
  - a. Severe Bleeding - Apply clean/sterile pressure dressing to the wound - apply pressure by use of hands.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MEDICAL

**NO:** D-200

- b. Unconsciousness - Maintain body alignment, observe vitals, respiration, etc. for change until qualified medical personnel arrive.
  - c. Serious Breathing Difficulties - Keep in a semi-sitting position. Loosen/remove all tight fitting clothing. Observe and reassure.
  - d. Head Injury - Keep the inmate quiet. Stop any bleeding, maintain neck alignment and observe.
  - e. Severe Burns - Do not remove clothing. Apply a clean, wet dressing to the area. Prevent chilling and observe.
2. Notification. Upon discovery of a medical emergency, the jailer will:
- a. Immediately notify the dispatcher to request another officer for assistance in administering first-aid.
  - b. Request the dispatcher to call the Jail Physician in accordance with the Emergency Medical Care Plan (Appendix F) and relay emergency information.
  - c. If the Jail Physician is unavailable, the dispatcher will contact the Nebraska County Emergency Squad.
  - d. The jailer will procure the First Aid Kit from the Communications Center and administer appropriate first-aid until qualified medical personnel arrive.
3. Emergency Instruction. The dispatcher will relay to the jailer, the Jail Physician's instructions to do the following:
- a. Contact the Nebraska County Emergency Squad to transport to the Nebraska County Hospital;
  - b. Transport to the physician's office by regular cruiser; or
  - c. Treat at the jail in accordance with medical orders.
4. Transport.
- a. If the inmate is to be transported to the physician's office, the dispatcher will call a deputy to escort the inmate and remain with him/her until his/her return to the jail.
  - b. If the Nebraska County Emergency Squad is called to transport an inmate to the Nebraska County Hospital, the dispatcher will call a deputy to accompany the unit or meet the unit at the hospital. The deputy will remain at the hospital with the inmate until relieved or other instructions are received.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MEDICAL

**NO:** D-200

5. Next of Kin. The Facility Administrator will notify the inmate's next of kin if the inmate is transported to the hospital.
6. Records. The jailer will prepare an Incident and Discipline Report (Form E-1) as soon as possible after the emergency has concluded.

C. Non-Emergency Medical Care.

1. Request for Treatment. Inmate requests for medical care will be documented on the Inmate Request Form (Form D-2). The jailer will provide these forms upon request and will collect the completed forms during regular hourly cell checks.
2. Referral. The Facility Administrator or ranking officer will relay all requests for medical care daily to the Jail Physician via telephone. The Jail Physician's instructions will be followed and, if necessary, the inmate will be:
  - a. Transported to the physician's office for examination;
  - b. Transported to the Nebraska County Hospital for immediate treatment; or
  - c. Scheduled for examination by the Jail Nurse during his/her regular visit to the jail.
3. Records. All examinations or treatment provided will be recorded on the Medical Treatment Record (Form D-3) and placed in the inmate's file folder.
4. Orders. Any orders given by the Jail Physician will be noted on the Daily Log (Form A-2). During her/his visits to the jail, the Jail Nurse will review the Jail Physician's orders, determine if the orders are being followed as prescribed, and provide assistance to the jailer as needed to carry out the orders.
5. First Aid Supplies and Training.
  - a. A standard First Aid Kit is located at the Communications Center and readily accessible to jail employees at all times.
  - b. First aid training and instruction shall be available to all jail employees and will be provided by the Jail Nurse.
6. Hospital Treatment. If the Jail Physician orders that an inmate be transported to the hospital for tests, examination or treatment of a non-emergency nature, the Facility Administrator will arrange for a deputy to transport the inmate to the hospital at the designated time.
  - a. The deputy will remain with the inmate until he/she is returned to the jail, relieved by another deputy, or otherwise instructed.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MEDICAL

**NO:** D-200

- b. If a pre-trial inmate's stay in the hospital exceeds twenty-four (24) hours, the Facility Administrator will notify the Clerk of the Court in which the case is pending.
  - c. Restraints. The Jail Physician will make decisions regarding the use of restraints with the advice of the supervising deputy.
- D. Medications. All medications, equipment and medical supplies will be securely stored and administered in strict adherence with the orders of the prescribing physician.
1. General Procedure.
    - a. Storage. All medications, syringes, needles and medical supplies shall be stored in the locked medicine cabinet located in the Communications Center.
    - b. All prescribed medication will be properly labeled with:
      - i. Prescription Number
      - ii. Type of Medication
      - iii. Prescribed Dosage
      - iv. Time to be Administered
      - v. Date of Prescription
      - vi. Inmate's Name
      - vii. Physician's Name
    - c. No jailer will administer medication to an inmate from another inmate's prescription.
    - d. Disposal. The Jail Nurse will destroy all prescribed medication remaining after the inmate has been released from the jail.
    - e. No inmate will be allowed to retain medication in his/her possession while incarcerated, unless specifically authorized by the Jail Physician.
  2. Administering Prescription Medication.
    - a. Each jailer, during the respective shifts, shall review the shift log and Medication Records (Form D-3) to determine if any inmate has been prescribed medication to be administered during that shift.
    - b. The jailer will administer medication at the prescribed time and dosage in the manner prescribed by the physician.
    - c. Observation. The jailer will observe the inmate taking the medication closely to ensure it is swallowed, if taken orally. The jailer will check the inside of the inmate's mouth to ensure ingestion.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MEDICAL

**NO:** D-200

- d. Documentation. The jailer will complete and initial the Medication Record for each inmate after their medication has been administered.
  - e. The jailer will return all medication to the medicine cabinet and ensure that it is locked.
  - f. The Jail Nurse will review the Medication Records weekly to ensure that the Physician's orders are being implemented correctly.
3. Administering Non-Prescription Medication. The jailer may administer non-prescription medication to inmates with the utmost care and in accordance with the following:
- a. Simple Headache/Minor Pain - Two (2) tablets of Tylenol every three (3) to four (4) hours may be given for minor pains at the discretion of the on-duty jailer. Dosage shall not exceed eight (8) tablets per twenty-four (24) hour period.
  - b. Cold Symptoms - Two (2) teaspoons of non-prescription cold/cough medicine every four (4) hours, not to exceed six (6) doses per twenty-four (24) hour period. The on-duty jailer may also give throat lozenges for a cough/sore throat.
  - c. Minor Cuts - Clean with antiseptic and apply a band-aid.
  - d. Minor Stomach Upset - Give Maalox tablets, two (2) before/after meals, as needed.

The symptoms, if not severe enough to require immediate medical attention, will be referred to the Jail Nurse.

E. Physical Fitness of Inmates.

1. The Facility Administrator will be responsible for the determination of each inmate's physical fitness to perform any duties assigned to an inmate during his/her incarceration.
2. Inmates who have received medical or dental attention are not permitted to work nor perform assigned duties until approval has been received from the attending physician or dentist.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- DENTAL

**NO:** D-210                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Inmates have a right to maintain dental health while incarcerated. To meet this obligation, the Nebraska County Jail will provide emergency dental care and other dental treatment as deemed necessary by the Jail Physician or dentist.

## PROCEDURE

- A. Dental Authority. The Nebraska County Jail has made arrangements with Dr. \_\_\_\_\_ to provide emergency dental care to inmates in his/her office.
- B. Emergency Treatment. Emergency dental care will be provided for inmates experiencing acute dental problems such as severe pain, infection, bleeding gums or broken dental prosthesis necessary for eating.
1. Inmates will request dental care on the Inmate Request Form (Form D-2).
  2. Referral. Upon receipt of the request, the Facility Administrator or ranking jailer will telephone Dr. \_\_\_\_\_ and notify him/her of the emergency at one of the following numbers:  
  
Office: \_\_\_\_\_                      Home: \_\_\_\_\_  
  
The dentist's instructions will be followed and, if necessary, the inmate will be transported to the dentist's office for examination and treatment.
  3. Transport. If the inmate is to be transported to the dentist's office, the dispatcher will call a deputy to escort the inmate and remain with him/her until his/her return to the jail.
  4. Consultation. The dentist will consult with the Jail Physician regarding medical treatment needed in conjunction with the dental care provided.
- C. Regular Dental Care. If an inmate can arrange for payment of other non-emergency dental care, the Facility Administrator will make provisions for access to a dentist. The scheduling of routine care will be at the convenience of the jail and at such times when adequate security and supervision can be provided without significantly disrupting the jail routine.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- DENTAL

**NO:** D-210

- D. Records. All examinations and treatment provided will be recorded on the Medical Treatment Record (Form D-3) and placed in the inmate's medical file folder.
- E. Orders. Any orders given by the dentist will be noted in the Daily Log (Form A-2). All treatment prescribed will be carried out as ordered by the dentist.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MENTAL HEALTH

**NO:** D-220

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will ensure inmates have access to services necessary to maintain good mental health.

## PROCEDURE

- A. Mental Health Authority. The Nebraska County Jail has made arrangements with the Nebraska County Mental Health Clinic to provide screening, treatment and referral services.
- B. Emergency Treatment. If the jailer observes an inmate exhibiting signs of emotional instability or psychological distress (See Appendix G), the inmate will immediately be placed in isolation and the Mental Health Clinic notified. Their emergency number is: \_\_\_\_\_.
1. The jailer will describe the inmate's behavior to the appropriate person at the Mental Health Clinic responsible for emergency referrals.
  2. Suicide Precaution. The jailer will remove all items from the inmate which could be used to inflict self-harm and observe the inmate's behavior on a continuous basis until the mental health professional arrives.
  3. Interview/Consultation. The mental health professional will interview the inmate and consult with the Jail Physician by telephone if it appears medical treatment is required.
  4. Emergency Committal. If the mental health professional determines that the inmate should be committed to the Regional Center, the Facility Administrator or ranking officer will complete all necessary paperwork, transportation and admission arrangements.
  5. Orders. If the mental health professional determines that the inmate is not in need of emergency committal, he/she will provide orders for jail personnel outlining the type of care for the inmate. All orders will be noted in the Daily Log (Form A-2).
  6. Records. The jailer will prepare an Incident and Discipline Report (Form E-1) as soon as possible after the emergency has concluded. All examinations and treatment provided shall be documented on the Medical Treatment Record (Form D-3) and placed in the inmate's medical file folder.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- MENTAL HEALTH

**NO:** D-220

- C. Non-Emergency Mental Health Services. The Nebraska County Mental Health Clinic will provide evaluation, counseling and referral services to the inmates upon referral from jail personnel.
1. Requests. An inmate may request counseling or other mental health services by completing an Inmate Request Form (Form D-2).
  2. Referral. The Facility Administrator or ranking officer will inform the Nebraska County Mental Health Clinic by telephone of any requests for non-emergency mental health services.
  3. The Nebraska County Mental Health Clinic will schedule an appointment for the inmate at the clinic, or make arrangements for a mental health professional to call on the inmate at the jail. The jailer relaying the request for service will document the scheduled arrangements on the Daily Log.
  4. Orders. The jailer will note any instructions regarding the care of the inmate on the Daily Log.
  5. Records. The jailer will document any examination and treatment on the Medical Treatment Record and place it in the inmate's medical file folder.
- D. Court-ordered Treatment. All court orders concerning mental health treatment for inmates shall be forwarded to the Facility Administrator. The Facility Administrator will make all the necessary arrangements to provide the inmate with access to the court-ordered services.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- INMATE PERSONAL HYGIENE

**NO:** D-230                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will provide all inmates confined overnight or longer with opportunities and supplies to maintain their personal hygiene.

## PROCEDURE

### A. Showers.

1. Showers are located in each regular housing unit and will be available for inmate use daily from 0700 to 2200 hours.
2. Inmates in administrative segregation or disciplinary isolation will be provided opportunities to shower daily. Beginning at 0900 hours, a jailer of the same sex will remove an inmate desiring to shower, and escort him/her to and from the designated shower area. The jailer will remain with the inmate at all times for supervision.
3. Inmates will be required to shower at least once every three (3) days unless a medical condition prevents it.

### B. Personal Hygiene Items. The jailer will replace personal hygiene items issued upon admission whenever an inmate returns an empty container or the worn item.

1. Inmates who need personal hygiene items replaced will submit a request by completing an Inmate Request Form (Form D-2). Requests for personal hygiene items will be filled daily.
2. The jailer will dispense toilet paper during routine cell checks when requested.
3. Feminine hygiene items will be dispensed by a female jailer to female inmates during routine cell checks when requested.

### C. Grooming.

1. Razor Control. Shaving equipment will be stored in a locked cabinet in the Communications Center and will be issued daily after breakfast by the on-duty jailer.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HEALTH SERVICES -- INMATE PERSONAL HYGIENE

**NO:** D-230

- a. The jailer will distribute a disposable razor to each inmate who wants to shave.
  - b. The jailer will count the number of razors distributed to each housing area.
  - c. After one-half (1/2) hour, the jailer will collect and recount all issued shaving equipment from each of the housing units.
  - d. If there is a discrepancy in the number of razors returned, the jailer will immediately inform the Facility Administrator or ranking officer.
  - e. Inmates in isolation may shave as part of their shower routine under the supervision of the jailer.
  - f. The jailer will immediately dispose of all used razors in the trash bin outside of the security area.
2. Haircuts.
- a. Inmates desiring a haircut shall submit an Inmate Request Form. The Facility Administrator or ranking officer will make arrangements with a local barber or beautician to come to the jail to provide this service.
  - b. Unless indigent, inmates will be required to pay for haircuts.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** LAUNDRY SERVICES

**NO:** D-300

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

In order to maintain proper levels of sanitation and inmate personal hygiene, the Nebraska County Jail will provide laundry services for the regular cleaning of inmate clothing and linen.

## PROCEDURE

### A. Clothing and Linen Exchange.

1. Linen. Every Tuesday morning the jailer will instruct each inmate to strip his/her own bunk, removing the sheets and pillowcase. The jailer will account for each inmate's soiled linen before distributing fresh linen. For inmates held long periods of time, blankets will also be laundered at least every three (3) months.
2. Towels and Clothing. Towels and inmate clothing shall be included in the linen exchange each Tuesday morning and will also be exchanged by similar procedures each Friday morning as well.
  - a. Clothing of work release inmates and trustees may be exchanged daily for laundering if necessary. Kitchen trustees' clothing shall be exchanged daily.
  - b. The jailer may provide clean towels and washcloths at other times when requested upon receipt of the soiled items.
3. The jailer will carry the soiled linen, towels and clothing to the laundry area and place them in the designated bin.

### B. Laundry Procedures.

1. Laundry Trustee. The Facility Administrator shall assign a trustee to perform the laundry services.
  - a. The jailer will supervise the trustee in the laundry area on a regular basis.
  - b. The jailer will instruct the laundry trustee in the operation of the equipment, the laundering schedule and procedures.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** LAUNDRY SERVICES

**NO:** D-300

- c. The jailer will not permit the trustee to have possession of the laundry room key and will ensure he/she stays within his/her assigned area.
2. Laundry Routine.
    - a. The laundry trustee will assist the jailer with the collection of laundry from each housing unit and will deliver clean laundry to each area according to the exchange schedule.
    - b. The laundry trustee will wash and dry all soiled laundry that has been placed in the designated bin.
    - c. The laundry trustee will fold and store clean laundry in the designated area.
    - d. The laundry trustee will perform housekeeping duties necessary to keep the laundry area clean and orderly.
- C. Laundry Supplies/Inventory.
    1. Supplies. On a monthly basis, the jailer will inventory the laundry supplies and determine what goods are needed for the coming month. The jailer will follow the procedure established for purchase and receipt of food supplies (Policy D-100) in ordering laundry supply items.
    2. Linen, Clothing and Towel Inventory. On a monthly basis, the jailer will inventory all jail linen, clothing and towels being used by the general population, stored in the laundry area, or stored in other storage areas.
    3. The jailer will ensure all items are in good repair and in sufficient quantity to meet the population needs at facility capacity.
    4. The jailer will notify the Facility Administrator in writing when clothing, linen or towels need to be purchased.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HOUSEKEEPING SERVICES

**NO:** D-400                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall employ routine housekeeping practices that comply with local and state health and sanitation codes to ensure that all areas of the jail are maintained in a clean, healthful and sanitary condition.

## PROCEDURE

### A. Maintenance of Sanitation Practices.

1. The Facility Administrator will familiarize him/herself with the local, state and federal health and sanitation codes.
2. The Facility Administrator will review the sanitation practices of the Nebraska County Jail at least annually to ensure compliance with the local, state and federal health and sanitation codes.
3. The Facility Administrator will implement steps necessary to ensure that the Nebraska County Jail complies with these codes.
4. The Facility Administrator will inspect all areas of the Nebraska County Jail at least twice (2) each week to ensure that proper sanitation practices are being carried out by jail personnel and inmates.
5. The Facility Administrator will assist outside agencies responsible for inspecting the facility to identify possible sanitation and health problems.
6. The Facility Administrator will review all inspection reports by outside agencies and implement a plan of action to correct all sanitation and health problems within three (3) months.
7. The Facility Administrator will submit a copy of the action implemented to correct sanitation and health problems to the appropriate agency within the time frame required.

### B. Supplies and Inventory.

1. Storage of Supplies. All cleaning supplies will be stored in the locked janitor's closet, except for all flammable cleaning chemicals which shall be stored in the designated area outside the security perimeter.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HOUSEKEEPING SERVICES

**NO:** D-400

2. Issuance. Necessary cleaning supplies will be issued daily by the first shift jailer in accordance with the cleaning schedule.
3. Use. Inmates using flammable or toxic cleaning supplies will do so only under the direct supervision of the jailer.
4. Inventory. On a monthly basis, the jailer will inventory the cleaning supplies and determine what goods are needed for the coming month. The jailer will follow the procedure established for purchase and receipt of food supplies (Policy D-100) in ordering cleaning supply items.

C. Housekeeping Routine - Cell Areas.

1. Inmates will be held responsible for maintaining their cell block areas in a clean, sanitary and orderly manner. This will include:
  - a. The inmate's cell;
  - b. Inmate day areas within their cell blocks; and
  - c. Bath areas and facilities within their cell blocks.
2. At 0800 hours the first shift jailer shall issue necessary cleaning equipment to all inmate housing units.
3. The jailer shall periodically check each cell area to ensure that inmates are cleaning.
4. Prior to 1000 hours, the jailer will inspect each inmate housing unit to ensure that:
  - a. All cells are clean, beds are made and the cell is orderly;
  - b. Inmate day areas and bath areas are clean, sanitary and orderly;
  - c. All floors have been swept and mopped; and
  - d. All wastebaskets have been emptied.
5. The jailer will require the inmates to clean areas which aren't cleaned properly the first time.
6. The jailer will ensure that all cleaning supplies are returned to their proper storage areas.

D. Housekeeping Routine - Common Areas.

1. Janitorial Trustee. The Facility Administrator shall assign a trustee to perform the housekeeping services in the common areas of the jail.
  - a. The jailer will supervise the trustee on a regular basis.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HOUSEKEEPING SERVICES

**NO:** D-400

- b. The jailer will instruct the trustee in the operation of the cleaning equipment, the cleaning schedule and procedures.
    - c. The jailer will not permit the trustee to have possession of any jail keys and will ensure he/she stays within his/her assigned area. (See Policy E-200).
  2. The first shift jailer shall issue daily the necessary cleaning supplies to ensure that the cleaning of the jail's common areas is implemented.
  3. The trustee will be responsible for cleaning the following areas:
    - a. Hallways and stairwells
    - b. Multi-purpose and visiting rooms
    - c. Admission areas
  4. The trustee's duties include:
    - a. Sweeping and mopping floors and stairs
    - b. Washing walls
    - c. Cleaning windows
    - d. Trash removal
  5. Trustees may also be utilized periodically to clean the jail grounds and other areas outside the jail with proper staff supervision. (See Policy E-200).
  6. The jailer shall regularly inspect the areas that the trustee cleans to ensure that his/her duties are being carried out properly.
  7. The jailer shall be responsible for cleaning all areas of the jail off-limits to the inmates. (Communications Center, jailer's office, etc.).
  8. Training and Education.
    - a. Appropriate courses relating to health, safety, hygiene and sanitation may be provided to both jail personnel and inmates housed in the facility.
    - b. The Facility Administrator shall determine the need for such educational programs in cooperation with the appropriate health authorities.
- E. Pest/Vermin Control.
  1. The Facility Administrator will contract with the Nebraska County Pest Control Service to provide pest and vermin control services. These services will include:
    - a. Monthly inspections
    - b. Emergency services

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** HOUSEKEEPING SERVICES

**NO:** D-400

- c. Scheduled pest-control services
  - d. Consulting services to advise the jail on ways to prevent problems
2. The jailer will escort the pest-control professional to all areas of the jail.
  3. The jailer will record all visits by the pest-control professional in the Daily Log (Form A-2).
  4. The jailer will sign the invoice provided by the pest-control professional after the services have been rendered.
  5. The jailer, when conducting daily housekeeping inspections, will observe all areas of the facility for possible pest or vermin infestations. The jailer discovering a pest control problem will immediately notify the Facility Administrator.
  6. The Facility Administrator will contact the pest control firm, as needed, to provide services.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** FACILITY MAINTENANCE

**NO:** D-500

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will employ scheduled maintenance practices to ensure that the physical plant and equipment are kept in good repair.

## PROCEDURE

### A. Jail Maintenance - General.

1. Staffing. \_\_\_\_\_, a county maintenance employee, has been designated as the jail maintenance person.

- a. The jail maintenance person will make routine inspections of the jail's physical plant and equipment.
- b. The jail maintenance person will make or arrange to have made, all necessary repairs.
- c. The jail maintenance person is on call twenty-four (24) hours a day. He/she may be contacted at:

Office: \_\_\_\_\_ Home: \_\_\_\_\_

- d. The jail maintenance person will train all jailers in basic emergency procedures for:
  - (i) Heating and cooling systems
  - (ii) Plumbing systems
  - (iii) Electrical equipment
  - (iv) Security and detention equipment

2. Supervision. The jailer will escort the jail maintenance person or other workers while in the security area.

B. Tool Control. All tools brought into the security area will be carefully inventoried before going in and upon leaving the jail. Tools that are lost, misplaced or stolen pose a serious threat to jail security and the safety of staff, visitors and inmates.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** FACILITY MAINTENANCE

**NO:** D-500

1. The jailer will not allow any tool(s) that have not been inventoried to enter the security area.
  2. The jailer will carefully list in the Daily Log (Form A-2) all tools going into the security area and the name of the person taking them in.
  3. The jailer will make sure that any person taking tools into the security area is escorted by a jail employee.
  4. The jailer will inventory all tools being brought out of the security area and compare the inventory with the previous list to ensure that all tools are accounted for.
  5. The jailer will immediately notify the Facility Administrator of any tools(s) not accounted for and write out a report. This report should include the name(s) of the tool(s) unaccounted for, the area in which used and the name of the person using them.
  6. The dispatcher will record any action taken by the Facility Administrator and jailer to locate the missing tools.
  7. When the tool(s) have been located, the dispatcher will note this on the Daily Log.
  8. The dispatcher will return or make arrangements to return the tool(s) to the owner.
- C. Non-Emergency Maintenance Problems.
1. The first shift jailer, during his/her daily inspection of security equipment, shall also note any physical plant maintenance problems.
  2. Any problems noted shall be brought to the attention of the maintenance person on an Incident and Discipline Report (Form E-1).
- D. Emergency Maintenance Problems.
1. When jail personnel become aware of emergency maintenance problems through personal observation or inmate complaints, they will immediately instruct the dispatcher to notify the jail maintenance person.
  2. The dispatcher will relay all instructions from the maintenance person to jail personnel for procedures to be implemented until he/she arrives at the jail.

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**SECTION E**  
**INMATE RIGHTS,**  
**PROGRAMS & SERVICES**

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# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE RIGHTS

**NO:** E-100                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall employ the necessary practices and measures to guarantee those inmates incarcerated in the facility, their rights as defined by the Constitution of the United States and the State of Nebraska as interpreted by the courts. The Facility Administrator is responsible for familiarity with relevant court decisions and for the training of facility personnel in the area of inmate rights.

## PROCEDURE

### A. Inmate Rights - General.

1. The Facility Administrator shall review recent court cases and detention standards and consult with the County Attorney when necessary to ensure that the facility and its practices comply with current requirements.
2. The Facility Administrator shall ensure that all jail personnel receive training in the area of inmate rights. This training should include, but not be limited to the following:
  - a. A study of relevant case law and liability of jail personnel in the area of inmate rights.
  - b. The proper execution of policies and procedures necessary to ensure the rights of inmates housed in the facility.
  - c. Report writing and accurate documentation of procedures.
3. The Facility Administrator will provide on-going training (at least annually) for all jail personnel in the area of inmate rights.

### B. Freedom of Expression. An inmate's right of freedom of expression shall be ensured through the following provisions:

1. Inmates may circulate to be read by other inmates, anything which is mailed or brought into the facility; or write and circulate among other inmates anything which does not present a threat to the jail's security and order.
2. Inmates may discuss any subject among themselves as long as such discussion does not present a threat to the security, safety or order of the facility.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE RIGHTS

**NO:** E-100

- C. Freedom of Religion. The Nebraska County Jail shall ensure the right of inmates to practice and express their religious beliefs.
1. An inmate's right to free exercise of his/her religious beliefs is subject only to those limitations necessary to maintain security, safety and order within the jail.
  2. Inmates shall not be rewarded nor punished in any way for their participation or non-participation in religious activities or practices.
- D. Access to the Courts. The inmate's right of access to the courts shall be ensured and safeguarded by the Facility Administrator and personnel of the Nebraska County Jail.
1. Inmates shall have the right to present any issue to the courts, including but not limited to the following:
    - a. Challenging the legality of their conviction or confinement;
    - b. Seeking redress for illegal conditions or treatment while under correctional control;
    - c. Pursuing remedies in connection with civil legal problems; and
    - d. Asserting against correctional or other governmental authority, any violation of their rights as protected by the Constitution, Nebraska Revised Statutes or Nebraska Jail Standards.
- E. Access to Legal Representation. The inmate's right of access to legal representation shall be ensured and safeguarded by the Facility Administrator and personnel of the Nebraska County Jail.
1. Inmates shall have access to legal representation through personal consultation, telephone conversations and correspondence.
  2. An inmate's access to his/her legal representative shall be subject only to those limitations necessary to maintain security, safety and order within the jail.
  3. An inmate's contact with his/her legal representative shall be confidential.
  4. Inmates are not subject to any disciplinary action as a result of normal contact with their legal representative.
- F. Access to Legal Materials. Inmates shall have access to or have the opportunity to purchase legal materials, supplies and services related to legal matters.
1. Indigent inmates shall be provided sufficient materials and supplies needed for preparation of legal documents.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE RIGHTS

**NO:** E-100

2. In addition to other legal materials purchased or received by an inmate, the Facility Administrator shall ensure that inmates have access to at least the following legal materials:
  - a. A leading law dictionary;
  - b. Nebraska Revised Statutes;
  - c. Rules of the United States District Court;
  - d. Rules of the \_\_\_\_\_ Judicial District Court;
  - e. A list of the legal representatives in Nebraska County; and
  - f. A copy of the Nebraska Jail Standards.
  
- G. Access to the News Media. Inmates shall have access to media representatives through personal interviews, telephone interviews and correspondence.
  1. An inmate's access to the news media shall be subject only to those limitations necessary to maintain security, safety and order within the facility.
  2. Inmates shall not be subject to any disciplinary action as a result of their contact with the news media.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE CONDUCT

**NO:** E-110                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

All inmates confined in the Nebraska County Jail are to conduct themselves in a lawful and orderly manner as not to disrupt the operations or threaten the security of the facility.

## PROCEDURE

- A. General. Each inmate is required to obey all reasonable directives as promulgated by the Facility Administrator, or referred to in the Nebraska Jail Standards.
- B. Orientation. Upon admission, each inmate shall be made aware of the facility's rules, prohibited acts, range of possible sanctions for rule violations, and disciplinary procedures through the orientation process and the Inmate Handbook. (See Policy B-120).
- C. Control of Behavior. Inmate behavior and conduct is controlled in a completely impartial and consistent manner by all jail personnel.
- D. Discipline. The failure of an inmate to comply with the facility's rules and regulations may result in disciplinary action being taken against that inmate. (See Policy E-120).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE DISCIPLINE

**NO:** E-120                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail shall employ a disciplinary process that is fair and impartial. Inmates' due process rights shall be protected when measures are taken to control their behavior while in the facility.

## PROCEDURE

### A. Definition of Rule Violations and Sanctions.

1. Violations. Inmates shall be subject to disciplinary action for violation of those rules described in the Inmate Handbook (Appendix A), or those prescribed by law. If the violation constitutes a crime, the Facility Administrator shall refer the case to the County Attorney for filing of possible charges. Whether or not the rule violation constitutes a violation of the law, the inmate may still be subject to disciplinary action.

a. Minor Violations. Minor violations shall include acts which do not constitute an immediate threat to the security of the facility, personnel, visitors, other inmates, or the person committing the violation. These may include rules unique to the jail setting which are necessary to maintain order, safety and sanitation.

i. Sanctions. For minor violations, inmates may be subject to the following:

1. Reprimand;
2. Temporary loss of one or more privileges;
3. Dead-lock in his/her cell up to ninety-six (96) hours; and/or
4. Loss of Good Time (See Policy B-200).

b. Major Violations. Major violations shall include persistent minor violations, cases where sanctions for a minor violation appear to have no deterrent effect, and acts which constitute an immediate threat to the facility, personnel, visitors, other inmates or the person committing the violation. Violations of statutory law shall also be considered a major violation.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE DISCIPLINE

**NO:** E-120

- i. Sanctions. Inmates found guilty of a major violation may be subject to one or more of the following:
  1. Reprimand;
  2. Temporary or permanent loss of one or more privileges;
  3. Dead-lock in his/her cell;
  4. Confinement to disciplinary isolation or segregation;
  5. Restitution for wanton or willful destruction of state or county property from any funds to the inmate's credit; and/or
  6. Loss of Good Time (See Policy B-200).

## B. Disciplinary Procedures.

1. Application. When a jailer witnesses a violation of the rules by a inmate, or when an alleged violation is reported by another inmate or jail personnel, he/she shall initiate disciplinary procedures.
2. Disciplinary action shall be taken at such times and in such degrees as is necessary to regulate an inmate's behavior within acceptable bounds.
3. Disciplinary action shall not be capricious, retaliatory nor revengeful.
4. Mechanical means of physical restraint are not to be used as punishment.
5. Corporal punishment is strictly prohibited.
6. Violent Inmates. If the inmate is violent or there is reason to believe that the inmate will continue to harm another person, him/herself or jail property, the jailer shall promptly confine the inmate to an isolation cell. The jailer shall take immediate action as is necessary to restore order and security. The jailer shall then immediately notify the Facility Administrator of this action.
7. Reporting. The jailer shall prepare a written report detailing the incident for the Facility Administrator on an Incident and Discipline Report (Form E-1). The report shall also document the immediate action taken by the jailer to restore order and security.
8. Preliminary Determination. The jailer shall assess the situation and make a preliminary determination as to whether the alleged violation appears to be Major or Minor.
9. Minor Violations. If the jailer determines that the alleged violation is minor, he/she shall, upon substantiation of the violation, assess an appropriate sanction and inform the inmate of his/her decision. Sanctions for minor violations shall not exceed those listed in Procedure A.
  - a. The jailer shall note the change in status or loss of privileges imposed for any inmate found in violation of the rules in the Daily Log (Form A-2).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE DISCIPLINE

**NO:** E-120

- b. The jailer shall document the action taken on the Incident and Discipline Report and forward it to the Facility Administrator for review.
  - c. The Facility Administrator may uphold, amend or suspend any disciplinary action taken with regard to minor violations as he/she deems necessary.
10. Major Violations. If the jailer determines that an alleged violation is major, he/she shall notify the Facility Administrator immediately.
11. Notice. If after review of the Incident and Discipline Report, the Facility Administrator concurs that the alleged violation is major, he/she shall provide the inmate with written notice of the charges on the Notification of Charges and Hearing form (Form E-2).
- a. The written notice shall include the specific rule(s) allegedly violated, the time, date, facts upon which the charge is based, and notice of a hearing to determine if substantial evidence exists to assume guilt.
  - b. Written notice shall be provided to the inmate twenty-four (24) hours prior to a disciplinary hearing excluding weekends, holidays and emergencies.
12. Hearing. An impartial hearing shall be conducted by the Disciplinary Board consisting of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. The accused inmate shall have at least twenty-four (24) hours after the receipt of the written notice to prepare his/her case prior to the hearing. However, the hearing shall take place within seventy-two (72) hours of receipt of the notice.
13. Hearing Procedures. The Disciplinary Board at the hearing shall:
- a. Inform the inmate of the following rights to which he/she is entitled:
    - (i) Written notice of the charge(s);
    - (ii) Assistance in preparing his/her case;
    - (iii) Right to testify or remain silent;
    - (iv) Right to present witnesses except where it is hazardous to the facility's security or correctional goals; and
    - (v) Right to present documentary evidence.
  - b. Ask the inmate if he/she understands the purpose of the hearing and if he/she has any questions;
  - c. Read the violation charge(s);
  - d. Review the Incident and Discipline Report and other evidence;
  - e. Hear the accusing jailer's testimony;

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE DISCIPLINE

**NO:** E-120

- f. Hear the inmate's testimony;
  - g. Hear the inmate's witnesses' testimony;
  - h. Review the inmate's evidence; and
  - i. Summarize the evidence presented.
14. Conclusion. If the Disciplinary Board concludes that substantial evidence of the inmate's guilt exists, it shall impose the appropriate sanction(s) for the violation as specified in Procedure A.
- a. The Facility Administrator or designee, shall prepare a written statement of the facts relied upon and reasons for the disciplinary action taken, including the sanction(s) imposed. The findings shall be documented on the Incident and Discipline Report.
  - b. The Facility Administrator or designee, shall inform the inmate of the sanction(s) and of his/her right to appeal the decision by presenting a written request to the District Judge on an Inmate Request Form (Form D-2).
  - c. The Disciplinary Board may suspend the sanction(s) imposed for the rule violation(s) and prescribe the conditions of the suspension.
15. Appeal. Upon receipt of an appeal of a disciplinary action by an inmate, the District Judge may review the documentary reports and uphold, amend or suspend the action as he/she deems appropriate. Any action taken shall be properly documented in accordance with grievance procedures. (See Policy E-130).



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE GRIEVANCES

**NO:** E-130

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Any inmate of the Nebraska County Jail shall be allowed to file a grievance, without fear of reprisal, whenever the inmate believes he/she has been subject to abuse, harassment, abridgement of civil rights, or denied privileges as specified in the Inmate Handbook. Such grievances shall be limited to incidents that occur while the inmate is in the custody of the jail.

## PROCEDURE

- A. Right to File. If an inmate wishes to file a grievance, the jailer will provide an Inmate Request Form (Form D-2) for the inmate.
1. The inmate will specify the details of the incident in writing on the Inmate Request Form and place it in a sealed unstamped envelope addressed to the Facility Administrator.
  2. The inmate may present the sealed envelope to the jailer during routine cell checks. The jailer will deliver the grievance to the Facility Administrator promptly and without interference.
  3. Any jailer who attempts to interfere with the reporting of a grievance, or subjects any inmate to harassment because of a grievance, is subject to disciplinary action and possible dismissal.
  4. An inmate reporting a grievance shall not be subject to any disciplinary sanction nor adverse action as a result of filing the grievance.
- B. Review. Upon receipt of a grievance, the Facility Administrator shall review the grievance to determine if it constitutes:
1. A proscribed act of a jailer;
  2. A violation of civil rights;
  3. A criminal act; or
  4. An abridgement of privileges specified in the Inmate Handbook (Appendix A).
- C. Investigation. Each grievance not obviously frivolous nor trivial in nature shall be promptly investigated.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE GRIEVANCES

**NO:** E-13

1. If the grievance constitutes a proscribed act by a jailer, a violation of civil rights or a criminal act, the Facility Administrator shall order an immediate investigation.
  2. If the grievance constitutes an abridgement of privileges specified in the Inmate Handbook, the Facility Administrator may appoint an impartial jail employee to investigate the grievance and make a written report of the findings and recommendations.
- D. Response. The Facility Administrator will provide a prompt written response of the findings and action to be taken, if any, to resolve the grievance to the inmate within five (5) days. The inmate will be notified if the investigation cannot be completed within the specified time period for response. A copy of this response will also be maintained for the facility records.
- E. Appeal. If the inmate is not satisfied with the disposition of the grievance by the Facility Administrator, the jailer will provide the inmate with paper and pencil and instruct him/her to state the grievance in writing again, along with his/her objection to the internal disposition of the grievance.
1. If there are implications of criminal violations in the grievance, the Facility Administrator shall deliver the grievance without interference to the County Attorney.
  2. If the grievance is of a civil nature, the Facility Administrator will deliver the complaint to the presiding District Judge.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- WORK PROGRAMS

**NO:** E-200                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will provide eligible inmates opportunities to engage in meaningful work while in the custody of the jail.

## PROCEDURE

- A. Trustees. Eligible inmates may be designated as "trustees" by the Facility Administrator and may be assigned duties in and about the jail.
1. Request. Inmates may request designation as a trustee by submitting an Inmate Request Form (Form D-2) to the Facility Administrator.
  2. Selection. The Facility Administrator will consider the following criteria in the selection of inmates for trustee status:
    - a. The inmate has never attempted nor been convicted of escape;
    - b. The inmate is not awaiting transfer to the Department of Correctional Services;
    - c. The inmate has demonstrated behavior that conforms to the rules and regulations of the jail;
    - d. The inmate is not charged with nor serving a sentence for the sale of controlled substances;
    - e. The inmate has demonstrated a willingness and ability to perform work as assigned; and
    - f. The inmate is not under a felony detainer from another jurisdiction.
  3. Pre-trial Detainees. Pre-trial detainees are not required to work in the jail nor other public work projects, except to the extent that they are responsible for their own personal housekeeping. However, a pre-trial detainee may volunteer for trustee status.
  4. Approval/Denial of Request.
    - a. If the Facility Administrator approves the request for designation as a trustee, he/she shall notify the inmate and the on-duty jailer.
    - b. If the Facility Administrator denies the request, he/she will inform the inmate of the denial and document the reason(s) for denial on the bottom portion of the Inmate Request Form submitted by the inmate.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- WORK PROGRAMS

**NO:** E-200

- c. Records. The Inmate Request Form with the approval or denial of the request documented on the form shall be filed in the inmate's file folder.
5. Change in Status. Upon notification of the approval of trustee status, the jailer will re-assign the inmate to the trustee housing area. The jailer will note the change on the Daily Log (Form A-2) and the Jail Roster (Form A-3).
6. Duties. Trustees may be assigned to perform duties both in and outside the security perimeter. Duties may include:
  - a. Cleaning of the facility;
  - b. Preparation of meals and kitchen sanitation;
  - c. Cleaning of the Sheriff's Department vehicles; and
  - d. Maintenance of the grounds outside of the jail facility.
7. Supervision.
  - a. When the trustee(s) is performing duties within the jail's security perimeter, the jailer will visually observe the trustee(s) every fifteen (15) minutes.
  - b. When the trustee(s) is performing duties outside the jail's security perimeter, the jailer will be within sight and close proximity of the trustee(s) at all times.
8. Public Work Projects. Trustees may be periodically assigned to perform work on public work projects in the community. Inmates working on projects away from the jail will be accompanied and supervised by a jailer or other trained employee at all times.
9. Work programs involving inmate labor shall not be construed nor substituted for other rehabilitation programs when an inmate requests other education, counseling or training programs. This does not, however, restrict the Facility Administrator from assigning such inmates to a work program as well.
- B. Work Release. Convicted inmates may be sentenced to the jail on work release status or may petition the Court for work release privileges during their period of confinement.
  1. Application. A sentenced inmate desiring work release status shall submit an Inmate Request Form for such designation to the Facility Administrator.
    - a. The Facility Administrator shall conduct an investigation by contacting the inmate's employer to obtain pertinent information regarding the inmate's work duties, work schedule, supervisory personnel, means of travel, routes to and from the place of employment, and other information that may be necessary.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- WORK PROGRAMS

**NO:** E-200

2. Eligibility. An inmate who applies for work release status shall meet the following eligibility requirements:
  - a. Must have verifiable employment.
  - b. Must be sentenced to the Nebraska County Jail.
  - c. Must have release and return times that will not interfere with the safety and security of the jail.
  - d. The Facility Administrator may also consider the selection criteria for "Trustees" in arriving at his/her recommendation. (See Procedure A).
  - e. Other qualifications as deemed necessary on an individual basis through the recommendations of the Facility Administrator.
3. The Facility Administrator shall review the request, compile the investigative information and prepare a written recommendation for approval or denial of the request utilizing the Interview for Work Release Form (Form E-3).
4. The Facility Administrator shall present the inmate's request and his/her recommendations on the Interview for Work Release Form to the presiding judge who sentenced the inmate to the jail.
5. Approval/Denial of Application. The presiding judge may consider the recommendations of the Facility Administrator and approve or deny the inmate's application for work release status.
  - a. The judge will specify the terms and conditions of the work release, if approved.
  - b. The judge may grant the inmate the privilege of leaving the jail during reasonable hours to seek and secure employment.
  - c. The Facility Administrator will notify the inmate of the decision, document the action on the Inmate Request Form submitted by the inmate, and place it in his/her file folder.
6. Work Release Agreement. The inmate whose work release has been approved, will sign the Work Release Agreement Form (Form E-4) which specifies the terms and conditions of work release status.
  - a. The inmate will read and acknowledge his/her understanding of the Work Release Agreement by dating and signing the statement that he/she understands that any violation of the general terms and conditions would be cause for termination of work release status.
  - b. The inmate's signature will be witnessed and dated by jail personnel.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- WORK PROGRAMS

**NO:** E-200

- c. The inmate will receive one (1) copy of the Work Release Agreement and the other copy will be placed in the inmate's file.
7. Special Provisions. The following provisions shall apply to all work release inmates:
  - a. There will be no special privileges for any work release inmate.
  - b. Work release inmates may be lodged separately from the other inmates unless overcrowding or limited space prohibits this procedure.
  - c. Tools and/or equipment of the work release inmate will not be allowed in the Nebraska County Jail due to security considerations.
8. Change in Status. Upon notification of the approval of the request, the jailer will re-assign the inmate to the work release housing area. The jailer will note the change on the Daily Log and on the Jail Roster.
9. Work Release Fees. All inmates on work release may be required to pay work release fees as authorized by Nebraska Revised Statute to the Nebraska County Jail at a rate that is determined by the Facility Administrator.
  - a. All work release fees shall be paid in full prior to final release of the inmate from the Nebraska County Jail.
  - b. All such payment of fees shall be documented by usage of a receipt being issued upon payment of work release fees.
  - c. Work release fees shall be paid on a regular basis either weekly or semi-monthly or as authorized by the Facility Administrator on an individual basis.
10. Work Release Record.
  - a. Release and return times, the inmate's name and place of employment will be recorded on the Work Release Record (Form E-5) and posted in the Communications Center.
  - b. The inmate will be required to sign "in" and "out" on the Work Release Record each time he/she is released and returns to the facility.
11. Work Release Procedures.
  - a. Leaving the Jail. On work days, the jailer will escort the work releasee to the booking area where he/she will change into working clothes (stored in the inmate's locker in the Property Room) and leave through the front entrance of the jail. The jailer will note on the Daily Log the inmate's name and time out. The work releasee will sign out on the Work Release Record.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- WORK PROGRAMS

**NO:** E-200

- b. Supervision While Out. The Facility Administrator will arrange with a deputy from the Patrol Division to make field checks, when necessary, to ensure the work releasee is reporting to work and abiding by the conditions of the Work Release Order and Agreement.
- c. Return to Jail. When the work releasee returns to the jail after each work day, the admitting officer will perform the following:
  - (i) Escort the work releasee to the booking area and instruct him/her to change into the jail-issued clothing.
  - (ii) Inspect the releasee's work clothing before returning it to the locker.
  - (iii) Note on the Daily Log the inmate's name and time of return. The inmate will sign in on the Work Release Record.
  - (iv) Escort the inmate back to the work release housing area.
- d. Non-Return. If the work releasee fails to return within thirty (30) minutes of the established time, the jailer will instruct the dispatcher to notify the Patrol Division (See Policy C-950).
  - (i) If the releasee returns or is returned later, the jailer will place the inmate in an isolation cell.
  - (ii) The jailer will prepare an Incident and Discipline Report (Form E-1) and forward it to the Facility Administrator.
- e. Non-Cooperation. If the work releasee fails to cooperate in any way with the work release program and the terms and conditions in the Work Release Order and Agreement, the jailer or deputy witnessing the violation will place the inmate in an isolation cell and prepare an Incident and Discipline Report for the Facility Administrator.
- f. Notification of Court. Upon receipt of an Incident and Discipline Report, the Facility Administrator will contact the sentencing judge on the next business day to inform the judge of the incident.
- g. The judge may suspend the work release order or modify the conditions of the order. The Facility Administrator will, upon receipt of an updated order from the judge, document the actions on the inmate's records and re-assign the inmate to new housing in accordance with his/her new classification status (See Policy C-100).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- WORK PROGRAMS

**NO:** E-200

12. Other Releases. The Work Release Policy and Procedures shall apply to all other types of release including releases of the following nature:
- a. Funeral releases which are court-ordered;
  - b. Educational releases; and
  - c. Counseling releases which are court-ordered.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- SOCIAL SERVICES

**NO:** E-210                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will work with local community resources to provide social service programs to inmates which will help bring about self-improvement and assist with personal problems.

## PROCEDURE

### A. General.

1. The Facility Administrator will maintain a list of community resources available to provide services to the jail. The current list, with addresses and telephone numbers is attached as Appendix I.
2. The Facility Administrator will make arrangements or contractual agreements with the appropriate community agencies to establish the services to be made available to the jail.

### B. In-House Programs. In-house programs shall include arranged counseling sessions with individual inmates requesting specific services and regularly scheduled group sessions for all eligible inmates wishing to attend.

1. Individual Counseling. An inmate requesting social services or counseling shall document the request on an Inmate Request Form (Form D-2).
  - a. The jailer will deliver the completed Request Forms to the Facility Administrator on a daily basis.
  - b. The Facility Administrator shall determine the appropriate community agency, through the use of the community resource list, to provide the services requested by the inmate.
  - c. The Facility Administrator will contact the appropriate community agency and make arrangements for them to provide services to the inmate.
  - d. The Facility Administrator will notify the jailer of the arrangements, specifying the name of the social service worker or counselor, the date and time, and the inmate who will participate.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- SOCIAL SERVICES

**NO:** E-210

- e. The jailer will notify the inmate of the arrangements and note them on the Daily Log (Form A-2).
  - f. The Facility Administrator will document the action taken to fulfill the request on the Inmate Request Form and place it in the inmate's file.
  - g. All individual counseling sessions will be held in the confidential interview room. The jailer will not remain in the room during the session.
2. Group Programs. The Facility Administrator will arrange for community agencies and self-help groups to present group programs in the jail periodically.
- a. The programs offered will be based on the Facility Administrator's assessment of the inmates' needs and the availability of services.
  - b. When a group program is scheduled, the jailer will notify the inmates. The jailer will escort the inmates desiring to participate to the multi-purpose room at the scheduled time.
  - c. The jailer will remain in the multi-purpose room to supervise the inmates during the program.
  - d. At the conclusion of the program, the jailer will escort the inmates back to their respective housing units.
- C. Temporary Release Programs. Upon approval of the sentencing judge, sentenced inmates may be permitted to leave the jail for treatment or counseling services offered in the community. The procedure established for approval of work releases in Policy E-200 shall be followed in reviewing applications for temporary release.
- D. Court-Ordered Treatment. When the sentencing court orders specific treatment to be provided for an inmate, the Facility Administrator shall make the necessary arrangements with the appropriate agency to provide the ordered services.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- EDUCATIONAL SERVICES

**NO:** E-220                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will make educational programs available to inmates who are eligible and wish to participate.

### A. General Equivalency Diploma (GED) Program.

1. Inmates desiring to participate in the GED program shall submit an Inmate Request Form (Form D-2) to the Facility Administrator.
2. The Facility Administrator will review the inmate's records to determine if he/she meets the eligibility requirements. The current eligibility requirements for GED examinations in Nebraska are outlined in Appendix J.
3. If the inmate is eligible, the Facility Administrator will contact the GED Testing Center to make arrangements for examination. A current listing of the GED Testing Centers in Nebraska is provided in Appendix J.
4. If the inmate needs tutoring prior to examination, the Facility Administrator will make arrangements for the inmate to participate in the volunteer tutoring program.
5. The Facility Administrator will notify the jailer of the arrangements made to respond to the request.
6. The jailer will notify the inmate of the arrangements and note them in the Daily Log (Form A-2).
7. The Facility Administrator will record the action taken to fulfill the request on the Inmate Request Form and place it in the inmate's file.

### B. Volunteer Tutoring Program.

1. The Facility Administrator will recruit, screen and select volunteers to come to the jail to tutor inmates in math, reading and writing.
2. The multi-purpose room shall be utilized for group tutoring sessions. Individual sessions will be conducted in the confidential interview room.
  - a. Group tutoring sessions are conducted on Tuesday and Thursday evenings from 1900 to 2100 hours.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- EDUCATIONAL SERVICES

**NO:** E-22

- b. The Facility Administrator will arrange scheduling of individual sessions with the volunteer and inmate.
- c. Temporary Release Programs. Upon approval of the sentencing judge, sentenced inmates may be permitted to leave the jail to attend school or other educational activities. The procedures established for approval of work release in Policy E-200 shall be followed in receiving applications for educational release.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- RELIGIOUS SERVICES

**NO:** E-230

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

Inmates of the Nebraska County Jail are provided opportunities for the free exercise of their religious beliefs, subject only to those limitations imposed by legitimate security and operational requirements.

## PROCEDURE

- A. Regular Services. The Facility Administrator has made arrangements with the Nebraska Ministerial Association to conduct weekly services at the jail.
1. Pastors of various religious denominations desiring to conduct services at the jail will take turns conducting the weekly services according to a schedule prepared by the Nebraska County Ministerial Association.
  2. Schedule. Regular services will be conducted in the multi-purpose room each Sunday evening according to the following schedule:  

1900 to 2000	Adult Male
2000 to 2100	Adult Female
- Note: Services for juveniles and security risks shall be arranged on an individual basis. (See Procedure B).
3. Call Out. When the pastor arrives to conduct services, the jailer will go to each housing unit and announce that services will be held. Inmates wishing to attend will be escorted to the multi-purpose room.
  4. Supervision. A jailer will remain in the multi-purpose room during the service to supervise the inmates.
  5. Return. When the service is completed, the jailer will escort the inmates back to their housing units.
  6. Female Inmates. A female jailer will be available to supervise female inmates during their services.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- RELIGIOUS SERVICES

**NO:** E-2

B. Individual Counseling/Services. If an inmate requests personal religious counseling or is a security risk who cannot attend regular services, the Facility Administrator shall make special arrangements.

1. Rev. \_\_\_\_\_ is available to provide personal counseling and individual services to inmates.

a. Inmates who desire personal counseling or require individual services will document their requests on an Inmate Request Form (Form D-2).

b. The jailer will deliver the completed Request Forms to the Facility Administrator on a daily basis.

c. Upon receipt of a request, the Facility Administrator will contact Rev. \_\_\_\_\_ to arrange a time for him/her to come to the jail to counsel the inmate. Rev. \_\_\_\_\_ telephone number is:

Home: \_\_\_\_\_  
Office: \_\_\_\_\_

2. If the inmate specifies another clergy, the Facility Administrator will make arrangements with that person.

3. If the jailer is uncertain about the credentials of persons coming to the jail purporting to be clergy, he/she shall contact the Facility Administrator prior to allowing admittance. If the Facility Administrator is in doubt, he/she shall contact the Nebraska County Ministerial Association for further guidance.

4. Individual religious counseling sessions will take place in the confidential interview room.

5. The jailer will not remain in the room unless requested to do so by the clergy.

6. The jailer will place all requests for religious services in the inmate's file folder.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- LIBRARY SERVICES

**NO:** E-240                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will provide inmates with general reading materials which respond to their interests and educational needs and provide legal reference material to ensure inmates' right of access to the courts.

## PROCEDURE

### A. General Reading Materials.

1. Library Service. The Facility Administrator will make arrangements with the Nebraska Community Library to provide services to the jail.
  - a. On the first Monday of each month, a library representative will select an assortment of books to be sent to the jail. The selection will include a variety of current and popular titles, both fiction and nonfiction. The library representative will provide an inventory sheet, listing the titles of all the books selected.
  - b. The following morning, the jailer will request a deputy to return the previous month's selection of books to the library and exchange them for the new selection.
  - c. The selection of books provided by the library will be shelved separately from the books owned by the jail. Each time a book is checked out, the jailer will record the name of the inmate and the date next to the title on the inventory sheet provided.
2. Donated Books. The Nebraska County Jail periodically accepts donations of books from persons or groups in the community.
  - a. Persons or groups wishing to donate books to the jail shall be referred to the Facility Administrator.
  - b. Prior to making the donated books available to the inmates, the jailer will carefully inspect each book for contraband.
3. Magazines. The jail will make current magazines (less than three (3) months old) available to inmates. The magazines will be placed with the other reading materials and made available for inmates to check out.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS — LIBRARY SERVICES

**NO:** E-240

- a. The jail subscribes to the following magazines: \_\_\_\_\_,  
\_\_\_\_\_.
  - b. The Facility Administrator may accept current magazines in good condition from persons or organizations for use by the inmates. Prior to making donated magazines available to inmates, the jailer will inspect each magazine for contraband.
4. Inmate Access. All books and magazines are stored on shelves in the multi-purpose room. During the regularly scheduled library periods, inmates will be allowed to browse through the books and magazines to make a selection.
- a. Library periods are scheduled as follows:  
Tuesday 1800 to 1900 hours  
Thursday 1800 to 1900 hours  
Saturday 1800 to 1900 hours
  - b. At the prescribed time, the jailer will check each cell block to determine which inmates wish to visit the library. He/she will escort three (3) inmates at a time to the library to make their selection. Inmates in segregation shall be escorted one at a time to the library.
  - c. Inmates are allowed to check out no more than one (1) book and one (1) magazine at a time and must return books or magazines previously checked out in order to get another.
  - d. When an inmate returns a book provided by the Nebraska Community Library, the jailer will cross out the inmate's name on the inventory sheet.
5. Newspapers. The jail will provide one daily edition of the \_\_\_\_\_ and an edition of the current local newspaper \_\_\_\_\_ for each cell block. The jailer will distribute the papers when received at the jail and see that the previous day's papers are removed.
6. Books and Magazines Provided by Friends or Relatives. Friends or relatives of an inmate may bring books or magazines to the jail for that inmate. Prior to making the books and magazines available to the inmate, the jailer will inspect each for contraband.
7. Purchased Books and Subscriptions. Inmates may purchase books from publishers or subscribe to other magazines and newspapers. An inmate requesting to purchase a book or subscription shall complete an Inmate Request Form (Form D-2) authorizing the jailer to get a money order with the inmate's funds and complete a publisher's form, if available. The jailer will place the order for the inmate.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- LIBRARY SERVICES

**NO:** E-240

8. Inmates may have in their possession no more than two (2) books and (2) magazines at any one time. Books/magazines owned by the inmate in excess of the amount allowed will be stored with the inmate's personal property.
  - a. In addition to the above, inmates are also allowed to have a reasonable amount of religious and legal reference material in their possession.
  - b. Inmates may exchange books/magazines in their possession for copies stored in their personal property by submitting an Inmate Request Form to the jailer.
  - c. Inmates subscribing to other newspapers are not allowed to retain back copies of the newspapers in their cell.
9. Restrictions. Any books, magazines or newspapers may be prohibited in the jail if they pose a clear threat to the order, safety and security of the facility. The Facility Administrator will make the final decision regarding rejection of all questionable materials.

B. Legal References.

1. Legal Reference Materials. The Nebraska County Jail maintains the following legal reference materials for inmate use:
  - a. Blacks Law Dictionary;
  - b. Nebraska Revised Statutes;
  - c. Rules of the U.S. District Court of Nebraska;
  - d. \_\_\_th District Court Jail Rules;
  - e. Nebraska Jail Standards;
  - f. Current listing of all legal representatives in Nebraska County; and
  - g. Resource list of materials available in the Nebraska County Law Library.

The Facility Administrator shall periodically review the legal reference materials to ensure they are kept current.

2. The Facility Administrator will make arrangements to procure additional legal reference materials requested by inmates from the Nebraska County Law Library.
3. Inmate Access. Inmates desiring access to legal materials shall complete an Inmate Request Form describing the requested materials as closely as possible.
  - a. The jailer shall transmit the request to the Facility Administrator.
  - b. If the materials requested are available in the jail, the Facility Administrator will instruct the jailer to schedule a time for the inmate to have access to the materials.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- LIBRARY SERVICES

**NO:** E-240

- c. If the materials requested are not available in the jail, the Facility Administrator will make a reasonable effort to procure the requested materials from the Nebraska County Law Library for the inmate's use and instruct the jailer to schedule a time for the inmate to have access to the materials.
  - d. When an inmate is scheduled to utilize legal reference materials, the jailer will place the inmate in the confidential interview room with the requested materials.
  - e. Inmates may utilize legal reference materials daily, between 0800 and 2200 hours, for reasonable periods of time when not required to be engaged in other activities.
4. Inmates may purchase legal reference materials and supplies. Inmates desiring to purchase materials shall specify the items on an Inmate Request Form and authorize the Facility Administrator to procure a money order for that purpose. The Facility Administrator will then place the order for the materials.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS — EXERCISE AND RECREATION

**NO:** E-250                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

To ensure the physical and mental well-being of those confined, the Nebraska County Jail will provide opportunities for inmates to engage in recreational activities.

## PROCEDURE

- A. Passive Recreational Activities. Inmates may participate in passive recreational activities in the dayroom areas and the cells from 0800 to 2300 hours, when not required to be engaged in other activities.
1. Television. The televisions will be set up in the dayroom areas and will be permitted on between the hours of 0800 and 2300.
    - a. The jailer will select the television channel after determining the wishes of the majority of the inmates.
    - b. The jailer may allow inmates to watch television beyond 2300 hours in the case of a special program, movie or sports program.
  2. Radios. The jailer will permit inmates to listen to their radios in their individual cells.
  3. Table Games. The jailer will permit inmates to play cards and other table games in the dayroom area. The jailer will provide games owned by the jail upon inmate request.
  4. Arts and Crafts. The jailer will permit inmates to work on hobby kits purchased through the commissary or approved by the Facility Administrator.
- B. Active Recreational Activities. Inmates held over twenty (20) consecutive days shall be permitted to participate in active recreational activities.
1. Outdoor Exercise. When the weather is 60 degrees Fahrenheit or above and the exercise yard is dry, inmates will be permitted outdoor exercise in accordance with the daily schedule. The jailer will provide inmates with basketball, frisbee or other outdoor equipment requested that is provided by the jail.
  2. Indoor Recreational Activities. Any time weather does not permit outside exercise, recreational activities will take place in the multi-purpose room. Indoor activities may include use of the exercise bicycle, rowing machine, punching bag or ping-pong table.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- EXERCISE AND RECREATION

**NO:** E-250

- C. Schedule. Inmates shall be provided the opportunity for one (1) hour of exercise a day, five (5) days a week.
1. Adult Male (general population): Monday, Tuesday, Thursday, Saturday and Sunday from 1400 to 1500 hours.
  2. Adult Male (segregation): flexible schedule to total five (5) hours per week.
  3. Adult Female (general population and segregation): flexible schedule to total five (5) hours per week.
  4. Juveniles: flexible schedule to total five (5) hours per week. Males and females shall be exercised separately.
  5. Work Release: if work release inmates are out of the facility during the scheduled exercise period, they are not entitled to make up the period.
- D. General Procedures.
1. Call Out. At the scheduled time, the jailer will announce the exercise period and instruct those wishing to participate to indicate this.
  2. Escort. The jailer will escort those wishing to participate to the appropriate recreation area.
  3. Equipment. The jailer will provide inmates with equipment and see that all inmates have equal access to the equipment available.
  4. Supervision. The jailer will remain in the recreation area to supervise inmate activities.
  5. Return. At the conclusion of the exercise period the jailer will ensure that all equipment is returned and escort the inmates back to their housing areas.
  6. Female Inmates. Female jailers shall supervise female inmates during their exercise period.
  7. Documentation. The jailer will enter the time of the exercise period and the inmate group participating (adult male, female, etc.) in the Daily Log (Form A-2).

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- INMATE COMMISSARY

**NO:** E-260                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail provides a commissary service for inmates who wish to purchase certain items not provided by the jail.

## PROCEDURE

### A. Commissary List.

1. The Facility Administrator will keep a list of commissary items permitted, along with current prices, posted in each housing area.
2. The Facility Administrator will update the commissary list and prices whenever appropriate.

### B. Inmate Ordering Procedure.

1. Inmates ordering commissary items must have adequate funds in their jail accounts to cover purchases.
2. Inmates shall complete an Inmate Request Form (Form D-2) listing each item they wish to purchase and the price of each item.
3. The jailer will collect the forms on Tuesday and Saturday at 0900 hours.

### C. Purchasing Commissary Items

1. The jailer will review all collected Commissary Request Forms to ensure that:
  - a. All items ordered are permitted;
  - b. The inmate signed and dated the form; and
  - c. The inmate has the funds to make the purchase.
2. The jailer will withdraw the appropriate funds from each inmate's account and record the transaction on each inmate's Account Sheet (Form E-8).
3. The jailer will phone the Nebraska County Store to place the order prior to 1200 hours. The jailer will request the store to have the items ready for pick-up by 1500 hours.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE PROGRAMS -- INMATE COMMISSARY

**NO:** E-260

4. The jailer will place the money withdrawn from the inmates' accounts in an envelope and give it to the deputy assigned to pick up the ordered items.
5. The deputy will pick up the items ordered at 1500 hours, paying for them with the money provided in the envelope by the jailer. The deputy will obtain a receipt for the items purchased.

D. Distribution of Commissary Items.

1. During the afternoon or evening of delivery, the jailer will distribute commissary items to the appropriate inmates.
2. As each inmate receives the items, he/she will sign and date the original Request Form, acknowledging receipt of the items.
3. The jailer will forward the Commissary Request Forms and acquired receipts to the Facility Administrator.
4. The Facility Administrator shall review the material to ensure that all entries are correct and place the Commissary Request Forms in the appropriate inmate's file.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** MAIL SERVICES

**NO:** E-300

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

To maintain community and family ties, access to the courts, legal representatives and the media, the Nebraska County Jail will provide mail services to inmates that are restricted only where clearly necessary to maintain security and order.

## PROCEDURE

- A. Incoming Mail. Inmates are allowed to receive an unlimited amount of mail from any person, organization or agency.
1. Letters. Letters addressed to inmates will be opened and inspected for contraband by the jailer.
    - a. Letters from attorneys, the courts, public officials or representatives of the media shall be opened only in the inmate's presence during routine mail delivery. Such letters shall not be read by the jail employees nor withheld from the inmate.
    - b. All other correspondence will be opened and inspected by the jailer prior to delivery to the inmate. Such letters may be read only if there is clear and convincing evidence that the correspondence poses a threat to the safety of the jail, public officials or the general public, or is being used in the furtherance of illegal activities. The Facility Administrator will make such determinations and document the action taken.
    - c. Objectionable portions of incoming or outgoing mail shall not be blacked out, removed or otherwise altered. Such correspondence shall be delivered unaltered or totally rejected.
    - d. If a piece of correspondence is determined to pose a threat, the jailer may withhold delivery to the inmate.
      - i. The jailer will place the rejected letter in the inmate's personal property to be given to him/her upon release.
      - ii. The jailer will prepare an Incident and Discipline Report (Form E-1) documenting the action and the reasons for rejecting the letter. The report will be forwarded to the Facility Administrator.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** MAIL SERVICES

**NO:** E-300

- iii. The Facility Administrator will notify the sender of the rejection and disposition of the letter, together with the reasons for the rejection. The Facility Administrator will also advise the inmate of the rejection.
  - iv. No disciplinary action will be taken against an inmate because of the contents of his/her incoming mail unless it can be proven that he/she had prior knowledge of the contents.
2. Packages. The jailer will open and inspect packages for contraband in the presence of the inmate. The jailer will remove items not permitted in the jail and place them with the inmate's personal property. The items stored will be added to the Inmate Property Inventory (Form B-4).
  3. Books, Magazines and Newspapers. The jailer will inspect books, magazines and newspapers for contraband and review the materials to determine if they are permitted in the jail. (See Policy E-240). Materials not permitted will be placed in the inmate's personal property and recorded as in Procedure 2. above.
  4. Delivery. Mail is received at the jail daily, except for Sundays and holidays.
    - a. When the mail arrives, the jailer will sort it out and inspect the correspondence as prescribed.
    - b. The jailer will prepare the mail for delivery to the inmates prior to the evening meal each day.
    - c. The jailer will call out the name of each inmate receiving mail and hand the letters directly to the addressee. In the case of packages or privileged correspondence, the jailer will advise the inmate to observe as he/she opens the items and inspects for contraband or other items not permitted in the jail.
  5. Contraband. If the jailer discovers items that are illegal or present a threat to the security of the jail, he/she shall:
    - a. Tag the contraband showing the name of the sender, the name of the inmate addressee and the time and date received.
    - b. Place the contraband in the Evidence Room.
    - c. Note the discovery on the Daily Log (Form A-2) and prepare an Incident and Discipline Report for the Facility Administrator.
    - d. Advise the inmate of the discovery and the disposition of the items.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** MAIL SERVICES

**NO:** E-300

The Facility Administrator will determine if the mailing of the contraband is a violation of state law. If so, he/she will direct the investigation and turn the evidence over to the County Attorney for possible prosecution.

6. Money. If money is found in the envelope, the jailer will place the money in the inmate's account and record the amount on the Inmate Account Sheet (Form E-8). The jailer will prepare a receipt and give it to the inmate during routine mail delivery.
  7. Undeliverable. If incoming mail is received for an inmate no longer in custody, the jailer will forward the mail to the inmate's forwarding address. If none is available, the jailer will return the mail to the sender with an explanatory note.
- B. Outgoing Mail. Inmates are allowed to correspond with anyone outside the jail as long as each letter bears the proper postage.
1. Inmates may purchase postage and writing materials through the commissary or receive those items from family or friends.
  2. The Facility Administrator may choose to attach a letter disclaiming any responsibility for the nature of the contents to any outgoing correspondence.
  3. Indigent Inmates. Inmates without funds may request materials and postage for up to three (3) letters per week. The jailer receiving a request for postage and materials shall:
    - a. Check the Inmate Property Inventory or Account Sheet to be sure the inmate is without funds.
    - b. Provide the inmate with pencil, paper, envelope and stamps for three (3) personal letters per week. The jailer will also provide postage and writing materials for letters to attorneys, the courts and public officials beyond the three (3) per week allowed for personal correspondence.
    - c. Note on the Daily Log the provision of the stamps and writing materials to the inmate.
  4. Collection.
    - a. The jailer will pick up outgoing mail at 1630 hours on a daily basis.
    - b. The jailer will ensure that all mail:
      - i. Is sealed by the inmate;
      - ii. Has a complete address and return address; and
      - iii. Has the correct postage.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** MAIL SERVICES

**NO:** E-300

- c. The jailer will place the outgoing mail with the other outgoing departmental mail for the next earliest delivery to the Post Office.
5. Any inmate wishing to correspond with another inmate in the jail will submit an Inmate Request Form (Form D-2) to the Facility Administrator. The Facility Administrator will make a decision within five (5) days and notify the inmate of that decision.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE VISITATION

**NO:** E-310

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

In order to encourage inmates to maintain contact with family, friends and professional persons, the Nebraska County Jail will schedule regular visitation periods and make special provisions for other visitation when necessary.

## PROCEDURES

### A. Regular Visits.

1. Schedule. Family members and friends of inmates may visit at the following times:
  - a. Monday 1900 - 2000
  - b. Wednesday 1300 - 1600
  - c. Friday 1300 - 1600
2. Frequency. Each inmate is permitted at least two (2) visits per week. Inmates confined longer than twenty-six (26) hours shall be allowed one-half (1/2) hour of visitation by family members or friends.
3. Duration. Each inmate is permitted at least two (2) hours of visitation each week. Each visit may be one (1) hour in duration. However, the jailer may shorten the visit to thirty (30) minutes if the number of inmates and visitors require such limitations. Affected inmates shall be permitted additional visits at other times to ensure they receive at least two (2) hours per week.
4. Visiting Rules. Visitors are subject to the following rules:
  - a. Visitors must be eighteen (18) years of age or accompanied by an adult parent or guardian. Married persons under eighteen (18) shall be considered an adult when visiting an incarcerated spouse.
  - b. Visitors must show proof of their identity.
  - c. Visitors must register with the receptionist.
  - d. No more than two (2) visitors may visit an inmate at any particular time.
  - e. Any items brought to the jail for inmates must be turned over to the receptionist before the visitor is allowed to visit.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE VISITATION

**NO:** E-310

- f. Any visitor who brings or attempts to bring any item of contraband into the jail will be prosecuted.
  - g. Inmates and visitors will conduct themselves appropriately at all times. Visitors who are intoxicated or acting out of order will not be permitted to visit. When an inmate or visitor does not behave properly, the jailer will terminate the visit, ask the visitor to leave, and return the inmate to his/her cell.
  - h. Visitors will leave the visiting area when told to do so by the jailer at the end of the visiting period. Visitors will not enter any other area of the facility unless escorted by a jail employee.
  - i. When preparing to leave, the visitor will check out with the receptionist and collect their property (if stored).
5. Contact Visitation. The Facility Administrator may authorize and approve contact visitation at his/her own discretion.
- a. Visitors must store their property (handbags, coats, etc.) in the Reception area prior to the contact visit.
  - b. Prior to entering the contact visiting area, the jailer will scan the visitor's body with a hand held metal detector to check for hidden contraband. If the visitor refuses or contraband is discovered, the contact visitation may be denied and a non-contact visit offered as an alternative.
  - c. When there exists reasonable suspicion to believe a visitor may attempt to bring contraband into the facility during a contact visit, the jailer may also require the visitor to submit to a pat search by a jailer of the same sex. If the visitor refuses to submit to the pat search, the jailer shall advise the visitor that the contact visit may be denied and shall offer the visitor the opportunity for a non-contact visit instead.
6. General Procedures.
- a. When screening visitors, the receptionist will:
    - i. Verify the identity of the visitor;
    - ii. Have the visitor sign the Visitor's Register (Form E-6) noting the visitor's name, relationship to inmate, the inmate's name, the date and time; and
    - iii. Review the Visitor's Register for the week to determine if the inmate is entitled to a visit.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE VISITATION

**NO:** E-310

- b. Upon completion of signing the Visitor's Register, the receptionist will notify the jailer that there are visitors for particular inmates.
  - c. The jailer will unlock the public access doors to the visiting area and escort the visitors to the area.
  - d. When the visitors are seated in the visiting area, the jailer will escort the inmates to the area.
  - e. The jailer will remain in the area to supervise the visits.
  - f. At the conclusion of the visit, the jailer will advise the visitors to leave the visiting area and check-out with the receptionist. The jailer will then escort the inmates back to their respective housing areas.
7. Denial of Visits. The jailer may deny a visit if:
- a. The visitor is disruptive or dangerous;
  - b. The visitor has a recent history of disruptive behavior at the jail;
  - c. The visitor is under the influence of alcohol or drugs;
  - d. The visitor refuses to show identification; or
  - e. The inmate refuses the visit.

Any denial of visits will be documented by the jailer with the filing of an Incident and Discipline Report Form (Form E-1) and a notation on the Daily Log (Form A-2).

- B. Official Visits. Inmates may receive official visits from attorneys, public officials, the clergy, media representatives and other professional persons at times other than regular visiting hours.
1. Official visits may be conducted daily between the hours of 0700 and 2100 excluding meal times. Requests for visits at other times must be approved by the Facility Administrator.
  2. Official visits will be considered confidential. All official visits will be conducted in the confidential interview room. The jailer will remain in the area, but outside the interview room, unless requested to remain in the room by the official visitor.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** INMATE VISITATION

**NO:** E-310

3. Visiting rules specified in Procedure A. above shall apply to official visits as well. Jail personnel may inspect confidential papers and legal materials for contraband in the presence of the visiting attorney, but shall not read them. The jailer will return the screened papers and materials to the attorney and permit him/her to retain possession of the items during the visiting session.
4. Visits or Interviews by Representatives of the News Media. Inmates of the Nebraska County Jail are allowed to correspond freely with or be interviewed by the news media as long as such access will not disrupt the security, order nor safety of the jail.
  - a. News media representatives may be permitted to interview inmates from 0900 to 1700 hours daily.
  - b. An Inmate Request Form (Form D-2) for an interview must be submitted to the Facility Administrator by the inmate. The Facility Administrator will review all requests and make the necessary arrangements for the interview.
  - c. The Facility Administrator will make available the confidential interview room for the interview.

## C. Special Visits.

1. Special arrangements may be made for inmates to visit with family or friends under the following circumstances:
  - a. When circumstances beyond the control of the visitor prevent him/her from attending regularly scheduled visiting.
  - b. When visitors must travel over 150 miles to visit an inmate.
  - c. In the event of a personal crisis (e.g. death of immediate family member).
  - d. If the inmate will be transported to another institution prior to the next regular visiting time.
2. An inmate or visitor requesting a special visit will submit a request to the Facility Administrator. The Facility Administrator will review the circumstances and approve or deny the visit.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** TELEPHONE SERVICES

**NO:** E-320

**DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

In order to maintain community ties and contact with attorneys, inmates in, the Nebraska County Jail shall be provided access to telephone services.

## PROCEDURE

- A. Schedule. Telephone calls will be permitted on Sunday from 1300 to 1500 hours and on Thursday from 1000 to 1200 hours. Hours may be expanded as necessary to accommodate the inmate population.
- B. Frequency. Each inmate will be permitted to make at least four (4) personal telephone calls each week. Calls to attorneys are permitted at any reasonable time as the jailer's schedule permits.
- C. Request. During the scheduled telephone periods, the jailer will ask inmates if they wish to make a telephone call. The inmate will inform the jailer of who they wish to call. Requests for calls to attorneys will be honored at any reasonable time.
- D. Calling Procedures.
  1. The jailer will obtain the telephone stored in the booking area and plug it into the jack near the appropriate cell area.
  2. The jailer will review the Telephone Log (Form E-7) to verify that the inmates requesting calls have not reached their limit for the week.
  3. The jailer will dial the telephone number for the inmate and hand the receiver to the inmate before the called party answers.
  4. Long Distance. If the call is a toll call, the jailer will place the call collect and determine if the party called accepts the charges before handing the phone to the inmate.
  5. Supervision. During the telephone call, the jailer will remain in sight of the inmate, but will not listen in on the conversation.
  6. Telephone calls, except to the inmate's attorney, are limited to ten (10) minutes in length.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** TELEPHONE SERVICES

**NO:** E-320

7. When the calls are completed, the jailer will remove the telephone and return it to storage.
- E. Records. When a call is made for an inmate, the jailer will record the date, time, number and the party called on the Telephone Log. A record shall be made for all calls, including those where the party was not reached or where the party refused to accept charges for a toll call.
- F. Receiving Telephone Calls.
1. Routine. Inmates are not allowed to receive non-emergency telephone calls from family or friends unless authorized by the Facility Administrator.
  2. Emergency calls. Inmates shall be allowed to receive emergency telephone calls at any reasonable time. If receiving the call would severely disrupt the facility's routine, the jailer answering the telephone will record the name and number of the calling party along with the nature of the emergency. The jailer will notify the inmate of the call and permit him/her to return the call as soon as possible but definitely within twelve (12) hours.
- G. Restrictions.
1. Calls to attorneys may be restricted only upon receipt of a written request from the attorney stating to what degree and under what circumstances the calls are to be restricted. The request will be noted on the Telephone Log.
  2. Personal telephone calls may be restricted as a disciplinary action in accordance with Policy E-120.
  3. Use of the telephone may be suspended during emergencies.



# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CONTROL OF INMATE PROPERTY AND FUNDS

**NO:** E-400                      **DATE:** (INSERT IMPLEMENTATION DATE)

**APPROVED BY:** (SIGNATURE OF FACILITY ADMINISTRATOR REQUIRED)

**DIST.:** JAIL PERSONNEL, DISTRICT JUDGE, COUNTY ATTORNEY AND COUNTY BOARD

## POLICY

The Nebraska County Jail will employ appropriate safeguards and documentation procedures to ensure that all inmate funds and property stored by the jail are accounted for at all times.

## PROCEDURE

- A. Inmate Accounts. No inmate will be allowed to retain cash in his/her possession while in jail. Inmate funds will be controlled by jail personnel in accordance with the following procedures:
1. Storage. Inmate funds are to be stored in the inmate's property envelope in the locked storage cabinet located in the Property Room.
  2. Deposits. The jail will accept only cash, money orders or cashier's checks for deposit in an inmate's account. If a deposit is made in behalf of an inmate, the jailer will:
    - a. Prepare a receipt for the person depositing the money. The jailer will request the depositor to sign the receipt and retain a copy for the jail. If a signature is not obtained, record the identity of the depositor and explanation on the Inmate Account Sheet (Form E-8).
    - b. Place the money in the inmate's property envelope and return it to storage.
    - c. Enter the date and amount deposited on the Inmate Account Sheet. The jailer will place his/her initials by the entry and return the Account Sheet to the inmate's file.
    - d. Prepare a receipt to be delivered to the inmate by the jailer on his/her next round.
  3. For handling money received in the mail, see Policy E-300.
  4. Expenditures. Inmates may release money to third parties in accordance with Procedure C below and spend money through commissary services. (See Policy E-260). The inmate's signature shall be required for all expenditures and withdrawals of money from his/her account. When a signature is not obtained, the jailer will record the identity of the person making the withdrawal and explanation on the Inmate Account Sheet.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CONTROL OF INMATE PROPERTY AND FUNDS

**NO:** E-400

- B. Inmate Property. Only those items indicated in the Inmate Handbook (Appendix A) may be retained by the inmate while in custody.
1. Items not permitted in the jail shall be stored in the inmate's property envelope. In the case of large items, property will be tagged and stored in the Property Room.
  2. Receiving Property from a Third Party.
    - a. Only the following items brought to the jail for inmates will be accepted:
      - i. Clothes;
      - ii. Legal materials;
      - iii. Religious materials; and
      - iv. Reading materials.
    - b. When approved items of property are brought to the jail for an inmate, the jailer will:
      - i. Prepare a receipt for the person bringing the property to the jail.
      - ii. Log the items in on the Inmate Property Inventory (Form B-4).
      - iii. Thoroughly search each item for contraband (legal materials shall be searched in the presence of the inmate and not read).
      - iv. Deliver the items to the inmate on the next round. If an excess of the amount of property permitted in the cell is received, tag and store the items with the inmate's personal property. If the items are stored, the jailer will prepare a receipt to deliver to the inmate to notify him/her of the property receipt.
    - c. For handling property received in the mail, see Policy E-300.
  3. Releasing Property or Funds to a Third Party.
    - a. Request. An inmate wishing to release property or funds to a third party must submit an Inmate Request Form (Form D-2) specifying:
      - i. The particular items or amount of funds to be released;
      - ii. The name, address and relationship of the person to whom the items are to be transferred;
      - iii. The inmate's signature; and
      - iv. The date of request.

# NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

**TITLE:** CONTROL OF INMATE PROPERTY AND FUNDS

**NO:** E-400

- b. Response. Upon receipt of the request, the jailer will contact the person designated and advise them of the time and date that the property or money can be picked up. Only the designated person will be allowed to receive the items.
- c. Pick-up. When the designated person arrives to pick up the items, the jailer will:
  - i. Verify the identity of the person;
  - ii. Obtain the items or money from the inmate's personal property;
  - iii. Have the person sign a receipt acknowledging the items were received; and
  - iv. Log the release of the property or funds on the Inmate Property Inventory or Account Sheet.
- d. The jailer will place the signed request in the inmate's property envelope, return the envelope to storage and note the activity on the Daily Log (Form A-2).

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**APPENDIX A**

**INMATE**

**HANDBOOK**

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NEBRASKA  
COUNTY JAIL



INMATE HANDBOOK

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## GENERAL INFORMATION

The purpose of this handbook is to inform you of the county jail's procedures, programs, discipline and grievance policy, and the rights to which you are entitled. All inmates are given a copy of this handbook and asked to sign a form stating they have read and understand it. If you have any questions about the information in this handbook or other jail policies, ask a staff member.

While you are being admitted, the booking officer will explain any bonding or pre-trial release options you may have. You will be allowed to make at least two (2) phone calls (collect if long distance). Some of the information gathered during admission will be used to determine your cell assignment. If you have any special problems, emotional or medical, be sure to tell the booking officer so you will be housed in an appropriate area.

## PROPERTY

Admission - You may keep the following items at the time of admission:

1. Wedding band
2. Addresses and telephone numbers
3. Legal materials
4. Religious reading materials
5. "Medical Alert" bracelets
6. Prescription eyeglasses and hearing aids
7. Pencils and writing tablets
8. Photographs

All other items including money and medication will be taken from you. You will receive a receipt for your money and it will be entered into a resident account. Your property will be stored and returned when you are released. Any prescription medication will be given to you as ordered by your doctor.

Receiving Property/Money. Personal property and money for your account will be accepted Monday through Friday, 8:00 a.m. until 6:30 p.m. and during evening visiting times. Bond and fine money will be accepted at any time. The following property will be accepted for you:

1. Clothes
2. Legal materials
3. Religious materials
4. Reading materials

Personal checks received cannot be cashed by the jail. Cash, money orders and cashier's checks received will be credited to your account. This facility cannot accept responsibility for cash sent through the mail and would advise against it.

Releasing Property. If you wish to release your personal property or money to a third party, submit an Inmate Request Form to the jailer. Include a description of the property or amount of money to be released, the name and address of the person to receive the property, and your signature. The jailer will contact the person and arrange for pick-up.

Cigarettes and food cannot be brought into the jail by visitors. Any property received which you are not allowed to have will be returned to the sender or placed with your personal property until you are released.

Property in Cell. You will be allowed to keep the following items in your assigned cell:

1 toothbrush	1 mattress
1 comb	1 mattress cover
1 drinking cup	1 blanket
1 tube toothpaste	1 pair of shoes
1 bar of soap	2 pair of socks
1 towel	2 pair of shorts
1 washcloth	10 letters
2 books	2 magazines

In addition, items purchased from the jail commissary and legal or religious materials may be stored in the cell. Additional items require approval of the Facility Administrator.

#### HOUSEKEEPING

You are required to keep yourself and living areas neat and clean at all times. You will be given cleaning materials daily and will be expected to do the following:

1. Clean your cell area daily before 8:30 a.m., including dusting, sweeping, mopping and making your bed.
2. Participate in the daily clean up of the dayroom area as instructed by the officer on duty.
3. Clothes and linen will be collected twice a week for laundry. If you don't have a second set of clothes to wear while yours are being washed, the jail will provide you with a jumpsuit.
4. Showers are available daily. You are expected to shower at least every other day.

#### JAIL PROGRAMS AND SERVICES

Meals. Meals will be served at the following times:

Breakfast	7:00 a.m.
Lunch	12:00 noon
Dinner	5:00 p.m.

Visiting. Visiting hours are as follows:

Monday	7:00 p.m. - 8:00 p.m.
Wednesday	1:00 p.m. - 4:00 p.m.
Friday	1:00 p.m. - 4:00 p.m.

The following visiting regulations shall apply:

1. Visitors must be 18 years of age or accompanied by an adult parent or guardian. Married persons under the age of eighteen (18) shall be considered an adult when visiting an incarcerated spouse.

2. Visitors must be able to provide identification prior to admission.
3. Inmates may have two (2) visits a week, each one (1) hour long.
4. Any requests for visits outside the normal visiting times shall be directed to the Facility Administrator.
5. Inmates shall follow the prescribed procedures in releasing items to visitors.
6. Any items brought to the jail for inmates by visitors must be turned over to the staff for distribution to the inmate.

Professional visitors (such as attorneys, clergy, counselors, probation officers, etc.) may visit at any reasonable time.

Religious Programs. Several local clergy visit the inmates of this jail regularly. If you would like counseling or services for a specific religion, fill out an Inmate Request Form and the staff will attempt to make the necessary arrangements.

Mail. Inmates are entitled to unlimited mailing privileges. For the purpose of jail security, incoming mail will be opened and inspected for contraband. All mail from attorneys, the courts, government officials, or the Jail Standards Board shall be opened in the presence of the inmate to whom it is addressed and checked for contraband. Money and other items not allowed in the cell will be placed with your personal property or account and you will be issued a receipt. After receipt of the mail, it will be delivered to you within twenty-four (24) hours.

Outgoing mail will not be inspected, censored, or opened, nor will it be interfered with in any manner except when there are reasonable grounds to believe that the safety and security of the jail or the public is endangered. If you have no money for stationary or postage, the county will provide you with postage and materials to mail three (3) letters a week.

Telephone. Personal calls are limited to four (4) weekly. Additional personal calls must be approved by the Facility Administrator. You will be able to make telephone calls to your attorney, probation officers, clergy, bondsman, and for court related business on an unlimited basis.

All long distance telephone calls will be made collect, no credit card or third party charging will be allowed.

Medical Services. If you need medical or dental attention, inform a staff member in writing on an Inmate Request Form. For any emergency, immediately tell the staff on duty.

Mental Health, Alcohol, Drug Counseling. If you have mental health, alcohol or drug related problems and wish to receive some counseling, complete an Inmate Request Form and give it to a staff member. We will contact an appropriate agency to work with you.



Work and Educational Release. If you are sentenced to this jail and have a job or attend school, you may be able to participate in the work or educational release program. For more information, submit an Inmate Request Form.

Recreation. You will be escorted to the exercise room for at least one (1) hour of exercise five (5) days a week. The jail has table games, cards and puzzles for your use in the cell area.

High School Diploma. This facility offers G.E.D. tutoring and testing for those who wish to obtain their high school diploma. For more information, submit an Inmate Request Form.

Library Services. Books, magazines, and a daily newspaper are available in the jail library. You are allowed two (2) books and two (2) magazines in your possession at any time. The books or magazines in your possession must be returned in order to check out another. This limitation does not apply to religious or legal material.

Commissary. Commissary is provided each Thursday and Sunday. If you are booked in after commissary hours, ask a staff member for an Inmate Request Form. Items available from the commissary are posted in the cell area. You must have money in your account to purchase commissary items. If you have no money, the jail will provide you with materials for basic grooming needs.

Legal Materials. This facility maintains legal materials for your use as required by the Nebraska Minimum Jail Standards. If you wish to make use of these materials, submit an Inmate Request Form to a staff member. Materials available are:

1. A law dictionary
2. Nebraska Revised Statutes
3. Rules of the United States District Court or local district court
4. A list of all legal representatives in the county
5. A copy of the Nebraska Minimum Jail Standards

#### INMATE RIGHTS

Inmates of this facility have the right of freedom of expression and may discuss, write or circulate anything that does not present a threat to the jail security and order.

Inmates' exercise of religion shall be subject only to those limitations necessary to maintain facility order and security. Inmates shall not be rewarded or punished for their participation or non-participation in religious activities or practices.

Inmates of this facility have the right to present any issue they wish to the courts.

Inmates of this facility have the right of access to legal representation. Your attorney may visit you at any reasonable time. If the matter is urgent, he/she may visit you at any time.

Inmates of this facility have the right of access to media representatives through the telephone, personal interviews or correspondence. Contact with the media will be considered confidential and inmates will not be subject to disciplinary action due to such contact.

#### DISCIPLINARY PROCEDURES

Prohibited Acts. Commission of the following prohibited acts may result in disciplinary action taken against you:

##### Minor Violations

1. Failure to obey and comply with any order of an employee of the Nebraska County Jail.
2. Gambling for profit.
3. Banging on bunks or other objects to make excessive noise.
4. Failure to maintain living quarters in orderly and clean condition.
5. Using profanity.
6. Marking or writing on the walls or furnishings.
7. Failure to maintain proper levels of personal hygiene; inmates are required to shower at least every other day.
8. Plugging or tampering with plumbing facilities.
9. Covering or tampering with the lighting or ventilation system in any manner.
10. Failure to be properly dressed outside the cell area (shirt, pants, shoes).
11. Pasting items on walls, lights, bars, windows or other areas in the cells.
12. Verbally abusing a staff member, public citizen, or other inmate.

Disciplinary Procedures for Minor Violations. If the shift supervisor determines that you have committed one or more minor infractions, you may be reprimanded, lose privileges up to fifteen (15) days or be placed in deadlock in your cell for up to ninety-six (96) hours.

You may appeal his/her decision to the Facility Administrator if you feel you are treated unfairly.

##### Major Violations

1. Repeated minor violations.
2. Failure to comply with any order of any employee of the Nebraska County Jail. NOTE: This violation may be considered major if failure to comply with the order causes a direct threat to the security and safety of the facility, its staff, occupants or the general public.
3. Inciting, causing, or taking part in any disturbance, riot or other disorder.
4. Threatening or intimidating another person in any manner.
5. Destroying, mutilating, or abusing any county property.
6. Stealing or possessing stolen property.
7. Making, possessing, or concealing any type of weapon - any sharpened item will be considered as such.
8. Possession or use of any contraband - contraband defined as any items not issued in the jail, sold in the commissary, or other approved item.
9. Palming or hoarding medication, or taking drugs which are not prescribed by a licensed physician.

10. Using or possessing any intoxicating liquor or substance.
11. Lighting of fires, except for cigarettes.
12. Tampering with security equipment or attempting escape.
13. Escape or attempted escape from any part of the facility, from any work or educational assignment or from custody of the facility's employees.
14. Assaulting an inmate or staff member.
15. Any other action that is a violation of statutory law.

Disciplinary Procedures for Major Violations. If you are charged with a major violation, you will receive written notice of the charges against you and be given at least twenty-four (24) hours to prepare a defense. A hearing with the Facility Administrator will be held to hear the evidence and determine guilt. Unless it presents a threat to the safety and security of the jail, you will be allowed to call witnesses on your behalf. The Facility Administrator will render a decision and state in writing the findings. A decision rendered against you for a major violation can result in the same sanctions imposed for a minor violation or restitution for destruction of property, loss of privileges for up to thirty (30) days, and/or placement in isolation for up to ten (10) days.

For violations of the law, criminal charges may be filed in addition to administrative action taken. You have the right to appeal the decision of the Facility Administrator to the District Court Judge.

Loss of privileges for either minor or major violations may include the following:

1. Loss of television and radio.
2. Loss of commissary.
3. Loss of personal telephone calls (other than legal).
4. Loss of personal visitation (other than legal or clergy).
5. Loss of Good Time.

#### GRIEVANCES

You have the right to file a grievance at any time. To file a grievance, ask a staff member for an Inmate Request Form and state in writing your complaint. Any grievance which is not obviously frivolous or trivial in nature will be promptly investigated by the Facility Administrator, or a grievance committee, if necessary. You will be given a response in writing of the result of that investigation within a reasonable time.

#### EMERGENCY PROCEDURES

The staff of this jail are trained in the execution of emergency procedures. In the case of fire, tornado, natural disaster, or disturbance, it is important that you follow their orders quickly.

Fire. In case of a fire in the jail, notify a staff member immediately. Covering your face with a wet towel and staying close to the floor are two techniques that will help you if the jail fills with smoke. Remain calm and follow the orders of the staff. Fire evacuation routes are posted throughout the jail.

Tornado. You will be escorted to a shelter room in the basement of the building if a tornado is sighted in the area.

PRISION DEL CONDADO DE NEBRASKA

MANUAL DE INSTRUCCIONES PARA LOS DETENIDOS

## INFORMACION GENERAL

El objeto de este libro de instrucciones es informar a usted la manera como esta prisión maneja los programas, disciplina que deberá observarse, la política a seguir en los trámites de las quejas, así como a los derechos a los que usted tiene acceso. A cada detenido se le proporciona una copia de este libro de instrucciones, la cual deberá leer y firmar de enterado. Si usted tiene alguna pregunta acerca de la información contenida en este libro de instrucciones, o sobre la política que se sigue en esta prisión, favor de dirigirse a algún empleado que esté de turno.

Al momento de ser admitido en esta prisión, el oficial encargado le explicará si usted tiene opción de salir bajo fianza o bajo palabra, antes de su juicio. Se le permitirá hacer dos llamadas telefónicas, por lo menos (por cobrar en caso de larga distancia). Alguna de la información obtenida durante su admisión en esta prisión será usada para determinar en qué celda será usted asignado. Si usted tiene problemas emocionales o de salud, favor de hacercelo saber al oficial encargado de admitirlo, con objeto de que usted sea asignado al área correspondiente.

OBJETOS DE SU PROPIEDAD - Usted podrá retener los siguientes artículos a la hora de ser admitido en esta prisión:

1. Anillo de matrimonio
2. Libreta de direcciones y números telefónicos
3. Documentos legales
4. Material de lectura religiosa
5. Pulsera médica
6. Lentes prescritos por un Oculista competente, así como aparato para la sordera
7. Lápices y papel para escribir
8. Fotografías que no sean obscenas

Usted deberá dejar en manos del oficial que lo esté admitiendo, todos los demás artículos de su propiedad, incluyendo dinero y medicinas. Todos estos artículos serán guardados y se le regresarán al tiempo de que usted sea puesto en libertad. Las medicinas que usted tenga que tomar le serán suministradas a usted según las indicaciones de su médico.

RECEPCION DE ARTICULOS/DINERO - Dinero para pagar fianza o multa será aceptado por el oficial encargado en cualquier momento. Únicamente podrán ser aceptados los siguientes artículos que sus familiares o amigos traigan para usted:

1. Ropa
2. Documentos
3. Material religioso
4. Material de lectura

Los cheques que usted reciba no podrán ser cambiados en esta prisión. El dinero en efectivo que usted reciba, así como giros o cheques de caja, serán acreditados en su cuenta. Esta prisión no se hace responsable por dinero enviado por correo y, por lo cual, aconseja no se haga.

## ENVÍO DE ARTÍCULOS PERSONALES Ó DINERO DESDE ESTA PRISIÓN

Si usted desea hacer entrega de artículos personales o dinero a algún pariente o persona de su amistad, favor de dar al oficial encargado un aviso por escrito solicitando una requisición de salida de artículos. Incluya una descripción de los artículos de su propiedad o la cantidad de dinero que va a entregar, el nombre y el domicilio de la persona que va a recibir tales propiedades y su firma. Después de que usted haya llenado esta forma, los artículos de su propiedad o dinero serán entregados a la persona que usted designe.

No está permitido que las personas que lo visiten le traigan cigarrillos o alimentos. Si usted recibe algún artículo que no sea permitido, de acuerdo con los reglamentos, éste será regresado a su visitante, o guardado junto con sus artículos personales, y se le será entregado al momento en que usted sea puesto en libertad.

ARTÍCULOS PERMITIDOS EN SU CELDA. - A usted le será permitido retener los siguientes en su celda:

- |                            |                             |
|----------------------------|-----------------------------|
| 1 Cepillo de dientes       | 1 Colchón                   |
| 1 Peine                    | 1 Cubierta para colchón     |
| 1 Taza                     | 1 Cobertor ó más, según las |
| 1 Tubo de pasta dentifrica | condiciones del clima       |
| 1 Jabón                    | 1 Par de zapatos            |
| 1 Toalla                   | 2 Pares de calcetines       |
| 1 Toallita                 | 2 Calzoncillos              |
| 2 Libros                   | 10 Cartas                   |
| 2 Revistas                 |                             |

Además, artículos comprados en la tienda de la prisión, así como documentos legales o artículos religiosos, serán permitidos en su celda. En caso de tener otros artículos, será necesario obtener aprobación del administrador de la prisión.

#### QUEHACERES

Se requiere que usted se mantenga limpio durante todo el tiempo de su estancia en esta prisión, así como también su celda. Diariamente se le proporcionarán artículos para hacer aseo, y se requiere que usted haga lo siguiente:

1. Diariamente, antes de las 8:30 de la mañana, hacer el siguiente aseo en su celda: quitar el polvo, barrer, trapear y hacer su cama.
2. Tomar parte en el aseo de las demás areas de la prisión, según le indique el oficial en turno.
3. Dos veces a la semana se recogerán los overales, así como la ropa de cama.
4. Usted podrá tomar un baño diario o por lo menos, cada tercer día.

#### PROGRAMAS Y SERVICIOS EN LA PRISION

COMIDAS. Las comidas serán servidas de acuerdo al siguiente horario:

Desayuno	6:00 a.m.
Lunch	12:00 p.m.
Cena	6:00 p.m.

DÍAS DE VISITA. Los días de visita son los miércoles y sábados:

Lunes	7:00 p.m. to 8:00 p.m.
Miercoles	1:00 p.m. to 4:00 p.m.
Viernes	1:00 p.m. to 4:00 p.m.

Los siguientes reglamentos serán aplicados a este respecto:

1. Las personas de menos de 18 años deberán ir acompañadas por un adulto. Las personas casadas que tengan menos de 18 años de edad, serán consideradas como aultos cuando visiten a su conyuge.

2. Los visitantes deberán mostrar una identificación antes de entrar en la prisión.
3. Los detenidos podrán recibir dos visitas a la semana, cada una con duración de una hora.
4. Si usted va a tener visitas fuera del horario normal, deberá solicitar la autorización del jefe de los oficiales.
5. Si el detenido desea entregar algunos de sus artículos a sus visitantes, éste deberá seguir los reglamentos correspondientes a envío de artículos personales o dinera fuera de esta prisión.
6. Los artículos que los visitantes traigan para los detenidos, deberán ser entregados al oficial en turno, para que éste a su vez, los distribuya a quien corresponda.

Los detenidos podrán recibir la visita de profesionistas (Abogados, Consejeros, Ministros, Oficial encargado de supervisar a las personas que salen libres bajo palabra, etc.) durante horas hábiles.

PROGRAMAS RELIGIOSOS. Los Ministros de las distantes religiones visitan a los detenidos con alguna regularidad. Si usted desea la visita de algún Ministro con objeto de recibir orientación o servicios religiosos, favor de llenar la solicitud correspondiente, y el personal de esta prisión hará los arreglos necesarios al respecto.

CORRESPONDENCIA. Los detenidos tienen derecho a recibir cantidad ilimitada de correspondencia. Como medida de seguridad, toda la correspondencia que llegue será abierta e inspeccionada, para evitar contrabando. La correspondencia proveniente de los Abogados, el Juzgado, será abierta en presencia del detenido a quien esté dirigida. Si el detenido recibe dinero por correo o artículos que no le estén permitidos en su celda serán guardados junto con sus objetos personales en la oficina de esta prisión; el dinero será acreditado a su cuenta y se le entregará un recibo. Después de haber inspeccionado la correspondencia ésta será entregada al detenido dentro de las siguientes 24 horas, con excepción de los domingos y días festivos.

La correspondencia que salga de esta prisión no será inspeccionada o censurada; únicamente en caso de que la seguridad de esta prisión se vea amenazada se procederá a efectuar una inspección de toda la correspondencia. Este Condado le proporcionará papel para escribir, así como estampillas para el envío de tres cartas por semana, en caso de que usted no tenga dinero.

CONSEJEROS PARA LA SALUD MENTAL Y PARA EL ABUSO DEL ALCOHOL O LAS DROGAS. Si usted tiene algún problema relacionado con su salud mental o el abuso del alcohol o cualquier droga y si usted desea tener un consejero que le ayude, puede usted llenar una solicitud y dársela al oficial en turno. El personal se podrá en contacto con la agencia apropiada para que usted reciba atención.

LLAMADAS TELEFÓNICAS. Únicamente se permitirán 4 llamadas personales por semana. En caso de que usted tenga que hacer más de una llamada personal, ésta deberá ser aprobada por el sheriff. Usted podrá hacer llamadas telefónicas sin límite, cuando éstas sean para su Abogado, oficial encargado de supervisar a las personas que salen libres bajo palabra, ministro o al juzgado.

Si usted tiene que hacer llamadas de larga distancia, éstas deberán ser por cobrar, no se permitirá el uso de tarjetas de crédito o cargos hechos a terceras personas.

SERVICIOS MÉDICOS. En caso de que usted tenga necesidad de atención Médica, favor de informárselo al oficial en turno por escrito en la forma correspondiente lo mismo en caso de emergencia. Si usted necesita ver al dentista, favor de informárselo al personal en turno por escrito en la forma correspondiente.

PERMISO PARA SALIR A TRABAJAR O A LA ESCUELA. Si usted está sentenciado a pasar algún tiempo en esta prisión, y tiene un trabajo o está estudiando, usted podrá salir de esta prisión únicamente con ese objeto. Pida mayor información, en la forma correspondiente.

EJERCICIO. Usted será acompañado a salir al patio de esta prisión una hora al día, si el tiempo lo permite, para practicar algún deporte. La prisión tiene juegos de mesa, barajas y rompecabezas para su uso en el área de las celdas.

CLASES DE HIGH SCHOOL. Esta prisión brinda la oportunidad de poder tomar el curso equivalente a High School (G.E.D.). Pida mayor información en la forma correspondiente

SERVICIOS DE BIBLIOTECA. Usted podrá encontrar libros, revistas y el periódico en la biblioteca de esta prisión. Usted podrá pedir prestados dos libros y dos revistas. Los libros y revistas que usted pida prestados deberán ser regresados a la biblioteca para que usted pueda pedir más libros. Estos requisitos no se aplican a libros legales ni a material de naturaleza religiosa.

TIENDA DE LA PRISIÓN. Usted deberá pagar por los artículos que usted desee comprar en la tienda de esta prisión. Si usted no tiene dinero, esta prisión le proporcionará los artículos básicos de aseo personal. Si usted es admitido en la prisión después de que la tienda de la prisión haya cerrado, pídale al oficial en turno una hoja de orden para la tienda. Los objetos que usted puede obtener en la tienda aparecen en una lista expuesta en el área de las celdas.

LITERATURA LEGAL. Esta prisión posee literatura legal para uso de los detenidos, según lo requieren las Normas Mínimas de Cárceles en Nebraska. Si usted desea hacer uso de esta tipo de literatura, favor de presentar su solicitud al oficial en turno. La literatura disponible es la siguiente:

1. Diccionario legal
2. Estatutos Revisados por el Gobierno de este Estado
3. Reglamentos de la Corte de Distrito de los Estados Unidos y de la Corte Local de Distrito.
4. Lista de los representantes legales en el país.
5. Copia de las Normas de Cárceles en Nebraska

#### DERECHOS DE LOS DETENIDOS

Las personas detenidas en esta prisión tienen derecho de expresión, y podrán discutir ó escribir acerca de cualquier tema, siempre y cuando esto no presente una amenaza a la seguridad de esta prisión.

Los detenidos podrán practicar su culto religioso con las limitaciones requeridas para mantener el orden y la seguridad de esta prisión. Los detenidos no serán premiados ni castigados por practicar su culto religioso.

Los detenidos tienen derecho de presentar el tema que deseen ante el juzgado.

Los detenidos tienen derecho a ser representados legalmente. Su Abogado podrá visitarlo en cualquier momento.

Los detenidos tienen derecho a ponerse en contacto con los representantes de los distintos medios, por teléfono, entrevistas personales o por correspondencia. Su



contacto con los diferentes medios será considerado confidencial, y no serán sujetos a ninguna acción disciplinaria.

### PROCEDIMIENTOS DISCIPLINARIOS

Si algún detenido comete alguno de los siguientes actos delictivos, esta prisión procederá a aplicarle la correspondiente acción correctiva:

#### OFENSAS MENORES

1. Falta de obediencia a ordenes dadas por empleados de esta prisión.
2. Jugar por dinera.
3. Golpear sobre las literas u otros objetos, causando ruido excesivo.
4. Falta de aseo y orden en su celda.
5. Usar malas palabras.
6. Escribir o raspar sobre las paredes o muebles.
7. Falta de aseo personal. Los detenidos deberán tomar un baño por lo menos cada tercer día.
8. Dejar caer objetos en el excusao o lavabo.
9. Tocar los aparatos eléctricos, así como los de aire acondicionado.
10. No estar propiamente vestido cuando salga de su celda, (es necesario tener puestos los overales).
11. Pegar objetos sobre las paredes, lamparas u otras areas de esta prisión.
12. Dirigir malas palabras a los empleados de esta prisión, otros detenidos o ciudadanos en general.

PROCEDIMIENTOS DISCIPLINARIOS EN OFENSAS MENORES. Si el oficial en turno determina que usted ha cometido una o varias ofensas menores, él podrá darle una reprimenda, quitarle privilegios hasta por 15 días, o enviarlo a su celda hasta por 96 horas.

Si usted considera que ha sido tratado injustamente, usted podrá apelar con el Sheriff.

#### OFENSAS MAYORES

1. Cometer ofensas menores varias veces.
2. No obedecer las órdenes dadas por cualquier empleado del Depto. del Sheriff.  
NOTA: Esta desobediencia podría considerarse como ofensa mayor si ésta constituyera una amenaza para la seguridad de esta prisión, su personal, otros detenidos y el publico en general.
3. Incitar o tomar parte en algún motín, así como causar cualquier alteración del orden de esta prisión.
4. Amenazar en alguna forma a otras personas.
5. Destruir, mutilar o maltratar algún objeto propiedad de este condado.
6. Robar o recibir objetos robados.
7. Fabricar o poseer cualquier tipo de arma; cualquier objeto puntiagudo sera considerado como arma.
8. Posesión o uso de contrabando. Contrabando se considera cualquier artículo no proporcionado por esta prisión, vendido en la tienda de la misma o aprobado por las autoridades.
9. Poseer alguna medicina o tomar drogas que no hayan sido prescritas por un Médico competente.
10. Poseer licor o substancia embriagante.
11. Prender fuego, excepto para cigarros.
12. Forzar equipo de seguridad o tratar de escaparse.
13. Intento de evasión de un lugar a otro de esta prisión; al estar efectuando un trabajo o tarea educativa, o al estar bajo la vigilancia del oficial en turno.

14. Intento de asalto a otro detenido o al personal de esta prisión.
15. Cualquier otra acción que sea contra la ley.

PROCEDIMIENTOS DISCIPLINARIOS EN OFENSAS MAYORES. Si usted es acusado de alguna ofensa mayor, se le dará aviso por escrito, explicando la naturaleza del cargo, y se le concederán 24 horas por lo menos para que usted prepare su defensa. Habrá una audiencia con el Sheriff para determinar si usted es inocente o culpable. En caso de que esto no represente una amenaza para la seguridad de esta prisión, a usted se le concederá traer testigos en su favor. El Sheriff presentará un escrito con su decisión final. Si usted es considerado culpable por una ofensa mayor, su sanción será la misma que por una ofensa menor, o se le obligará a restituir la propiedad destruida, perderá sus privilegios hasta por 30 días y/o confinamiento en lugar solitario hasta por 10 días. Cuando se trate de ofensa contra la ley, se le presentarán cargos criminales, además de las anteriores sanciones. Usted tiene derecho a apelar la decisión del Sheriff ante el Juez de Distrito.

La pérdida de privilegios ya sea por ofensas menores y mayores, incluye lo siguiente:

1. No ver televisión ni oír radio.
2. No tener derecho a comprar en la tienda de la prisión.
3. Prohibición de llamadas telefónicas personales (únicamente a su Abogado).
4. No tener derecho a recibir visitas (únicamente de su Abogado o de su Ministro).

#### QUEJAS

Usted tiene derecho a presentar quejas en cualquier momento. Si usted desea presentar una queja, favor de pedir al oficial en turno la forma correspondiente y escribir el motivo de su queja. Las quejas que tengan fundamento serán investigadas por el Sheriff o por el comité encargado de quejas. Se le entregará una contestación por escrito a usted, con el resultado de la investigación, dentro de un tiempo razonable.

#### SITUACIONES DE EMERGENCIA

El personal de esta prisión está entrenado para actuar en casos de emergencia. En caso de incendio, actos de la naturaleza o disturbios, es necesario que usted obedezca las ordenes de sus supervisores, al pie de la letra.

INCENDIO. Si usted se da cuenta de incendio en algún lugar de esta prisión, favor de informárselo al personal de esta prisión inmediatamente. Si el edificio se llena de humo, lo más conveniente es taparse la cara con una toalla mojada y tirarse al suelo. Consérvese tranquilo y siga las ordenes que le dé el personal de esta prisión. En todo el edificio hay avisos indicando las salidas de emergencia.

TORNADO. En caso de que se divise algún tornado en el área, se le escartará a un lugar protegido en el sótano del edificio.

Por la presente declaro que he leído y entendido los reglamentos de los detenidos en la prisión de Nebraska, que me fueron proporcionados por el Depto. del Sheriff del Condado de Nebraska.

Firmado \_\_\_\_\_

Fecha \_\_\_\_\_

Testigo \_\_\_\_\_

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**APPENDIX B**  
**PAT SEARCH**  
**PROCEDURES**

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## Pat Search Procedures

Before conducting a pat or frisk search, the jailer shall instruct the inmate to empty all pockets in his/her clothing, place the items on the floor, and move out of reach of the items.

When groups of inmates are to be frisk searched, all inmates shall be lined up, spaced apart, and faced with their palms extended at arms length against a wall.

Under no circumstances shall a jailer frisk search a prisoner of the opposite sex.

1. Instruct the inmate to stand erect, feet apart, with arms extended outwards.
2. Move behind the inmate then:
  - a. Carefully examine the shirt collar;
  - b. Run hands over the inmate's shoulders, down the outside of his/her arms to the shirt cuffs, and carefully examine the shirt cuffs;
  - c. Move hands up the insides of the arms to the armpits;
  - d. Run hands down the inmate's shirt front, carefully checking the pockets;
  - e. Move fingers around the inside of the waistband, feeling for any objects which may be concealed there or behind the belt;
  - f. From the waistline, move hands down the inmate's buttocks;
  - g. Put both hands on one leg at a time, and run them carefully down each leg, being certain to check each trouser cuff;
  - h. Move hands over the inmate's lower abdomen and crotch carefully, to inspect for contraband that may be hidden or taped to those areas;
  - i. Instruct the inmate to extend one foot at a time, backward, then inspect each sock and shoe for concealed articles.
3. When a frisk is completed, instruct the inmate to face the wall with palms extended at arms length against the wall, then carefully check each item that the inmate removed from his/her pockets.
4. Items that an inmate is allowed to have in his/her possession shall then be returned to him/her.

Female Inmates. In addition to the general pat search procedures, the following applies for female inmates:

1. Run your fingers over, under, and between the breasts, and run fingers under the bottom edge of the bra.
2. Groin area - female offenders know that a male officer has a limited range in the field searching them, so the groin, like the breast area must be carefully searched by the female jailer.

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**APPENDIX C**  
**STRIP SEARCH**  
**PROCEDURES**

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## Strip Search Procedures

Under no circumstances is a jailer permitted to conduct or witness a strip search of a inmate of the opposite sex.

The following actions shall be observed:

1. Instruct the inmate to remove his/her clothing, place clothing on the floor, and to move out of reach of the clothing.
2. Instruct the inmate to stand erect, feet apart, with arms extended outward, then visually inspect for contraband in his/her:
  - a. hair;
  - b. ears, mouth and nose;
  - c. arms, armpits, and hands;
  - d. groin;
  - e. soles and toes of feet;
  - f. rectum (instruct the inmate to turn around, bend over, and spread his/her buttocks); and
  - g. remove any bandages, inspect, and replace with new ones.
3. Instruct the inmate to remove any artificial devices (such as false teeth and artificial limbs). Examine carefully before return.
4. If the inmate is wearing a plaster cast, and the officer believes contraband is concealed in the cast, the cast may be removed and inspected by medical personnel.
5. When the body search is completed, instruct the inmate to stand erect, feet apart, hands on top of head, and move out of his/her reach to inspect his/her clothing.
6. Check for presence of contraband in clothing. Extreme caution should be exercised by the officer, to avoid being cut by concealed sharp instruments, when inspecting:
  - a. pockets;
  - b. linings;
  - c. fly, waistband, cuffs, seams, collars, and hatband;
  - d. inside of all garments;
  - e. soles, heels, and insides of shoes; and
  - f. socks (inside and outside).

Female Inmates. In addition to the general strip search procedures, the following also applies to female inmates:

1. Breasts - Check under the breasts for hidden contraband. Check bra carefully, also.
2. Vaginal search - the external area of the crotch should be carefully visually inspected.
3. Sanitary napkins should be disposed of and replaced.

Body Cavity Searches. Body cavity searches shall be conducted by the Jail Physician only. If during the course of a strip search, the jailer observes the end of a balloon, string, or other possible contraband item protruding from a body cavity, he/she shall ask the inmate to remove it. If the inmate refuses, the jailer will notify the Facility Administrator to determine if the Jail Physician should be contacted.



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**APPENDIX D**  
**CELL SEARCH**  
**PROCEDURES**

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## Cell Search Procedures

Before initiating a cell search, the inmates shall first be removed from the cell. The jailer who inspects the cell shall leave it as neat as it was before the search.

The following actions shall be observed:

1. Remove all blankets, sheets and covers from the bed and inspect them carefully. After inspection fold such items and place them aside.
2. Closely and carefully examine:
  - a. mattress;
  - b. all furniture which may be in the cell;
  - c. lavatory and toilet (including the bottom of those fixtures);
  - d. floor drain;
  - e. ventilation grill;
  - f. faucets, drains and any openings in cell door tracks;
  - g. light sockets;
  - h. books;\*
  - i. personal letters and papers (letters and papers may be removed from envelopes and inspected, but not read, by the jailer);\*
  - j. all containers;\* and
  - k. small articles (such as spools of thread, etc.).\*
3. Examine each bar in the cell to determine if it has been cut or loosened.
4. Examine all locking lugs to determine if they have been jammed.
5. Examine any panels and protective screens to determine if they have been loosened in preparation for removal.
6. Final Check - Before moving on to the next cell take one final look at the area just searched to make sure nothing was missed. Make sure the cell is left, as nearly as possible, in the same condition as it was before the search.

\*These items shall be returned to their same place and condition as prior to inspection.

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**APPENDIX E**

**FITNESS TO**

**CONFINE GUIDELINES**

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## FITNESS TO CONFINE GUIDELINES

The following inmates will not be accepted at the Nebraska County Jail:

A. New Inmates With Signs of Head Injury. A head injury may be suspected if the following symptoms are present:

1. There is a serious cut or bruise on the head.
2. There is clear or bloody fluid coming from the nose and ears.
3. One of the pupils of the inmate's eyes is much larger than the other.
4. The inmate is very dizzy or having trouble walking.
5. The inmate has vomited more than twice or is vomiting very forcefully.
6. The inmate is confused and/or forgetful.
7. The inmate is semi-conscious, stuporous, or unconscious.

The admitting jailer should be very cautious about head injuries.

B. New Inmates With Neck or Spinal Injuries. The inmate should not be accepted for admission if:

1. The inmate has trouble walking or is unable to walk.
2. The inmate has pain in the spinal area.
3. There is obvious deformity in the spinal area of the inmate.
4. The inmate has obvious loss of muscle function or areas of numbness in the arms or legs.

C. New Inmates With Any Type of Serious Injury. If the inmate has obvious signs, such as severe bruises on the body or face, or if the inmate has trouble walking or seems to be in severe pain, he/she should not be admitted to the facility.

D. New Inmates Who Cannot Walk Under Their Own Power. If the inmate is having trouble walking because of obvious intoxication, that could be an exception. However, if the inmate does not show signs of drug or alcohol intoxication, they should be referred for a medical examination before being admitted to the jail.

E. New Inmates Displaying Symptoms of Possible Internal Bleeding. The symptoms of internal bleeding from severe blows include the following:

1. Paleness
2. Cold, clammy skin (blue or gray in color at times)
3. Sweating
4. Rapid pulse
5. Dizziness or fainting
6. Nausea and possible vomiting

7. Weakness
8. Feelings of confusion, agitation, restlessness, and or fright
9. Blood around the eyes and ears (This may be a sign of later stages of internal bleeding).

F. New Inmates With Abdominal Bleeding. The inmate should be referred to a physician before being admitted. Abdominal bleeding can be a result of the following serious problems:

1. Food poisoning
2. Alcohol poisoning (Such as drinking turpentine)
3. Bleeding ulcer
4. Allergic reaction
5. Acute appendicitis
6. Drug overdose or withdrawal

G. Pregnant Women in Labor. It is very unlikely that a law enforcement officer would bring a woman who is in labor to the jail for admission. It is possible, however, that soon after a pregnant woman is admitted, she could go into premature labor brought about by stress. A pregnant woman should not be accepted if:

1. She is having strong uterine contractions.
2. Her contractions are less than two (2) minutes apart.

If any of these symptoms develop after a pregnant woman is admitted, the ambulance should be called immediately and she should be transported to the hospital.

H. Pregnant Women With Other Serious Problems.

1. A pregnant woman who is bleeding from the vagina should not be accepted. If she is spotting (small amounts) and claims she has been doing that for some time, it is probably acceptable to admit her.
2. If she is having cramps or abdominal pains, she should not be accepted.
3. If she is having severe cramps and headache or blurred vision, she should not be accepted.

I. Inmates Who Claim They Are Taking Medication, But Do Not Have Their Medicine With Them. Such inmates can go into shock or coma if they do not receive their medication on a fixed time table. Inmates who require their medication at fixed intervals include the following:

1. Diabetics. If an inmate claims he/she is on insulin, call the inmate's physician or pharmacy and verify this. If verification is not possible, the inmate should not be accepted and should be taken to the hospital emergency room so an examination can be made of the inmate and to obtain the proper medication before being admitted to the jail facility.
2. Epileptics. The same procedure as for a diabetic shall be followed.

3. Heart Patients. The same procedures as for a diabetic shall be followed.

K. New Inmates Who Are Unconscious.

1. The admitting jailer has no way of knowing why the inmate is unconscious or what the unconsciousness signifies.
2. The inmate may be seriously injured or ill.
3. Every unconscious person must receive an immediate medical evaluation.

L. New Inmates Who Are Having or Recently Have Had Convulsions.

1. There are a number of very serious conditions that could cause convulsions which include the following:
  - a. Epilepsy
  - b. Severe head injury
  - c. Infection
  - d. Drug or alcohol overdose
2. In some instances a person who is convulsing could lapse into a coma and die if proper medical attention is not received.

M. New Inmates With Any Significant External Bleeding. The admitting jailer will have to make a decision regarding the seriousness of the wound.

1. If it is a small cut or wound, it is probably safe to accept the person, but the wound should be cleaned with soap and water and apply a bandage.
2. If the new inmate is bleeding profusely or has more than a simple wound, the new inmate should not be admitted. A wound which is bleeding alot may require a suture or sutures.
3. If the inmate is bleeding from the head or ears, the inmate should not be admitted. This could indicate a serious head or brain injury.

N. Inmates With Any Obvious Fracture or Fractures (Broken Bones).

1. All fractures must be X-rayed and treated.
2. In an open fracture, a part of the bone has broken the skin (penetrated).
3. In a closed fracture, the bone has not broken the skin, but there are other signs of a fracture which include:
  - a. Pain
  - b. Deformity in the injured area
  - c. Inability to use the limb
  - d. Swelling
  - e. Bruising
4. If an inmate's arm or leg simply looks like it is not working right, the admitting jailer should suspect a fracture and insist on a medical clearance.

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**APPENDIX F**

**EMERGENCY MEDICAL**

**CARE PLAN**

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Emergency Medical Care Plan

1. Be aware that an emergency can occur at any time.
2. Administer first-aid immediately.
3. Telephone the Jail Physician for instructions.
4. Call for assistance from other jailers, deputies or the emergency squad.

Emergency Telephone Numbers:

*	Dr. _____	-----
*	Emergency Room _____ Nebraska County Hospital	-----
*	Ambulance/Emergency Squad	-----



## DIABETIC EMERGENCIES

Diabetes is a condition that occurs when the pancreas cannot produce enough insulin or the cells do not use it effectively. Insulin is a hormone that promotes utilization of sugar (glucose) by the cells. Insulin is required for sugar to pass from the blood stream into the body cells. All cells require sugar for normal functioning. When food is eaten, it is digested and converted to sugar which is used for energy. If the absence of insulin, sugar accumulated in the blood may reach a very high level.

When the blood sugar gets too high this is called hyperglycemia. If the high blood sugar is not treated it can lead to a condition called diabetic ketoacidosis, or sometimes called diabetic coma. This is a life threatening situation.

The blood sugar can also get too low. This is called hypoglycemia or an insulin reaction. If the insulin reaction is not treated quickly, the person may eventually become unconscious. Brain damage can occur if the sugar is not replenished.

A person suffering from either of these conditions may appear drunk or intoxicated. Always check for other underlying conditions, such as diabetic complications, when treating someone who appears to be intoxicated. Look for medical alert medallions (necklace or bracelet) or information cards that identifies the person as having diabetes.

## DIABETIC STATES

### HIGH BLOOD SUGAR (Hyperglycemia)

High blood sugar occurs when there is not enough insulin and too much sugar in the blood.

#### CAUSES:

- \* The diabetic condition has not been diagnosed and/or treated.
- \* Short term illness, such as a cold or "flu"-like symptoms.
- \* The individual may have forgotten to take his/her insulin or pills or the dosage was too small.
- \* The person has eaten too much food.
- \* The diabetic may have underexercised or decreased his/her activity.

Untreated high blood sugar can lead to ketoacidosis. Episodes of ketoacidosis are often precipitated by some stress such as a recent infection or illness which disrupts the body's glucose/insulin balance.

#### SIGNS AND SYMPTOMS:

- \* Gradual onset of signs and symptoms, usually over a period of twelve (12) or more hours.
- \* Urine tests 2% or more for sugar.
- \* High blood sugar level. (Usually above 160 mg.)
- \* Frequent urination. The increased glucose in the bloodstream cannot be handled by the body, so it is filtered out by the kidneys.
- \* Increased thirst with dry mouth.
- \* Excessive eating because cells cannot use the sugar available due to lack of insulin.

#### EMERGENCY CARE:

- \* Never omit daily insulin. In fact, during illness, additional insulin may be needed.
- \* Monitor blood sugar frequently.
- \* Monitor urine for ketones. The Jail Physician should be called if there are two or more consecutive readings of moderate to high levels of ketones.
- \* Take more fluids.
- \* Additional insulin may be needed.

## DIABETIC STATES

### INSULIN REACTION

(Hypoglycemia)

When the blood sugar gets too low, there is too much insulin and not enough sugar.

#### CAUSES:

- \* The diabetic has taken too much insulin.
- \* The diabetic has not eaten his/her normal calorie intake.
- \* The diabetic has over-exercised or increased his/her activity. This uses up sugar.

#### SIGNS AND SYMPTOMS:

- \* Rapid onset of signs and symptoms often occurring over a period of only a few minutes.
- \* Full rapid pulse (heart pounding).
- \* Skin is pale, cold and clammy. Sweating may be heavy.
- \* Dizziness and headache.
- \* Weakness and incoordination.
- \* Irritable, nervous, abnormal, hostile or aggressive behavior which may be mistaken for drunkenness.
- \* Hunger.
- \* Blurred or double vision.
- \* Normal or shallow breathing.
- \* Normal blood pressure.
- \* Absence of thirst.
- \* Tingling of lips and tongue.
- \* Fainting, seizures and coma in severe cases.

#### EMERGENCY CARE:

- \* DO NOT GIVE ANYTHING BY MOUTH IF THE PERSON IS SEMI-CONSCIOUS AND UNABLE TO SWALLOW. CHOKING COULD OCCUR.
- \* Give quick acting sugar by mouth - such as:
  - 1 cup (8 oz.) milk
  - 1/2 cup (4 oz.) orange juice
  - 1/2 cup (4 oz.) regular soda pop
  - 1/4 cup (2 oz.) grape juice
  - 2-3 crackers with cheese
  - 2-3 teaspoons of honey or syrup
  - 6-7 Lifesaver candies
- \* If the symptoms do not stop after ten (10) minutes, repeat the dose. If the person still does not respond after the second dose, CALL THE JAIL PHYSICIAN AND/OR GO TO THE EMERGENCY ROOM.
- \* When the person recovers, give him/her an additional snack of cheese and crackers or a sandwich if it will be an hour or more before the next snack or meal. DO NOT SUBTRACT THIS AMOUNT OF FOOD FROM THE NEXT MEAL OR SNACK.
- \* If the person is unconscious, transport him/her to the emergency room. Maintain an open airway and administer oxygen if necessary.

## DIABETIC STATES

### KETOACIDOSIS:

#### SIGNS AND SYMPTOMS:

Ketoacidosis includes the symptoms listed above plus the following:

- \* Ketones test positive in the urine.
- \* Abdominal pain with nausea and vomiting.
- \* Exaggerated air hunger with rapid, deep breathing and frequent sighing. (Kussmaul respirations)
- \* Red, dry, warm skin.
- \* Dehydration.
- \* Sunken eyes.
- \* Blurred or dim vision.
- \* Sweet or fruity (acetone) breath.
- \* Rapid, weak pulse.
- \* Normal or slightly low blood pressure.
- \* Varying degrees of responsiveness from restlessness to complete coma. Confusion and disorientation may be apparent.

#### EMERGENCY CARE

- \* DIABETIC COMA IS A TRUE MEDICAL EMERGENCY.
- \* Immediate transport to the Nebraska County Hospital.
- \* Take blood pressure, heart rate and respirations frequently.
- \* Maintain airway and administer oxygen, if necessary.
- \* Be alert for vomiting.

## CARE OF THE CONVULSING INMATE

CONVULSION (SEIZURE) - Involuntary spasm or contraction of muscles. Sudden in onset and brief in duration.

A common lay term for convulsions is "fits". The term, however, carries unpleasant connotations; therefore, usage of "convulsions" or "seizures" is considered more appropriate.

Convulsions may occur as a result of illnesses and medical conditions. Some of the more common causes are:

1. Epilepsy.
2. Infections accompanied by extremely high temperature, especially in children.
3. Poisoning.
4. Brain tumors or any factor which increases intracranial (inside the skull) pressure.
5. Tetanus.
6. Eclampsia (toxic pregnancy).
7. Uremia (kidney failure).
8. Hysteria (not due to organic disease).
9. Delirium tremens.
10. Electrolyte Imbalance (severe vomiting and/or diarrhea).

### TYPES OF CONVULSIONS

- CLONIC           Opposing muscle groups alternately contract and relax producing jerking, convulsive movements of the body.
- TONIC            All muscles contract at once producing a very rigid, tense body.
- GRAND MAL       (The big sickness). Refers to a major convulsion. The inmate may lose consciousness for a period of time.
- PETIT MAL       (The little sickness). Occurs frequently in children and in adolescents at the onset of puberty. Consists of a brief lapse of consciousness.
- STATUS  
EPILEPTICUS    Relatively rare condition but can lead to death from exhaustion. Refers to a continuous major convulsion and requires emergency medical attention.
- JACKSONIAN     Convulsion begins in one muscle or group of muscles and may spread to other parts or all of the body.

## CARE DURING CONVULSION

1. Protect the inmate from injury. DO NOT RESTRAIN - KEEP CALM
  - a. Gently lower inmate to the floor. Place a soft object under the head. (No attempt should be made to move the inmate to a bed or couch during the convulsion).
  - b. Loosen collar and tight clothing.
  - c. Remove anything from the immediate area that the inmate might strike which would cause injury.
  - d. Do not force anything between teeth. A belt, piece of wadded clothing, or tongue blade can be used if there is easy access to the mouth. Never put your fingers in the inmate's mouth--never use anything that could be broken or that might be swallowed.
  - e. Do not try to stop the seizure. Let it run its course. Do not try to arouse the inmate.
  - f. Protect the airway. Turn the head to one side to allow saliva to run out. Some inmates may have periods of apnea (stop breathing) during the convulsion, but will usually resume breathing when the convulsion is over.
  - g. If seizure lasts beyond a few minutes or the inmate passes from one seizure to another, obtain instructions from medical personnel.
  - h. All seizures should be reported to the Facility Administrator.

## 2. Observations During Convulsions

Accurate observation and recording of the events that occur before, during and immediately after a convulsion will greatly aid the Jail Physician in giving prompt and effective care to the inmate.

- a. Duration of the convulsion (usually on a few seconds).
- b. Did the inmate convulse equally in all parts of the body?
- c. Did both eyes turn to one side? If so, which direction?
- d. Were pupils dilated or constricted?
- e. Changes in skin color.
- f. Changes in pulse and respirations.
- g. Grinding or clenching of teeth.
- h. Urinary or fecal incontinence.

#### CARE AND OBSERVATIONS AFTER A CONVULSION

1. Protect the airway--The inmate may have large amounts of secretions. Turn the inmate on his/her side to allow these secretions to drain. Suction may be helpful if available.
2. Protect the inmate--A curious crowd always seems to gather in the event of a convulsion. Remove these people from the area as they will only produce more problems and embarrassment for the inmate when consciousness is regained.
3. Question the inmate to determine the level of consciousness. Does he/she know his/her name, address, where he/she is, the day, etc.
4. Question the inmate about the presence of a headache or other complaints. Many inmates will be sleepy and somewhat difficult to arouse, especially after a grand mal seizure. Allow them to rest.

#### OBSERVATIONS AND QUESTIONS RELATING TO EVENTS BEFORE THE CONVULSION

1. Is there any abnormality of the environment? Is there any evidence of violence? If so, the inmate may be convulsing because of increased intracranial pressure due to a head injury.
2. Is there any evidence of accidental or intentional poisoning? Look for containers and/or pill bottles.
3. Are there pill bottles containing anticonvulsant medications (Dilantin) or phenobarbital? If so, it is very probable the inmate has some form of epilepsy or history of seizure activity. The inmate must take these medications on a regular basis if they are to be effective.
4. Did the inmate exhibit any unusual behavior or change in personality in the recent period of time before the onset of convulsions? If so, the inmate might be having convulsions due to a hysterical reaction or might have a brain tumor which has increased intracranial pressure.
5. Did the inmate experience AURA, or a warning sensation? An aura is experienced by about 50% of epileptic inmates before they have a convulsion. The aura may be a wide variety of sensations (smell, dizziness, spots before the eyes, etc.) which the inmate may have difficulty describing. An aura does give the inmate a conclusive warning that a convulsion is imminent.
6. Did the inmate produce a sharp cry or scream immediately before the convulsion began? If so, this is good evidence that the inmate is probably an epileptic who has had a grand mal seizure. The sharp cry is produced as air is rapidly inhaled.

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**APPENDIX G**  
**MENTAL ILLNESS**  
**SUICIDE PREVENTION**

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## MENTAL ILLNESS

SYMPTOMS. Any inmate suspected of being mentally ill should be isolated and observed closely by jail personnel. It may become necessary to remove certain items from the cell such as a toothbrush, matches, belt or any other item that the inmate could use to injure him/herself or someone else. An inmate who exhibits any of the following symptoms should be referred to the Jail Physician or mental health professional as soon as possible.

- A. HALLUCINATIONS: The seeing, hearing, smelling or feeling of things that are not really there. This could include hearing voices or seeing visions.
- B. ILLUSIONS: Misperceiving something that is really there. This could include thinking he/she is someone else or seeing an object as something different from what it really is.
- C. DELUSIONS: A strong but incorrect or unrealistic personal belief about something in the real world. The person will continue to cling to this belief despite what everyone else knows to be true and obvious proof that the belief is wrong. This may include strange beliefs and ideas which are often overly religious or grandiose.
- D. EXTREME HYPERACTIVITY: Constant talking, movement or activity. This could be accompanied by insomnia which may last for long periods of time.
- E. WITHDRAWAL: The inability to be an active participant in the real world of people, places and things. The person shuts off all feelings and involvement with the real world. This is a retreating, self-protective defense from something that is threatening or frightening to the person and can reach the point of a complete retreat from reality into a psychotic world. Signs of withdrawal include minimal to no activity and refusal to eat, speak, get out of bed, etc.
- F. OBSESSIONS: Persistent, reoccurrent thoughts and ideas that a person cannot get out of his/her mind. This could include thoughts of suicide, sex, harming someone else, etc.
- G. COMPULSIONS: Behavior that in the person's mind should produce a specific result but in actuality, is not connected in any realistic way to producing that desired result. The behavior is repeated again and again as the person feels forced or compelled to act in that manner. This could include washing one's hands over and over again to rinse off blood that isn't really there.
- H. PHOBIAS: Severe, unrealistic fears of things or situations that are not normally frightening. The person may exhibit physical signs of extreme fear such as an increased pulse rate, hyperventilation or sweating.
- I. CATATONIA: Unusual, rigid posturing of the body. An example would be standing or sitting with one's arms or legs in a particular position for hours at a time.

- J. FLIGHT OF IDEAS: Verbally skipping from one idea to another. Ideas appear to be continuous but are fragmented and determined by chance association. This would appear in the form of strange speech patterns which string together unrelated topics and thoughts without any apparent order.
- K. DECOMPENSATION: A noticeable change in one's ability to understand or make sense out of how he/she feels, thinks and behaves. This may be accompanied by feelings of apathy, withdrawn behavior and neglect of self-care activities.
- L. DEPRESSION: A mood of general sadness or melancholy over the past, not being able to handle the present or fear and pessimism about the future. The emotional, physical and psychological changes accompanying depression last for relatively long periods of time rather than just a few days.
- M. PARANOID IDEATION: The suspicion or belief that one is being harmed or mistreated and that others are out to get him/her when in reality this is not the case.
- N. PSYCHOSIS: A major mental disorder of organic or emotional origin where the person's ability to think, respond emotionally, remember, communicate, and appropriately interpret reality is impaired to the point of grossly interfering with his/her capacity to meet the ordinary demands of daily life. This is often characterized by regressive behavior, inappropriate moods, diminished impulse control and abnormal mental content such as delusions and hallucinations. The term psychosis refers to a wide range of symptoms in terms of severity and duration.

When any of the above symptoms are observed by jail personnel, inquiries should be made into recent or past drug and/or alcohol use by the inmate. Alcohol and/or drug withdrawal may cause many of the same symptoms.

SCREENING INSTRUMENT. A mental health screening instrument should be used at admission or at any point in time during the inmate's period of incarceration when the above behaviors are observed by jail personnel. A model mental health/suicide screening instrument is included on the last page of this appendix. This can be utilized in documenting any observed behaviors of a possibly mentally ill or suicidal inmate. The information recorded on the screening instrument should be given to the Jail Physician or mental health professional when a referral is made.

HANDLING PSYCHIATRIC EMERGENCIES. Referral to a qualified mental health professional or facility should be made whenever necessary and possible. However, sometimes immediate referral or diversion from the jail environment is just not possible. The following are simple, common-sense guidelines that may be helpful in handling psychiatric emergencies until the appropriate professional help arrives. The crucial element in dealing with mentally ill inmates is making the effort to help someone who is in trouble and trusting your own intuition instead of drawing back.

- A. The first thing to do is LISTEN. Don't be in a hurry to give advice - LISTEN first. Try to understand what's happening, what the inmate is feeling and the inmate's FRAME OF REFERENCE. Try to talk with the inmate in as quiet a place as is possible.
- B. You need to be CALM. If you can't be calm, find someone else who can be. If you're calm and listening, you can start responding to the inmate which will help clarify the situation. As you listen, try to be accepting. DON'T BE JUDGMENTAL. If the inmate feels something, he/she has a reason for feeling it and that should be respected. This is not necessarily saying you must agree with the inmate - just try to be understanding.
- C. Look for a "handle" to the inmate's situation. Try to figure out what's upsetting the inmate, what's making him/her feel the way he/she feels. Once you've done that, you can start helping the inmate look at his/her options and find alternative solutions to the problem.
- D. Let the inmate tell you in his/her own way what's wrong. Don't insist that the inmate follow your rules or try to get him/her to "act out feelings". This isn't fun and games. If you're trying to help the inmate through a rough time, be willing to accept the responsibility that goes with that.
- E. Understand that any person's SELF-ESTEEM can be devastated by crassness, inappropriate humor or a casual air. Most people in emotional distress are feeling empty and helpless. Try not to make the inmate feel any worse about him/herself. Look for the inmate's assets and try to understand his/her situation. Try to restore self-confidence, but realistically. Don't overdo with praise and compliments.
- F. Follow your hunches and feelings; they're usually right. Get in touch with what you feel, then think about it. If you feel sad, chances are the other person feels sad. If you feel angry or scared, chances are the other person feels angry or scared too. Go ahead and say things like, "I'm really confused about what you're saying," or "You must feel really angry about that." Use feelings, not ideas as your main guide.
- G. Don't be ashamed of being ignorant or feeling helpless. The inmate probably feels the same way. Therapy is a human act, not some mysterious mumbo-jumbo. Ask questions if you're ignorant; admit it if you feel helpless. Don't pretend to know what you don't.
- H. People become disturbed in a variety of different ways. Some are horribly depressed; some in a state of panic; some violent; some confused and irrational; some incomprehensible. Almost everyone in an emotional crisis is terrified of LOSING CONTROL. They want to feel some kind of support, some kind of protection, some kind of limit. Try to provide that. You are not supposed to be all-tolerant. Behavior that is dangerous to the inmate, to you or to others needs to be controlled.

- I. If you feel the inmate is out of control, or that it is too much for you to deal with effectively, don't pretend you can do what you can't. Refer the inmate to someone with more experience in handling psychiatric emergencies such as the Jail Physician or a mental health professional immediately. If the inmate is too disturbed to handle, it is essential to refer him/her to someone who can help calm him/her down or transport to a hospital. It's foolish to take chances with people's lives, especially when dangerous to themselves or others. Don't get hung up on we-should-be-able-to-take-care-of-it-all. Sometimes we simply can't.
- J. Be honest with the inmate - don't mystify him/her. Tell him/her what you're doing. Don't make telephone calls behind the inmate's back or agree with him/her when you're planning something else. No matter how mentally upset the inmate is, there's a part of him/her that's aware of reality - speak to that part and he/she should respond.
- K. If you start feeling bored, try to focus in on the problem. That's where you should be anyway. What's going on? What is the real problem? How can you help? How can the inmate help him/herself? What does he/she need? What are the inmate's options?
- L. A word about DEPRESSION . . . . Life is filled with insults, painful experiences and real losses. Not only is our SELF-ESTEEM smashed time and again, we also have to endure separations from people close to us. There's a natural healing after a temporary or permanent loss; but it takes time. Don't expect an inmate not to feel these human feelings. Help him/her understand the experience and cope with unpleasant painful feelings.
- M. A word about PARANOIA . . . . Paranoia, as radical therapist Claude Steiner has said, is a state of "heightened awareness." Paranoid feelings are usually justified, at least in part. Don't argue with the inmate about the basis for his/her fears. Try to see where the fears are justified and what that means for the inmate.
- N. A word about VIOLENT people . . . . Violent people are often very frightened and can be calmed down if you protect them and treat them as people, not monsters. Sometimes, though, violent people are out of touch with reality. Don't try to be a hero by endangering yourself or others. Do what you can without being foolhardy. Talk straight to someone who's violent. Be reasonable, but non-threatening.
- O. It's important to remember that the roles of helper and helped are interchangeable. You may be helping someone today and being helped to tomorrow. That's the way it should be. Our common task is developing our skills, so we can help and strengthen one another.

Adapted from "Boston After Dark"  
Volume III, No. 9, 1972

## SUICIDE PREVENTION

It is important to realize that suicide can happen in a jail facility at any time. There is a higher incidence of suicidal behavior in jails than any other setting. Anyone confined to the jail should be considered a potential suicide risk. A depressed inmate with suicidal thoughts often becomes more despondent in the jail environment. This increased depression may be due to his/her lack of control and feelings of uncertainty about the future, isolation from the ordinary sources of emotional support in his/her life, prolonged inactivity, the shame of being incarcerated or the dehumanizing aspects of the jail environment. The result can be a suicide attempt.

- A. HIGH SUICIDE RISK INMATES. Inmates facing the personal crisis of being incarcerated are at high risk for suicide. Being highly suicidal is a temporary state. The suicidal impulse will usually diminish with time, especially when the inmate receives appropriate referral and counseling. Suicidal inmates are feeling shame, disgrace, despair, frustration and hopelessness over an immediate, recent or past personal crisis situation.

Jail personnel should observe the following inmates closely for evidence of danger signs and symptoms that could indicate a potential suicide risk:

1. Major felons - especially where the crime involved considerable aggression (murder, rape, assault, etc.). This would include inmates found guilty and facing an extended period of incarceration or an inmate who has committed a crime of passion and is feeling a lot of remorse and guilt.
2. Juveniles - especially those who are highly apprehensive of being incarcerated and of what action the courts and/or their parents will take. This group would also include juveniles charged with a violent crime, those having difficulty adjusting to the jail environment, those afraid of other inmates, those highly concerned with peer group resentment, first offenders and young, impulsive, adult inmates.
3. Alcoholic and/or chemically dependent inmates - especially those experiencing severe depression accompanied by withdrawal from alcohol or drugs. Alcohol and chemical substances will distort an inmate's perception of reality and may lead to the formation of suicidal thoughts. Problems may appear insurmountable and withdrawal from alcohol or drugs can be extremely difficult, especially in the jail environment. The desire to commit suicide may be viewed as a way out of the pain of withdrawal and seen as the ultimate solution to an alcohol or drug problem. These inmates need to be observed very closely immediately after admission as the effects of the alcohol and/or drugs will begin to lessen.
4. An inmate who has experienced the loss of stabilizing resources or support systems - especially the loss of a spouse, home, job, family member, etc. This would include a bereaved inmate who has suffered a recent loss of a loved one through death, divorce or separation.

5. An inmate who is chronically or terminally ill.
6. An inmate who is afraid of being sexually assaulted or who has previously been raped in jail.
7. Ex-law enforcement officers or professionals.
8. Sex offenders.
9. Homosexual inmates.

B. WARNING SIGNS AND SYMPTOMS. If a jailer observes any of the following warning signs or symptoms, the behavior should be documented on a mental health/suicide screening instrument or an incident report. The inmate should be observed more closely and referral made to a mental health professional if necessary.

1. Physical warning signs:

- a. Sleeping difficulties: insomnia, irregular hours, early morning awakening.
- b. Depressed physical appearance: neglect of personal hygiene, indifference to physical appearance.
- c. Walks or moves slowly.
- d. Easily fatigued and general loss of energy.
- e. Weight loss or loss of appetite.
- f. Slumps when walking or sitting.
- g. Progressive health problems, chronic or terminal illness.
- h. Sits silently in fetal position, staring at nothing.
- i. Simple rocking back and forth.
- j. Increase in smoking.
- k. Self-injury or self-destructive behavior.

2. Behavioral symptoms:

- a. Cries frequently, may be for no apparent reason.
- b. Social withdrawal: little communication with other inmates and jail personnel.
- c. Retarded thinking and slow speech.

- d. Moods of depression, apathy, despondency or despair.
  - e. Feelings of helplessness and hopelessness.
  - f. Agitation including high levels of anxiety, tension accompanied by strong emotions such as guilt, rage or a wish for revenge.
  - g. General anxiety accompanied with physical symptoms.
  - h. Gives away personal possessions.
  - i. Unusual reaction to incarceration.
  - j. References or questions about death.
  - k. Presence of suicidal thoughts or plans, composition of suicide notes.
  - l. Talk of self-pity, life not being worth living, or that people would be better off if he/she wasn't around.
  - m. Unrealistic talk of being released from jail.
  - n. Sudden changes in behavior, such as making an unprovoked attack upon another inmate or jailer.
  - o. Sudden or unexpected changes in mood, such as a change from the above listed behaviors to one of quiet relief and comfort or aggressive, hostile behavior becoming uncharacteristically cooperative. The inmate may appear to be coming out of the prolonged depression and exhibit a mood boost. This may signal an impending suicide attempt as the inmate feels a sense of relief because it will all be over soon.
  - p. Overt psychosis - loss of reality, paranoia, manic-depressive behaviors.
3. Past history:
- a. Past history of suicide attempts.
  - b. Past history of depression.
  - c. Past history of psychiatric care or hospitalization.

C. PREVENTATIVE MEASURES.

1. Training:
- a. Jail personnel should be knowledgeable and sensitive about suicide, who is at risk and why.

- b. Jail personnel should be trained in personal crisis intervention and emergency first-aid.
- c. Jail personnel should be familiar with written policies and procedures concerning attempted suicide, suicide, or death in the jail, special management inmates and medical and mental health emergencies.

2. Admission:

- a. During the admission process, special attention should be paid to inmates who exhibit any of the warning signs or symptoms. If an inmate appears to be a potential suicide risk, divert the person from the jail whenever possible and refer to the appropriate mental health professional or facility.
- b. Utilize a mental health/suicide screening instrument during the admission process for early detection of a potentially suicidal inmate. This information should be brought to the attention of the Jail Physician or given to the mental health professional when a referral is made.

3. Communication:

- a. Ask the arresting officer if there has been any behavior during the arrest or transport that may indicate the inmate is a potential suicide risk. Make sure the arresting officer communicates any relevant information and that this is documented on the mental health/suicide screening instrument.
- b. Maintain good communication with other shifts so any crucial information is passed on to all jail personnel working with the inmate.
- c. Be sensitive to any special circumstances or changes in the inmate's life such as a court appearance, sentencing, a major change in legal or personal status, or a visit, letter or telephone call from family or friends.

4. Housing:

- a. Be aware of what is in an inmate's cell that could be used for a suicide attempt.
- b. Remove clothing and other items that could be used for a suicide attempt when an inmate has been identified as a high suicide risk.
- c. Avoid the use of isolation cells when possible. Suicidal inmates should be kept under constant visual surveillance. Utilize cells that are located closest to the Communications Center and most easily monitored by jail personnel for housing suicide risks.



5. Supervision:

- a. Ensure there are proper levels of staffing in order to provide adequate twenty-four (24) hour supervision of all inmates.
- b. Increase visual electronic surveillance and personal cell checks conducted by jail personnel on an inmate that is a potential suicide risk. This is especially important between the hours of 2300 and 0700.
- c. Make personal cell checks on an unscheduled basis at irregular times. An inmate presenting a potential risk of suicide should be observed every fifteen (15) minutes AT A MINIMUM and monitored constantly with electronic surveillance (where applicable).
- d. Provide social contact for a potentially suicidal inmate whenever possible as this acts as a deterrent to suicide attempts.

6. Referral:

- a. Use a mental health/suicide screening instrument, incident report or log book to document any unusual behavior of an inmate. DOCUMENTATION IS ESSENTIAL. Ensure that all relevant information is provided to the mental health professional or Jail Physician when a referral is made.
- b. Utilize detoxification programs and mental health clinics in the community for referral. Have arrangements made with these agencies BEFOREHAND and have a referral form prepared. Quick, appropriate referrals are essential in preventing suicide.
- c. Divert intoxicated, chemically dependent and mentally disordered persons to more appropriate, alternative facilities and services whenever possible. Intoxication, chemical dependency and depression during incarceration greatly increases the likelihood of suicide.

D. TALKING WITH SUICIDAL INMATES. The fundamental guideline is to encourage the inmate to open up and talk about his/her problems, concerns, fears, feelings and suicidal thoughts. Talking with the inmate about suicide will not further endanger his/her life - the decision to commit suicide is made by that inmate. However, it is possible to help change the decision by simply listening and allowing the inmate to talk to someone about his/her problems. Conversations and responses with inmates should be DOCUMENTED and this information REFERRED to the appropriate mental health professional immediately.

1. The following guidelines should be helpful when talking with potentially suicidal inmates:

- a. Be attentive to what the inmate is saying and encourage him/her to talk as much as possible. It is important to find out what the inmate is feeling. Be sensitive to his/her needs and problems.
- b. Be willing to take some time in talking with the inmate.
- c. Create a rapport with the inmate. Talking lets the inmate know that someone cares and that he/she is not alone. It helps overcome the feelings of isolation and alienation that make a suicide attempt more imminent.
- d. Encourage the inmate to talk about his/her suicide plans. Ask the following questions and DOCUMENT the responses:
  - i. HOW do you plan to take your life?
  - ii. WHERE do you plan to do this?
  - iii. WHEN do you plan to do this?
  - iv. Do you have THE MEANS to accomplish this?
- e. If the inmate is crying, reassure and encourage his/her show of feelings.
- f. Don't belittle or humiliate the inmate. Let the inmate know that it is good to show his/her emotions. Never laugh at what is essentially just being human. Don't minimize the inmate's problems, fears or concerns. What may seem trivial to you may seem overwhelming to the inmate.
- g. Try to understand the inmate's point of view. You don't have to agree with it but it is important to understand how the inmate is viewing the events in his/her life.
- h. DON'T BE JUDGMENTAL. Most suicidal inmates are already a victim of a very harsh internal judge and will not respond positively to someone else passing judgment.
- i. Don't give advice or "talk at" the inmate. LISTEN. Telling the inmate what to do may increase his/her feelings of inadequacy and failure. The inmate usually knows what he/she should do but is emotionally blocked from doing it.
- j. Give honest responses. Don't lie to the inmate about the consequences of his/her behavior or your feelings about it. Don't be afraid to tell the inmate you don't have all the answers but can refer him/her to a mental health professional that can help.
- k. Keep a sense of the future positive and be optimistic. Stress the inmate's strong points.
- l. Assure the inmate that their family needs him/her to love and that their children (if a parent) need their mother or father. This alone is a reason for staying alive.

- m. TAKE ALL SUICIDE THREATS SERIOUSLY. Taking threats lightly increases the inmate's feelings of hopelessness and increases his/her desire to die. Explain that a mental health professional can help and make an immediate referral.
- n. Don't give up right away if the inmate is not receptive to you. With consistent support, he/she will come around.

MENTAL HEALTH/SUICIDE SCREENING

NAME \_\_\_\_\_

DATE \_\_\_\_\_

JAILER \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

FACIAL EXPRESSION

- Angry/Hostile       Sad
- Anxious/Tense       Crying
- Blank Stare       Rigid
- Happy/Euphoric       Avoids Eye Contact

HEALTH PROBLEMS/DISABILITIES

- History of Serious Health Problems/
- Medical Condition
- Current Health Problems
- Medication
- Type (s) \_\_\_\_\_

PHYSICAL APPEARANCE

- Clean/Neat
- Bizarre/Strange
- Disheveled/Sloppy
- Dirty
- Inappropriate for Weather

SOCIAL STRESS EXPERIENCES

- Divorce/Separation
- Break-up with Romantic Interest
- Death of Spouse/Loved One
- Serious Illness of Relative/Friend
- Job Loss
- Business Loss
- Financial Trouble/Loss
- Discovery of Major Health Problem
- Recent Change in Residence
- Arrest of Relative/Friend

PERSONAL HYGIENE

- Good       Poor

PHYSICAL CONDITION

- Injuries
  - Accidental
  - Self-Inflicted
  - Inflicted by Other Person(s)
- Scars on Wrists, Legs, Neck
- Needle Marks
- Heavy Smoking
- Alcohol Intoxication
- Chemical Substance Abuse
- Shortness of Breath
- Headaches
- Chest Pain
- Abdominal Pain
- Loss of Consciousness/Fainting
- Verbally Hostile/Abusive
- Violent/Assaultive

BEHAVIOR

- Angry Outbursts
- Impulsive
- Silly/Child-like
- Withdrawn/Avoids Social Contact
- Aggressive
- Overly Dramatic
- Seductive
- Manipulative
- Uncooperative
- Excessively Cooperative
- Bizarre/Peculiar
- Threatening
- Slowed Reaction Time
- Lifeless Reactions
- Refuses to Communicate
- Increased Rate of Speech
- Decreased Rate of Speech
- Hysterical Laughter

PHYSICAL ACTIVITY

- Increased Activity
- Decreased Activity
- Shaking/Trembling
- Increased Appetite
- Decreased Appetite
- Refuses to Eat
- Sleeps More Than Usual
- Insomnia/Sleeps Less Than Usual
- Sleeping Disturbances/Nightmares

ATTITUDE/MOOD

- Guarded       Depressed/Sad
- Defensive       Aggressive
- Apathetic       Demanding
- Negative       Suspicious
- Resistive       Manipulative
- Denying       Happy/Euphoric
- Hostile/Angry       Agitated/Anxious
- Abusive       Confused
- Detached       Irritable

MENTAL CAPACITY

- Disoriented
- Time                     Person
- Place                     Situation
- Loss of Memory
- Recent                     Long-term
- Shortened Attention Span
- Lack of Concentration
- Lack of Understanding about  
Current Problem/Condition
- Lack of Self-Awareness
- Mental Confusion
- Incoherent
- Flight of Ideas

THOUGHTS/FEELINGS

- Delusional
- Hallucinations
- Hears Voices
- Sees Visions
- Other \_\_\_\_\_
- Obsessive
- Compulsive
- Phobic/Paranoid
- Preoccupied
- Excessive Religious  
Preoccupation
- Excessive Sexual Preoccupation
- Homocidal
- Grandiose
- Illogical/Inappropriate Thought  
Patterns
- Excessive Guilt
- Hopelessness/Helplessness
- Worthlessness/Low Self-Esteem
- Sadness/Depression

MENTAL ILLNESS/PSYCHIATRIC CARE

- History of Mental Illness
- Previous Mental Health Referral
- Previous Psychiatric Hospitalization
- Currently Under Psychiatric Care
- Currently Seeing Counselor

SUICIDAL BEHAVIOR

- Thoughts
- Threats
- Plans
- Previous Attempts
- Method Used \_\_\_\_\_

ATTITUDE ABOUT SUICIDE

- Regrets Not Being Successful
- Happy to Be Alive
- Thoughts About Death Comforting
- Suicide is Solution to Problems

PREVIOUS ATTEMPTS

- When Occurred \_\_\_\_\_
- Where \_\_\_\_\_
- Treatment
- Hospitalization
- Emergency Room Contact
- Medication
- Type(s) \_\_\_\_\_
- Psychiatric Hospitalization
- Outpatient Counseling

FAMILY/FRIENDS HISTORY OF SUICIDE

- None
- Parent
- Sibling
- Spouse
- Children
- Romantic Interest
- Friend

ADDITIONAL COMMENTS/OBSERVATIONS:

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REFERRAL

Referred To: \_\_\_\_\_

Referred By: \_\_\_\_\_

Date and Time Referred: \_\_\_\_\_

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**APPENDIX H**  
**CHEMICAL**  
**DEPENDENCY**

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## ALCOHOL WITHDRAWAL SYNDROMES

There are four (4) alcohol withdrawal syndromes: Tremulousness and Hallucinations, Seizures, Auditory Hallucinosis, and Delirium Tremens.

### A. TREMULOUSNESS AND HALLUCINATIONS

A tremulousness and hallucinations reaction usually begins from seven (7) to eight (8) hours after the inmate has had his/her last drink and attains maximum severity within twenty-four (24) hours.

#### 1. Symptoms.

- a. Overly alert
- b. Nervous
- c. Shaky
- d. Weak
- e. Flushed face
- f. Loss of appetite
- g. Rapid heartbeat
- h. Disordered perceptions
- i. Hallucinations
- j. Delusions

2. Treatment. The inmate may be disoriented. This can sometimes be lessened by talking with the inmate in a very non-threatening manner or leaving a personal item in his/her cell, such as a picture from their personal belongings. The jailer should calmly explain to the inmate that he/she is a correctional officer carrying out normal duties and is there to help the inmates. De-escalating the situation is the primary goal. Providing the inmate with food, decaffienated coffee or juice is also recommended. Contact the Jail Physician or local medical authority for further directions and proper treatment for the inmate. The physician may prescribe medication or recommend transfer to a detoxification center or hospital.

### B. SEIZURES

Seizures may occur within a seven (7) to forty-eight (48) hour period after the inmate has stopped drinking. They are epileptic-like seizures and should be treated as such. Only from two (2) to six (6) seizures should occur during the seven (7) to forty-eight (48) hour period and each seizure should last for less than five (5) minutes. If the seizure lasts five (5) minutes or more, medical attention should be sought immediately. Also, consider the situation to be a medical emergency if the seizures occur in conjunction with a high fever or with the D.T.'s.

1. Treatment. As each seizure occurs, the jailer should treat it as an epilepsy attack. Observe the inmate very closely, but DO NOT RESTRAIN the inmate. The jailer should contact the Jail Physician or local medical authority immediately. The inmate may need to receive medication or be transported to the hospital.

C. AUDITORY HALLUCINOSIS

The inmate may be experiencing auditory hallucinosis at the time of admission and up to forty-eight (48) hours after he/she stops drinking. When this occurs, the inmate usually will complain about hearing accusing voices that are persecuting him/her. The inmate may otherwise appear rational and alert.

1. Treatment. Jailers should keep the inmate in a well-lighted cell, and away from noise and activity. Since the inmate may be paranoid, talk quietly with him/her to convince him/her that you mean no harm, are concerned about him/her and that the voices are the result of drinking and will eventually go away. If the auditory hallucinations continue after forty-eight (48) hours or after the B.A.C. level has reached .0%, a psychiatric evaluation is recommended to determine the possibility of other causes.

D. D.T.'s (DELIRIUM TREMENS)

This is an extremely dangerous medical condition which can occur within seventy-two (72) to ninety-six (96) hours after the inmate has stopped drinking.

1. Symptoms. The symptoms of delirium tremens are:
  - a. Profound confusion and disorientation
  - b. Delusions
  - c. Vivid hallucinations
  - d. Tremors
  - e. Agitation
  - f. Autonomic overactivity (increased pulse and breathing)
  - g. Pallor
  - h. Sweating
  - i. Possible terror or confusion
  - j. High fever with possible convulsions
  - k. Vomiting
2. Treatment. Transfer the inmate to a hospital immediately. While waiting for an ambulance, administer emergency medical aid for high fever and convulsions, if necessary. The inmate should not be restrained if suffering from convulsions.



E. ANTABUSE REACTIONS

Antabuse is a drug given to alcoholics to prevent them from drinking alcohol. Those who drink alcohol while on antabuse will have the following symptoms:

1. Symptoms. The symptoms of antabuse reactions are:

- a. Very red face
- b. Pain
- c. Fast heart rate
- d. Vomiting
- e. Cold sweats

2. Treatment.

If the inmate has been taking both antabuse and alcohol and has these symptoms, the inmate should immediately be transferred to a medical facility.

F. INMATES DISPLAYING SIGNS OF DRUG OR ALCOHOL ABUSE:

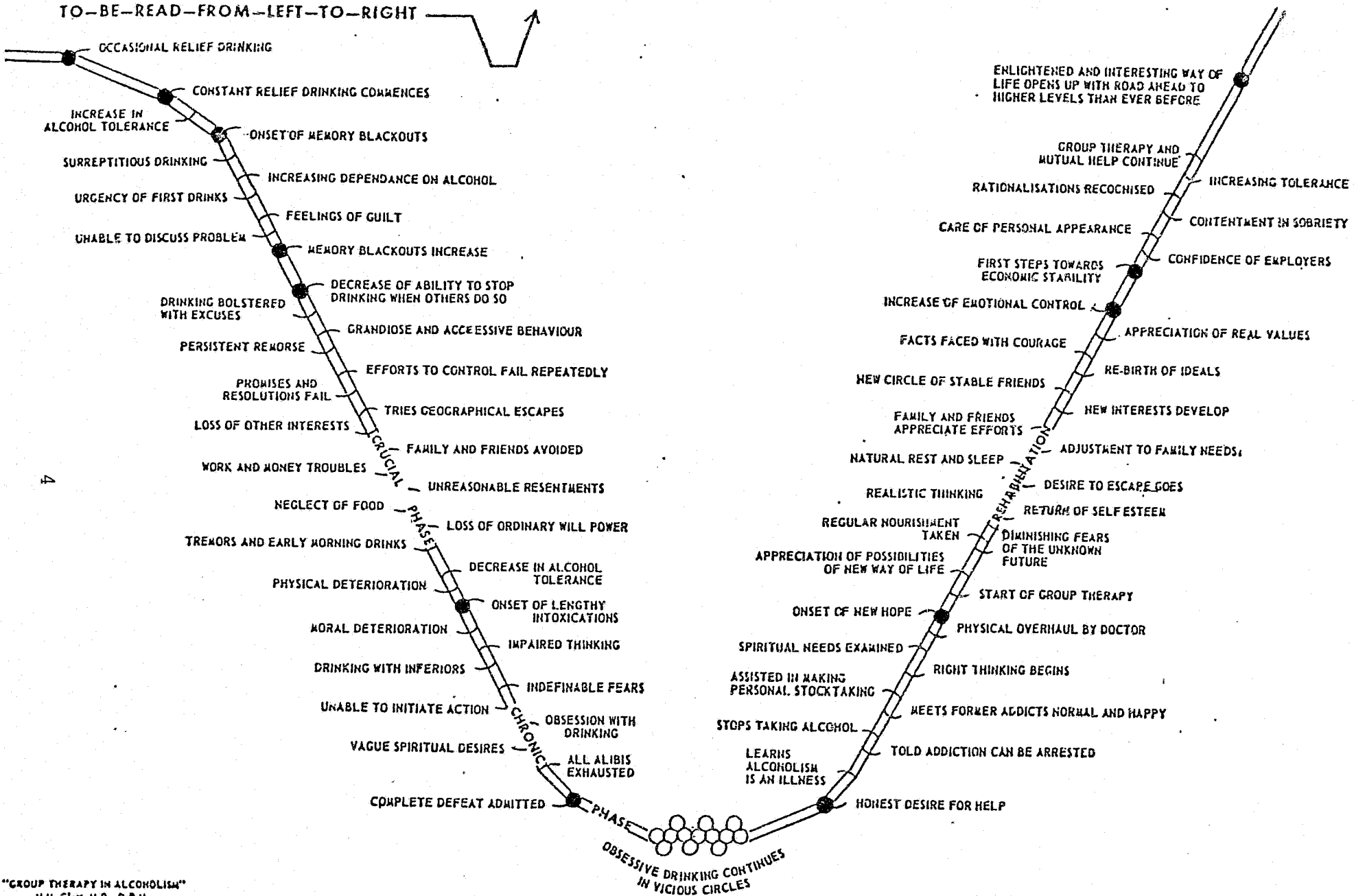
Withdrawal from drugs or alcohol can be a very serious matter. A person can go into convulsions, which can lead to coma and possible death. The central nervous system can become depressed, leading to breathing difficulties and other related problems.

1. Some signs of possible drug or alcohol abuse include the following:

- a. Confusion and disorientation
- b. Hallucinations and delirium
- c. Inability to stand or walk
- d. Slurred speech
- e. Very rapid or shallow breathing
- f. Lethargy (a condition of abnormal drowsiness or torpor)
- g. Severe agitation or depression
- h. Cramps, nausea, vomiting or diarrhea
- i. Sudden collapse
- j. Dilated or pinpoint pupils
- k. Restlessness
- l. Track or needle marks on arms, legs, buttocks or in between the toes
- m. Feeling of being cold or hot

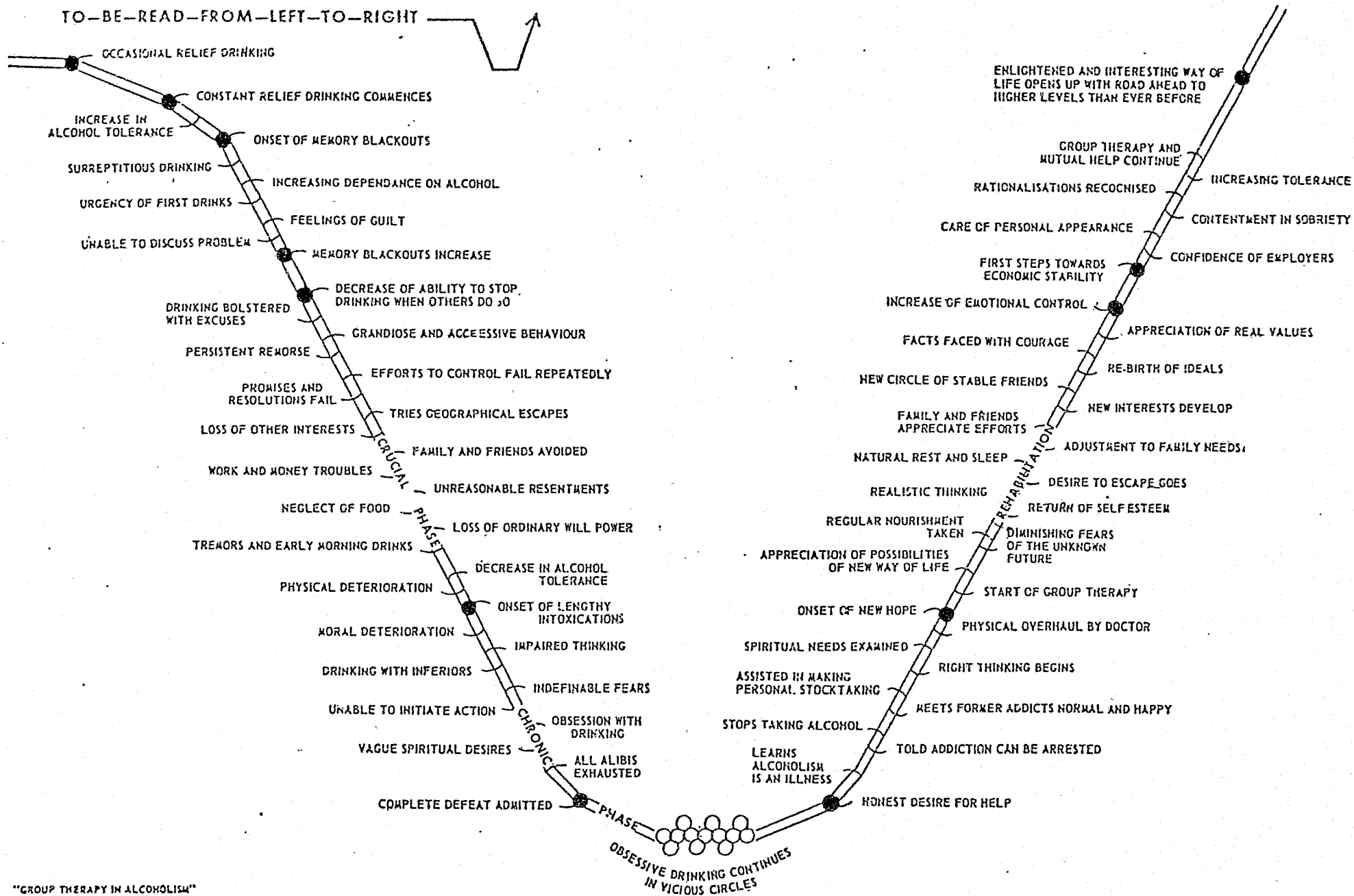
2. The admitting jailer should not admit any inmates to the jail facility who claims that an overdose has been taken.

TO-BE-READ-FROM-LEFT-TO-RIGHT



"GROUP THERAPY IN ALCOHOLISM"  
 M.M. Glen, M.D., D.P.M.  
 Wollingham Park Hospital

A CHART OF ALCOHOL ADDICTION AND RECOVERY



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# CONTROLLED SUBSTANCES: USES & EFFECTS

Drug	Schedule	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Toxicity	Duration of Effects (in hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome	
<b>DRUGS</b>	Opium	Dover's Powder, Paregoric, Parexololol	Anesthetic, antidiarrheal	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
	Morphine	Morphine, Pectoral Syrup	Anesthetic, antitussive	Moderate	Moderate		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
	Cocaine	Cocaine, Empirin Compound with Codeine, Robutol, C	Anesthetic, antitussive	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
	Heroin	Duquenois, Heroin, Snake	Under investigation	High	High	Yes	3-6	Injected, smoked, snorted	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
	Hydrocodone	Dihydrocodone, Halcion, Halcion	Anesthetic	High	High	Yes	3-6	Injected, smoked, snorted	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
	Meprobamate	Meprobase	Anesthetic	High	High	Yes	3-6	Injected, smoked, snorted	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
	Other Narcotics	1, II, III, IV, V	Various	Various	Various	Various	Various	Various	Various	Various	Various	Various
	<b>DEPRESSANTS</b>	Chloral Hydrate	Chloral, Trichlor, Laro-Dorm, Trichloral, Trichloral	Anesthetic, antitussive	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea
		Barbiturates	Various	Anesthetic, antitussive	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea
		Glutethimide	Dorlexin	Anesthetic, antitussive	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea
Methyqualone		Quinal, Quinal	Anesthetic, antitussive	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
Benzodiazepines		Various	Anesthetic, antitussive	High	High		3-6	Oral, injected, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, constricted pupils, coma, possible death	Watery eyes, runny nose, yawning, loss of skin, constricted pupils, irritability, tremors, chills and sweating, nausea	
Other Depressants		III, IV	Various	Various	Various	Various	Various	Various	Various	Various	Various	Various
<b>STIMULANTS</b>		Cocaine	Cocaine, Flocks, Snow	Local anesthetic	Moderate	Moderate		1-2	Smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death
		Amphetamines	Dexedrine, Dextroamphetamine, Mandrax	Hypertensive, antitussive, weight control	Possible	High	Yes	2-4	Oral, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death
		Methylphenidate	Ritalin	Hypertensive, antitussive, weight control	Possible	High	Yes	2-4	Oral, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death
		Other Stimulants	III, IV	Various	Various	Various	Various	Various	Various	Various	Various	Various
	<b>HALLUCINOGENS</b>	LSD	Acid, Microdot	None	None	None	Yes	8-12	Oral	Hallucinations and hallucinations, poor perception of time and distance	Loss of consciousness, possible death	Loss of consciousness, possible death
		Mescaline and Peyote	Various	None	None	None	Yes	8-12	Oral, injected	Hallucinations and hallucinations, poor perception of time and distance	Loss of consciousness, possible death	Loss of consciousness, possible death
		Amphetamine Variants	Various	None	None	None	Yes	8-12	Oral, injected	Hallucinations and hallucinations, poor perception of time and distance	Loss of consciousness, possible death	Loss of consciousness, possible death
		Phenacetin	Various	None	None	None	Yes	8-12	Oral, injected	Hallucinations and hallucinations, poor perception of time and distance	Loss of consciousness, possible death	Loss of consciousness, possible death
		Phenacetin Analogs	Various	None	None	None	Yes	8-12	Oral, injected	Hallucinations and hallucinations, poor perception of time and distance	Loss of consciousness, possible death	Loss of consciousness, possible death
		Other Hallucinogens	I	Various	Various	Various	Various	Various	Various	Various	Various	Various
<b>CHAMBERS</b>		Marijuana	Various	None	None	None	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibition, elevated eye-lid, dilated pupils, behavior	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death
		Tetrahydrocannabinol	Various	None	None	None	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibition, elevated eye-lid, dilated pupils, behavior	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death
		Hashish	Various	None	None	None	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibition, elevated eye-lid, dilated pupils, behavior	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death
		Hashish Oil	Various	None	None	None	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibition, elevated eye-lid, dilated pupils, behavior	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Agitation, increase in body temperature, hallucinations, convulsions, possible death

ALCOHOL TREATMENT CENTERS

ALLIANCE (Box Butte)  
Northwest NE Alcohol Services  
619 Box Butte  
(308) 762-1754

BLAIR (Washington)  
Washington County Alcohol Program  
16th & Washington  
(402) 426-9631

CHADRON (Dawes)  
Northwest NE Alcohol Services  
304 West Second Street  
(308) 432-4416

COLUMBUS (Platte)  
Achilles Hostel, Inc.  
4807 29th Street  
(402) 564-9994

FREMONT (Dodge)  
Dodge County Chemical Abuse Program  
436 North Main Street  
(402) 727-4510

FREMONT (Dodge)  
Pathfinder Alcohol Clinic  
505 North Main Street  
(402) 721-1414

GORDON (Sheridan)  
Sheridan Co. Alcoholism Rehab. Center  
305 Foch Street  
(308) 282-2456

GORDON (Sheridan)  
Sheridan Co. Alcoholism Rehab. Center  
309 North Main Street  
(308) 282-9987

GRAND ISLAND (Hall)  
Friendship House, Inc.  
406 West Koenig  
(308) 382-0422

GRAND ISLAND (Hall)  
North Central Court Referral  
205½ West First Street  
(308) 381-5622

HASTINGS (Adams)  
The Bridge, Inc.  
922 North Denver  
(402) 462-4677

LEXINGTON (Dawson)  
Region II Alcoholism & Drug Abuse Services  
17th & Washington  
(308) 324-6754

LINCOLN (Lancaster)  
Cornhusker Place of Lincoln, Lancaster Co.  
721 "K" Street  
(402) 477-3951

LINCOLN (Lancaster)  
Full Circle  
2545 "N" Street  
(402) 475-8748

LINCOLN (Lancaster)  
Full Circle Too  
2845 "R" Street  
(402) 475-3209

LINCOLN (Lancaster)  
Houses of Hope of NE, Inc. Adolescent  
2501 South Street  
(402) 435-4319

LINCOLN (Lancaster)  
Houses of Hope of Nebraska, Inc.  
1545 Washington Street  
(402) 435-3165

LINCOLN (Lancaster)  
House of Hope of Nebraska, Inc.  
2009 South 16th Street  
(402) 435-3165

LINCOLN (Lancaster)  
Houses of Hope of Nebraska, Inc.  
2530 "N" Street  
(402) 435-3165

LINCOLN (Lancaster)  
Indian Center, Inc., Counseling Center  
1100 Military Road  
(402) 474-5231

LINCOLN (Lancaster)  
Lincoln Valley Hope Outpatient & Referral  
3410 "O" Street  
(402) 474-7711

LINCOLN (Lancaster)  
NE Dept. of Correctional Services  
801 West Van Dorn Street  
(402) 471-2654

LINCOLN (Lancaster)  
St. Monica's Home  
6420 Colby Street  
(402) 467-5451

LINCOLN (Lancaster)  
St. Monica's Home  
2130 North 64th Street  
(402) 464-7490

MACY (Thurston)  
Macy Alcoholism Counseling Center  
P.O. Box 327  
(402) 837-5004

MACY (Thurston)  
Macy Alcoholism Halfway House  
P.O. Box 327  
(402) 837-5004

McCOOK (Red Willow)  
Region II Alcoholism & Drug Abuse  
322½ Norris  
(308) 345-2770

NORFOLK (Madison)  
The Link, Inc.  
1001 Norfolk Avenue  
(402) 371-5310

NORTH PLATTE (Lincoln)  
Region II Alcoholism & Drug Abuse  
110 North Bailey  
(308) 534-6023

OGALLALA (Keith)  
Region II Alcoholism & Drug Abuse  
112 West 1st, Suite 7  
(308) 284-6767

OMAHA (Douglas)  
ARCH  
3520 Howard Street  
(402) 346-8898

OMAHA (Douglas)  
Christus House  
3300 North 60th Street  
(402) 554-0520

OMAHA (Douglas)  
Four Winds Alcohol Program  
3483 Larimore Street  
(402) 453-6377

WINNEBAGO (Thurston)  
Chee Woy Na Zhee  
Box A  
(402) 878-2480

OMAHA (Douglas)  
Immanuel AIC Family Center  
6720 North 66th Street  
(402) 572-2108

OMAHA (Douglas)  
North Omaha Alcoholism Counseling Program  
3014 North 24th Street  
(402) 453-5655

OMAHA (Douglas)  
North Omaha Halfway House  
2407 Wirt Street  
(402) 453-5655

OMAHA (Douglas)  
NOVA Therapeutic Community  
3473 Larimore  
(402) 346-1123

OMAHA (Douglas)  
Saint Raphael's  
4727 Hamilton Street  
(402) 551-9588

OMAHA (Douglas)  
Santa Monica, Inc.  
130 North 39th Street  
(402) 558-7088

OMAHA (Douglas)  
South Omaha Alcoholism Counseling Program  
5211 South 31st Street  
(402) 734-3000

OMAHA (Douglas)  
Saint Gabriel's Center  
3483 Larimore  
(402) 451-4264

O'NEILL (Holt)  
Valley Hope Alcohol & Drug Treatment Center  
North 10th Street, P.O. Box 918  
(402) 336-3747

SCOTT'SBLUFF (Scotts Bluff)  
Homestead Halfway House, Inc.  
1624 Avenue "A"  
(308) 632-7484

SCOTT'SBLUFF (Scotts Bluff)  
Native American Women & Youth Alcohol Service  
200 West Beltline  
(308) 635-3171

SCOTT'SBLUFF (Scotts Bluff)  
The ARC  
513 West 24th Street  
(308) 635-2731

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**APPENDIX I  
COMMUNITY  
RESOURCE INDEX**

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COMMUNITY RESOURCE INDEX\*

Alcohol and Drug Abuse Services

Cornhusker Place  
Detoxification Center  
721 "K" Street  
Lincoln, NE  
477-3951

Counseling Center  
1100 Military Road  
Lincoln, NE  
474-5231

Independence Center  
2440 St. Mary's Ave.  
Lincoln, NE  
473-5268  
800-742-7845

Houses of Hope  
2015 So. 16th Street  
Lincoln, NE  
435-3165

Valley Hope Outpatient Counseling  
and Referral Center  
3410 O Street  
Lincoln, NE  
474-7711

V.A. Medical Center - Alcoholism  
Unit  
600 So. 70th Street  
Lincoln, NE  
489-3802

Mental Health/Counseling Services

Catholic Social Services Bureau  
South 14th & Saltillo Road  
Lincoln, NE  
423-6555

Community Mental Health Center  
2200 St Mary's Ave.  
Lincoln, NE  
471-7940

Lincoln Chaplaincy Corps.  
471-7204

Family Service Counseling Center  
1133 H Street  
Lincoln, NE  
476-3327

Lincoln Regional Center  
Van Dorn & Folsom  
Lincoln, NE  
471-4444

Psychological Consultation Center  
University of Nebraska  
Lincoln, NE  
472-2351

Self Help/Support Groups

Al-Anon Family Group  
477-9662

Recovery, Inc.  
423-5683

Drug Crisis Center  
475-5683

Money, Food, Clothing

Food Bank of Lincoln, Inc.  
3645 Adams Street  
Lincoln, NE  
466-8170

Nebraska Dept. of Social Services  
1001 O St.  
Lincoln, NE  
471-7000

\* This is only a partial listing provided to serve as an example of the typical range of community resources available. It was taken from the Human Services Directory in the Official Lincoln Telephone Book. Inventory the resources available in your community and develop a comprehensive list of addresses, phone numbers, and contact persons to meet the needs of your jail inmates.

ATTORNEYS

Name

Phone #

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COUNTY ATTORNEY

Name

Phone #

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DEPUTY COUNTY ATTORNEY

Name

Phone #

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PUBLIC DEFENDER

Name

Phone #

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COUNTY JUDGES

Name

Phone #

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DISTRICT COURT JUDGES

Name

Phone #

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VOLUNTEER INTERPRETERS OF LANGUAGE BANK

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
PHYSICAL/ MENTAL DISABILITES:			
SIGN LANGUAGE:			
BRILLE:			
SPANISH:			
INDIAN:			
SOUTH EAST ASIA DIALECTS:			

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**APPENDIX J**

**G. E. D.**

**GUIDELINES**

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MEMORANDUM

To: All Interested Offices and Persons

From: Dr. Leonard R. Hill, Director, Adult & Community Education Section

Subject: General Educational Development Tests

The High School Level Tests of General Educational Development consist of five examinations designed to measure the extent to which the non-high school graduate has attained the equivalent of a general, non-technical high school education. Test results are evaluated by responsible state education agency officials when determining an applicant's eligibility for a State of Nebraska high school equivalency diploma. The test results are also used in determining eligibility for a local high school diploma. Many college admissions officers use the test results as one factor in the admission of adults who wish to continue their education at an advanced level. The tests are not timed, but completion of all five generally requires from six to eight hours. Each of the five examinations is briefly described as follows:

- Test 1. The Writing Skills Test: This test emphasizes the examinee's ability to utilize correct spelling, punctuation, capitalization and grammar, to use apt words and phrases and to organize and express ideas in clear, well-balanced sentences, and the effective use of different writing techniques.
- Test 2. The Social Studies Test: This test measures ability to comprehend and critically evaluate given selections concerning social, political, economic and cultural issues; it measures, indirectly, the candidate's general information in the field of behavioral science.
- Test 3: The Science Test: This test places emphasis on biological and earth science and certain background information concerning important scientific topics related to chemistry and physics.
- Test 4. The Reading Skills Test: This test is designed to test such skills as distinguishing fact from opinion, reading advertisements and contracts, identifying main ideas in reading, recognizing setting, understanding plot, recognizing different types and forms of poetry and reading contemporary comedy and drama.
- Test 5: The Mathematics Test: The arithmetic portion of this test is designed to measure ability in addition, subtraction, multiplication and division of whole numbers, decimals, fractions and percents.
- The geometry content consists of measurement of angles; perimeter, area, volume of plane and solid figures; similarity of triangles; application of the Pythagorean Theorem.
- The algebra portion of the test is geared toward powers and roots; signed numbers; operations with monomials and polynomials; rectangular coordinates; ratio and proportion; algebraic formulas; linear equations and inequalities, simple and quadratic equations.

9/22/82

ELIGIBILITY REQUIREMENTS TO WRITE THE HIGH SCHOOL EQUIVALENCY EXAMINATION IN NEBRASKA

1. Residency

All applicants must have been a resident of Nebraska thirty (30) days immediately preceding the date of application, or the final period of high school attendance during which credit was earned toward graduation was in a Nebraska high school.

2. Application

All applicants must properly complete and have notarized Form #12-003, Rev. 10-81, and present this application with a \$5.00 fee to an official testing center along with payment of the testing fee.

Applicants age 19 and above should present said application and fee to the local official testing center.

Applicants age 18 must present to the local official testing center:

- a. A properly completed and notarized application, Form #12-003 with a \$5.00 fee.
- b. A letter in the applicant's own handwriting stating the circumstances in withdrawal from the regular school program and the reason(s) for wanting to write the examination.
- c. A copy of the applicant's transcript from the last high school attended.

Applicants age 17 and under must present to the State Office of High School Equivalency:

- a. A properly completed and notarized application, Form #12-003, with a \$5.00 fee.
- b. A letter in the applicant's own handwriting stating the circumstances in withdrawal from the regular school program and the reason(s) for wanting to write the examination.
- c. A copy of the applicant's transcript from the last high school attended indicating the official date of withdrawal and graduation date of class from which withdrawal took place. Birthdate must appear on the transcript; otherwise, a copy of birth certificate must be submitted.
- d. A NOTARIZED letter of permission from his/her parents. (This letter of permission should specify the following information about the applicant:)
  - (1) Reason(s) for withdrawal from the regular school program.
  - (2) The identity of the school official who served as counsel previous to termination from the school program.
  - (3) Reason(s) for wanting to write the examination early.
  - (4) Agreement to interview with the Chief Examiner of the State High School Equivalency Testing Program if requested.
  - (5) Direct permission to write the High School Equivalency Examination and the address and telephone number where parent may be reached.

3. Interim Period

There will be at least a 60-day waiting period between officially withdrawing from school and writing the GED examination unless a waiver of the waiting period is requested by the last school the applicant attended.

4. Verification of Age

Verification of age must be made by a copy of birth or baptismal certificate, or draft card, high school transcript, DD214 (discharge) form or military I.D. card, or a valid Nebraska Driver's License.

ISSUANCE OF THE DIPLOMA

9/22/82

Requirements

The applicant, in order to receive a diploma, must be:

- (1) Eighteen years of age, and meets Nebraska residency requirements.
- (2) Unable to secure a diploma from the last school attended.

The term "unable" as used herein refers to:

- a) Economic situation - includes family problems, death in the family, necessity to work, etc.
- b) Extended illness for student where attendance of classes is impossible, including pregnancies.
- c) A general dislike of school. This should be with the general consensus of the last school attended.
- d) Academic problems - such as a shortage of credits which would make graduation impossible, etc.
- e) Exclusion from school.

-or-

- (3) The class in which he/she was a member has been graduated.

The term "or" refers to an applicant whose age at the time of his/her graduation from high school would be below 18. That applicant must wait to receive his/her State of Nebraska High School Diploma until they reach 18 or their class has been graduated for one year.

Persons who have been determined eligible for immediate granting of a State of Nebraska High School Diploma will receive their State Department of Education High School Diploma.

Those persons who must wait for a prescribed length of time due to age, and/or original class graduation date, will be sent a letter in lieu of the actual State of Nebraska High School Diploma by the Nebraska Department of Education. When the applicant meets all requirements, he/she will receive the State of Nebraska High School Diploma.

The local Chief Examiner shall forward the \$5.00 issuance fee and the completed application, Form #12-003, when testing is completed. All test scores - all five tests or partial test scores - must be forwarded with the fee and application to the Nebraska Department of Education.

A duplicate of the diploma may be acquired by the remittance of a fee of \$2.00.

An official transcript of scores may be acquired by the remittance of a fee of \$2.00.

Fees paid for the initial diploma or duplicate copies should be only in the form of checks or money orders payable to the Nebraska Department of Education, and sent to: High School Equivalency, Nebraska Department of Education, P.O. Box 94987, 301 Centennial Mall South, Lincoln, Nebraska 68509-4987.

## **NEW GED TEST INFORMATION**

### **Titles and Content**

#### **TEST 1 - 80 Questions 1½ Hours**

##### **The Writing Skills Test**

Spelling, Punctuation, Capitalization 25%

Usage 30%

Sentence Correction 30%

Logic and Organization 15%

#### **TEST 2 - 60 Questions 1½ Hours**

##### **The Social Studies Test**

Economics 20%

Geography 15%

Political Science 20%

U.S. History 25%

Behavioral Science 20%

#### **TEST 3 - 30 Questions 1½ Hours**

##### **The Science Test**

Biology 50%

Earth Science 20%

Chemistry 15%

Physics 15%

#### **TEST 4 - 40 Questions 1 Hour**

##### **The Reading Skills Test**

Practical Reading 15%

General Reading 30%

Prose Literature 30%

Poetry 12½%

Drama 12½%

#### **TEST 5 - 50 Questions 1½ Hours**

##### **The Mathematics Test**

Arithmetic 55%

Geometry 20%

Algebra 25%



STATE OF NEBRASKA

DEPARTMENT OF EDUCATION  
ADULT AND COMMUNITY EDUCATION

301 CENTENNIAL MALL SOUTH  
LINCOLN, NE 68509

<u>CITY</u>	<u>ADULT EDUCATION SUPERVISOR</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
ALLIANCE	LONNIE SHERLOCK GEORGIA OVERSTREET, Assoc.	ALLIANCE PUBLIC SCHOOLS 1450 BOX BUTTE AVE. ALLIANCE, NE 69301	308-762-1580
BEATRICE FAIRBURY WYMORE	DENNIS McCREA	SOUTHEAST COMMUNITY COLLEGE ROUTE 2, WEST HWY 136 BEATRICE, NE 68310	402-228-3468
BELLEVUE	RON RYNE GENEVA JAMES, Assoc.	BELLEVUE PUBLIC SCHOOLS ADULT LEARNING CENTER 2221 MAIN STREET BELLEVUE, NE 68005	402-291-6747
BLAIR	HAROLD ORTMEIER	BLAIR COMMUNITY SCHOOLS 140 SOUTH 16 STREET BLAIR, NE 68008	402-426-4941
CHADRON	JANE HUNTER	NEBRASKA WESTERN COLLEGE 1601 EAST 27TH STREET SCOTTSBLUFF, NE 69361	308-635-3606
CORRECTIONS MEN	FRANK BOMBERGER	SOUTHEAST COMMUNITY COLLEGE CORRECTIONS DIVISION P.O. BOX 2800, STATION B LINCOLN, NE 68502	402-471-2861
CORRECTIONS WOMEN	JAN AXDAHL	NEBRASKA CENTER FOR WOMEN R.F.D. 1, BOX 33 YORK, NE 68467	402-362-3317
CRETE	JANET SCHUPBACH	CRETE PUBLIC SCHOOLS 920 LINDEN CRETE, NE 68333	402-826-4376
FALLS CITY	RON ROGGENKAMP	FALLS CITY PUBLIC SCHOOLS 14TH AND FULTON STREETS FALLS CITY, NE 68355	402-245-2116

<u>CITY</u>	<u>ADULT EDUCATION SUPERVISOR</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
FREMONT	ROGER ROHLFS	FREMONT PUBLIC SCHOOLS SENIOR HIGH SCHOOL 1750 NORTH LINCOLN AVE. FREMONT, NE 68025	402-721-6720
GORDON	CHERYL SWELEY Vol. Coordinator	NEBRASKA WESTERN COLLEGE 1601 EAST 27TH STREET SCOTTSBLUFF, NE 69361  207 WEST 3RD GORDON, NE 69343	308-635-3606  308-282-0894 EXT. 6 or 308-282-0352
GRAND ISLAND AREA	DIANN MUHLBACH	CENTRAL COMMUNITY COLLEGE 3RD & WALNUT P.O. BOX C GRAND ISLAND, NE 68802	308-384-5220
HEBRON	ROBERT BACON	HEBRON PUBLIC SCHOOLS 10TH AND EADS HEBRON, NE 68370  COURT HOUSE	402-768-6117 402-768-6230
LEXINGTON	TIM DAVIS	LEXINGTON PUBLIC SCHOOLS 1610 NORTH WASHINGTON LEXINGTON, NE 68850	308-324-4681
LINCOLN	CURTIS SEDERBURG JAMES HOLEN, Assoc.	SOUTHEAST COMMUNITY COLLEGE 8800 "O" STREET LINCOLN, NE 68520	402-471-3333 EXT. 263
NORFOLK	CAROLYN APLAND	NORTHEAST TECH. COMMUNITY COLLEGE 801 EAST BENJAMIN AVE. NORFOLK, NE 68701	402-371-2020
NORTH PLATTE AREA	DEANNA ODEAN	MID-PLAINS COMMUNITY COLLEGE AREA 416 NORTH JEFFERS NORTH PLATTE, NE 69101	308-534-9265

<u>CITY</u>	<u>ADULT EDUCATION SUPERVISOR</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
OMAHA	CAROL BALLANTYNE DAN KAPLE, Assoc.	METROPOLITAN COMMUNITY COLLEGE FORT OMAHA CAMPUS, BLDG. 19 30TH AND FORT STREETS OMAHA, NE 68111	402-449-8312
OMAHA	JOHN PEACE CONNIE EICHHORN, Assoc. 402-554-6307	OMAHA PUBLIC SCHOOLS 4469 FARNAM STREET OMAHA, NE 68131	402-554-1142
PLATTSMOUTH	BEVERLY HARTER	PLATTSMOUTH PUBLIC SCHOOLS 2101 SOUTH 15TH STREET PLATTSMOUTH, NE 68048	402-296-3326
SCOTTSBLUFF	JANE HUNTER	NEBRASKA WESTERN COLLEGE 1601 EAST 27TH STREET SCOTTSBLUFF, NE 69361	308-635-3606
SEWARD	JAMES ARNESON	SEWARD PUBLIC SCHOOLS 803 SEWARD STREET SEWARD, NE 68434	402-643-2988
SIDNEY	JEAN RANKIN P.O. BOX 482 SIDNEY, NE 69162	SIDNEY PUBLIC SCHOOLS 1122 19TH AVENUE SIDNEY, NE 69162	308-254-5893
WAHOO	CLYDE CHILDERS MARY HANCOCK, Coord.	WAHOO PUBLIC SCHOOLS 2201 NORTH LOCUST WAHOO, NE 68066	402-443-4332
YORK	STUART WILEY	YORK PUBLIC SCHOOLS 611 PLATTE AVENUE YORK, NE 68467	402-362-6700
NEBRASKA VOLUNTEER PROJECT COORDINATOR	GOLDA BOCKBRADER	3005 NORTH WEBB ROAD GRAND ISLAND, NE 68801	308-382-1748

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**APPENDIX K**

**MASTER SCHEDULE**

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**Master  
Schedule**

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
0700-0800	<del>Breakfast</del>						
0800-0900	Head Count <del>Housekeeping</del>		Linen Exchange (Tuesday only)			Laundry	
0900-1000			Commissary				Commissary
1000-1100					Telephone ↓		
1100-1200							
1200-1300	Head Count <del>Lunch</del>						
1300-1400	Telephone ↑			Visiting ↑		Visiting ↑	
1400-1500	Exercise ↓	Exercise	Exercise	↓	Exercise	↓	Exercise
1500-1600							
1600-1700							
1700-1800	Head Count <del>Dinner</del>	Mail Call					
1800-1900			Library		Library		Library
1900-2000	Church Service ↑	Visiting	GED Tutoring ↑		GED Tutoring ↑		
2000-2100	↓		↓		↓		
2100-2200							
2200-2300	Head Count <del>Lock-up</del>						
2300-2400							
2400-0100							
0100-0200							
0200-0300							
0300-0400							
0400-0500							
0500-0600							
0600-0700	<del>Release from</del>	Lock-up					

# Master Schedule

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
0700-0800	--Breakfast						
0800-0900	Head Count --Housekeeping		Linen Exchange (Tuesday only)			Laundry	
0900-1000			Commissary				Commissary
1000-1100					Telephone		
1100-1200					↓		
1200-1300	Head Count --Lunch						
1300-1400	Telephone ↑			Visiting ↑		Visiting ↑	
1400-1500	Exercise ↓	Exercise	Exercise	↓	Exercise	↓	Exercise
1500-1600							
1600-1700							
1700-1800	Head Count --Dinner	Mail Call					
1800-1900			Library		Library		Library
1900-2000	Church Service ↑	Visiting	GED Tutoring ↑		GED Tutoring ↑		
2000-2100	↓		↓		↓		
2100-2200							
2200-2300	Head Count --Lock-up						
2300-2400							
2400-0100							
0100-0200							
0200-0300							
0300-0400							
0400-0500							
0500-0600							
0600-0700	--Release from	Lock-up					

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APPENDIX L  
CHAIN OF  
COMMAND

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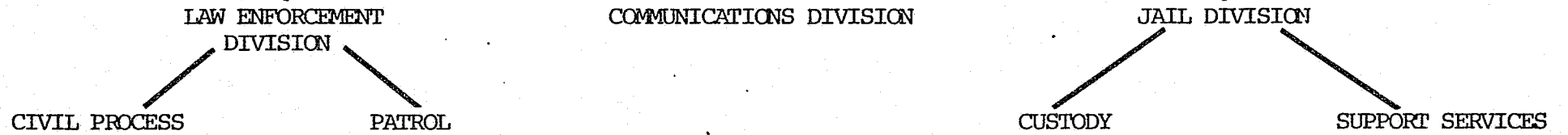
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NEBRASKA COUNTY JAIL

CHAIN OF COMMAND

SHERIFF/POLICE CHIEF

CHIEF DEPUTY/OFFICER





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**APPENDIX M**

**FORMS**

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Daily Log (typical page)

NOTE: Each security post will keep a Daily Log on those shifts during which the post(s) is staffed. The relief jailer will review that log upon assuming duties on his or her shift. The following activities shall be routinely noted in the log:

Security Inspections

Prisoner Counts

Prisoner Movement (e.g., Court, Release, Recreation)

Medical Treatment/Visits

Feeding

Disciplinary Actions

Use of Force

Surveillance Checks

Unusual Incidents

Cellblock Activities (i.e., Commissary, Telephone)

DATE: \_\_\_\_\_

JAIL ROSTER

HOLDING

A1 \_\_\_\_\_

A2 \_\_\_\_\_

ADULT MALE (MEDIUM)

B1 \_\_\_\_\_

B2 \_\_\_\_\_

B3 \_\_\_\_\_

B4 \_\_\_\_\_

B5 \_\_\_\_\_

B6 \_\_\_\_\_

ADULT MALE (MINIMUM)

C1 \_\_\_\_\_

C2 \_\_\_\_\_

C3 \_\_\_\_\_

SPECIAL SECURITY (MAXIMUM)

D1 \_\_\_\_\_

D2 \_\_\_\_\_

JUVENILE

E1 \_\_\_\_\_

E2 \_\_\_\_\_

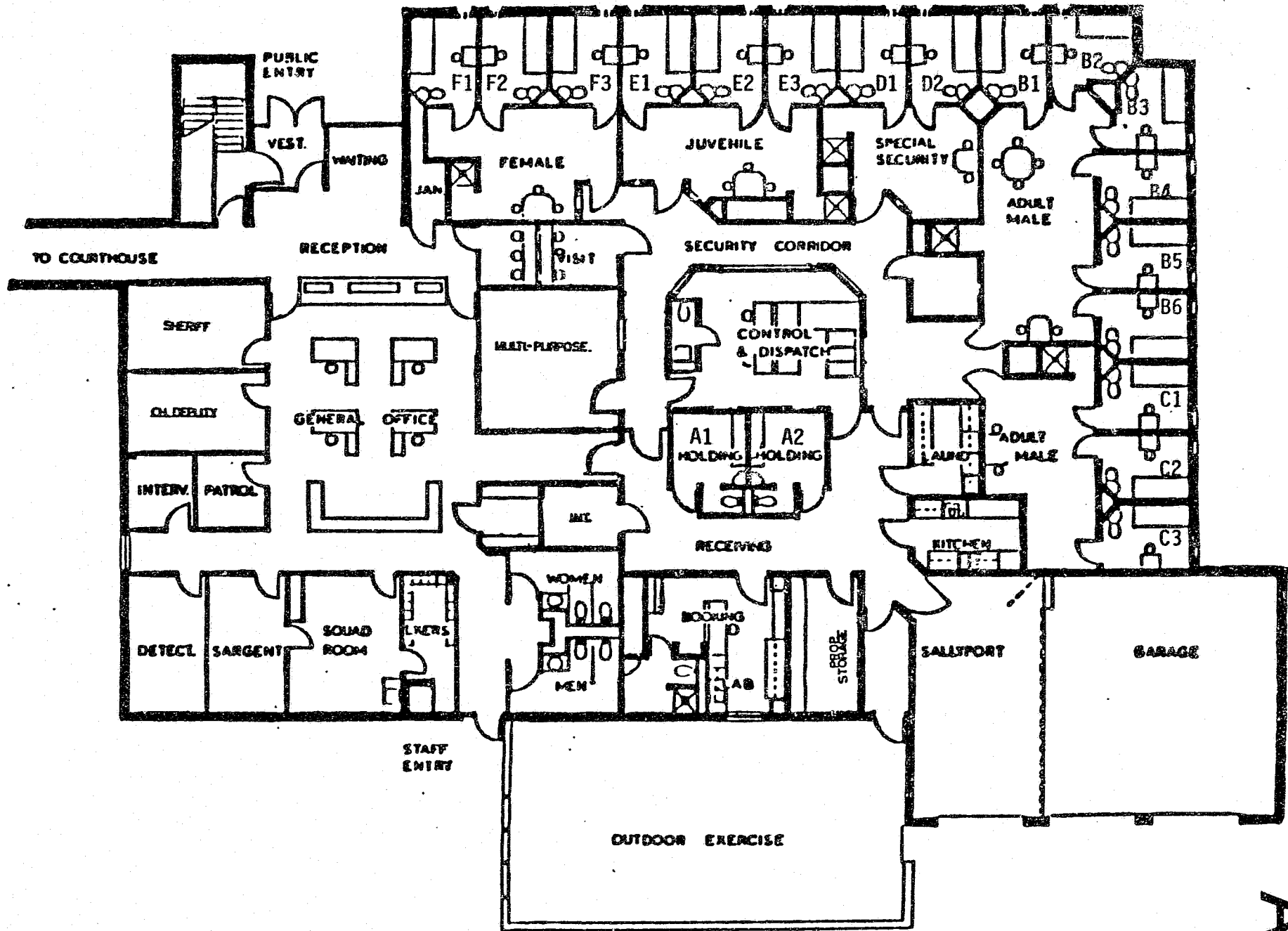
E3 \_\_\_\_\_

FEMALE

F1 \_\_\_\_\_

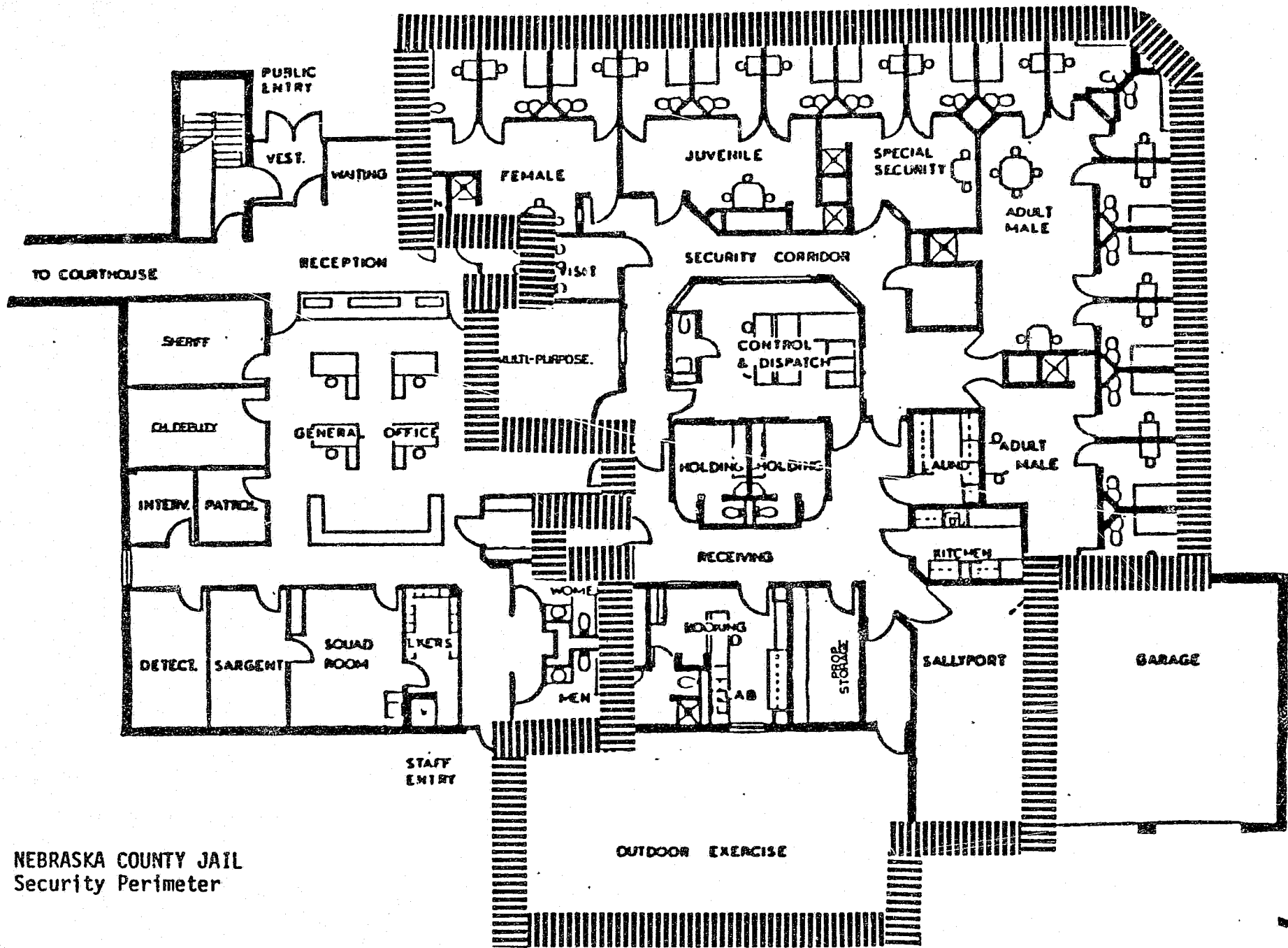
F2 \_\_\_\_\_

F3 \_\_\_\_\_

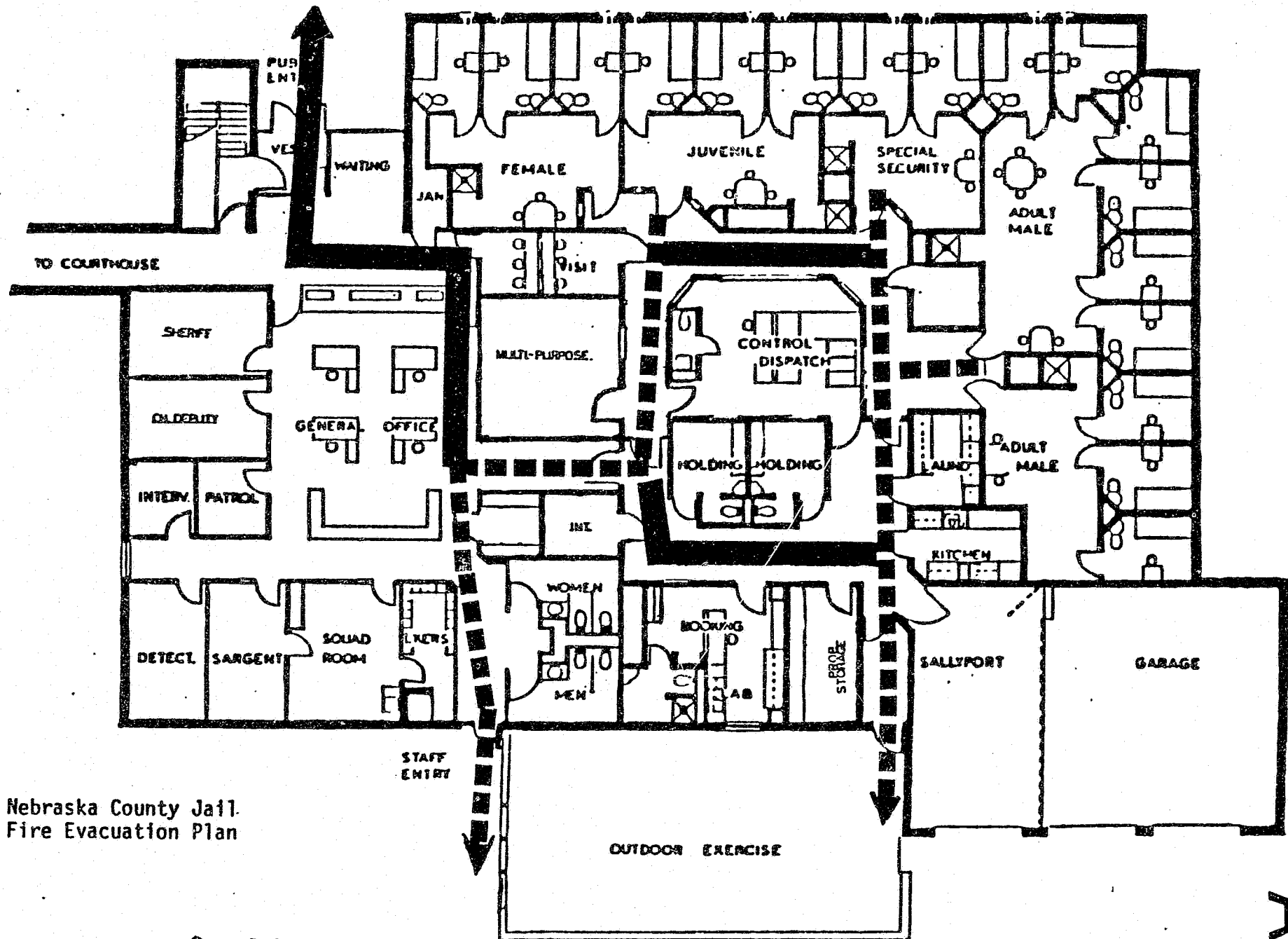


NEBRASKA COUNTY JAIL  
Floor Plan



A-4



NEBRASKA COUNTY JAIL  
Security Perimeter



Nebraska County Jail.  
Fire Evacuation Plan

-  Primary Exit
-  Secondary Exit



NEBRASKA LAW ENFORCEMENT TRAINING CENTER  
 MEDICAL EXAMINATION REPORT AND HEALTH QUESTIONNAIRE

A-7

This box to be completed by the Hiring Agency: Name: _____ First                    Middle                    Last Address: _____ _____ _____	
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**TO THE APPLICANT:** Medical clearance is required by the Nebraska Law Enforcement Training Center. Your cooperation in filling in this questionnaire as completely as possible will expedite the evaluation and avoid delay.

Instructions to Candidate: Complete this form prior to your physical examination and give it to the examining physician at the time of examination. Answer all questions completely and accurately.		
Candidate's Name (Last, First, Middle)	Address	
Date of Birth	Age	Current Occupation

**SECTION A: HAVE YOU EVER OR DO YOU NOW HAVE ANY OF THE FOLLOWING? FOR "YES" ANSWERS, SUPPLY FULL DETAILS IN SECTION B ON THE REVERSE SIDE. IF THE CONDITION REQUIRED HOSPITALIZATION, CHECK THE CORRESPONDING BOX.**

CONDITION	NO	YES	HOSP	CONDITION	NO	YES	HOSP
1. Head Injury				24. Other Allergies			
2. Back Trouble or Back Pain				25. Frequent Colds			
3. Any Defect of Bones or Joints Including Amputations, Dislocations, Broken Bones				26. Cancer or Malignancy			
4. Lameness				27. Tumor, Growth, or Cyst			
5. Rheumatism or Arthritis				28. Any Complications From Childhood Diseases			
6. Trick or Locked Knee/Knee Injury				29. Polio			
7. Foot Trouble				30. Rheumatic Fever			
8. Eye Injury, Surgery, Disease				31. Heart/Circulatory Trouble			
9. Have You Ever Worn Glasses/Contact Lenses				32. High or Low Blood Pressure			
10. Hard of Hearing or Hearing Problems				33. Varicose Veins			
11. Worn a Hearing Aid				34. Pernicious Anemia, Leukemia, or Other Blood Disorder/Ailment			
12. Headaches				35. Hepatitis, Jaundice, or Other Liver Ailment			
13. Mental Illness or Nervous Breakdown				36. Diabetes or Sugar in Urine			
14. Fainting or Dizzy Spells				37. Ulcers or Other Stomach Trouble			
15. Epilepsy or Fits				38. Colitis			
16. Any Disorder of the Nervous System				39. Gall Bladder Trouble			
17. Tuberculosis or Other Lung Trouble				40. Kidney or Bladder Trouble			
18. Shortness of Breath				41. Piles or Hemorrhoids			
19. Asthma				42. Rupture or Hernia			
20. Bronchitis				43. Mononucleosis			
21. Poison Oak or Poison Ivy				44. Illness Due to Drugs or Alcohol			
22. Skin Trouble				45. Hospitalized Due to Drugs/Alcohol			
23. Sensitivity to Dust							

46. Have you ever had or been advised to have an operation?	YES	NO
47. Have you ever been a patient (committed or voluntary) in a mental hospital?		
48. Have you had any other illness, injury, or physical condition not named above, other than childhood diseases or minor illnesses?		
49. Have you had an injury within the last 5 years which caused you to lose time from work?		
50. Have you ever been denied employment or insurance for medical reasons?		
51. Have you ever been deferred from military service for medical, emotional, or health reasons?		
52. Have you ever been discharged or released from employment or from the armed forces for medical, emotional, or health reasons?		
53. Have you ever received or applied for pension or compensation for disability or injury?		
54. Are you presently under a doctor's care for any condition?		
55. Have you ever taken medication the last 12 months for any reason?		
56. Do you have or have you ever had any physical or emotional limitations?		

**PHYSICIANS CONSULTED** (For above items checked "Yes," identify item number)

Item	Physician's Name	Address (Number, Street, City, State)

**SECTION B:** Write your own account and explain all items answered "yes" in this questionnaire: Identify item number. Include diagnosis, date of onset, hospitalization and your present condition. Continue on 8 1/2 x 11 sheets of paper and attach.

Item	

**PENALTY**

ANY FALSIFICATION, WITHHOLDING OR FAILURE TO ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY MAY CAUSE FORFEITURE OF ALL RIGHTS TO ATTEND THE NEBRASKA LAW ENFORCEMENT TRAINING CENTER.

**CERTIFICATION**

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THE FOREGOING STATEMENTS AND ANSWERS TO QUESTIONS, AND THAT ALL STATEMENTS AND ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Applicant (Sign in ink)	Date Signed
--------------------------------------	-------------

**MEDICAL EXAMINATION REPORT**

To Be Completed by a Licensed Physician and Surgeon

INSTRUCTIONS TO EXAMINING PHYSICIAN: Please review Health Questionnaire before examining the candidate. Do not forward this report until lab results are received. Use Section 25 for explanation of details, if necessary.

1. NAME (Last, First, Middle)		2. BIRTH DATE (Mo., Day, Yr.)		
3. HEIGHT (Without shoes)	4. WEIGHT	5. CHEST GIRTH (Expiration)	6. ABDOMEN GIRTH	
7. VISUAL ACUITY (If applicant wears glasses, test and record acuity with and without glasses)				
a. Without Glasses		R20/	L20/	B20/
b. With Glasses		R20/	L20/	B20/
c. Depth Perception		_____		
d. Color Perception		_____		
e. Pupils: Equal		Reaction _____		
f. Eye Grounds: _____				
g. Form Fields of Vision (Temporal): Right Eye _____ Left Eye _____ Each Eye on Zero Line (Record degrees of temporal fields obtained by instrumentation or confrontation)				
h. Evidence of Suppression _____				
Note any Abnormality _____				
8. HEARING:		Hearing Aid Used		Drum Perforation or Drainage
RIGHT	15/	_____ No _____ Yes		_____ No _____ Yes
LEFT	15/	_____		
NOTE ANY ABNORMALITY: (Whispered conversation at 15 ft. is considered normal)				
9. HEAD: (Note any defect, disease, or injury involving eyes, ears, nose, mouth, throat)				
10. DENTISTRY RECOMMENDED:		11. LUNGS:		
_____ No _____ Yes				
12. CARDIO VASCULAR SYSTEM:				
Type of Action	Blood Pressure	Pulse Rate	Sounds	Rhythm
A. At Rest	/			
B. After Moderate Exercise	/			
C. Two Minutes After Exercise	/			
D. Circulation to Extremities			E. Note any Abnormality	
13. NERVOUS SYSTEM: (Describe any pathology or abnormal reflexes)				
14. ABDOMEN:		15. RECTAL:		
Masses		Fissure		
Tenderness		Fistula		
Hernia		Hemorrhoids		
16. GENITO URINARY SYSTEM: (Note any abnormalities)				

17. **MUSCULO - SKELETAL:** (Test by bending, stooping, squatting; also by head, arm, leg, and finger motions. Explain any abnormalities in Section 25.)

<b>A. Spine:</b>	Mobility	Symmetry	Posture
<b>B. Upper Extremities:</b>	Limited Function _____ Normal _____ Abnormal		Missing Limbs/Appendages
<b>C. Lower Extremities:</b>	Limited Function _____ Normal _____ Abnormal		Missing Limbs/Appendages

18. **SKIN:** (Scars, Varicosities, Disease, Abnormalities - Nature and Severity)

19. **URINALYSIS:** (Laboratory - report may be attached)

SP. GRAVITY	ALB.	SUGAR
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20. Are there any conditions, physical, mental or emotional which, in your opinion, suggest further examination. If "yes", explain in 25 below.  
 \_\_\_\_\_ YES \_\_\_\_\_ NO

21. Do you have any reservations about this candidate's ability to physically perform the duties of a peace officer? If "yes", explain in 25 below.  
 \_\_\_\_\_ YES \_\_\_\_\_ NO

22. Is the examinee capable of or able to perform the physical exercise listed on the following pages at the listed average levels as indicated?  
 \_\_\_\_\_ YES \_\_\_\_\_ NO (Not Applicable to Jail Officers)

23. Does the examinee have any defects that prohibit safe operation of a motor vehicle under adverse or stressful situations? If "yes", explain in 25 below.  
 \_\_\_\_\_ YES \_\_\_\_\_ NO (Not Applicable to Jail Officers)

24. Does the examinee have any defects or injuries that prohibit participation in handgun and shotgun firing courses?  
 \_\_\_\_\_ YES \_\_\_\_\_ NO (Not Applicable to Jail Officers)

25. **SUMMARY/COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHYSICIAN'S REPORT**

I hereby certify that on \_\_\_\_\_, I completed a physical examination of:  
 (Date)

Name (Last, First, Middle)	Date of Birth	
Employer		
After review of all the above information, it is my opinion that this person is physically able to perform the duties of a _____ Law Enforcement Officer; _____ Jail Officer.		
Physician's Signature	Telephone	Date
Physician's Printed Name	Address	
Note: The employing agency is required to provide this completed form in order for the above named officer to be admitted for basic training at the Nebraska Law Enforcement Training Center.		
Return to: Nebraska Law Enforcement Training Center Route 3, Box 50 Grand Island, Nebraska 68801		

PHYSICAL TRAINING

Police Officers are required to participate in vigorous self-defense and physical development exercises during Basic Training, including those exercises indicated below.

Students will be tested their first week of Basic Training and again during the last week. They must meet the following minimum standards in order to become certified as a Law Enforcement Officer.

The following standards are taken from research completed by Dr. Kenneth Cooper and the Institute of Aerobics Research, Dallas, Texas.

AGE	20-29		30-39		40-49		50-59		60+	
	M	F	M	F	M	F	M	F	M	F
Flexability**	17.5	20	16.5	19	15.3	18	14.5	17.9	13.5	16.4
No. Sit-ups/ One Minute	40	34	36	27	31	22	26	17	20	8
Bench Press*	1.06	.65	.93	.57	.84	.52	.75	.46	.68	.48
Leg Press*	1.91	1.44	1.71	1.27	1.62	1.18	1.52	1.05	1.43	.99
1.5 Mile Run	12.18	14.55	12.51	15.26	13.53	16.27	14.55	17.24	16.07	18.16

\*Bench/Leg Press Weight Ration =  $\frac{\text{Weight Pushed in Lbs.}}{\text{Body Weight in Lbs.}}$

\*\*Flexibility test performed as follows: Subject sits on the floor or mat with legs extended at right angles to a taped line or box. The heels touch the near edge of the tape or box and are eight inches apart. A yard stick is placed between the legs of the subject and rests on the floor with the 15-inch mark on the edge of the box. The subject, keeping the knees straight, slowly reaches forward with both hands as far as possible and holds the position momentarily. The distance reached on the yardstick by the fingertips is recorded. The best of three trials is considered as the flexibility score.

PHYSICIAN'S MEDICAL EXAMINATION REPORT

INFORMATION FOR PHYSICIANS

Regulations established by the Nebraska Law Enforcement Training Center require that every police officer employed by a law enforcement agency shall be examined by a licensed physician. THE PHYSICIAN'S REPORT AFTER EXAMINATION MUST CONCLUDE, THAT IN THE OPINION OF THE PHYSICIAN, THE APPLICANT HAS THE ABILITY TO PHYSICALLY PERFORM THE DUTIES OF AN OFFICER.

The duties of an officer include, but may not be limited to, performance of the following physical activities.

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| * 1. Use of Firearms              | 20. Pushing                        |
| * 2. Driving Emergency Vehicles   | 21. Pulling                        |
| 3. Handcuffing Prisoners          | 22. Running                        |
| 4. Administer First-Aid           | 23. Sense of Touch                 |
| 5. Rescue Operations              | 24. Reaching                       |
| 6. Lifting and Carrying 0-70 lbs. | 25. Gripping Hands and Fingers     |
| * 7. Direct Traffic               | 26. Climbing Stairs                |
| 8. Subdue Prisoners               | *27. Climbing Ladders              |
| 9. Pursue Suspects                | 28. Hearing Alarms                 |
| 10. Walking - Lateral Mobility    | 29. Hearing Voice Conversation     |
| *11. Walking Rough Terrain        | 30. Color Identification           |
| 12. Bending                       | 31. Close Vision                   |
| 13. Stooping                      | 32. Far Vision                     |
| 14. Crouching                     | 33. Side Vision - Depth Perception |
| 15. Sitting                       | 34. Night Vision                   |
| 16. Standing                      | 35. Maintaining Balance            |
| 17. Standing - Long Periods       | 36. Operating Passenger Vehicles   |
| 18. Kneeling                      | 37. Finger Dexterity               |
| 19. Twisting Body                 | 38. Speaking                       |

Working conditions for officers may include, but may not be limited to, the following:

- |  |  |
|--|--|
| * 1. Exposure to Inside Temp. Extremes   | *19. Wearing Ear Plugs-Muffs                         |
| * 2. Exposure to Sun                     | *20. Wearing Rubber Boots                            |
| * 3. Exposure to Outside Temperatures    | *21. Exposure to Bee Stings                          |
| 4. Dampness                              | *22. Exposure to Poison Oak                          |
| 5. High Humidity                         | *23. Exposure to Dust or Pollen                      |
| 6. Noisy Work Areas                      | 24. Exposure to Fumes                                |
| * 7. Work at Heights                     | 25. Working with Adult Mental Patients               |
| 8. Work in Confined Space                | *26. Scuba Diving                                    |
| 9. Work in Crowded Areas                 | 27. Air Travel                                       |
| 10. Working Alone                        | 28. Working Long Hours                               |
| 11. Work With Inmates                    | 29. Working Night Shifts                             |
| 12. Exposure to Intense Light            | 30. Working Day Shifts                               |
| 13. Exposure to Noxious Odor             | 31. Working Weekends                                 |
| *14. Work on High Ladders                | 32. Exposure to Tobacco Smoke                        |
| 15. Work in Remote Locations             | 33. Exposure to Other Smoke                          |
| 16. Wearing Helmets                      | *34. Working at High Elevations                      |
| 17. Wearing Safety Glasses               | 35. Working with Mentally Retarded Person            |
| *18. Wearing Chemical-Resistant Clothing | 36. Working Remote from Emergency Medical Assistance |

\* Not applicable to Jail Officers

TO BE COMPLETED BY A LICENSED PHYSICIAN

HEIGHT	SMALL FRAME	MEDIUM FRAME	LARGE FRAME	AGE	TO USE
5'	101-122	107-133	115-147	18-20	Same as chart
5' 1"	105-126	111-137	119-151	21-24	Add 6 lbs. per frame
5' 2"	109-130	115-141	123-155	25-30	Add 7 lbs. per frame
5' 3"	113-134	119-145	127-159	31-35	Add 5 lbs. per frame
5' 4"	117-138	123-149	131-163	36-40	Subtract 1 lb. per frame
5' 5"	120-142	126-153	134-167	41-Over	Subtract 9 lbs. per frame
5' 6"	124-146	130-157	138-173	EXAMINEE'S FRAME IS:	
5' 7"	128-151	134-163	143-178	<input type="checkbox"/>	Small
5' 8"	132-155	138-167	147-183	<input type="checkbox"/>	Medium
5' 9"	136-161	142-172	151-187	<input type="checkbox"/>	Large
5' 10"	140-165	146-177	155-193	CONSIDERING THE ABOVE WEIGHT TABLE, THE EXAMINEE'S FRAME AND OTHER INDIVIDUAL PHYSICAL CHARACTERISTICS, I CONSIDER HIS PRESENT WEIGHT	
5' 11"	144-169	150-183	160-198	OF _____	TO BE
6'	148-174	154-188	164-204	Satisfactory	<input type="checkbox"/>
6' 1"	152-179	158-194	169-209	Excessive	<input type="checkbox"/>
6' 2"	156-184	163-199	174-215	Deficient	<input type="checkbox"/>
6' 3"	160-188	168-205	178-220	Under proper medical supervision, applicant should:	
6' 4"	169-198	178-216	188-231	<input type="checkbox"/> Lose	<input type="checkbox"/> Gain
6' 5"	174-204	182-222	192-238	_____ pounds.	
6' 6"	178-208	186-226	196-242	(How Many)	
6' 7"	182-212	190-230	200-246		
6' 8"	186-216	194-234	204-250		

Remarks:

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# Custody Authorization

# B-1

Inmate Name \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_:\_\_\_\_\_

Type Type of Charge  
(Code)

- |                    |                          |  |
|--------------------|--------------------------|--|
| Charge(s): 1 _____ | <input type="checkbox"/> | F—Felony                                   |
| 2 _____            | <input type="checkbox"/> | M—Misdemeanor                              |
| 3 _____            | <input type="checkbox"/> | C—Civil                                    |
| 4 _____            | <input type="checkbox"/> | O—Other (City Ordinance, Safekeeper, etc.) |
| 5 _____            |                          |  |

The above named inmate has been lawfully arrested for the the charges listed and is herewith remanded to the custody of the \_\_\_\_\_ jail.

Sign Here

\_\_\_\_\_  
ARRESTING OFFICER

\_\_\_\_\_  
ARRESTING AGENCY



# Inmate Medical Clearance Report

B-2

Inmate's Name \_\_\_\_\_ Date \_\_\_\_\_

Brought into jail by \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

We have declined to accept the above-named inmate into the jail, pending medical clearance, for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF JAILER DATE-TIME

Name of examining physician \_\_\_\_\_

- Disposition: (check one)
- I have examined the prisoner and find him/her acceptable for admission to the jail. I have no specific suggestions regarding care of this prisoner for the condition for which I have examined him/her.
  - I have examined the prisoner and find him/her acceptable for admission into the jail. I suggest treatment for the prisoner's condition as described below.
  - I have examined the prisoner and find him/her acceptable for admission to the jail providing the following conditions are met.
  - I have examined the prisoner and find him/her medically unacceptable for admission to the jail.

Physician's Remarks: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PHYSICIAN DATE-TIME TELEPHONE NUMBER

Please Print or Type)

# NEBRASKA ADMISSION AND RELEASE RECORD

No.	NB	TIME ADMITTED: _____ (Military)	DATE ADMITTED: ____/____/____ (Mo.) (Day) (Yr.)	FACILITY I.D. NUMBER <b>B-3</b>
NAME: (Last) _____ (First) _____ (Middle) _____		ALIASES: _____		
ADDRESS: (Street or P.O. Box) _____ (City) _____ (State) _____				PHONE _____
AGE	DATE OF BIRTH: ____/____/____ (Mo.) (Day) (Yr.)	PLACE OF BIRTH: _____ (City) _____ (State) _____	SEX: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	SOCIAL SECURITY NUMBER _____
RACE: 1 <input type="checkbox"/> Caucasian 2 <input type="checkbox"/> Indian 3 <input type="checkbox"/> Oriental 4 <input type="checkbox"/> Spanish 5 <input type="checkbox"/> Black		MARITAL STATUS: 1 <input type="checkbox"/> Single 2 <input type="checkbox"/> Married 3 <input type="checkbox"/> Divorced 4 <input type="checkbox"/> Widowed 5 <input type="checkbox"/> Separated		EDUCATION (No. of years) _____
OCCUPATION: _____		EMPLOYER: _____	DRIVER'S LICENSE # _____	STATE _____

EYES:	HAIR:	HEIGHT:	WEIGHT:	PHYSICAL BUILD:	ADDITIONAL INFORMATION:
SCARS OR MARKS:					

CHARGE(S) DETAINED UNDER:	TYPE	TYPE OF CHARGE (Code)	CUSTODY STATUS	WARRANT
1. _____	<input type="checkbox"/>	F - FELONY M - MISDEMEANOR C - CIVIL O - OTHER (CITY ORDINANCE, SAFEKEEPER, ETC.)	1 <input type="checkbox"/> Pre Trial 2 <input type="checkbox"/> Sentence	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
2. _____	<input type="checkbox"/>		ARRESTING OFFICER: _____	
3. _____	<input type="checkbox"/>		ARRESTING OFFICER'S AGENCY: _____	
4. _____	<input type="checkbox"/>		ADMITTING OFFICER: _____	
5. _____	<input type="checkbox"/>			

JUDICIAL AUTHORITY (Court) 1 <input type="checkbox"/> County 2 <input type="checkbox"/> District 3 <input type="checkbox"/> Juvenile 4 <input type="checkbox"/> Other _____	SENTENCE BEGIN DATE: ____/____/____ (Mo.) (Day) (Yr.)
--	---

REASON FOR RELEASE: 1 <input type="checkbox"/> Bond (type) _____ 6 <input type="checkbox"/> Temporary Release 2 <input type="checkbox"/> Paid Fine _____ 7 <input type="checkbox"/> CPC 3 <input type="checkbox"/> ROR 8 <input type="checkbox"/> To Other Authority (Specify) _____ 4 <input type="checkbox"/> Sentence Completed 9 <input type="checkbox"/> Back to Arrest Authority (Specify) _____ 5 <input type="checkbox"/> To Responsible Person 10 <input type="checkbox"/> Other _____	TIME RELEASED: _____ (Military)
	DATE RELEASED: ____/____/____ (Mo.) (Day) (Yr.)
	RELEASING OFFICER: _____

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INMATE SIGNATURE X \_\_\_\_\_

THUMB PRINT

# Inmate Property Inventory

# B-4

Inmate \_\_\_\_\_ Record No. \_\_\_\_\_

Date Booked \_\_\_\_\_ Officer \_\_\_\_\_

Cash at Booking \_\_\_\_\_ Checks \_\_\_\_\_ Blank Check #'s \_\_\_\_\_

Billfold:  Leather  Fabric Other \_\_\_\_\_  Black  Brown Other \_\_\_\_\_ (DESCRIBE)

Watch: Brand \_\_\_\_\_ Color \_\_\_\_\_ (YELLOW, WHITE) Type \_\_\_\_\_ (DIGITAL, ETC.) Band \_\_\_\_\_ (DESCRIBE)

Rings/Other Jewelry \_\_\_\_\_

Inventory All Other Property Possessed by Inmate Whether Kept by Inmate or Stored:

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

Initial Telephone Call

Party Called

Number

Relationship

1. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

2. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Inmate Cash Accounting: Starting Balance \_\_\_\_\_ Ending Balance \_\_\_\_\_

Date	Deposit	Dep. Int.	Withdrawal	Off. Int.	Balance

I certify that the above listed property is a true and complete accounting of personal property taken from me at the time I was admitted.

\_\_\_\_\_  
INMATE'S SIGNATURE (AT BOOKING)

\_\_\_\_\_  
OFFICER'S SIGNATURE

\_\_\_\_\_  
WITNESS

I certify that the personal property returned to me less authorized recorded withdrawals of money from my personal account, is a complete and true inventory of my personal effects.

\_\_\_\_\_  
INMATE'S SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
OFFICER'S SIGNATURE

\_\_\_\_\_  
Date of Release

# Medical Receiving Screening

B-5

Inmate's Name \_\_\_\_\_ Date \_\_\_\_\_

Record Number \_\_\_\_\_ Sex:  Male  Female Date of Birth \_\_\_\_\_ Item \_\_\_\_\_

Person to notify in case of Emergency:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Booking Officer/Examiner Observations (where applicable, circle specific condition)	Yes	No	Comments
1. Unconscious?			
2. Visible signs of trauma or illness requiring immediate emergency or doctor's care? Describe: _____			
3. Obvious fever, swollen lymph nodes, jaundice or other evidence of infection which might spread through the jail? Describe: _____			
4. Poor skin condition, vermin, rashes, or needle marks?			
5. Under the influence of alcohol, barbiturates, heroin or other drugs?			
6. Visible signs of alcohol/drug withdrawal? (Extreme perspiration, pinpoint pupils, shakes, nausea, cramping, vomiting).			
7. Behavior suggests risk of suicide or assault?			
8. Carrying medication or report being on medication? List: _____			
9. Deformities (List): _____			

## Officer/Examiner — Inmate Questionnaire

10. Admits to the following (Indicate by number and letter below)  
 1. (Over one year ago)    2. (Within one year)    3. (Present Now)  
 H. (Hospitalized)    M. (Medications — Current)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Allergies               | <input type="checkbox"/> Epilepsy                  | <input type="checkbox"/> Psychiatric Disorder           |
| <input type="checkbox"/> Arthritis               | <input type="checkbox"/> Fainting                  | <input type="checkbox"/> Tuberculosis                   |
| <input type="checkbox"/> Asthma                  | <input type="checkbox"/> Heart Condition           | <input type="checkbox"/> Ulcers                         |
| <input type="checkbox"/> Delirium Tremens (DT's) | <input type="checkbox"/> Hepatitis                 | <input type="checkbox"/> Urinary Tract Problems         |
| <input type="checkbox"/> Dental Condition        | <input type="checkbox"/> High Blood Pressure       | <input type="checkbox"/> Venereal Disease (VD) (Which?) |
| <input type="checkbox"/> Diabetes                | <input type="checkbox"/> Physician Prescribed Diet | <input type="checkbox"/> Other (Specify): _____         |

11. Use alcohol?  Yes  No  
a) If yes, how often? \_\_\_\_\_ b) How much? \_\_\_\_\_  
c) When were you drunk last? \_\_\_\_\_  
d) When did you drink last? \_\_\_\_\_

12. Use any "street drugs"?  Yes  No  
a) If yes, what type(s)? \_\_\_\_\_  
b) How often? \_\_\_\_\_ c) How much? \_\_\_\_\_  
d) When did you get high last? \_\_\_\_\_  
e) When did you take drugs last? \_\_\_\_\_

13. If female, is she:  
a) Pregnant?  Yes  No \_\_\_\_\_ (months)  
b) Delivered recently?  Yes  No \_\_\_\_\_ (date)  
c) On birth control pills?  Yes  No \_\_\_\_\_

Remarks (i.e. Unusual behavior, special diet, type of VD, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disposition/Referral to (Please underline applicable response)**  
a) General population    b) Emergency Care    c) Sick call    d) Isolate

NEBRASKA COUNTY JAIL  
CIVIL PROTECTIVE CUSTODY  
AUTHORIZATION FORM

DATE \_\_\_\_\_

TIME \_\_\_\_\_

I, \_\_\_\_\_  
(OFFICER) (BADGE NUMBER)

DO HEREBY PLACE \_\_\_\_\_ IN CIVIL  
PROTECTIVE CUSTODY TO BE LODGED AT THE NEBRASKA COUNTY JAIL  
UNDER SECTION 53-1, 121 REVISED STATUTES OF NEBRASKA.

I REQUEST THE ABOVE INDIVIDUAL TO BE RELEASED FROM CIVIL PRO-  
TECTIVE CUSTODY AT \_\_\_\_\_  
(TIME) (DATE)

\_\_\_\_\_  
(ARRESTING OFFICER)

\_\_\_\_\_  
(ARRESTING AGENCY)

REMARKS:

BOOKING OFFICER \_\_\_\_\_

JAIL ADMISSION AND RELEASE NUMBER \_\_\_\_\_

INMATE ORIENTATION

I hereby state that I have read and understand the rules of the Nebraska County Jail as provided in the Inmate Handbook.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Inmate's Signature)

Witness \_\_\_\_\_  
(Jailer's Signature)

CELL SEARCH FORM

AREA SEARCHED \_\_\_\_\_ OCCUPIED BY \_\_\_\_\_  
(INMATE'S NAME)

DATE \_\_\_\_\_ SEARCHED BY \_\_\_\_\_  
(JAILER'S NAME)

TIME \_\_\_\_\_

CONTRABAND ITEMS DISCOVERED: (LIST) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITION OF CELL/OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION OF CONTRABAND ITEMS SEIZED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_  
(JAILER'S SIGNATURE)





# Record of Restraint

Inmate's Name \_\_\_\_\_ Date \_\_\_\_\_

Time of Restraint \_\_\_\_\_

Restraining Device Used \_\_\_\_\_

Reason for restraint \_\_\_\_\_

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

Time released from restraints \_\_\_\_\_

Officers involved \_\_\_\_\_  
\_\_\_\_\_

DAILY FOOD SERVICE LOG

DATE \_\_\_\_\_

BREAKFAST

MENU SERVED:	TOTAL SERVED:
MEAT/PROTEIN:	REGULAR _____
MILK:	SPECIAL _____
VEGETABLE:	COMMENT _____
FRUIT:	_____
CEREAL/BREAD:	_____
OTHER:	_____

LUNCH

MENU SERVED:	TOTAL SERVED:
MEAT/PROTEIN:	REGULAR _____
MILK:	SPECIAL _____
VEGETABLE:	COMMENT _____
FRUIT:	_____
CEREAL/BREAD:	_____
OTHER:	_____

DINNER

MENU SERVED:	TOTAL SERVED:
MEAT/PROTEIN:	REGULAR _____
MILK:	SPECIAL _____
VEGETABLE:	COMMENT _____
FRUIT:	_____
CEREAL/BREAD:	_____
OTHER:	_____

\* Note the name of any inmate served a special diet, the diet served, the name of any inmate(s) refusing to eat, or inmate complaints in the COMMENT section for each meal.

# Inmate Request Form

Inmate's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

- Grievance       Medical       Inmate Commissary Order Form       Other Services

Nature of Request \_\_\_\_\_

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

INMATE'S SIGNATURE \_\_\_\_\_

Action Taken to Fulfill Request \_\_\_\_\_

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

OFFICER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Medical Treatment

**1** Date of treatment \_\_\_\_\_ Time \_\_\_\_\_  
Treatment prescribed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Location of treatment \_\_\_\_\_  
Medical Authority \_\_\_\_\_

**2** Date of treatment \_\_\_\_\_ Time \_\_\_\_\_  
Treatment prescribed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Location of treatment \_\_\_\_\_  
Medical Authority \_\_\_\_\_

**3** Date of treatment \_\_\_\_\_ Time \_\_\_\_\_  
Treatment prescribed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Location of treatment \_\_\_\_\_  
Medical Authority \_\_\_\_\_

**4** Date of treatment \_\_\_\_\_ Time \_\_\_\_\_  
Treatment prescribed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Location of treatment \_\_\_\_\_  
Medical Authority \_\_\_\_\_

# Incident and Discipline Report

Inmate's Name \_\_\_\_\_ Date \_\_\_\_\_

Description of incident by officer \_\_\_\_\_

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

OFFICER'S SIGNATURE \_\_\_\_\_

Immediate action taken \_\_\_\_\_

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

OFFICER'S SIGNATURE \_\_\_\_\_

Action taken by authorities \_\_\_\_\_

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

- Signed by members of Disciplinary Team:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

INMATE'S SIGNATURE \_\_\_\_\_

NEBRASKA COUNTY JAIL

NOTIFICATION OF CHARGES AND HEARING  
FOR MAJOR VIOLATION OF RULES

Name: \_\_\_\_\_

You are hereby notified that it is alleged that you have committed the following rule violations:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Facts upon which the charge is based: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A hearing to determine whether there is substantial evidence of guilt to believe that you have committed a Major Violation of the rules will be held:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

During the hearing you have the right to be heard and present evidence and witnesses. Reasons for any limitation placed on testimony or witnesses shall be stated in writing by the Facility Administrator or other person serving as the hearing officer. You may request assistance in preparing your case from a jailer or another inmate, if approved by the Facility Administrator.

You are entitled to appeal any disciplinary action to the District Judge.

Signed,

\_\_\_\_\_  
Hearing Officer



INTERVIEW FOR WORK RELEASE

E-3

DATE: \_\_\_\_\_

NAME OF SUBJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SENTENCE: \_\_\_\_\_ FOR: \_\_\_\_\_

LENGTH OF TIME SERVED: \_\_\_\_\_

PRIOR ARRESTS: \_\_\_\_\_ DISPOSITION: \_\_\_\_\_

CHARACTER: \_\_\_\_\_

TYPE OF WORK TO BE CONDUCTED: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

BOND RECORD: \_\_\_\_\_ POSTED: \_\_\_\_\_ SKIPPED: \_\_\_\_\_

MARRIED: \_\_\_\_\_ SINGLE: \_\_\_\_\_

KNOWN ASSOCIATES: \_\_\_\_\_

RESULTS OF ORAL INTERVIEW: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

RECOMMENDATIONS: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ CONTINUED: \_\_\_\_\_ DATE: \_\_\_\_\_

I, \_\_\_\_\_, SHERIFF OF NEBRASKA COUNTY, NEBRASKA DO  
HEREBY CERTIFY THAT I HAVE READ THE FOREGOING APPLICATION FOR WORK RELEASE; THAT I  
WITNESSED THE DEFENDANT'S EXECUTION OF SAME, AND THAT I APPROVE/DISAPPROVE THE  
DEFENDANT'S APPLICATION FOR THE FOLLOWING REASONS:

\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
SHERIFF OF NEBRASKA COUNTY, NEBRASKA

WORK RELEASE AGREEMENT FORM

E-4

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ARREST #: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

TIME OUT: \_\_\_\_\_ TIME IN: \_\_\_\_\_

DAYS OUT ON WORK RELEASE: SUN MON TUE WED THU FRI SAT (CIRCLE DAYS)

TERMS AND CONDITIONS:

1. I understand that it is my sole responsibility to strictly adhere to all work release program rules and regulations and will take the necessary steps to prevent any violation.
2. I agree to return to the Nebraska County Jail by the time specified by the court.
3. I will not do anything contrary to city ordinances, state or federal laws.
4. I will not consume alcoholic beverages, narcotics, marijuana or drugs other than those prescribed by a physician.
5. I will not indulge in any unlawful, disorderly, injurious or vicious acts.
6. I will not have any firearms, explosives or other dangerous weapons in my possession at any time.
7. I understand and agree to contact the jail immediately of any change in my work schedule.
8. I will comply with all rules and regulations which are listed in the Nebraska County Jail's Inmate Handbook.
9. I will comply with all lawful orders of the Sheriff or his duly appointed officer.
10. I understand that I will be searched by jail personnel each and every time when leaving or entering the jail. This may include a complete strip search of my person and a breath, blood or urine test to determine alcohol content or drug intake.
11. I understand that jail personnel or Sheriff's Department personnel will conduct spot checks on me during my work release.
12. I understand that if I fail to return to the jail at the specified time, I will be charged with escape.
13. I will comply with the following special terms and conditions:

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

I certify that I have read or have had read to me these terms and conditions in its entirety and fully understand them. I have received a copy of this agreement this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_. I understand that any violation by me of any of the above terms and conditions is cause for termination of my work release privileges and that I may face legal action under the Statutes of the State of Nebraska.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(INMATE'S SIGNATURE)

WITNESSED BY: \_\_\_\_\_  
(JAILER'S SIGNATURE)

WORK RELEASE RECORD

E-5

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ARREST #: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

TIME OUT: \_\_\_\_\_ TIME IN: \_\_\_\_\_

PICKED UP BY: \_\_\_\_\_ RETURNED BY: \_\_\_\_\_

-----

I will comply with the terms and conditions set forth on the Work Release Agreement and that any violation of these terms and conditions is cause for immediate termination of my work release privileges.

SIGNED: \_\_\_\_\_ (INMATE'S SIGNATURE) WITNESSED: \_\_\_\_\_ (JAILER'S SIGNATURE)

DATE	TIME OUT	SIGNATURE	TIME IN	SIGNATURE

APPROVED BY \_\_\_\_\_





