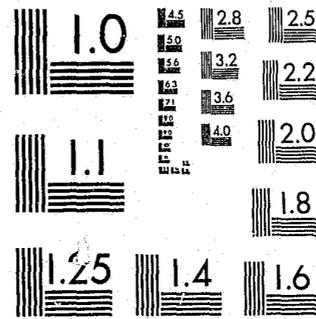


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Law Enforcement and Criminal Justice
Law Enforcement Assistance Administration
United States Department of Justice
Washington, D. C. 20531

DATE FILMED

3-10-80

NATIONAL SHERIFFS' ASSOCIATION

15732

DUPLICATE

ity, classification
pline

The National Sheriffs' Association is grateful to the Law Enforcement Assistance Administration of the United States Department of Justice for the Grant Award (No. 73-ED-99-0002) which made production of this and the companion handbooks possible. Authority: The Omnibus Crime Control and Safe Streets Act of 1968 as Amended.

Grant Award recipients are encouraged by the Law Enforcement Assistance Administration to express freely their professional judgment. Therefore, the findings, opinions, and conclusions expressed in this Handbook do not necessarily represent the views of official position of LEAA or the Department of Justice or of The National Sheriffs' Association.

Gilbert A. Foss, Manager
Professional Assistance Division
National Sheriffs' Association

12/17/75

A Handbook
On

JAIL SECURITY,
CLASSIFICATION,
AND DISCIPLINE

15732
dup

The National Sheriffs' Association
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036
1974

Credits

The information contained in this Handbook was compiled by a subcommittee of the Detention/Corrections Committee of the National Sheriffs' Association in two meetings during 1973-74.

The notes and tapes were used by the named writers who produced a draft of this monograph. This draft material was then revised, edited and approved for publication in its present form.

The time spent on this project by persons named below, is greatly appreciated, especially since it was freely contributed in the interest of improving jails for 1974 and beyond.

The National Sheriffs' Association (1973-1974)

President:

Sheriff I. Byrd Parnell
Sumter County
Sumter, South Carolina

Executive Director:

Ferris E. Lucas
1250 Connecticut Avenue, N. W.
Washington, D. C.

Project Director:

Gilbert A. Foss
1250 Connecticut Avenue, N. W.
Washington, D. C.

1973-1974 Detention/Corrections Committee Membership Participating

Sheriff Donald J. Omodt, Hennepin County, Minneapolis, Minnesota, Chairman

Sheriff Robert A. Bender, Allen County, Fort Wayne, Indiana

Sheriff Joseph F. Job, Bergen County, Hackensack, New Jersey

Sheriff James Swinson, Fairfax County, Fairfax, Virginia

Sheriff Thomas Morrissey, Buncombe County, Asheville, North Carolina

Lawrence Carpenter, Austin, Texas

Sheriff Paul E. Blubaum, Maricopa County, Phoenix, Arizona

Nick Pappas, LEAA, Washington, D. C., Consultant

Definitions

The National Jail Census of 1970 sponsored by the Law Enforcement Assistance Administration and conducted by the Bureau of the Census revealed that there are 4,037 locally administered detention institutions in the United States which have the authority to detain adult persons for 48 hours or longer. Since these 4,037 institutions represent almost as many units of government, there are inevitably many titles for both institutions and personnel. The following, therefore, are definitions chosen by the Handbook Committee as the most nearly universal and easily understood.

Jail: Any institution operated by a unit of local government for the detention of sentenced and unsentenced persons, whether locally known as jail, work-house, house of correction, correctional institution, or other title.

Inmate: Any person, whether sentenced or unsentenced, who is confined in a jail.

Jail Administrator: Any official, regardless of local title such as sheriff, jailer, or warden, who has the main responsibility for managing and operating a jail.

Jail Employee: Any individual who performs work in a jail whether full-time, part-time, or volunteer, regardless of title by which he may be known locally, and without regard to whether he wears a uniform.

County Supervisors: Governing body of the county.

Special Note

Nowhere in this handbook is any effort made to distinguish between the sexes, whether they serve as jail administrators, jail employees, or jail inmates.

All standards and principles apply equally to both males and females with only two exceptions, which should be self-evident to all but which perhaps bear restating.

1. Male and female inmates must be separated by substantial architectural arrangements which permit no visual or vocal contacts.
2. No male employee or visitor will enter the female quarters in the jail unless advance notice is given and escort service provided by a female jail supervisor. Where there are women in the jail population a female supervisor is required to be on duty.

Additionally, in this Handbook, little mention is made of juvenile inmates simply because juveniles NEVER should be confined in any jail except in cases of extreme emergency and even then for a period not to exceed 24 hours.

Table of Contents

Definitions	3
Foreword	5
Introduction—Custody and Security in the Jail	7
1. Admission and Release Procedures	8
2. Classification	31
3. Medical Care	37
4. Jail Security	45
5. Supervision of Inmates	53
6. Discipline	59
7. Emergency Procedures	71

Foreword

The job which the sheriff and his jailer understand best is probably that which is the subject of this handbook. However, men still escape from jail, and repressive custody is now a concern of the courts and activist groups.

This requires the sheriff to walk a narrow road as he tries to satisfy the requirements for humane treatment with his sworn obligation to produce the inmates in court as they are summoned by the judge, to protect the public, and to have the inmate in jail when he is ready for release—preferably a better man than when he was incarcerated.

That is a tough assignment. It requires re-training and upgrading of present jail staffs. It requires recruitment of individuals qualified and willing to introduce and enforce modern concepts of inmate behavior and treatment and to be trained in the theory and practice of these concepts.

All of this means extra costs for jail operations, and this requirement is one which the sheriff must face. In doing so, he needs public support through his governing bodies, the news media, the schools and related agencies. Until he has solved the problems treated in this handbook, he is ill prepared to introduce new and innovative programs which are the vogue in 1974. Hence, the National Sheriffs' Association offers the guidelines contained in this handbook.

Ferris E. Lucas
Executive Director

NATIONAL SHERIFFS' ASSOCIATION

June 1974

Introduction

Custody and Security in the Jail

“ . . . and many among them shall stumble, and fall, and be broken, and be snared and be taken.” Isaiah 9:15.

. . . And the place to which those who fall are most likely to be taken in 1974 is the nearest lockup or jail. In either case, the person so seized is very likely to learn at first hand a good deal about our criminal justice system.

If he can make bond, or be released on his own recognizance, or otherwise avoid being booked into a jail, this diversion from incarceration may prove to be a lifesaver. Once confined inside a jail, however, every person, regardless of guilt or innocence, is subjected to all the disadvantages attendant upon loss of liberty and the necessity for conforming to a whole set of rules the like of which are found nowhere else in our society.

The function of the jail is the detention and safekeeping of persons committed to it by due process of law.

Too many jails are human warehouses. They embitter and degrade the inmates. Outmoded jail codes may tend to antagonize or mistreat or dehumanize inmates. An untrained jail staff may hold as a truth that jails are for punishment of the sentenced *and* the unsentenced, who are all presumed to be guilty no matter what legal definition applies to them.

Jails must be secure, the population controlled, rules followed, and discipline maintained. They should also be administered by a trained, compassionate staff in surroundings as clean and cheerful as possible with purposeful use of leisure time and under regulations which are practical but not repressive.

Each step of the jail process must avoid infringing on the legal or human rights of prisoners. Clearly stated objectives for the guidance of staff and inmates are necessary. Compliance with uncomplicated and reasonable rules can be demanded and expected. They are more easily enforced than obscure or repressive regulations and, when coupled with an empathetic jail staff, will permit communication between staff and inmates.

Jails are being scrutinized as never before by the courts, jail administrators, and by the public (through the news media). We who are experts in the field should be able to supply reasons for the policies which govern our jails, and we should have a set of plans for improving the role of the jail in the future.

Chapter 1.

Admission and Release Procedures

The initial contact with the jail setting can be, and often is, a very shocking experience to an arrested person. It is extremely important that security procedures insure the safety of the person arrested, the arresting officers, the booking officers, and the jail staff.

Positive Identification of Arresting or Committing Officer

It is imperative that the admissions or booking officer make a positive identification of the officer who commits the suspect.

In one of the western states, one man posed as a police officer while the other assumed the role of prisoner. The man in uniform displayed a badge, gained admittance to the jail, and escorted his "prisoner" inside. Both men then produced weapons and demanded the release of two colleagues.

A badge is *not* the sole form of identification needed to gain admittance to the booking area of a detention facility. Badges of almost any description can be purchased at a pawn shop. In addition to a badge, ask for credentials or commission card (preferably with photograph), as well as authority for legal commitment.

Security during the Admissions Procedure

No person carrying firearms should ever get inside the jail. An armory or other locked storage area should be provided outside the jail custody perimeter where officers can deposit their weapons prior to entering the jail. If gun lockers are provided, they should have the capability to receive a 6-inch weapon. Each compartment should be so constructed as to enable the officer to deposit his weapon, lock it in the compartment, and retain the key until he departs the jail. *No inmate should ever have access to the armory area.*

Adjacent to the entrance to the booking area of the jail, a sally-port should provide a secure enclosure in which a police vehicle can be parked. The area should be custodially safe, with a closure that can be locked prior to removing an arrestee from an automobile.

A thorough search should have been made at the time of the arrest. Any weapons taken by the arresting officers should be placed with the arrestee's property when booked or retained as evidence by the arresting agency.

A holding cell large enough to hold several persons should be available near the booking desk. This cell should be equipped with benches, toilet, drinking fountain, and wash basin.

Search for Contraband

Contraband may best be defined as any item or article inside the jail or on the property of the facility that was not issued by the jail, purchased at the commissary, purchased through an approved source after official approval, or received through approved mail or visits. Items that have been altered from their original condition or items passed from one inmate to another without proper authorization may also be considered as contraband.

All types of drugs, and weapons have been found on offenders during booking. Capsules of heroin, amphetamines, and barbiturates are regularly discovered on inmates under bandages on arms and fingers, between toes, and in body cavities. In a large midwestern county jail, an inmate appeared to be under the influence of drugs three days after commitment. Close examination by a physician revealed the following items of contraband in the rectum: five capsules of heroin, a medicine dropper from a Vicks bottle, a bottle cap, one half of a double-edged razor blade, and five large rubber bands. These items had been deposited in the body opening in finger-stalls made from the fingers of a rubber glove. Contraband recently found in the vagina of female inmates involved in a robbery included a .25 caliber automatic and \$2,400, both wrapped in pliofilm.

The searching officer should examine all prosthetic devices such as artificial arms and legs. Hollowed-out sections in these devices may conceal drugs, guns, or money. When an inmate is wearing a cast, special care should be taken to determine whether it is false and perhaps conceals contraband. Usually a call to the doctor who the inmate claims applied the cast will verify that the injury was treated by him and provide the date. Careful examination may reveal whether the cast has been tampered with. In any event, a person with a cast should be referred to the jail physician for examination.

All searches of inmates by jail staff should be conducted with maximum respect and minimum physical discomfort to the inmate. If the inmate resists or refuses to cooperate, the officer should contact his superior immediately for instructions. Officers should use only the force necessary to effect the search.

Two types of searches are normally used: (1) basic frisk or search; and (2) skin or strip search.

Basic Frisk and Search

Use of the term "basic" in describing the first type should in no way be construed as meaning that the searching officer should be remiss or negligent in the act of searching the arrestee. The "basic frisk or search" is one employed during initial booking procedures and may be accomplished as follows.

- Be sure that no other inmates are in the room when the search takes place. This assures that no contraband can be passed by the new inmate to one already booked.
- Have the inmate empty all pockets, trousers, shirt, coat, and jacket, etc., and, if possible, turn all pockets inside out. After the contents have been checked and itemized, the admissions officer should put these articles in a place visible to the inmate but out of his reach.
- The admissions officer should then have the inmate stand with his back to the officer facing a wall, legs spread and arms extended straight out. If the

admissions officer is alone with the inmate, it might prove advantageous to have the inmate stand approximately two feet from a wall, spread his legs, and lean against the wall with arms spread. The officer should also direct the inmate not to remove his hands from the wall or move in any manner until so instructed. This position should not be construed as cruelty, but an advantageous position for the officer should the inmate suddenly display violent tendencies. Once the inmate has assumed the basic position for the search, it may be accomplished as follows:

- From behind, using both hands, start at the forehead (hairline) and run fingers or large toothed comb through the hair. Often long hair has been used to conceal contraband. Working toward the back of the head and down to the neck, check collar (turned up). Particular attention should be given to all seams in clothing, as they offer excellent hiding places for such items as knife blades, hacksaw blades, jewelers files, and needles. Following from the neck area, run both hands across top of shoulders, then up and down each sleeve—first one, then the other.
- Returning both hands to the base of the neck, proceed with the search by covering the chest, stomach, back, and belt-line areas. Particular attention should be paid to items that may be hidden between the belt and waistband of the trousers. Do not allow the inmate to unbuckle his own belt, since the buckle may in actuality be a weapon. Special attention should be paid to a wallet, as there are gun wallets available on the market. (see page 11.)
- From the waistline, proceed down the legs, using both hands on one leg, then the other. Again pay close attention to the seams down the side of the trousers. Check shoe tops, cuffs, and socks. Follow up by running hands up the leg, well into groin area.

Skin or Strip Search

The skin or strip search of the inmate should be thorough and systematic. It should be conducted in a highly courteous manner to preserve the inmate's dignity and cause him minimum physical discomfort. Bruises, other injuries, and identifying marks such as tattoos, scars, and birthmarks can be found and recorded during the search. The searcher should begin with the inmate's head, running his fingers through the hair or using a large toothed comb. He should next examine the ears, the mouth, and then the nose. (A flashlight is an excellent search tool.) The inmate should be asked to lift his arms so that his armpits can be examined. Before proceeding to the pubic area, the officer should examine the trunk for tape or bandages that may conceal injuries or contraband. The bandages removed should be replaced with clean ones before the search continues. The pubic area should be examined for lice, using the flashlight. The inmate should next be ordered to turn around, bend over, and spread his buttocks so that the rectum can be examined. Again, the light can be used for this purpose so that the inmate is not touched.

The search described here is a basic skin or strip search and can be used for men or women. Any further searching, such as rectal and vaginal checks, is a matter of policy to be set by each jurisdiction. The jailer must be aware of this policy. Any female is searched in privacy and by a female.

Following the skin search, all clothing should be placed in storage. The inmate should then be issued jail clothing.

(REPRODUCTIONS OF 2 ADS)

BELT BUCKLE DAGGER

The world's SNEAKIEST weapon! UNDETECTABLE! Works and feels like an ordinary belt buckle 'til you need it! THEN you've got a fistful of protection INSTANTLY!

This is a fine modernization of the old gambler's push dagger. The blade is contoured to fit your waist, made from non-magnetic magnesium bronze 4121 alloy. The belt is English bridle rein leather.

SIZES: 30-42 (state your belt size)
Belt colors: Black or Golden Brown

PRICE: \$11.95 postpaid
Not legal for export

**Manufacturer's Closeout
All Sales Final • Discontinued**

In addition to the FBI alert bulletin on this knife, there is now also a Customs alert bulletin—don't wear it on an airplane! We will ship orders same day received until we are forced to stop handling these. Very soon these may be as hard to get as switchblades are now. If you want one, you'd better get it while you can!

Please include 70¢ per knife for shipping and insurance

GUN WALLETS

The Gun Wallet fits a High-Standard Model DM-101, 22 Mag., or 22 LR Derringer only. Designed to be carried in back pocket. Derringer fires while securely mounted in wallet case. Carries two extra rounds. For right or left hand, in black or brown.

Surprise in a wallet\$9.95

**DEALER
INQUIRIES
WANTED**

Television cameras may offer some assistance to the searching officer. The monitor should be placed in an area such as a control center, where another officer can be alerted to aggressive behavior.

Booking

To "book" is to record an arrest in official jail records and take fingerprints and photographs of the person committed to the jail. Booking should take place in a specially designated area of the jail. Some rules for booking:

- It is illegal to hold any person in custody incommunicado. Any inmate should be permitted a reasonable number—perhaps three—telephone calls.

- For multiple bookings provide a holding area for a large number of arrestees prior to bookings; then process in the regular manner.
- If a person is booked following an arrest while in legal possession of a vehicle, the disposition of that vehicle must be recorded on the booking record. Recording should consist of stating whether the vehicle was released or impounded, to whom or where.
- All warrant(s) must be listed with bail indicated. The booking record must show the court having jurisdiction over the warrant(s) in question. A warrant should include:
 - specific charge by code
 - seal of court
 - signature of judge
 - day or night service
 - warrant number
 - sign off by arresting officer
 - amount of bail
- It is not permissible to accept for booking any person under warrant unless the warrant has been properly signed by the arresting officer to indicate that the warrant has been served. (This may not apply to your jurisdiction.)

The Booking Record

The booking record should be prepared by the arresting agency, since that agency will prosecute and the booking record will contain a positive identification of the arrestee, as well as other pertinent information. The booking (arresting) officer should be separated from the arrestee by means of a screen or other barrier. Arrested persons are usually upset during the arrest and booking and very often become aggressive at this stage.

The following items should appear on the booking record:

- Booking number (Any document for the inmate which is prepared later by the jail must contain the booking number.)
- Date
- Time—Use 24-hour clock
- Name, first, middle, and last name, circling last name
- Home address
- Name of arresting officer and agency
- Signature of arresting officer
- Specific charge(s), with code section, warrant number, and commitment number or superior court number
- Location of arrest
- Court district where the offense was committed
- Sex
- Age
- Date of birth
- Place of birth
- Race: White, Negro, or Mexican, etc.
- Name and relationship of next of kin
- Address of next of kin

- Property taken by jailer with a description of articles (see copies of property forms)

Money	Glasses	Lighter
Watches	Wallet	Knife
Keys	Rings	Miscellaneous personal articles (indicated by "P.A.")

- Driver's license number
- Social Security number
- Highest grade completed in school
- Name of employer and employer's address if known
- Occupation
- Remarks
- If being booked on a commitment: name of court; length of sentence; commitment number
- Additional warrant numbers and charges
- Signature of booking officer

Information on the booking slip should contain property *not* taken as well as property taken. For example, "wedding ring on finger (unable to remove);" earring (unable to remove)."

Special care is necessary to count and issue receipt for any personal funds taken from the inmate. The original booking record must be retained by the jail as a permanent record. Copies should be given to the booking officer (arresting agency) and to the suspect. Copies might also go to a central identification bureau or similar agency.

Examples of booking record forms are shown on the following pages.

Clothing for Inmates

Clothing worn by a prisoner should be taken from him on admission, in order to ensure that contraband does not come in with him. Narcotics can be sewn into seams and cuffs or hidden in shoe soles or heels. Moreover, many items of clothing, such as shoes and belts, can be used as weapons.

To control contraband and protect staff and other inmates, a one-piece coverall type of garment can be supplied at a reasonable cost to the jail. If such a garment is not in use in the jail, inmates should be issued pants and shirt. All inmates should be given underclothing, socks, and shoes. The latter should be made of a soft, washable material; they are relatively inexpensive and fairly durable, and cannot readily be used as a weapon.

Jails that house both sentenced and unsentenced inmates might consider a different uniform for each group. Identification is easy if they are dressed in color-coded clothing.

Provision should be made for changing outer garments at least once each week. Underclothing and socks should be changed as needed. Clean clothing is an aid to morale, in jail as well as out of it. Indeed, the opportunity to change clothing frequently may be a factor in modifying behavior.

A clothing issue system entails a laundry operation and salaries of supervisory personnel therein. It may be less expensive, and more satisfactory, to contract with another agency, such as a county hospital, or with a commercial laundry than to operate a laundry in the jail. This is especially true as laundry equipment ages and maintenance becomes costly.

JAIL OFFICE COPY

PRISONER
SAN JOAQUIN COUNTY JAIL
BOOKING RECORD

BOOKING NO.		DATE		TIME	
NAME IN FULL					
ADDRESS					
ARRESTING OFFICER			DEPT.	BOOKING OFFICER'S SIGNATURE	
CHARGE				BAIL	
CHARGE					
WHERE ARRESTED				COURT	
SEX M. F.	AGE	DATE OF BIRTH	PLACE OF BIRTH (CITY AND STATE)		RACE
NEXT OF KIN AND RELATIONSHIP			ADDRESS		
PROPERTY TAKEN BY JAILER:		\$	WATCH	KEYS	GLASSES
RING	LIGHTER	KNIFE	MISC.		
DRIVERS LIC. NO.		SOC. SEC. NO.		SCHOOLING	
EMPLOYER			OCCUPATION		
REMARKS: IF COMMITMENT, SENTENCE AND COURT MUST BE NOTED. IF WARRANT, BAIL AND COURT MUST BE NOTED.					
RECEIVING OFFICER _____				CELL NO. _____	

I hereby authorize the jailer to receive and open for inspection my mail while I am confined in the San Joaquin County Jail at Stockton, California.

Por este medio autorizo al carcelero que reciba y abra mis cartas para inspeccionarlas mientras sea prisionero en la carcel de el Condado De San Joaquin en Stockton, Calif.

PRISONER'S SIGNATURE **X**
FIRMA DEL PRISIONERO _____

RECEIVED ABOVE PROPERTY
PROPIEDAD DE ARRIBA RECIBIDA _____

THE LAW REQUIRES AT YOUR REQUEST THAT YOU BE TAKEN BEFORE A MAGISTRATE IN THIS COUNTY FOR THE PURPOSE OF BEING ADMITTED TO BAIL
YOU ARE ENTITLED UPON YOUR REQUEST TO COMPLETE THREE (3) PHONE CALLS IMMEDIATELY AFTER BEING BOOKED
YOU HAVE THE RIGHT TO A RECEIPT FOR YOUR PERSONAL PROPERTY AND TO BE INFORMED OF THE CHARGES AGAINST YOU

LA LEY REQUIERE CUANDO USTED PIDA QUE SEA LLEVADO ANTE UN MAGISTRADO EN ESTE CONDADO PARA EL PROPOSITO DE QUE SE LE ADMITA SER FIANZADO
TIENE USTED EL DERECHO CUANDO LO PIDA DE COMPLETAR TRES (3) LLAMADAS TELEFONICAS INMEDIATA MENTE DESPUES DE HABER SIDO REGISTRADO
TIENE USTED EL DERECHO A UN RECIBO POR SU PROPIEDAD PERSONAL Y DE SER INFORMADO DEL CARGO EN CONTRA SUYA

SEE REVERSE SIDE FOR YOUR CONSTITUTIONAL RIGHTS AND INMATE RULES
VEA EL LADO OPUESTO PARA SUS DERECHOS CONSTITUCIONALES Y LAS REGLAS DE LOS PRISIONEROS

DENVER COUNTY JAIL

PRISONER'S ARREST RECORD No.

TIER	PROCESSED BY	ASSIGNED BY	FED.	IMMIG.	DATE	TIME								
NAME			ADDRESS											
NEXT OF KIN			ADDRESS											
BROUGHT IN BY	SEARCHED BY	POL. CT.	TR. CT.	DIV. 8	DIV. 9	J. P.	DIV.	JUV.	COUNTY	SUP.	GOOD TIME			
WHERE BORN	OCCUPATION	AGE	EYES	HAIR	HEIGHT	WEIGHT	RACE	SEX	CHARGE					
SENTENCE									RELEASE DATE					
ADDITIONAL CHARGES														
REMARKS														
WATCH	RINGS	B F	PURSE	O'COAT	HAT	GLOVES	B. B.	ENV.	HANGER	S. CASE	KEYS	CIG. LT'R	KNIFE	SHOES
MISC.						CURRENCY	SILVER	CHECKS	TOTAL CASH	JACKET NO.				
THIS IS TO CERTIFY THAT I HAVE RECEIVED FROM THE WARDEN OF THE DENVER COUNTY JAIL ALL MONEY AND PROPERTY BELONGING TO ME.						I GIVE PERMISSION TO THE WARDEN OF THE DENVER COUNTY JAIL OR HIS DULY AUTHORIZED AGENT TO CENSOR ALL MY MAIL WHILE I AM IN CUSTODY AT THE DENVER COUNTY JAIL.								
X						WITNESS	X							

JAIL SECURITY, CLASSIFICATION, AND DISCIPLINE

ARREST REPORT
JEFFERSON COUNTY SHERIFF'S DEPARTMENT—GOLDEN, COLORADO

ORIGINAL

16

JAIL SECURITY, CLASSIFICATION, AND DISCIPLINE

CELL #	OFFICER MAKING REPORT		DATE		CASE NUMBER		
			TIME:				
			MUG #	FBI	CBI		
	DATE OF ARREST		TIME OF ARREST	LOC. OF ARREST		ARRESTING OFFICER	
	RACE 1 2 3 4 5		AGE	D.O.B	PLACE OF BIRTH		S.S. #
	SEX	HEIGHT	WEIGHT	EYES	HAIR	COMP	BUILD
	SCARS, TATTOOS, I.D. MARKS/PECULIARITIES					REC OFF.	
	OCCUPATION		WHERE EMP.	HOME PHONE	WARRANT NO.	ARRESTING AGENCY	
	CHARGES			STATUTE #	CHARGES CHANGE TO		
					INTOXICATION		
				ALCOHOL:	DRUGS:	UNKNOWN:	
DETAILS OF ARREST							
LOCATION OF AUTO				INJURIES OR ILLNESS		REPORTED BY	
CLOTHING							
DOCKET OR WARR	CT	TRIAL	CT	HOW RELEASED			
RTS.	CT	BOND	CT	REL. DATE	SENTENCE		
ARR.	CT		CT	REL. TIME			
PRE HEAR	CT	TRUSTY	RELEASED BY				

LOC # NAME

ALIAS:

ADDRESS

WEBER COUNTY SHERIFF'S DEPARTMENT
OGDEN, UTAH

REGISTER OF ARREST

Arrest

NAME _____ PHOTO-GRAPHED FINGER-PRINTED

ALIASES _____

DESCRIPTION				CHARGES	
STREET ADDRESS _____				DATE / /	
CITY _____ STATE _____				TIME OF ARREST _____	
AGE _____ HT. _____	WT. _____	EYES _____	HAIR _____	CHARGE _____	
DATE OF BIRTH _____		RACE _____	SEX _____	PLACE OF ARREST _____	
PLACE OF BIRTH _____				ARRESTING OFFICERS _____ AGENCY _____	
EMPLOYER _____				BAIL AMOUNT _____ BAIL COMMISSIONER _____	
NAME OF NEAREST RELATIVE _____				COURT DATE _____	
STREET NO. _____ CITY _____ STATE _____				HOLD FOR PROBATION & PAROL _____ OTHER AGENCIES _____	
PRISONER'S PROPERTY: CHECKS: \$ _____ TOTAL \$ MONEY _____				HOW RELEASED _____	
RINGS: NO. _____ DESCRIPTION _____					
WATCHES: DESCRIPTION _____					
WALLET <input type="checkbox"/>	PURSE <input type="checkbox"/>	KEYS <input type="checkbox"/>	KNIFE <input type="checkbox"/>	CIGARETTE LIGHTER <input type="checkbox"/>	
MISC. _____					
NAME OF OFFICER RECEIVING PROPERTY _____					

RELEASE OF PROPERTY: _____ I RECEIVED ALL MY PROPERTY FROM THE SHERIFF'S DEPARTMENT OF WEBER COUNTY.
DATE RECEIVED / / PRISONER'S SIGNATURE _____

NAME OF OFFICER RELEASING PROPERTY _____

STATEMENT OF RELEASE: I, BEING RELEASED THIS _____ DAY OF _____ 19 _____ AT _____ (TIME) STATE THAT _____

I WAS NOT PHYSICALLY INJURED IN ANY MANNER WHILE I WAS IN THE WEBER COUNTY JAIL, NOR WAS I HURT IN ANY MANNER WHILE BEING ARRESTED.

WITNESS _____ SIGNATURE OF PERSON RELEASED _____ PAPER PATENTED BY M.O.E. CO.

Personal clothing taken from the inmate should be cleaned, pressed, and stored. Rapid turnover in the prison population might seem to work against such a procedure. But if it is not followed, odors and vermin may accumulate. It is also important to see that the inmate has proper clothing on release. If his own was in such bad shape when he was booked that it had to be destroyed, or if he lacked essential articles, the jail administrator should contact Goodwill Industries, the Salvation Army, or some other community organization that might be able to supply the needed articles when the inmate is ready for release. This, like frequent changes of clothing during his term, is an important morale-builder.

SALT LAKE COUNTY SHERIFF'S OFFICE
BOOKING AND PROPERTY RECORD

D. # _____
MF # _____
CASE _____

NAME: LAST		FIRST		MIDDLE		PLACE OF ARREST & TIME	
S. O. NO.		ALIAS		ARREST DETAILS			
DOB		HT.	WT.	HAIR	EYES	RACE	SEX
PLACE OF BIRTH		CHARGE		WARRANT NO.		JUDGE	
DATE BOOKED		TIME BOOKED		ARRESTING AGENCY		BAL	
PROPERTY RECEIPT (ITEMIZED)		PARTIAL RELEASE OF PROPERTY INMATES (I/L)		SCARS, MARKS, TATTOOS AND OTHER ID CHARACTERISTICS			
EYE GLASSES		YES <input type="checkbox"/> NO <input type="checkbox"/>		RIGHT HANDED <input type="checkbox"/> OR LEFT HANDED <input type="checkbox"/>			
SOC. SEC. NUMBER		DRV. LIC. NO.		STATE			
RESIDENCE ADDRESS		PHONE		OCCUPATION			
EMPLOYER		IN CASE OF ILLNESS, NOTIFY:		RELATIONSHIP			
ADDRESS		PHONE		MOTHER & FATHER & ADDRESSES:			
ARRESTEE'S CONDITION		<input type="checkbox"/> NORMAL <input type="checkbox"/> INTOX. <input type="checkbox"/> ILL <input type="checkbox"/> INJURED		OTHER CONDITION NOTED		I CERTIFY THAT THE ABOVE LISTED PROPERTY IS ALL THAT WAS TAKEN FROM MY PERSON.	
MED. AID GIVEN		<input type="checkbox"/> YES <input type="checkbox"/> NO		WHERE		I CERTIFY THAT ALL PROPERTY HAS BEEN RETURNED:	
1ST REPORT NO.		FBI NO.		LBI NO.		LAST PHOTO DATE	
DISPOSITION OF VEHICLE:		LOCATION:		RECORD SEARCH BY			
<input type="checkbox"/> HOLD <input type="checkbox"/> NO HOLD		ARRESTING OR TRANSPORTING OFFICER		SEARCHED BY		BOOKING OFFICER	
RELEASED TO		RELEASED BY		<input type="checkbox"/> FINE PAID <input type="checkbox"/> BOND <input type="checkbox"/> TIME SERV.		SHIFT SERGEANT	
						DATE AND TIME RELEASED	

THIS: "PRISONER INFORMATION" IS PRINTED ON THE BACK OF THE PINK COPY OF THE BOOKING & PROPERTY RECORD. YOU ARE REQUIRED TO READ AND FAMILIARIZE YOURSELF WITH THIS MATERIAL

I HEREBY AUTHORIZE THE SHERIFF OR HIS AGENT TO INSPECT MY INCOMING AND OUTGOING MAIL.

(SIGNATURE)

Information about Rules of Conduct

At some point during the admission procedure and after the suspect is booked into the jail, he must be made aware of the body of regulations which will govern his conduct while he is incarcerated.

Most jails have printed "Rules and Regulations" to which the population is required to conform. They are presented to the inmate in several ways, and we include samples in this section.

JAIL RULES

SAN JOAQUIN COUNTY CUSTODY FACILITIES

MEN'S DIVISION

1. The Penal Code states: "For each month that a prisoner willingly and cheerfully obeys the rules and regulations he may receive five days off his sentence." This is known as "State Time" or "Good Time" and amounts to time off for good behavior (Penal Code 4018).
2. The Penal Code states: "For each month that a prisoner willingly and cheerfully performs duties assigned to him, he may receive an additional five days off per month from his sentence." This is known as "Trusty Time". (Penal Code 4019)
3. Time off for good behavior as well as trusty time is not mandatory by the Code; it is permissible if the Sheriff wishes to grant it.
4. It is further provided that neither Trusty Time nor State Time will be granted for any period of time wherein the sentence is 30 days or less.
5. Cleanliness is mandatory, and it is the obligation of each inmate to keep his cell and his person clean and orderly at all time.
6. Noise and loud talking will be kept to a minimum when in the cells. When going to the dining hall, there will be no loud talking or horseplay. An inmate, after leaving his cell for whatever reason and returning to his cell, will not loiter for any purpose along tier and stairs.
7. Fires in cell or on tiers, destruction of clothing, writing, destroying, or scratching on walls is forbidden. (4600 P.C. -- 4516 P.C.)
8. Narcotics, dangerous drugs, and alcoholic beverages are forbidden.
9. Weapons or any material that can be used as weapons are forbidden.
10. Fountain pens, keys, metal cans, or glass objects are forbidden contraband.
11. Money is prohibited in the cells or interior of the Jail.
12. Fighting is prohibited and is a violation of the law subject to criminal complaint (Penal Code 240 & 242).
13. Reveille shall be conducted each morning at 5:00 a.m. Inmates will arise and make their bunks and clean their cells immediately after breakfast.
14. No sheets, blankets or other material shall be draped over the bunks which would obscure the full view of the bunk.
15. No towel, blanket, mattress or pillow or pillow case shall be placed or left on the floor.
16. No pictures, news articles, or other writings shall be attached to the walls of the cell.
17. Covering the lights in the cells with paper or other material is forbidden.
18. Utensils for eating are not to be taken to the cells by inmates. No cooking of food or coffee will be allowed in cells.
19. Lights out will occur each night at 11:00 p.m. Once lights of this institution have been turned off for the night, no loud talking or hoisterous conduct will be permitted.
20. Your copy of your booking slip, will be retained by you as long as you remain in custody in this institution for identification as well as it being your permanent record of your personal property in our keeping.
21. Control cells are single-man cells and are used as an evaluation period for new felony bookings. Inmates may be kept in control cell for a period of 5 days or longer after booking. They are also used as a disciplinary measure to gain co-operation where such co-operation is not voluntarily given by the inmate, and as necessary for security.
22. Once an inmate has been to Court and returned to this Jail, any money in his property will be transferred to an ACCOUNT CARD. All cash money received for the inmate either from visitors or through the mail, will be added to his account. Commissary purchased by the inmate will be deducted from this account and the inmate will be given a receipt showing his balance.

23. Any inmate receiving discipline MAY suffer the loss of all privileges such as the loss of visiting, commissary, and may lose State Time and Trusty Time.
24. Disciplinary Committee will meet each Wednesday at 9:30 a.m. All inmates who are written up for rule infractions may by written request appear before the committee.
25. Any inmate going through a door will close the door behind him.

CORRESPONDENCE - VISITING - PHONE CALLS

1. Letters being sent from Jail will not be restricted.
2. All outgoing letters must have the following return address: (Inmate's name), J099 West Mathews Road, French Camp, California 95231.
3. Proper language shall be used in writing letters.
4. All incoming mail may be checked for contraband.
5. Those who are indigent will be given letter writing supplies.
6. Any and all checks and money orders received in the mail for an inmate will be placed in his property, a receipt written by the Jailor, and placed in the envelope. Checks or money orders received by mail are not cashed in the Jail. Those desiring this service must make their own arrangements.
7. Cash money received in the mail will be put on the inmate's account card and the register receipt attached to the envelope. This procedure and the one above will assist the inmate in keeping his own record of his monies.
8. Mail is received at the Jail six days a week.
9. Any inmate wishing to file a "WRIT" may do so and the necessary forms are furnished. Any officer in the Jail will obtain these upon request.
10. Located on the wall near the main stairway are six metal boxes labeled modification and parole, Chief, Lieutenant, Honor Farm Transfer Requests, Commissary Requests, Public Defender, and Mail.

11. Magazines and newspapers will be accepted for inmates if mailed directly from the publisher.
12. VISITING - Unsented Inmates - May visit as follows For 15 minute periods:
 MONDAY 6:00p.m.-9:00p.m.
 THURSDAY 6:00p.m.-9:00p.m.
 FRIDAY 6:00p.m.-9:00p.m.
 SUNDAY 11:00a.m.-3:00p.m., 6:00p.m.-9:00p.m.

Sentenced Inmates - May visit as follows for 15 minute periods:
 TUESDAY 6:00p.m.-9:00p.m.
 SATURDAY 11:00a.m.-3:00p.m., 6:00p.m.-9:00p.m.

Juvenile and Special Visits
 WEDNESDAY 6:00p.m.-9:00p.m.
 Inmates on Disciplinary Restriction will not be allowed visitors.

13. allows two (2) phone calls ARE PERMITTED immediately after booking. When assigned a cell, you will be granted additional calls by contacting the Tier Officers. NO PHONE CALLS DURING MEAL TIME.
14. A telephone book is available to you and should you desire to obtain your release through a Bail Agent, you will find the Bail Agent in the yellow pages of the directory.
15. All requests for information including phone calls will be submitted on forms provided

COMMISSARY - RECREATION - T.V.

1. Commissary requests are filled out by the inmates (having money on account cards) on Mondays and Thursdays and the orders filled and delivered in the afternoon of Tuesdays and Fridays. Requests must be signed by inmate.
2. When an inmate receives his order, he signs the slip, and receives the register receipt showing his money balance. Any discrepancy should be

called to the Duty Sergeant's attention immediately for any necessary change or adjustment.

- 3. No one order is to exceed \$5. If this occurs, the order will be returned to the inmate unfilled.
- 4. Inmates are responsible to total the order properly.
- 5. A list of all items furnished in commissary is available and passed out to all inmates.
- 6. Recreation yard of this institution will be utilized by the inmate population when the weather is not inclement. Recreational equipment will be supplied by this facility and is not to be taken to the cells by inmates. It is to be returned to the officer on duty.
- 7. Television will be turned on nightly at 6:00 p.m. and turned off at 11:00 p.m.

PERSONAL CLEANLINESS - SICK CALL

- 1. Showers will be taken by all inmates on Mondays, Wednesdays, and Fridays. Linen and clothing will be changed at this time.
- 2. Inmates shall shave as needed. The shave cart is in continuous operation during the day.
- 3. Sick call is handled on a day to day basis, commencing at 6:45 a.m. each day of the week except Sunday. Medicine prescribed by the Jail Doctor is dispensed as prescribed.
- 4. Any inmate desiring to be placed on sick call will notify the officer on the tier and his name will be placed on sick call list for the following date.
- 5. Any inmate becoming ill other than normal sick call time will be seen by the Jail Nurse.
- 6. A barber shop for cutting hair is available in the maximum security section of the Jail.

CLOTHING

- 1. GREEN CLOTHING is worn in this institution by unsentenced misdemeanors.
- 2. LIGHT BLUE COVERALLS are worn by inmates prior to a Jury Trial or Court Trial, for Court appearances. Once an inmate reaches the Court or Jury Trial process, he may, at his own expense, wear civilian clothing.
- 3. LIGHT BLUE CLOTHING is worn by unsentenced felons and felons sentenced to State Prison or other State Institutions who remain here until transported to same.
- 4. DARK BLUE PANTS AND BLUE T-SHIRTS are worn by all inmates and civil prisoners sentenced to the County Jail regardless of the original charge.
- 5. WHITE CLOTHING is worn by inmates assigned kitchen duties.
- 6. Inmates in control cells for disciplinary reasons shall be dressed in RED COVERALLS.
- 7. All other trusty inmates will wear blue jeans and white shirts.
- 8. All inmate PERSONAL clothing, suitcases, etc. will be kept in the Jail storage room during the inmates stay in this institution. Inmate personal property, other than listed in the preceding sentence, is secured in the property room of the Jail's Main Office.
- 9. Inmates personal clothing will not be released to family or friends while inmate is confined in Jail or other clothing accepted in exchange except as necessary for Court or Jury Trial.
- 10. Transfer of inmate personal clothing to another inmate is not allowed.

INMATES MONEY

- 1. Inmate is not allowed to transfer any part of his money from his account to another inmate.
- 2. Inmates money will not be released to family or friends during visiting hours.

EARLY RELEASE - MODIFICATION - PAROLE

1. Every inmate is eligible to apply for an early release. If an individual receives a sentence with any part suspended, he may apply for modification. If an individual receives probation with a Jail sentence, he may apply for modification. If an individual receives a sentence or fine without any part suspended, he may apply for County Parole. Applications for modification and parole may be obtained from any Deputy.
2. All applications for modification and parole will be reviewed by the Classification Committee each Wednesday.

SOCIAL SERVICES

1. Social Services are available to all inmates who have problems and wish to discuss them. These services are available by request in writing to any Deputy, inmate bondsman, Probation Officer, or Social Worker.

TRANSFERS

1. All requests by sentenced inmates for Honor Farm transfer will be reviewed by the Classification Committee each Wednesday. Those authorized for transfer will be moved to the Honor Farm on the following day, or as determined by the Committee.

Dade County, Florida

TELEPHONE CALLS

Every person is given an opportunity to make telephone calls during booking-in processing, classification, and weekly thereafter. If you have not called someone in reference to posting your bond, or have not notified your attorney, family or friend of your present circumstances. . . . DO SO NOW

CONDUCT

You must obey all of the rules of the jail and the Jailer's instructions and conduct yourself in an orderly manner with respect for the rights of others. Kangaroo Courts, Sanitary Courts and any other type organization within this facility is prohibited. Conversations, yelling, shouting, etc., from within the jail to persons on the outside, is not permitted. Failure to conduct yourself properly can cause the loss of privileges allowed to all persons in good standing; including loss of gain time as provided by Chapter 951.24 of the Florida Statutes. Any willful disobedience of the jail rules and regulations shall be considered a substantive offense, and the offender, upon conviction, shall be punished as for a misdemeanor and such punishment shall be in addition to any existing sentence as cited.

COUNTY PROPERTY

Blankets, sheets, towels and other County Property assigned to you must be returned by you in good condition when you are released. The transferring of any of these items from one person to another will not be permitted.

CARE OF PROPERTY

Your housing quarters must be kept clean at all times and you will share in this task. Fires are not permitted and the defacing of the walls, ceilings, floors or any equipment is forbidden.

PERSONAL PROPERTY

You are not permitted to keep money or valuable articles in your possession. These articles will be turned in to the Property Room at your time of processing. The Property Officer will give you a receipt for all items. It is your responsibility to take care of this receipt. No more than one (1) change of clothing is allowed in your cell. If additional clothing is anticipated being needed, (for court appearance, etc.) a clothing permit card should be requested from the Property Room for

you to send to your family. Clothing packages, with the permit card, will be accepted in the Front Lobby of the Jail between 9:00 a.m., and 2:30 p.m. Monday through Friday (holidays excepted). Court appearance clothing you have in the Property Room will be given to you on the morning you are to appear in court.

MONEY

By Mail: Only approved Money Orders (Post Office, American Express, Western Union, Nation-Wide, Canadian Postal, Marine Bank and Trust Co., and Republic) and United States Treasury checks, are acceptable.

Deposit: Currency (cash) will be accepted for your account by the officer in the Front Lobby of the Jail anytime.

COMMISSARY

Commissary is a privilege and may be ordered twice a week. Candy, writing materials, various toilet articles, tobacco (if you are 21 or more years of age), and other listed articles may be ordered on the form provided. A maximum of \$5.00 may be ordered at one time. None of the commissary items listed are acceptable from the outside.

VISITING

Visiting is limited to those three (3) persons, 17 years of age or older, that you indicate on the "Visitor's List" form which is filled out (usually the morning after booking-in) during your classification process.

Visiting Hours: 7:00 p.m. to 9:00 p.m.

If your last name begins with—

"A" through "L" SATURDAY visit.

"M" through "Z" SUNDAY visit.

RELIGIOUS SERVICES

Chapel services for the three predominate faiths may be attended, upon approval, by submitting a request on the form provided. Church services are held each Sunday Morning. Jewish services, Catholic confession and Protestant Bible classes are held Saturdays.

MEDICAL SERVICES and PROCEDURES

All medicines brought into the jail at the time of booking will be turned in to the nurse on duty.

Requests for medication, treatment and/or examination by the Doctor (sick call) will be made in writing on the Blue ("Request For Medical Attention") Form available from the officer assigned to your floor.

OTHER REQUESTS

Requests (other than medical) of any other type are made, in writing, on the white form provided for this purpose by the floor officer.

PUBLIC DEFENDER

You will be interviewed by a representative of the Public Defender's Office prior to your Bond Hearing.

DAY WORKER (Trusty)

You may volunteer for work as a trusty by writing a "Note" to the Labor Officer for approval.

We are very interested in your personal safety and well-being while you are in our institution. Any assault, attempted assault or threat should be reported immediately.

Presenting the inmate with a piece of paper is not enough. In some areas, rules are printed in two languages.

It is incumbent on jail staff that inmates understand these rules. Bilingual officers can explain them to inmates unfamiliar with the English language. It may be necessary to use an inmate as interpreter in some cases (Russian, Chinese). A nearby embassy or consulate is a language source if all else fails.

Milwaukee County Jail

Rules, Regulations and Procedures Governing Inmates

1. **MEDICAL CARE:** Any inmate desiring a doctor's care will notify the officer on duty as early in the day as possible. No medication permitted except as prescribed or approved by the jail physician.
2. **VISITING HOURS:** Wednesday between the hours of 1:00 p.m. and 3:15 p.m. No person under 18 years of age will be permitted to visit an inmate.
3. **GIFTS ALLOWED:** Reading materials, clothing and monies.
4. **SMOKING TOBACCO:** Cigarettes must be purchased through the jail. Cigars, pipes and chewing tobacco are not permitted in the cells. Orders for cigarettes will be taken each Tuesday and Thursday evening for delivery Wednesday and Friday mornings.
5. **LETTERS:** Inmates are allowed to write one (1) letter a week. Exceptions must be approved by the officer on duty. All in-coming and out-going mail will be examined.
6. **TELEPHONE:** One (1) phone call per week will be allowed prior to 3:30 p.m. Other calls will be made upon approval of the officer in charge.
7. **DRESS:** Inmates shall not leave their cells at any time unless properly and fully dressed.
8. **SHAVING:** All inmates will shave on Monday, Wednesday and Friday mornings.
9. **BATHING:** A shower will be required on admittance and at least three times weekly thereafter.
10. **CLEANLINESS:** After breakfast all beds will be made neatly, floors and corridors swept and mopped. All fixtures, tables, bars, etc., will be cleaned. Mattress covers will be exchanged weekly.
11. **DAMAGING OR DEFACING:** The damaging or defacing of walls, floors, bunks, fixtures, clothing, bedding or linens, in any manner, will be dealt with according to state statutes.
12. **NOISE:** Loud talking, singing, rude or other unnecessary noises are prohibited.
13. **ORDERS:** All orders of the guards shall be obeyed without question.
14. **READING MATERIALS:** Magazines will be distributed periodically.
15. **PERSONAL PROPERTY:** Upon arrival, all inmates will surrender all personal property for safekeeping.
16. **SPITTING:** On the floor, walls, corridors, etc., is prohibited.
17. **PROFANITY:** Immoral, insulting or abusive language shall not be tolerated.
18. **GAMBLING:** Gambling in any form will not be tolerated.
19. Privileges may be taken away for violation of rules and regulations.

Sheriff Michael Wojke
Milwaukee County Jail
Milwaukee, Wisconsin

Milwaukee County Jail

Ordenes, Reglas y Procedimiento Para Governar Prisoners

1. **SERVICIOS MEDICOS:** Cualqu er prisionero deseando ver a un m dico notificara al oficial en atenci n tan temprano en el d a como sea posible. No se permite medicaci n solamente lo que sea aprobado por el M dico de la c rcel.
2. **HORAS DE VISITA:** El Mi rcoles de la 1:00 PM hasta las 3:15 PM. Ninguna persona bajo de 18 a os de edad sera permitida visitar al preso.
3. **REGALOS PERMITIDOS:** Materiales para leer, ropa y dinero.
4. **TOBACO PARA FUMAR:** Cigarrillos deben de ser comprados por medio de la c rcel. Cigars, pipas, tabaco de mascar no se permiten en las celdas. Ordenes para cigarrillos se toman el Martes y Jueves por la tarde para para ser entregados el Mi rcoles y Viernes por la ma ana.

5. **CARTAS:** Los presos son permitidos de escribir una carta por semana. Excepciones deben de ser aprobadas por el oficial de servicio. Todo el correo que entra y sale tiene que ser examinado.
6. **TELÉFONO:** Una llamada por semana se permite antes de las 3:30 PM. Otras llamadas se pueden hacer con el permiso del oficial de servicio.
7. **VESTIDO:** Los presos no dejarán las celdas a ningún tiempo si no están vestidos proplamente.
8. **RASURA:** Todos los presos deben de rasurarse el Lunes, Miércoles y Viernes por la mañana.
9. **BANO:** Se requiere un baño de regadera cuando el preso es admitido y el mínimo de tres veces por semana.
10. **LIMPIEZA:** Después del desayuno todas las camas deben de ser aseadamente hechos, todos los suelos y pasadizos baridos y lavados. Todos los adornos, mesas y barras deben ser limpiadas. Sábanas serán cambiadas cada semana.
11. **PERJUICIO Ó ESTROPEO:** El perjuicio ó estropeo de paredes, suelos, tarimas, adornos, ropa, camas o linos, en cualquier manera serán tratados según las leyes de Colorado.
12. **RUIDOS:** Hablar en voz alta, cantar ó otros ruidos sin necesidad son prohibidos.
13. **ORDENES:** Todas órdenes de los guardias serán obedecidas sin cuestión.
14. **MATERIALES PARA LEER:** Revistas serán distribuidas periodicamente.
15. **PROPIEDAD PERSONAL:** Al ser admitidos todos los presos entregaran toda su propiedad personal para que sea guardada.
16. **ESCUPIR:** Escupir en el suelo, paredes, pasadizos etc. es prohibido.
17. **PROFANIDAD:** Inmoral, insultante ó abusivo lenguaje no se tolerara.
18. **JUEGA POR DINERO:** No se tolerara juego por dinero en ninguna forma.
19. Privilegios serán suspendidos por violación de las reglas y regulaciones.

The illiterate inmate must have the rules read to him, and he must agree that he understands. Understanding implies that the inmate has a knowledge of the rules, not just the ability to read the words.

In addition to the rules and regulations presented as examples of useful forms, the reader should look with care at the account of the decision rendered in April 1974 by a federal court in regard to rules of various types in a county jail.

It has been said that if the sheriff does not update his jail and the rules which govern it someone is going to do it for him. Read this article from the WASHINGTON POST, Monday, April 29, 1974.

Inmate Wins Improvement In Jail Rules

By Harold Logan
Washington Post Staff Writer

Attorneys for the Prince George's County sheriff and for an inmate in the county jail have signed an agreement that provides for widespread changes in several aspects of jail life, including disciplinary procedures, inmates' access to legal materials, and classification of prisoners.

The agreement stems from a suit filed by Harry E. Brockman, one of nearly 250 men awaiting trial in the county jail, where men who cannot make bail are confined.

Brockman, a 32-year old native of Baltimore whose formal education ended in the 12th grade, wrote the suit in longhand on jail commissary paper and mailed it to a friend in the state penitentiary in Baltimore, who typed it in proper form and mailed it to the U.S. District Court in the city.

Federal District Court Judge Roszel C. Thomsen heard arguments on Brockman's suit, which challenged most aspects of jail life, on Feb. 26, and ordered Brockman's court-appointed attorneys and a lawyer from the state attorney general's office, representing Sheriff Don Edward Ansell, to "sit down . . . and work out an agreement that will be satisfactory to both sides."

After almost two months of discussion, the attorneys returned to court April 17 with a compromise agreement, which Thomsen signed. It provides, among other things that:

- Inmates charged with infractions of jail rules must be granted a hearing before a disciplinary hearing officer and have the right to appeal an unfavorable ruling by the hearing officer to the sheriff.

- Inmates must have reasonable access to their legal papers, law and reference books, personal correspondence and writing supplies and may keep one cardboard carton of such supplies in their cells at all times.

- Jail authorities should separate as much as possible pretrial detainees, who make up the great majority of the jail's population, from sentenced prisoners; inmates charged with crimes of violence from inmates charged with other crimes, and inmates with physical, mental, or emotional problems from healthy inmates.

Sheriff Ansell did not strongly oppose many of Brockman's contentions, but said the jail is too overcrowded to correct all the things subject to complaints.

Although he told the County Council three years ago that he did not need a new jail, he says now that he is nearing the end of a new effort to obtain enough state and county funds to construct a new, \$6 million facility.

The sheriff, who is up for re-election this fall, said the jail's problems stem mostly from overcrowding.

Across a parking lot from the County Courthouse in Upper Marlboro, the jail, which was built to house a maximum of 75 inmates, now has a population of 250, Ansell said.

"I don't have room for Brockman's typewriter and legal materials in his cell," Ansell said before the suit was heard in court. "If I let everybody bring everything they want in there, we won't have any room for the inmates."

Last week, Ansell said he would institute all the procedures enumerated in the 16-page agreement today. He said the new procedures will cost the county about \$15,000, mostly in salaries for three hearing officers.

Although the suit refers specifically to Brockman, Ansell said he will extend its provisions to cover all the inmates in the jail.

"Everything in there is now a permanent part of the rules and regulations," he remarked. "We've applied it to the entire population."

Brockman, a short, slight, man with acne, whose medium-length hair is usually brushed back in a ducktail, served 10 months of a five-year sentence for auto theft in the state penitentiary in Baltimore, then was transferred to the Prince George's County jail on Jan. 22 to await trial on another charge.

"A comparison between any correctional facility in Maryland and this detention facility will show that prisoners have far more civil and constitutional rights in those institutions than they do here," Brockman said last month.

"This is only pretrial detention. But for the lack of money, almost all the prisoners here would be out on the street. It does not seem just that they would be deprived of more of their rights here than people who have been convicted and are in correctional facilities."

In the Baltimore penitentiary, Brockman said, inmates have more room, have full access to their legal materials, have always had the right to hearings before being disciplined, have easier access to courts, and are classified and separated

according to the nature of their crimes and physical and emotional states as soon as they enter the prison.

Alan L. Richman, an assistant sheriff who is the jail superintendent, runs the Prince George's jail from a crowded office he is forced to share with two other assistant sheriffs. He agreed with Ansell that the absence of any educational or self-help programs in the jail is a result of the lack of space to house them.

"Look at this place," he said. "Our commissary is a closet. Our transport office is a small area outside the closet. We have one room for medical services, and most of the staff shares the office outside mine."

The inmates in the jail sleep on bunk beds in 8- by 8-foot cells, with a 5- by 12-foot walk area in front of them. They eat in the cells, to the accompaniment of open toilets, and are allowed to bathe and change their clothing twice a week.

Inmates are allowed one free telephone call and two calls for which they pay 7 cents apiece each week.

Richman said the jail staff consists of 60 guards, four medics, three cooks, and a three-man administrative staff.

Michael A. Milleman, one of Brockman's court-appointed attorneys, said he has visited a number of jails up and down the east coast, and compares the Prince George's facility unfavorably with most of them.

"As jails go, it's not close to being adequate," he said. "Most of the newer facilities aren't constructed like that jail. It's overcrowded. It's not good jail practice to confine five to nine men in a medium-sized block, like they do. I don't think the defendants (Ansell and the state) were trying to defend that facility."

Brockman is something of a jailhouse lawyer. When first incarcerated almost a year ago, he told a reporter, he began to study the law under another inmate who Brockman said earned a law degree during his eight years in the Virginia prison system.

Since then, Brockman said, he has represented himself and other Maryland prisoners in "about four dozen" legal actions.

Brockman's other court-appointed attorney, Michael S. Elder, said the hand-written suit Brockman mailed to his friend in the Baltimore prison is "quite good, although it could have been more specific."

The Log Book

Admitting, booking, and releasing officers may be required to keep a log book. A log is a written record of all events taking place during a work shift. It must be signed by the officer in charge.

Each shift should maintain a log of activities. It should be a continuous log, on a 24-hour basis, and might contain but not be limited to the following:

- Shift personnel
- Continuing count and total
- Shift activities
- All movement of inmates
- Entry and exit of food carts, garbage, laundry, doctor, and visitors
- Booking and releases
- Officer's typed initials

The log is usually hand-written and kept in the shift-commander's office or at the booking desk.

Release Procedure

The first step in release procedure is to make very sure you are releasing the proper person and that his belongings have been returned. This may be done by verifying the release order and identifying the releasee by some method

such as by placing an additional left index fingerprint on the back of the original booking record and comparing the two.

After making positive identification return his personal property and obtain a receipt. Be sure to count money and obtain a receipt.

When inmates are released, complete the jail records on them. Send these records to inactive files. If the inmate is released to a transportation officer, obtain that officer's signature on a receipt. The following section covers transportation.

Transportation of Prisoners*

The opportunity to escape during transportation is greater than while in the jail. Some escapes are planned in advance; others occur as a result of an unexpected opportunity created by unreliable equipment or carelessness of the escorting officer.

Assignment of Officers

The assignment to a transportation detail must be based on the officer's dependability, attitude, and capability of accomplishing the duties involved. Assignment should never be given as a favor or to permit an officer to have a short holiday.

Female officers should be assigned to any detail in which a female prisoner will be transported.

Planning the Trip

Every transportation trip should be planned. Procedures pertaining to each mode of transportation should be prescribed and special instructions issued to the transporting officers.

The necessary accompanying papers should be given to the officer, as they include the authority to keep each prisoner in custody.

Plans should be based on the following considerations:

- Should a prisoner be transferred by himself or with others?
- Which prisoners should be grouped in separate vehicles?
- Which prisoners should be handcuffed together?
- What type of transportation should be used?
- How many officers will be assigned?
- Who will be the officer in charge?
- What restraint equipment will be required?
- How will the prisoners be dressed?
- When and where shall the prisoners be processed for the transfer?
- How will prisoner's property and funds be handled?
- What route will be taken from the jail to the destination?
- Which law enforcement agencies should be notified of the movement?
- How many overnight stops will be made and at what jails?
- How many meals will be needed?
- How much expense money should be advanced to the officer in charge?
- What will be the time schedule from the departure to the arrival at the destination?

*For further information on transportation, see NSA's *Guidelines for Jail Operations*, pp. 31-32.

Restraints

Standard equipment for restraint consists of handcuffs, leather belt or restraint chain, and leg irons. These items may be supplemented with special equipment when necessary. (Some states prohibit the use of a straitjacket.)

All individuals to be taken out of the jail should be thoroughly searched and handcuffed just prior to leaving the jail. They should remain handcuffed at all times during transportation.

Because the locks on-restraint equipment can be picked with a paper clip or a hair pin, the escorting officer should check the restraints frequently to see that they are secure and are not causing undue discomfort. The prisoner should never know the location of the keys for restraint devices.

When transporting a prisoner by way of a commercial airline, a leg brace is an excellent device to use. An orthopedic knee cage with ring lock that hinders the prisoner's leg movements, it can be worn under the trouser leg.

The officer should not allow himself to be talked into relaxing his security. A phone call could be an arrangement to help the prisoner escape. Permission to make a purchase may require moving to an area from which an escape would be easier.

Motor Vehicles

Motor vehicles for the transportation of prisoners should be fitted with special equipment to aid in security and control. The vehicle should be thoroughly searched before the prisoners enter. If an inmate is ill, it is advisable to have a physician examine him and possibly administer a sedative to tranquilize the patient during the trip. An ambulance should be used. Restraints should be applied with care but they should be used. The officer in the front of the vehicle should be armed. A second officer, unarmed, should be in the rear of the ambulance with the prisoner.

Transportation by Train

Whenever possible, a private compartment, drawing room, or bedroom should be used. The room should be searched before entering it.

The conductor should be told that a prisoner or prisoners are in the room, and a signal for admission of the conductor should be established.

The officer should see that the prisoner is restrained and should seat the prisoner opposite him, preferably with a table and a lead chain between them.

The prisoner should never be left alone even when he uses the toilet. The toilet door should be left slightly ajar so that the prisoner may be under observation.

During a lengthy journey when it is necessary to use the railroad sleeping accommodations, the prisoner should sleep in the upper berth fully restrained with a lead chain to the officer in the lower berth. The compartment door should be locked.

Transportation by Airplane

The airline passenger agent should be contacted in sufficient time to obtain clearance for the conditions under which the flight will be permitted, as well as necessary flight and boarding information.

Whenever possible, nonstop flights should be used. Prisoner and escorts should board the plane before the other passengers and leave after they do. The prisoner should be seated next to the window, away from the emergency exits and as far from the other passengers as can be arranged. The officer should sit next to him. If two officers are used, the prisoner is seated between them.

The airline may object to the usual restraints. The modified leg brace, concealed under his trouser leg, may be used to curtail the prisoner's movements.

The prisoner should be placed in full restraint immediately after leaving the airplane. By prior arrangement, a local law enforcement officer should be on hand to assist the escorting officer if necessary.

Transportation to and from Court

Prior to leaving the jail for court, a prisoner should be thoroughly searched and appropriately restrained. The restraints should not be removed until the prisoner is locked in the court's holding cell, if such a cell is available. The judge's directions concerning the use of restraints in his courtroom must be followed.

Whenever a prisoner is returned from the court, he should be thoroughly searched. Court appearances create opportunities for the prisoner to obtain contraband.

The California Department of Corrections has an excellent manual on transportation of prisoners.

Chapter 2

Classification

Every jail should have a system for separating its population into at least three categories of risk as well as into groups which have a relationship because of common characteristics.

The jail population usually consists of adult offenders, and the policies and procedures for most jails are designed to handle this group. However, jails also contain a variety of inmates, who because of their physical and mental state, sex, age, and legal status, should be accorded special treatment in terms of housing, work, programs, and other jail activities. The classification, segregation, and treatment of such inmates must be based on humane considerations, recommended standards, and good security practices.

In a jail the classification system is usually for management purposes, since most jails do not have staff enough to offer programs for which other kinds of classification have been developed. In fact, most jails do not have staff enough to conduct sophisticated classification.

Classification by Type of Inmate

Here is a typical classification system which is based on common types of management programs.

1. *Juveniles*. In the case of juveniles *when jail detention cannot possibly be avoided*, it is the responsibility of the jail to provide full segregation from adult inmates, constant supervision, a well-balanced diet, and a constructive program of wholesome activities. The detention period should be kept to a minimum, and *every effort made to expedite the disposition of the juvenile's case*.

2. *Narcotic Addicts*. The wide variety in types of drug abusers may generally be classified according to the category of drugs involved: opiates, barbiturates, amphetamines, or hallucinogens. Not all drugs are narcotics, and not all are physically addictive, although they may be habit-forming. Addiction as such is a complex phenomenon and generally characterized by:

- physiological dependence which becomes manifest when the drug is withheld for an extended period;
- tolerance, which constitutes physiological adjustment to the drug, thereby calling for increased doses to produce the same effect; and
- habituation, which is defined as psychological and emotional dependence on the drug.

Even though there is no uniform treatment for drug users and addicts, an increasing number of communities provide narcotics treatment centers for the

care of drug abusers who have not committed any offense. Since jails are generally not equipped to treat addicts, *diversion to treatment centers is strongly recommended. When drug abusers are admitted to jail, care must be taken that those who admit to using drugs, and those who are received under the influence of drugs or suffering from withdrawal symptoms, be given immediate medical attention and treatment to alleviate suffering from nausea, pain, acute anxiety, depression, and other complicating factors.* Deaths, suicides, and self-inflicted injuries can occur during withdrawal states. Drug addicts undergoing withdrawal symptoms should be placed in a hospital or a detoxification center under constant medical and security supervision. Should this not be possible, separate housing is required, with close supervision and treatment directed by a physician.

Special programming should be provided in addition to recreation, self-improvement, and work. Narcotics Anonymous may be helpful, and referrals should be made to community narcotics treatment centers during imprisonment and upon release of inmates from jail.

3. *Alcoholics.* It is widely recognized that *the jail is not the proper place for the treatment of alcoholics.* As a result, the establishing and utilization of detoxification centers and subsequent medical treatment are encouraged, in combination with use of summons and citations for minor offenses. *When admission of an alcoholic offender cannot be avoided, an immediate medical examination to determine his physical condition should be given, so that all necessary measures can be taken to restore his often debilitated condition.* Alcoholics should be held in quarters separate from other inmates and supervised closely to guard against suicide attempts and to watch for symptoms of delirium tremens or other deterioration in physical condition. An alcoholic with delirium tremens should be placed in a hospital where he can receive proper attention.

A well-balanced diet should be provided as soon as he is able to eat. During his stay in the jail, close supervision should be maintained to guard against the smuggling of liquor into the jail and to prevent access to medicines and other products containing alcohol.

As soon as possible, the inmate should be permitted access to alcoholic counseling. For example, Alcoholics Anonymous provides a program which is being used quite successfully in many jails. The sheriff or jail administrator should seek the help of his local AA chapter and other related agencies in working with the alcoholic inmate while confined and after release.

4. *The Mentally Ill.* *The jail is NOT the proper place of detention for the mentally ill.* Every effort should be made to contact a local hospital or clinic for the detention of the mentally ill person. But if the hospitals of the community have no facilities for the care of psychotic patients, jail detention, pending commitment to a state mental hospital, may be unavoidable for those mental patients who are violent and may represent hazards to themselves or others.

Mentally ill persons who must be detained must be closely supervised to guard against suicide attempts or attacks on others. They should be under the care of a physician who can prescribe sedation, if needed, to control the patient. Medication should be carefully dispensed. Preferably, the mentally ill should be housed in individual cells. For violent cases, special restraint rooms should be available.

5. *Sex Offenders.* Sexual deviation is often a symptom of mental illness and almost always requires extensive treatment. Although this type of inmate should be separated immediately to protect the health and safety of the other prisoners, it should be recognized that the degree of disturbance and dangerousness of the offender to the community varies considerably with the type of sexual deviation. For example, "peeping Toms" (voyeurs) and prostitutes are not a jail problem; homosexuals and child molesters may need to be classified for special housing.

6. *Escape Risks.* When an inmate's record or behavior indicates that he is an escape risk, or if the charge on which he is held is particularly serious, extra precautions should be taken to insure safe custody. He should be assigned to the most secure quarters the jail affords, preferably in a single cell. Quarters should be searched frequently and the inmate subjected to frequent strip searches. Care should be taken, however, to afford privacy during such searches. Visits should be closely supervised and conduct during and after visits carefully observed. Extra attention should be given to inspection of mail. Telephone calls made within the maximum security area should be monitored on an extension. An exception to this rule, of course, is conversations with his attorney of record, whose status should be verified. *The filing of a detainer often calls for reevaluation of an inmate's custody classification.* An offender held on a minor charge can easily become an escape risk if he learns that he is facing a serious charge in another jurisdiction.

7. *Other Special Problems.* Other problem inmates with whom the jailer may have to deal include:

- The handicapped, who should be housed apart and closely supervised to protect them from mistreatment by other inmates.
- The suicide risk, who should be given close and constant supervision as well as access to professional counselling.
- The epileptic and diabetic, whose care should be in accordance with the advice of the jail physician.

8. *The Non-Conformist:* In general the same precautions as for the escape risk except that this person may need to be placed in administrative segregation on occasions for repeated rules infractions or for assaultive behavior. This does not imply use of a black hole or a reduction in food allowance.

Bread and water should never be used as a treatment device. Every person is entitled to 3 meals per day, served in same manner as the rest of the population (not ground up into a mush).

There follows a classification plan used in the Dade County Florida jail with great success. It has been used as a model for others and we quote it verbatim from their jail publication.

Inmate Classification System for a Large Jail

The Dade County, Florida jail uses a classification system specially developed as a basis for its inmate rehabilitation program. Prior to March 1971, classification and subsequent assignment of inmates to cells within the Dade County jail was based on a point system using a template and form recommended by the Federal Bureau of Prisons. But this system did not appear to allow for human judgment and did not prove to be a satisfactory method of maintaining a balanced mix of inmates. Effective 1 March 1971, the present

classification system was introduced, with emphasis placed on analysis of additional factors which will decrease the number of daily incidents within the jail. These factors are:

- The classification interview.
- Knowledge of inmates.
- Prior record of inmate being interviewed.
- Population mix within each cell.
- Establishment of special cells for special types of inmates.
- A determination by the interviewer of the classification to be assigned to each inmate so as to decrease the number of daily incidents within the jail.

The Classification System

1. The primary purpose of the classification system is to assign inmates to appropriate cells within the jail in order to achieve maximum compatibility and safety within each cell. This is classification for management.

2. Each inmate is classified as *maximum*, *medium*, or *minimum* to correspond with the types of cells. (In every jail the cell arrangement determines the administrator's designation to most nearly comply with these three classes.)

Types to be classified:

- Mentally retarded or incompetent: maximum observation.
- Minors or those whose appearance might vulnerable them to sexual assault: refer to Social Worker—get them out of the jail.
- Non-English speaking.
- Homosexuals: House separately. The passive type may need protective custody.
- Highly aggressive or belligerent: separate cells, but not isolation. No bread and water or restricted diets at any time.
- Militants: maximum observation.
- Sentenced: various custody, including trusty status.
- Federal: no special treatment.
- Drug addicts: refer to clinic in jail or outside volunteers organization.
- Ill or injured: Maximum observation, medical care.

The current upheaval in the courts, the recent changes in criminal legislation, and the renewed interest of the federal government, the news media, and the public in jail reforms make it essential that continuing review and analysis of the classification system be carried on to achieve further refinements and improvements.

Inmates Classified

Inmates classified are those who have been booked in the criminal section of the jail and have not been released prior to interview. Interviews are conducted every morning seven days per week. Many inmates are not available for interview after their initial in-processing primarily due to their attendance at the magistrate's hearing.

All inmates except federal prisoners, civil arrestees, fugitive warrants, and parole and probation violators are scheduled to attend these hearings in order to establish a bond or to release them as situation warrants.

To "sweeten" this interview, it is here that the inmate receives personal grooming articles for use in the jail.

Procedures

1. Each morning, personnel assigned to inmate assignment prepare a daily work sheet listing all inmates in temporary hold cells by name, race, age, jail number, and charges. The list is prepared from jail "tabs" on a control board in the control room. Prior to preparation of the work sheet, tabs representing inmates scheduled to attend the bond hearing are pulled forward. Names of those scheduled to attend the hearing are omitted from the work sheet since they will not be available for interview.

2. Inmates are moved to the inmate assignment office. Move is accomplished by inmate assignment personnel. Six inmates are usually moved for each interview session. Experience has proven that this is the maximum number which can be handled from an efficiency and security standpoint. The first group to be interviewed consists of those inmates between the ages of 17-21, if any, so that subsequent to their interview they can be referred to the social workers for assistance.

3. Inmates are seated in the inmate assignment office and are given a brief orientation describing the purpose of the interview, visiting hours at the jail, and completion of the visitors list.

A pamphlet outlining the jail rules and regulations is given and explained to each inmate to apprise him of how he is expected to behave, his rights and privileges.

An additional telephone call is given to each inmate including a collect long distance call, if desired.

4. Interviews are conducted by two inmate assignment personnel using an interview sheet, which research groups have found to be an invaluable tool. (Other detention agencies have studied this classification system prior to selection of a system of their own).

Inmate Classification

NAME _____ CLASSIFIED _____

RACE _____ NUMBER _____ CELL _____

COMMITMENT STATUS YES NO RECENT WORK HISTORY

AWAITING TRIAL _____

AWAITING SENTENCE _____ EMPLOYER'S NAME _____

AWAITING APPEAL _____

DIRECT SENTENCE _____

PROBATION VIOLATION _____

FEDERAL _____

OTHER _____ EMPLOYMENT STATUS YES NO

FULL TIME _____

PRIOR COMMITMENT _____ PART TIME _____

SPECIFY:

UNDER SIX MONTHS _____

SIX MONTHS TO ONE YEAR _____

OVER ONE YEAR _____

AGE: 21 AND UNDER _____ UNEMPLOYED _____

22 THRU 25 _____ TOURIST _____

26 THRU 35 _____ STUDENT _____

LAST GRADE COMPLETED _____

WORK SKILLS:

During the interview, *special consideration is given to such matters as age, appearance, health, attitude and intelligence.* These items are vitally important in arriving at the proper classification and cell location. It is also during the interview that a determination is made to refer an inmate to the social workers for a family problem; to the labor officer as a trusty or day worker; to the medical office for medical problems; or to counselor for any other problem.

Valid questions by the inmate pertaining to his charges, sentence, probation, etc., are investigated immediately.

5. Inmates are returned to holding cells after interview.

6. Classifications listed on each interview sheet are transcribed to the work sheet, so that there is a corresponding classification for each inmate who was interviewed.

7. Classifications listed on the work sheet are stamped in red on the tabs located on the control board and also on the jail cards.

8. Cell assignments are made from the control board based on category and availability of space within cells, racial balance, age, and language barriers. Cell locations are transcribed on the work sheet. Cells are integrated in accordance with court order.

9. A location-changes sheet is prepared from the work sheet. The location-changes sheet reflects the race, jail number, name, old cell, and new cell. It is prepared in three copies: one for the control board to reflect location of inmates during the move; one for each floor officer to post to his population sheet (this copy is separated into strips for each jail area), and one for inmate assignment file.

10. Name tabs on the control board are moved from the old location to the new location.

11. Inmates are moved from "holding" to "permanent" locations in the jail. In some jails each inmate carries his linens (mattress, sheet, towel, and blanket) from the old to the new location. When an inmate is short an item of linen, he is issued this item by inmate assignment personnel prior to placement in the new cell. Civilian clothing is placed on hangers with an identifying tag and hung on clothing racks located in the storage room. Movement is carried out by inmate assignment personnel.

12. Information obtained from the interview sheet is maintained and updated daily. Data obtained are issued as a monthly report. Report is issued within three days after the end of the reporting period.

If you wish more data on this classification system feel free to contact Jack Sandstrom, Director, Dade County Jail, Miami, Florida.

Chapter 3

Medical Care

It has now been established by court decisions that an inmate has a right to adequate medical care. It is in the best interests of the sheriff to provide such care, since he may be found liable for lack of such provisions.

This chapter does not attempt to discuss details of professional treatment programs for inmates. Here the effort is made to set forth some guidelines which the sheriff should use in planning for medical care in his jail.

Administrative Responsibility

The sheriff has administrative responsibility for obtaining medical care for inmates in his jurisdiction. He should develop written policies and see that they are followed. If his jail is a large one, he must see to it that there are medically trained professionals or paramedics on his staff. Even a small jail should have a doctor from the community to attend regular sick call or at least be on call in emergencies. If a doctor cannot be reached in an emergency, there is usually a hospital or medical center nearby which can provide emergency care. The sheriff should set up arrangements both with outside physicians and emergency treatment centers well before they are needed.

In addition to assuring that proper treatment facilities and professional personnel are available, the sheriff must set up procedures whereby inmates can report illness and request treatment. He must also require that accurate records be kept of treatment in the jail or in hospitals if such treatment is necessary.

Keeping the Record Straight

Keeping complete medical records on all inmates is essential because:

- they provide necessary information for a physician to use in treating the inmate; and
- they also serve to protect the jail administrator and other officials against charges of malfeasance.

Record keeping should begin with admission to the jail. The admission report should include a description of the inmate's physical condition, with notation of cuts, bruises, or other injuries, any physical complaints, or abnormal behavior.

It should be incumbent on the arresting agency to attend to the immediate needs of the arrestee. Jail personnel should insist that the arresting agency afford any necessary medical treatment prior to booking.

The record should contain a note of what medication is prescribed and every

time it is administered. Any trips to hospitals should be recorded, together with a report from the hospital.

Also on the record should be all complaints of illness or injury that are made by an inmate. Do not ignore the chronic complainers. Their symptoms may have meaning to a professional who reviews the record.

The record should be kept in some form such as the medical reference cards that follow. It should be filed so as to make reference easy and quick. This is especially important with drug addicts, who must be watched for withdrawal symptoms or signs of having obtained a supply of drugs.

Treatment in the Jail

Some of the larger jails have a 24-hour medical staff which provides a medical examination of all inmates immediately after the booking process. In some of the smaller, more isolated jails, medical personnel are not readily available. Then it becomes the responsibility of the jailer to make certain that persons he books into the jail are not in such physical condition that they may die before medical treatment can be supplied.

Most serious physical defects will be reported by the inmate to the booking officer—heart trouble, asthma, diabetes, and the like. But some ailments are masked by others. An alcoholic, for example, may suffer also from epilepsy, which can be fatal if an attack occurs while he is intoxicated. Diabetics in desperate need of blood sugar may go into convulsions or coma which can be mistaken for intoxication.

Thus it is essential that jail staff be alert to the possibility of such problems. All staff should be trained to recognize the need for quick medical help.

Every jail should have a sick call daily, or at least set up a routine method by which inmates make complaints of illness or injury. Some jails use a form like that on the following page, by which inmates may request medical attention.

Inmates with mental difficulties present a special problem to jail staff. Such difficulties are not always readily apparent to the layman, and this is another argument for having professional staff or at least medical examination readily available. The jail should have a provision for psychiatric evaluation by a physician, and a program whereby a psychiatrist will work within the jail to treat those inmates in need of his help. The in-house program is often necessitated by the fact that most mental hospitals are not equipped with the security needed to hold persons charged with crime. And, since some such persons become assaultive, it is the duty of jail staff to protect medical men against this type of attack.

Medication

All medication given to an inmate must be prescribed by a physician or other person who is authorized by law to dispense medication.

Whenever possible, medically trained personnel—doctor, nurse, medical technical assistant, or the equivalent—should administer medication. No inmate should be allowed to administer medication. Inmates should be escorted to an area where professionals can administer the dose prescribed by the physician's written order and see that it is ingested. Each medication should be recorded.

Safe use of drugs is especially important in the jail. The sheriff and his

medical staff or consultants should set up procedures whereby drugs are obtained and kept under secure storage. Plans must also be made for administration, making sure that the right inmate is given the prescribed dosage. The standards for jail administration of drugs set by the state of California indicate many of the problems and solutions in the handling of drugs in the jail. General outlines of the jail medical services are also included. (See following pages).

Outside Treatment

When an inmate must be treated in a hospital, arrangements must be carefully planned for transportation, as noted in the preceding chapter. When the inmate will be an in-patient, special arrangements will have to be set up for security watch. The hospital should make a written report on each patient, including those in out-patient treatment. Forms used by some jails in handling and receiving reports on hospital treatment follow.

REQUEST FOR MEDICAL ATTENTION

TO: DOCTOR AND/OR NURSE

DATE TIER

NAME OF INMATE

NATURE OF ILLNESS (EXPLAIN BRIEFLY)

Record of Hospitalization HOSPITAL TRIPS

DATE: _____ BKG. NO. _____

NAME: _____

CHARGES: _____ BAIL: _____

CLINIC CARD NO. _____ DESTINATION: _____

TIME LEFT: _____ TIME RETURNED: _____

DEPUTY: _____

TOTAL MAN HOURS: _____

PLEASE RETURN TO NURSE



MILWAUKEE COUNTY JAIL — MEDICAL REFERENCE
 Sheriff's Department

NAME				DATE	TIER
ADDRESS				D.O.B.	SOC. SEC. NO.
PHYSICAL DEFECTS				CO. HOSPITAL DIS. NO.	
BRUISES, SCARS ETC.					
DIABETIC	DRUG ADDICT	ALCOHOLIC	TB	EPILEPTIC	CARDIAC
OTHER					
DIET		ORDERED BY		REASON	
PERSONAL PHYSICIAN					
UNDER TREATMENT NOW			ON MEDICATION		
MEDICATION BROUGHT IN					
REMARKS					

MILWAUKEE COUNTY JAIL — INMATE ON DRUGS
 Sheriff's Department 1116

NAME: LAST		FIRST	MIDDLE	BIRTHDATE	DATE BOOKED
ADDRESS				TIER	DATE OF REPORT
TYPE DRUG(S) USED					ON DRUGS SINCE (DATE)
					LAST FIX (HOURS)
NO. BAGS/DAY (OR COST)		METHOD OF TAKING DRUG			
HAD WITHDRAWALS BEFORE <input type="checkbox"/> YES <input type="checkbox"/> NO		DOCTORS NAME AND PHONE:			LAST DR. VISIT (DATE)

SYMPTOMS CHECK COMPLAINTS OR SYMPTOMS OBSERVED

- | | | |
|---|--|--|
| 1 <input type="checkbox"/> SLIGHT TEARING OF EYES | 5 <input type="checkbox"/> RESTLESSNESS, NERVOUSNESS | 9 <input type="checkbox"/> WAVES OF GOOSEFLUSH |
| 2 <input type="checkbox"/> RUNNING NOSE | 6 <input type="checkbox"/> ACUTELY MISERABLE | 10 <input type="checkbox"/> NAUSEA, VOMITING |
| 3 <input type="checkbox"/> YAWNING | 7 <input type="checkbox"/> CHILLY SENSATIONS | 11 <input type="checkbox"/> RETCHING, GAGGING |
| 4 <input type="checkbox"/> PERSPIRATION | 8 <input type="checkbox"/> CRAMPS IN BACK MUSCLES & LEGS | 12 <input type="checkbox"/> DIARRHEA |

REMARKS:

JAIL SECURITY, CLASSIFICATION, AND DISCIPLINE

COUNTY JAIL PRISONER TRANSFERRED TO HOSPITAL

42

JAIL SECURITY, CLASSIFICATION, AND DISCIPLINE

BOOKING NO. _____

DATE _____

_____ IS TO BE CONVEYED TO THE
LAST NAME FIRST INITIAL

MILW. CO. HOSPITAL () ORDERED BY DOCTOR
MILW. CO. DISPENSARY ()
MILW. CO. DENTAL CLINIC (CHECK ONE) OR
..... ()

AND IS TO BE HELD FOR:
COUNTY COURT () CHECK
CIRCUIT COURT () ONE
MILW. COUNTY JAIL ()

PRISONER IS BEING HELD ON A (NAME OF WRIT) _____ CHARGED WITH

COSTS OF HOSPITALIZATION, IF UNCOLLECTABLE FROM THE PRISONER, SHOULD BE BILLED TO: _____

PRISONER (HAS, HAS NOT) HOSPITALIZATION INSURANCE AS FOLLOWS:

BLUE CROSS _____

CONTRACT NO. _____

OTHER INSUR. CO. _____

HOSPITAL COPY
OFFICE COPY

HUBER PRISONER: YES
NO
CITY PRISONER: YES
NO

SERGEANT/LIEUTENANT _____



SHERIFF-CORONER

SAN JOAQUIN COUNTY CUSTODIAL FACILITIES

No. _____

Date _____

INCIDENT OCCURRED ON: DATE _____ TIME _____ Sentenced
INMATE _____ Bkg. No. _____ Unsentenced
AGE _____ ARRESTING AGENCY _____ CRIME _____ Cell No. _____ (JAIL USE)

(LIST ALL INMATES INVOLVED BELOW)

MEDICAL COMPLAINT REPORT

COMPLAINT: _____

REMARKS: _____

- Sent to Hospital
 Nurse's Recommendation
 No Nurse on Duty

RETURNED FROM HOSPITAL: _____ DATE _____ TIME _____

REMARKS: _____

(IF MORE SPACE IS NEEDED USE SUPPLEMENT)

I have received all my property _____ INMATE SIGN _____ Date _____

OFFICER MAKING REPORT SIGN HERE

OFFICER WITNESSING SIGN HERE

Returned to jail with prisoner: Commitment File Card Property

Recommended loss of: _____ days Trusty time; _____ days good time; New out date _____

Approved by: _____ DIVISION COMMANDER _____ Date _____

DISTRIBUTION:
WHITE OFFICE
CANARY JAIL
PINK HONDA FARM
GOLDENROB. CAPTAIN

(FOR ADDITIONAL COPIES, USE PINK PAPER)

Minimum Jail Standards for Local Detention Facilities State of California, Board of Corrections

Article 13. Medical Services

1161. *Daily Sick Call.* There shall be a daily sick call conducted for all inmates by a person medically trained at the level of Registered Nurse, Licensed Vocational Nurse, or Medical Technical Assistant or above, or provision made that any inmate requesting medical attention be given such attention.

1162. *Written Medical Procedures.* Every facility administrator/manager shall, in cooperation with the facility physician or the county medical officer, set forth in writing to all facility personnel, a routine procedure for the summoning of proper medical aid, for the application of emergency first aid, and for the ongoing medical care of persons confined.

1163. *Administering and Storing Legally Obtained Drugs.* Every facility administrator, in cooperation with the facility physician or the county medical officer, shall develop plans, establish procedures, and provide space and accessories for the secure storage and the controlled administration of all legally obtained drugs. Such plans, procedures, space and accessories shall include, but not be limited to, the following:

- (a) Securely lockable cabinets, closets, and refrigeration units.
- (b) Means for the positive identification of the recipient of the prescribed medication, such as a hospital type plastic identification wrist band or photograph.
- (c) Procedures for administering legally obtained drugs only in the dose prescribed and at the time prescribed.
- (d) Procedures for confirming the fact that the recipient has ingested the medication.
- (e) Procedures for the administration of controlled substances and dangerous drugs in liquid or powdered form wherever possible.
- (f) A procedure for recording the fact that the prescribed dose has been administered and by whom.
- (g) A procedure which prohibits the administration of drugs by inmates except where the inmate is under the supervision of a medical officer and where such a procedure has been clearly set forth in writing by a physician.

1164. *Health Information.* The facility administrator shall maintain individual, complete dated health records which shall include, but not be limited to:

- (a) Complaints of illness or injury
- (b) Names of personnel who treat, prescribe and/or issue medication
- (c) Location where treated.

Chapter 4

Jail Security

It should be emphasized that no matter how modern the buildings, how secure the facilities, how efficient the operating procedure may be, or how well the personnel may be trained, security cannot be assured if it is predicated entirely on procedures imposed wholly against the will of the inmates. If the inmates are committed to inactivity, moral degradation, humiliation, and mental stultification, the desire to escape will become so strong that security facilities and procedures will be breached sooner or later. The degree of effectiveness will be determined to a considerable extent by the treatment of the inmates, by their willingness to cooperate in an admittedly difficult environment.

Having observed this warning, we turn now to various measures that are essential to security in the jail.

Searches as a Security Measure

In your efforts to keep the jail free of contraband, you must continually search all living quarters and surrounding areas to which inmates have access. Remember, an inmate may be resentful of the fact that you are searching him, or his quarters. Sometimes he shows resentment, and at other times he controls it. In either case, you should be prepared to cope with any act of violence or resentment on his part. Be on your guard against an assault during the course of a personal search of a prisoner.

All cells—occupied and unoccupied—should be frequently and thoroughly searched for contraband. Before admitting an inmate to an unoccupied cell, it should be thoroughly searched. Searches should be performed at times when they are not anticipated by inmates.

All searches of cells should be conducted with minimum disturbance to their contents; take all reasonable precautions to avoid damage to any items. Only those items which are prohibited should be confiscated. The inmate should be in the vicinity of his cell while the search is being conducted. This often solves the problem of accusations that certain items were taken or disposed of by those conducting the search. The procedure for a cell search is this:

1. Glance over the entire cell to detect evidence of anything unusual. If anything is noticed, proceed to examine that item or condition immediately.
2. Search all clothing in the cell. Examine thoroughly all shoes. Look for signs of tampering with heels or soles, which are commonly used to hide hacksaw blades, narcotics, and other contraband.
3. When searching any area or item that may require running the fingers

over it, use extreme caution. Often inmates hide razor blades in these areas for the express purpose of cutting the officer's fingers.

4. Inspect in, under, and in back of washbowl-toilet. Look in any recess between washbowl-toilet and the wall. If the toilet has the old style flush cabinet, look inside the water container to determine whether anything is hidden there in a waterproof container. Probe faucet with wire probe carefully, examine rolls of toilet paper.

5. Examine shelves and all articles on them. Carefully inspect talcum powder cans to make sure that they contain talcum powder. Squeeze tubes of cream or toothpaste to determine that no contraband is concealed in them. Make certain that the soap has not been hollowed out as a hiding place.

6. Examine all letters, books, magazines, or packages found in the cell.

7. Carefully inspect all walls. Be alert for any evidence that mortar has been removed.

8. Give careful attention to hot air registers or ventilating grills. Make certain that nothing has been suspended by strings or threads in back of the grill.

9. Inspect radiators thoroughly; look between the fins, check behind and underneath.

10. If it is an outside cell with exterior windows, examine the window and window frame thoroughly to make sure that nothing is concealed in any recess of the window or suspended outside it. Examine all window bars for evidence of tampering.

11. Look along the cross bars of the cell and tap all bars to detect evidence of tampering.

12. If the bed has tubular legs and is not secured to the floor, lift legs and inspect the tubing to make sure that nothing has been hidden or suspended there. Look under the bed to make certain that nothing is suspended from the springs or metal holding the mattress or hidden in the depressions in the metal frame.

13. Inspect all blankets, sheets, and mattresses. Mattress inspection is especially important. Be particularly alert to detect any cuts or tears in the covering, especially along the seams. If any evidence is found that the mattress might be used to hide contraband, remove the mattress for careful examination. If the jail owns an electronic mattress "frisker," each mattress in the jail should be periodically put through the inspection machine.

14. Open all lockers and examine all contents. Inspect the locker to make certain that no false bottom has been inserted and that no contraband is taped underneath. Completely remove all drawers; examine all contents and the drawers themselves.

15. Carefully inspect the entire floor of the cell to detect any tampering.

Key Control

Key control is an important factor in achieving security in the jail. It should be obvious that the jail cannot meet its responsibility for keeping inmates secure if the key system is faulty. And no matter what kind of system is

developed for management of keys, the full cooperation and understanding of each jail officer is necessary if it is to work efficiently and effectively.

The essential elements of key control are:

1. The jail should have a key control center, and this should be the only place where keys can be checked in and out. It should be secure from entry by inmates. The control center should have an accurate key book showing the number of each key, the trade name of each lock and its location, and the number of keys available for each lock. The key control center should have a panel board with a hook for each key.
2. Each officer who withdraws a key must offer as a receipt a tag bearing his name.
3. No key ring should contain both inside and outside keys. Each officer checking out keys should be responsible for making certain that he does not carry keys for outside doors along with keys to cellblocks. The man who does so risks assault from inmates attempting to escape.
4. Any malfunction of a lock should be reported immediately both to the jail officer's supervisor and to the key control center.
5. Any lock changes should be reported to the key control center.
6. Prisoners should not be permitted to handle keys.
7. Jail officers should keep keys covered so that prisoners will have no opportunity to copy them.
8. Employees should be forbidden to maintain unrecorded institution keys or locks in their possession. Unrecorded duplication of any key should be expressly forbidden.
9. Rings of emergency keys should be maintained to permit ready access to any part of the jail in an emergency situation. These keys should be issued for emergency use only and tagged appropriately. Each jail should select a strategic location for storage of emergency keys. It should be noted that keys stored and utilized as emergency keys for a long period of time receive no wear, whereas the locks do. It should be the responsibility of the appointed locksmith at the facility to establish a regular routine for using all emergency keys to insure that the key, the lock, and the emergency exit or entrance are functional.
10. Special regulations governing the issue of certain restricted keys are very necessary; for example, keys to storerooms, vault areas, records areas, or commissary.
11. Officers should refrain from referring to keys by number or other identifying language in front of inmates. The number of keys on a ring and the condition of the keys should always be checked by the receiving officer. Avoid dropping keys and never throw keys to another officer or skid them along the floor, as this may damage them.
12. Keys of one department should not be issued to a staff member of another department without authorization by the person charged with the keys. A record is required with explanation for the need to draw the keys assigned to another department. The following incident shows the reasons for this requirement.

The food service had prepared pumpkin pie and turkey for a holiday meal in quantity just sufficient to serve everyone. The evening shift did not like the pork chops served for the supper meal. Some of them knew the turkeys were ready, and others rationalized their next move because they would not be on duty next day.

The lieutenant on duty gave one officer the culinary keys, and a raid on the holiday food resulted in a shortage without time to prepare acceptable alternate items. A crisis was averted when the superintendent fed the inmates the holiday meal and let the shortage occur in the staff dining room.

Despite its importance, many jails lack an effective system of key control. Often there is no control system at all, and where one does exist, it may be ineffective as a result of the casual attitude of jail officers. In some jails, trustees are permitted to carry keys. In others, the jailer leaves keys lying on his desk where they are available to trustees. In some jails where no attempt has been made to reduce the number of keys, there is a different key for every door, a situation which makes key control extremely difficult. "Master" as many locks as possible.

Counting of Inmates

No matter what type of institution is involved or what types of programs are in operation, no one has yet come up with a plan to eliminate the counting of inmates. It is the one method of knowing that the ever-present and all-compelling responsibility imposed for detention of inmates is being carried out.

The count system in any type of institution should provide for at least four official counts in a 24-hour period. These counts can be spaced to facilitate the work program and to interfere as little as possible with the inmate education and leisure-time activity programs. It is usually found expedient to schedule at least two official counts at or near the time when officers change shifts, so that plenty of help will be available to make efficient counts and a large number of officers will be on hand if discrepancies in the count are found.

In addition to the complete official counts being made on schedule, each detail officer and housing unit officer should be required to make irregular but periodic "census" checks of inmates under his supervision. If an official count is not scheduled between the morning and evening counts, then a comprehensive census by details should be made at the noon hour.

The master count in an institution is usually maintained in the control room or operations center. It is imperative that the officer responsible for maintaining this master count be provided with up-to-the-minute changes, admissions to the hospital, etc. He must also be so scheduled that he can apply himself to this important task without harassing interruptions.

Certain fundamentals in making counts are listed here as aids to individual officers.

- Concentrate on the count as the round is made. Do not speak to inmates or other personnel or allow yourself to be distracted in any way.
- When you have completed the count in one part of the unit, such as one side of a cellblock gallery, one floor of a dormitory, or one section of a shop, list it on a temporary count sheet. When counting, make that count separately and again list it on the temporary count sheet.

- See flesh or movement or hear the inmate speak before recording him as counted. Many escapes have been perpetrated by the skillful substitution of dummies. The greatest success with dummies has been attained by "building up" the officer to accept certain practices. An example:

An inmate who was supposed to be standing near his cell door for the count, by degrees and over a period of time began to recline on the bed at or near count time. The officer did not enforce the count regulations and after about three weeks of buildup, the inmate was able to fashion a dummy, sitting upright on the foot of his bed, which deceived the officer throughout an entire shift. The ruse was discovered when his relief officer, who *did* observe the rules, discovered the dummy. The inmate had been gone since he left the dining room, some six hours before.

Weapons Control

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

Firearms

Firearms control is secondary only to key control in the administration of jail security. *No weapon of any kind belongs in the jail.* The jail officer who carries a weapon is always in danger of having it taken away from him by an inmate. In fact, *a gun or club provides no security*, for in most instances a jailer is attacked by surprise and has no opportunity to use a weapon. Obviously, once an inmate has a gun, all jail personnel are in danger. An unarmed jail officer who is assaulted may be injured, but the assault will probably not be fatal to him and will not endanger other jail personnel. Every facility should implement—and all personnel should adhere to—a very strict, hard-and-fast policy of firearms control.

No armed personnel (jailers, law enforcement officers, or others) should ever be allowed to enter any area of the facility in which they may come into contact with prisoners. All firearms assigned to the facility should be stored in an arsenal, vault, or other secure room under double lock. This area must be inaccessible to inmates but readily accessible to jail personnel.

As noted in Chapter 2, visiting officers should be required to deposit their weapons in a secure place before entering the jail. This may be accomplished by use of a depository weapons cabinet located in a safe area that is inaccessible to prisoners.

Live ammunition should be regarded and treated in the same manner as firearms. Ammunition should be recognized as having the same danger potential as a pistol, shotgun, or rifle, and all personnel must be sensitive to its security.

Tear Gas

Tear gas and all related equipment, such as cannisters, projection guns, and projectiles, should at all times be housed in the arsenal under the supervision of the arsenal officer. Use of belt cannisters is discouraged because, like other weapons, they may be seized by inmates.

Tear gas or other chemical agents should be used only as a last resort to bring inmates under the necessary degree of control and only after thorough consideration of the hazards involved, including the physical characteristics of the area where it is to be used.

Permission to use tear gas must always be obtained from the officer-in-charge, and it must be used under his supervision.

All inmates affected by the tear gas must be given a medical checkup as soon as feasible after being brought under disciplinary control. Officers involved should also be treated.

A written report should be submitted to the sheriff whenever tear gas is used.

Tool Control; Use of Machines

Strict control of tools contributes to the security and safekeeping of both inmates and officers in the jail. Tool control is an important procedure in any jail, large or small. All tools used within the jail should be numbered and kept in a locked storage area which is secure and located outside the security perimeter of the jail.

Tools such as bolt cutters, welding torches, pry bars, ladders, large wrenches, and screwdrivers should never be issued to inmates for indiscriminate use inside the jail. These tools should be classified within the jail as "hot" items. Any "hot" tools that are to be used in the jail should be issued only to a jail officer. If it should become necessary for an inmate to use this kind of tool, he should be supervised with extreme care.

All tools should be placed on a shadow board in the tool room. Each officer should have a tag with his name stamped on it, which he must surrender for each tool he draws from the tool room. A daily inventory must be kept, with all tools being returned to the tool room before each shift change.

In a small jail where most of the work is inside and involves little more than a mop, bucket, and rags, controlling and supervising the use of tools may not be a problem. However, when a jail operates a work program involving an auto repair shop or garage, kitchen, and perhaps road crews, proper control of tools is of major importance.

Knives and other tools needed for the daily operation of the kitchen should be placed in a locked box. Although this may be a cupboard, provisions must be made for ensuring that kitchen tools are secure. Since in most jails these tools must be issued to inmates in the food preparation program, the officer in charge of the kitchen should check out each tool, recording in writing the name of the inmate who draws the tool and the time that it is issued.

Tools should be checked out by the work supervisor, who is responsible for examining them to determine their condition. He can tell whether they are proper for the job, and whether they are in need of repair. Files, for example, may be worn and need replacement; shovel handles may be cracked; knives and axes may need to be sharpened. If the supervisor does not check tools, he has no way of knowing when a job is being done badly or incorrectly because of faulty equipment. The supervisor can also tell when tools are being misused. A tool that was in good condition when checked out and shows signs of abnormal wear after use indicates that the user needs instruction in proper handling of the tool. Abnormal wear may also mean that the tool is not the right one for the job.

The supervisor must make certain that the inmate knows how to use the tool that is issued to him, even though the tools used in and around jails may not require a great deal of skill to operate. There are proper and improper ways to use any tool, from a mop to a screwdriver, and the inmate's ability to use the tool should be determined before it is issued to him.

The supervisor is responsible for ensuring that the inmates have been instructed in safety procedures. This requirement is particularly important where power equipment is used. Dough mixers, laundry equipment such as tumblers and pressers, power saws, and in some cases hand tools such as axes and saws, can be misused. The supervisor must also make certain that the work is organized so that it can be performed safely.

All tools that are returned at the end of the working day should be inspected by the supervisor. This will eliminate arguments over the condition of tools with the person who has general responsibility for them. In no case should inmates be allowed to return tools unsupervised. The supervisor may, for example, stand by and inspect each tool as the inmates return them, although it is not necessary that he personally handle each tool.

Inmate Security Regulations

Inmates must never be permitted to supervise, control, or assume any authority over other inmates. Any form of prisoner control, whether exercised in the form of a "kangaroo court," a "sanitary court," or a "key man" or "tier boss" system results inevitably in a breakdown of security and destroys inmate morale.

1. Inmates should not assist in searches of cells or in other security inspections.

2. Under no circumstances should inmates be permitted to act as turnkey or be assigned work that requires access to or use of jail keys or personnel records.

3. Trustees should be carefully supervised by jail officers not only when working outside, but also inside the jail section where inmates are confined, to prevent them from escaping or aiding other inmates to escape. Trustees should not be permitted unrestricted freedom, for *you do not really trust a trusty*. (He is not a *trustee*—they are in our banks.)

4. Trustees should not be used as automobile drivers for jail or enforcement personnel, nor should they be assigned duties requiring them to leave the jail proper when not accompanied by an officer. Inmates with "hold orders" should not be assigned to trusty status.

4. Inmates working outside the jail should be carefully searched each time they leave and return to the jail so as to minimize the possibility of contraband articles being brought into the jail and other breaches of discipline.

5. Inmates with work release privileges should be separated from other inmates in the jail and should not be permitted to have any contact whatsoever with them.

6. Screens or other devices for protecting windows should prevent inmates from making contacts with persons outside the jail.

7. Electric razors are desirable.

8. Knives have been fashioned from spoons, and knives are dangerous weapons in the hands of desperate men. Thus, all eating utensils must be

accounted for and returned to the kitchen after each meal. (This does *not* mean that inmates should not be permitted use of knife and fork at mealtime.) The civilian cook or the jail officer should be responsible for safekeeping of all kitchen utensils.

Facility Security Regulations

Jail staff must never forget that a jail is no stronger than the human element in charge. So all jail officers must not rely completely on bolts, bars, electric controls, and lights. After doors are secured, they should be tested for vulnerability. Prisoners generally study the operations, characteristics, movements, and time schedules of jail personnel. Some suggestions for securing the facility:

1. All cellblock doors and all doors opening into a corridor should be kept locked except to permit necessary admission or exit of inmates, visitors, or employees.

2. Doors to vacant units and storage rooms should be locked at all times. Unoccupied cells should also be kept locked at all times.

3. Each facility should ensure that it has a comprehensive, detailed alarm system and signal. Alarm-signal triggering devices should be located at strategic points throughout the jail. All jail personnel should be aware of all triggering locations and alarm system procedures.

4. When opening and closing cellblock doors, jail employees should always be alert to possible escape attempts and should make certain that no inmates can get to the door before it can be closed. Safety vestibules should be used in all movements of inmates, and no two doors in the same area should be unlocked and opened at the same time.

5. If there is only one jail officer on duty, arrangements should be made with a deputy sheriff or other employee to be present when the jailer enters an inmate's quarters.

6. Bars, walls, windows, and floors of the jail and detention sections should be regularly and frequently inspected and kept clear of large pictures, calendars, and clothing to prevent the possibility of unnoticed escape attempts. Small family photographs may be permitted.

Chapter 5

Supervision of Inmates

Effective operation of a jail is usually associated with the maintenance of a good climate inside the walls. Supervision cannot be effective in a sterile atmosphere.

The Climate for Supervision

A climate conducive to meaningful supervision is marked by:

- Good communication, up, down, and across. Orders are clearly stated, readily understood, and intelligent—not just rigidly enforced.
- Good living conditions. Clean, bright, comfortable quarters, adequate food, good programs, and a measure of privacy for inmates.
- An intelligent staff, with training reflected in the daily routine. They know their jobs, have self-confidence, a belief in what they are doing, and a commitment to the work. They are firm but fair.
- Empathy or understanding on the part of the staff—ability to anticipate the inmate's responses, to walk in his shoes, to understand his personality.
- Sufficient personnel. A work force large enough to get the job done.

When exercised in a proper climate, supervision is a tool of control and contributes much to security. A jail worth its name has 24-hour surveillance of all areas and all activities. This does not mean harassment of inmates by staff or of staff by their supervisors. But when supervision breaks down, staff reputations, job security, even personal safety are in jeopardy.

The goal of jail supervision is to have a smoothly running institution that gives no grounds for complaints, that has a motivated and contented staff, with all inmates busy and available when they are needed. Good supervision makes it possible for staff to fill their proper role as guardians of society.

Good working relationships make for ease of supervision. The effective supervisor follows these rules:

- Be friendly with inmates, but not familiar.
- Squelch rumors—avoid gossip.
- Do not discuss personalities.
- Answer questions, but don't discuss cases.
- Give advice guardedly.
- Be fair—do not play favorites.

Principles of Supervision

Here are some basic principles of supervision.

1. *Be understanding, truthful, and fair.* The American Correctional Associa-

tion says:

Prompt and positive handling of inmates' complaints and grievances is essential in maintaining good morale. A firm "no" answer can be as effective as granting his request in reducing an individual inmate's tension, particularly if he feels the problems have been given genuine consideration by appropriate officials and if given a reason for the denial. Equivocation and vague answers create false hopes and thus increase the man's anger when nothing can be done. A most dangerous situation arises, however, when inmates have grievances they feel can be corrected if only the proper officials are made aware of their problems. Inmates know that disturbances are certain if their complaints are given wide publicity when less drastic measures fail.*

2. *Investigate—know the facts.* It is particularly important for employees to have an authoritative answer to questions raised if policy changes. If answers should come from someone else, refer the inmate to the proper official.
3. *Communicate.* Communication between staff and inmates may need strengthening. Lack of communication, combined with boredom and staff disinterest, can lead to an explosive situation.
4. *Organize.* Success in running the jail operation will be determined to a considerable extent by the organization of the institution. This includes establishing order in daily routines and programs and a written organization chart for personnel. These devices help insure willingness to cooperate in an admittedly difficult environment. Jail staff must recognize their position in the organization.
5. *Regulate.* In order that proper supervision of inmates is maintained, there must be rules that apply to everyone—staff and inmates.

There are several methods of making inmates aware of the rules. The most common of these methods is to post the rules in all cell areas and in other conspicuous areas throughout the jail.

As noted in Chapter 2, many jail administrators advocate the issuance of written rules to all inmates immediately following booking. The rules should be simply stated so that any person who is able to read can understand them. In areas where there are inmates who do not understand the English language, the rules should either be printed in their language or explained by an interpreter. An illiterate person should be given the rules verbally by a staff member.

Another method of issuing jail rules to inmates is to print them on the back of the inmate's copy of the booking record. This should not, however, be the only method of advising the inmate of the jail rules, merely an additional tool in advising him.

For the jail administrator, another principle is essential: *evaluate, appraise, plan to improve.* You cannot be satisfied merely because the lid is on the boiling kettle. Make surveys of your present operation. Bring in consultants, inspectors, responsible citizens, judges, and media personnel. Ask for their appraisal and suggestions for improvement.

Consider all your inmate programs with a view to upgrading them where possible.

*American Correctional Association, *The Committee on Riots and Disturbances in Correctional Institutions*, 1970 original printing (1973).

Review service records of employees and move to improve performance by training, counseling, or other means. *Eliminate those who cannot conform to your requirements.* Develop long-range, intermediate, and short-range plans to improve the jail. This might include developing new supervisors, reviewing post assignments, extending or revamping supervisory coverage, or altering the jail to improve the physical layout for better observation.

Special Supervision Problems

In a jail virtually all activities must be supervised. But some groups and some activities require special kinds of supervision, and the administrator must be sure that such supervision is provided.

Supervision of Trusties

The designation "trusty" simply means that the individual has been screened and evaluated as a person who is easy to supervise, who is dependable under certain conditions, who will probably not try to escape or cause serious disciplinary problems.

Although the use of trusties is permissible under good jail practice, they should be supervised at all times when out of their quarters. They should not be allowed unrestricted freedom. They should never be given authority over other inmates. Nor should they be charged with responsibility of carrying out duties which are properly the responsibility of the jail staff.

Lack of proper shakedowns when trusties leave or enter the jail, to ensure that they do not smuggle contraband, has led to serious abuses and irregularities that would never have occurred if the trusties had been properly controlled.

Selection of trusties should be the joint responsibility of every member of the jail staff. Evaluation for trusty status involves four considerations: the nature of the inmate's offense; any previous attempts to escape; his ability to understand directions; the quantity and quality of his work; and his day-to-day behavior. Information on all these points must be obtained from records and observations by staff.

Supervision of Work Crews

All inmates assigned to work crews outside the building should be searched when they leave the building and again upon their reentry. Jail personnel assigned to the supervision of the crew should keep close watch to prevent them from picking up any contraband or trying to escape while out on a work detail.

Special Inmates

The population of the jail varies widely from first offenders to the most hardened, escape-minded criminals, narcotic addicts, psychotics, homosexuals, and the wide range of special problems known to every jailer. The necessity for housing and supervising these various kinds of inmates is one of the many reasons why our jails must be staffed with intelligent, dedicated, and trained personnel.

Experience has proved that there is no one method which can be effectively used in the control of any particular type. Each case must be handled on its own relative merits and specific problems. Control must be based on intelligent

use of proven methods, sound judgment, ingenuity, and a desire to render a service which emanates from tolerance and understanding.

In the control and supervision of special inmates, help (including psychiatric assistance) can be expected from the jail medical staff, from jail or outside professional counselors, from inmate self-help groups, or from community volunteer services such as Alcoholics Anonymous and Narcotics Anonymous.

Effective supervision of special inmates will depend heavily on proper classification. Staff must always remember that, regardless of the category in which the inmate falls, he is still an individual and different from any other inmate within that category.

Supervision of Inmates' Personal Hygiene

The jail administration must set up standards for the personal appearance and grooming of inmates, put the standards into writing, and make them available to inmates and staff. All inmates should be furnished items for maintaining personal hygiene, such as soap, comb, toothbrush, and toothpaste free of charge. Deodorants may be sold at the inmate store.

Standards should include bodily cleanliness, frequent baths, clean hair, with barber service available, frequent clothing changes. Showers (with soap and cloth towels) and a change of under clothing should be provided for all inmates at specified times. (Trusties may be able to shower and change daily.)

Maintenance of personal hygiene is an important part of the jail operation because most inmates feel better, and act better, when they are given facilities to keep clean. One inmate in a group who fails to keep himself clean can cause serious problems, including assault by other inmates.

It should also be noted that staff should set an example of neat and clean appearance.

Supervision of Housekeeping Standards

Personal hygiene and clean surroundings go hand in hand, in a good jail operation. Cleanliness is important to health and morale. To live in a clean jail has a positive effect on morale of both inmate and jailer. If both work together to keep the jail clean, the entire operation will work better and there will be fewer supervisory problems for staff. Further discussion is given in the handbook on sanitation.

Let the inmate know that the housekeeping functions which he performs in the jail are really important, not just a task assigned to keep him busy. Have him understand that when he does a good job of housekeeping he makes his own quarters more comfortable.

A starting point in achieving livable quarters is to have inmates rise each morning in time to clean their cells, make their beds, and wash themselves before breakfast. An inmate may need instructions in maintaining good housekeeping standards, for he may never before have made up a bed.

Sheets and pillow cases should be changed and washed at least once a week. Blankets should be laundered or sterilized before reissuing to new inmates. It is recommended—and sometimes required—that mattresses be constructed of a fire retardant material.

Receptacles should be provided for cigarette stubs, burned matches, and other refuse. They should be emptied and cleaned every day.

Floors should be scrubbed daily. The use of disinfectants may serve only to cover up conditions which can be prevented by proper use of soap and water.

Supervision of Inmate Activities

Major activities of inmates include housekeeping, work assignments, classroom and crafts, recreation (often television), meal service, religious services, volunteer programs, visits, and special-purpose calls such as medical and legal consultation and interviews. All of these activities require supervision.

Most activities require movement of inmates. When groups are moved, surveillance is particularly important during the entire period when they are en route from one place to another. Movement of individuals can be effectively supervised by a pass issued by the officer releasing the inmate to begin his journey and received by the officer at his destination. No elaborate form is needed. A mimeographed slip of paper showing the inmate's identity, point of departure, and time of arrival at destination, with space for signatures of staff members, will suffice.

Supervision of specialized activities may require, in addition to alertness on the part of the officer, some skill or knowledge of the work in progress. Such operations as labor details and the food service are examples. Assignment of supervisors to such assignments should not be left to chance, nor should they be changed or rotated at the whim of management. For some types of activities, it is advisable to train a corps of supervisors, to allow for illness, vacation, or training leave on the part of the staff members regularly assigned to these positions.

Supervision of Visits

Every institution should have a policy regarding visiting. Such policies should recognize the rights of prisoners to have visitors, as discussed in the handbook in this series on legal rights. Rules for visiting should be stated in writing and thoroughly understood by inmates, visitors, and staff. In fact, such rules should be part of the jail manual given to all inmates.

Visits should be allowed as often as possible in as relaxed an atmosphere as the inmate's custody will permit. Supervision should be constant but unobtrusive.

Judgment should prevail over rigid enforcement of the rules under special circumstances. For example, when a family has traveled a long way to see the inmate, more time may be allowed than the rules call for.

Inmates should have the opportunity to talk freely with visitors in a setting that offers some degree of privacy.

Closed visits are those which provide no opportunity for contact between inmate and visitor. A partition extending from floor to ceiling forms a physical barrier. Panels of glass built into the partitions permit visual but not bodily contact. A small metal box or pair of telephones allows for transmission of speech.

Closed visits are easily supervised. Because no physical contact can occur, there is no necessity for inmate searches following the visiting periods. In addition, the phone arrangement permits monitoring of conversations and provides a method of terminating visits. The telephone can be disconnected at the end of a stipulated period.

Most important from a security point of view, closed visits permit no passage of contraband, money, narcotics, or weapons.

But for the typical offender—in fact, the majority of offenders—the closed visit is unnecessary, unpleasant, and destructive to relationship with family and friends. *Open visits are recommended for most offenders.*

It is especially important that inmates have the opportunity to visit with their children, if they wish to see them under these circumstances. Small children, of course, will become restless in a few moments. Rather than having them left unattended in the lobby or some outside area where there is vehicular traffic, it is useful to provide a playground for children. A playground offers a safe environment for the children and gives their parents peace of mind during the visit.

San Joaquin County, California, has a children's playground at both the jail and the honor farm. These areas are equipped with slides, climbing bars, swings, teeter totters, and other equipment manufactured by inmates at the honor farm from scrap and material donated by local merchants.

Chapter 6 Discipline

The administration of discipline in the jail has become the subject of much recent discussion. We believe that the standard suggested in the report by the National Advisory Commission on Criminal Justice Standards and Goals should apply to a jail under the jurisdiction of the sheriff. The commission sets out procedures for dealing with violations of rules.*

Minor violations of rules of conduct are those punishable by not more than a reprimand, or loss of commissary, entertainment, or recreation privileges for not more than 24 hours.

Major violations of rules of conduct are those punishable by sanctions more stringent than those for minor violations, including but not limited to, loss of good time, transfer to segregation or solitary confinement, transfer to a higher level of institutional custody, or any other changes in status which may tend to affect adversely an offender's time of release or discharge.

Rules governing major violations should provide for the following prehearing procedures:

1. Someone other than the reporting officer should conduct a complete investigation into the facts of the alleged misconduct to determine if there is probable cause to believe the offender committed a violation. If probable cause exists, a hearing date should be set.
2. The offender should receive a copy of any disciplinary report or charges of the alleged violation and notice of the time and place of the hearing.
3. The offender, if he desires, should receive assistance in preparing for the hearing from a member of the correctional staff, another inmate, or other authorized person (including legal counsel if available).
4. No sanction for the alleged violation should be imposed until after the hearing except that the offender may be segregated from the rest of the population if the head of the institution finds that he constitutes a threat to other inmates, staff members, or himself.

Rules governing major violations should provide for a hearing on the alleged violation which should be conducted as follows:

1. The hearing should be held as quickly as possible.
2. The hearing should be before an impartial officer or board.

* National Advisory Committee on Criminal Justice Standards and Goals, *Corrections*, 1973, pp. 51-52.

3. The offender should be allowed to present evidence or witnesses on his behalf.
4. The offender may be allowed to confront and cross-examine the witnesses against him.
5. The offender should be allowed to select someone, including legal counsel, to assist him at the hearing.
6. The hearing officer or board should be required to find substantial evidence of guilt before imposing a sanction.
7. The hearing officer or board should be required to render its decision in writing, setting forth its findings as to controverted facts, its conclusion, and the sanction imposed. If the decision finds that the offender did not commit the violation, all reference to the charges should be removed from the offender's file.

Rules governing major violations should provide for internal review of the hearing officer's or board's decision. Such review should be automatic. The reviewing authority should be authorized to accept the decision, order further proceedings, or reduce the sanction imposed.

The South Carolina Department of Corrections makes this observation on disciplinary procedures:

Obviously, discipline is a prime requisite in any prison setting, where good order and accommodation to directions are the only workable premise for mandatory confinement. In addition, most correctional administrators would argue that without discipline it is impossible to undertake treatment or rehabilitation of the inmate . . . Once inmates accommodate to standards of orderly behavior and personal responsibility, their receptivity to training and instruction aimed at behavior modification greatly increases. Underlying this assumption is the not unreasonable corollary that rules and regulations must be published and made known to inmates, must be appropriate to the requirements of the system, must be balanced by respect for the quantum of institutional liberties to which every inmate is entitled while incarcerated, and must be capable of being challenged in their application when an alleged violation is contested.

Unfortunately, the most fertile source of inmate grievances relates to the failure of institutional procedures to meet the tests outlined above. Inmates frequently and validly point out that the application of rules and regulations varies with the individual officer giving them directions. Likewise, the absence of written and published instructions as to standards of conduct involving a multitude of prison activities, leaves much room for ad hoc disciplinary enforcements. Finally, inmates consistently criticize the summary aspects of discipline application where some adjustment committees or hearing boards have never been known to acquit or absolve an inmate of an infraction. Because action of discipline boards or committees can result in a loss of good time, parole opportunity, and other privileges, their functions have become the primary functions of serious concern by courts, correctional administrators, and inmates.*

*South Carolina Department of Corrections, *Collective Violence Research Project, Report, 1973*, p. 27.

The courts are now opening their doors to inmate grievances, and their decisions are often difficult if not impossible to live with. It therefore becomes incumbent upon the jail administrator to establish procedures for discipline that will offer the inmate fair and equal treatment and will fall within the limits of individual rights that are being brought before the courts daily by incarcerated people throughout the country.

It is the purpose of our comments here to attempt to overcome some of the common problems known throughout the various jails.

Effective Discipline

The handling of disciplinary situations requires the development of good judgment and the ability to decide what constitutes a violation and how it should be reported. Disciplinary problems can be handled simply by reporting everyone who violates a rule and letting those in charge of administering discipline decide what action should be taken. However, even the jailer who attempts to pass on to others the responsibility for discipline must decide what constitutes the violation of a rule.

Answers to the following questions will provide guidelines for consistent interpretation of rule infractions.

Does the infraction violate rules that are intended to preserve order and security?

Does it threaten the safety of the jail staff or inmates?

Is the infraction due to lack of supervision?

Does the misbehavior stem from emotional problems or willful resistance to authority? Or does it stem from the normal give and take in day-to-day contact between inmates and jail personnel?

Does the misbehavior present an opportunity for the jail officer to involve the inmate in the learning situation?

Very often the correctional officer or jailer can make an on-the-spot correction, and the following steps are suggested when an inmate should be corrected on the spot:

1. If the presence of the jail officer is not sufficient to stop the inmate's misbehavior, it will be necessary to call it to his attention. The inmate may not know he is doing wrong.
2. The jail officer should explain why the inmate's behavior is not acceptable. This may not always be necessary, or easy when it is necessary.
3. The officer should point out correct behavior to the inmate. It makes little sense to tell a man he is behaving unacceptably without telling him how he should behave.
4. The inmate should be advised that a repetition of his behavior cannot go unnoticed and made to realize the serious consequences of a repetition. In such cases, the inmate should not be threatened with any specific punishment but should be informed that a formal report will be filed if the behavior continues.
5. A notation should be made on the inmate's record that a warning has been issued so that he cannot subsequently claim that he did not know any better. This is particularly true for minor offenses that can become chronic. It is

important to note here that no such claim can be made if rules are written in clear language and measures are taken to see that all inmates understand them.

When these measures fail, a formal report may be necessary. A formal report to persons who must judge the inmate includes information about the violation and the circumstances surrounding it. The formal report should contain the inmate's full name, what rule was violated, the time and place and location of the offense, witnesses if any, comments made by both inmate and jailer, a complete description of the inmate's behavior, and all other pertinent information surrounding the inmate's conduct, including past warning regarding any other jail rule violations. (Samples of report forms follow.)

In all cases, every attempt should be made to avoid public censure. If the inmate misbehaves in the presence of other inmates, he should be called aside and his behavior should be discussed out of the hearing of other inmates. An audience can have a negative effect on the basic purpose of positive discipline. When an inmate is corrected in the presence of others, he may play the hero role. If the others respond by heckling and jeering and shouting at the officer, the situation may get out of control.

In all situations that involve discipline, the jailer must take an impersonal approach. He must never threaten the inmate with punishment. When the disciplinary procedure is properly administered, the reporting officer has no control over the determination of guilt or punishment. Therefore, he cannot follow through on threats of punishment. If he threatens punishment and cannot deliver, he loses status in the eyes of others.

If the objectives of discipline are to be attained and the inmate taught self-control, he must be permitted to make some mistakes. The learning process is never perfect, and some experimentation must take place before acceptable behavior is learned.

Rules and disciplinary penalties to guide inmate conduct should be established by each facility administrator. These rules should be posted conspicuously in all housing units and be included in the handbook given to all inmates on admission, as discussed in Chapter 1. At the end of this section there are samples of forms for reporting infraction of jail rules.

Need for Grievance Procedures

The basic reason for unrest and violence in most of the jails throughout the country appears to be a lack of communication between jail staff and inmates. The inmate frequently feels that a grievance will not be acted on or that those who make decisions on grievances will act arbitrarily or capriciously without affording any satisfaction to the inmate. There may be no uniform procedure for dealing with inmate grievances. When dispositions are made, they are not always disseminated and explained to the inmates or to the staff. If an inmate has a grievance, it may possibly be handled informally by a staff member who makes a decision that may be unsatisfactory to both the inmate and the administration.

Approaches and policies for resolving inmate grievances should flow from the inmate through the correctional staff to the administrator. They should be investigated, and the results should be made known to staff and inmates alike. If grievances are properly handled, there will undoubtedly be fewer disciplinary problems and the morale of both staff and inmates will be enhanced. To

offer the both inmates and jail staff an opportunity to express their grievances, we would suggest that consideration be given to employing an ombudsman within the jail setting.

The Ombudsman

Jails in metropolitan areas which house 100 or more inmates will profit by giving serious consideration to the ombudsman concept. The South Carolina Department of Corrections Collective Violence Research Project describes the functions of an ombudsman in this way:

The word *Ombudsman* has its origin in early German tribal history. The neutral third party to a tribal dispute, acting as a representative of the law-giving body of the group and as a non-contending representative of the public authority, carried out the law-giving body's directions. The development of the Ombudsman's role in modern European history, however, can be traced initially to Sweden. In the 18th century a preliminary representative evolved who acted as a defender of the law on behalf of the people's electors in issues involving alleged arbitrary action by the Swedish Crown. This concept of a public investigator or Ombudsman has taken root over the years in other Scandinavian countries as well. Today Norway, Denmark, and Finland also have an Ombudsman who by statute is authorized to insure that government officials and other civil servants carry out their duties and to publicize and sometimes prosecute in instances where officials' conduct fails to square with statutory authority. In some cases, the Ombudsman is not limited to action raised by a citizen's complaint but can begin investigation on his own.*

The ombudsman in a local correctional facility can exercise authority as an official investigator into grievances of either inmates or staff. He should be responsible only to the jail manager or administrator. The ombudsman should be given the authority to act independently, and he needs the full support of the administration and staff to arbitrate grievances. The ombudsman can alleviate many of the tensions of the jail population, as his role combines concern for both inmates and jail administration.

Very often inmates are not aware of the reasons for some of the arbitrary rules. An explanation by a knowledgeable person acting as an ombudsman can overcome some grievances that would otherwise go unanswered.

The jail administrator should select the ombudsman. He should be experienced in custody work and totally understand administrative procedures and jail policy. He must be a person who understands inmates' problems and can make reasonable decisions. He should be a person of integrity who has enthusiasm for this very difficult position.

The duties of the ombudsman in a jail are to:

- Review institutional rules and regulations, including disciplinary practices, and make recommendations to the administration for changes.
- Interview inmates in regard to their complaints about conditions of confinement or treatment during confinement.
- Interview personnel of the department who have complaints about the conditions of the confinement of inmates or the treatment of inmates during confinement, as well as staff complaints about their own situation.

*South Carolina Department of Corrections, Collective Violence Research Project, *Report*, p. 34.



SHERIFF-CORONER

SAN JOAQUIN COUNTY CUSTODIAL FACILITIES

No. _____

Date _____

INCIDENT OCCURRED ON: DATE _____ TIME _____ Sentenced

INMATE _____ Bkg. No. _____ Unsented

AGE _____ ARRESTING AGENCY _____ CRIME _____ Cell No. _____ JAIL USE!

(LIST ALL INMATES INVOLVED BELOW)

(IF MORE SPACE IS NEEDED USE SUPPLEMENT)

I have received all my property _____ Date _____

(INMATE SIGN)

OFFICER MAKING REPORT SIGN HERE

OFFICER WITNESSING SIGN HERE

Returned to jail with prisoner: Commitment File Card Property

Recommended loss of: _____ days Trusty time; _____ days good time; New out date _____

Approved by: _____ Date _____

DIVISION COMMANDER

DISTRIBUTION:
 WHITE OFFICE
 CANARY JAIL
 PINK HONOR FARM
 GOLDENROD .. CAPTAIN

(FOR ADDITIONAL COPIES, USE PINK PAPER)

91529

- Establish procedures for receiving and processing complaints and conducting investigations.
- Report his findings.
- Interpret his role at staff training sessions.

The ombudsman should be aware of public agencies within the area that can provide services for inmates while in custody and after their release.

Use of Sanctions

Disciplinary action by jail officers and supervisors must be based on recognition of certain facts if it is to be effective, Staff must recognize that disciplinary measures must be perceived by the inmate as proper and deserved. If it does not seem to him that the punishment fits the crime, that it is excessive, unwarranted, and unjustified, he is resentful and resentment builds up.

Remember that the largest group in any jail population consists of young men. Not only are they burdened with anxiety about their situation but they are frustrated by the lack of normal outlets for energies and desires. The institution should provide activities as a vent for such tensions. But, above all, the staff should not add to these tensions by actions which inevitably evoke negative response.

County Jail
Conduct Adjustment Report

Inmate's Name _____ (Last) _____ (First) _____ (Middle) _____ Date _____
 Time _____ Housing Unit _____ Sentenced _____
 _____ Awaiting Trial _____

Evidence Attached Additional Reports Attached

RULES VIOLATED:

- 1. Harming or Threatening an Employee _____
- 2. Harming or Threatening an Inmate _____
- 3. Contraband _____
- 4. Disturbance _____
- 5. Destruction or Theft of Property _____
- 6. Disrespect to an Employee _____
- 7. Refusing to Obey an Order _____
- 8. Refusing to Work _____
- 9. Palming Medication _____
- 10. Intoxication _____
- 11. Gambling _____
- 12. Tier Jumping _____

13. Other: _____

DETAILS OF INCIDENT:

WHO: _____
 WHERE: _____
 WHEN: _____
 WHAT: _____

A frequent cause of assaults upon officers has been their abusive language and unnecessary use of hands in giving orders to prisoners. A good officer achieves the response he seeks by directing inmates firmly but in a normal tone of voice. He uses his hands on prisoners only when it is necessary to use force. These and other aspects of disciplinary action should be stressed in the training of every officer. He should learn not only the approved methods of

dealing with inmate misconduct but also the basic principles of the entire disciplinary procedure. So trained, the officer performs his duties with self-confidence and self-discipline.

Some principles of discipline are these:

1. Discipline is based on a system of rewards and punishments. When an inmate's standards of work and conduct are not acceptable, steps must be taken to correct him. He should be advised, counselled, and instructed. If these remedial steps are ineffective, then punitive measures must be taken in order to impress the prisoner with the error of his ways and to uphold the standards of the jail, since the other prisoners will be observing the situation and will react accordingly. On the other hand, a good attitude, good work record, efforts towards self-improvement, and commendable achievements should be recognized and encouraged.

2. Punishment must be in conformance with the law and with the policies of the sheriff. Cruel and unusual punishment must be avoided. It has been forbidden by courts, and to use it is asking for trouble. Such punishment is strongly resented by the whole jail population who identify with the punished prisoner and may act out their resentment in a mass disturbance. Questionable punitive action may provoke investigation by outside law enforcement agencies, the courts, or civic groups. The inquiry and accompanying publicity may cause the prosecution of members of the staff and serious embarrassment to the administration.

3. Use of force is to be avoided. With adequate disciplinary procedures, there should be no need for corporal punishment to be inflicted by officers. In the long run, the officer harms himself more than he hurts his prisoner by the injudicious use of force. When an investigation reveals that such is the case, the officer may lose his job or be heavily fined.

4. No prisoner may impose discipline on other prisoners. No "barn bosses" must be allowed in the jail. "Kangaroo courts" and "sanitation courts" have resulted in physical and moral harm to the more tractable and less aggressive prisoners. The sheriff and the county are responsible for unlawful acts of these unofficial courts particularly when they function with the sheriff's approval. They must be avoided at all costs. Discipline is the officer's responsibility and he cannot avoid it.

Both staff and inmates should understand the various sanctions to be imposed for breaches of discipline.

1. *Reprimand*. This is pertinent when the disciplinary officer or committee feels that the infraction will not be repeated, did not present a threat to the institution, or occurred under extenuating circumstances.

2. *Loss of Privileges*. The loss of one or more privileges for a specific period of time is a punishment which is felt deeply by many inmates. Because of the monotony of their confinement, they place great value on having a visit, engaging in recreation, attending a movie, or participating in other program activities.

3. *Lock-up*. Restriction to a cell for a specified number of days, or in the evenings, or Saturdays and Sundays.

4. *Loss of "good time"* for sentenced prisoners. Deprivation of part or all of the discretionary reduction of sentence known as "good time," which is awarded in advance in anticipation of good behavior and satisfactory work habits. Consequently, it is an appropriate punishment when such behavior is not forthcoming from the prisoner.

~~5.~~ *Change of Work Assignment.* A change in work assignment particularly when the work situation contributed to the trouble.

6. *Solitary Confinement.* In extreme cases, this sanction may be used for *short periods* of time. The inmate must have a full diet. The isolation should be in a cell which is apart from the general jail population. The prisoner in isolation must be checked periodically by a supervisor and a physician. *Administrative segregation* is not a punishment. Those prisoners who are considered to be chronic troublemakers as a result of frequent violations of the rules, escape attempts, and provoking disturbances, should be housed in a separate section of the jail under administrative segregation conditions. While the inmate is not in a punishment status, he nevertheless may forfeit some privileges. Administrative segregation may be indefinite in duration. The prisoner is permitted to rejoin the general population when he is considered capable of doing so without getting himself into further trouble and without disrupting the activities of the other prisoners.

The disciplinary record discussed earlier in this chapter is essential in making work and housing assignments in the jail and selecting prisoners for work-release programs. It is also an important consideration for the parole board in adjudging his readiness for release.

Additional Disciplinary Guidelines. The following disciplinary guidelines from the state of California and from Denver show how a well-thought-out system of discipline operates. The standards list the sanctions available and limit the use of such sanctions. The handbook on legal rights of inmates published as part of this series indicates the way in which recent court decisions have forbidden the use of sanctions which the court found to be cruel and inhuman punishment which is forbidden by the eighth amendment to the United States Constitution.

Denver Sheriff Department

Department Order 4300.1

SUBJECT: INMATE DISCIPLINE: COUNTY JAIL

1. *Purpose.*

To prescribe policy and guidelines for the administration of inmate discipline.

2. *Explanation.*

The term discipline, in the context of this Order, implies the outcome of a process of training intended to produce order and control; it is the essence of social behavior which permits community living. Conformity to the rules and orders of the Jail Administration is requisite to the safe, secure operation of the Institution as well as the effective implementation of a program of social readjustment.

3. *Objective.*

It is the objective of the Jail discipline program to achieve order and control of the inmate body. This shall be achieved through the application of sound human behavior techniques that will reinforce socially acceptable behavior and, hopefully,

condition the prisoner to exert controls from within when he once again reintegrates into the community.

4. Preventive Discipline.

It is the responsibility of all employees to prevent disciplinary infractions from occurring by consistently and fairly enforcing the rules of the Sheriff Department. The correction of minor deviations before they become serious violations is essential to an orderly operation. The certainty that misbehavior will not go unnoticed is a far greater deterrent than the severity of the punishment.

5. Procedure.

a. Officer's Responsibility.

Whenever an employee encounters an inmate in violation of an Institutional Rule he shall take prompt action to remedy the situation. There are several courses of action the employee may pursue. These options include warning, reprimand, constructive work assignments and filing an adjustment report against the offending inmate with the shift supervisor.

In cases of minor infractions of rules where the behavior of the inmate is not indicative of intentional violation, the officer should assume the leadership role to counsel and/or reprimand the offending party. The employee has the responsibility for taking that action which, in his best judgment, he feels is effective to achieve conformity from the offending inmate. However, employees shall not resort to corporal punishment or impose any physical sanctions or withhold any privileges.

b. Supervisor's Review.

When a shift supervisor receives a Disciplinary Committee Report he shall investigate the incident and first determine if the inmate may remain in the general population or must be isolated in close custody until the charge can be appropriately disposed of by the Adjustment Board. The criteria for this decision should be; will the presence of the offending inmate in the general population place him or anyone else in physical jeopardy, will his presence pose a security risk, will his presence exert undue influence upon witnesses or complainants, or will his presence diminish the respect and control of the officer making the report. The supervisor should also examine the offending inmate's behavior for symptoms of mental illness, self destructive tendencies or as a deceptive device for achieving removal from the general population for his own self protection. Punishment for his offense should not be considered as a reason for placing the offending inmate into close custody. The supervisor shall write the results of his investigation in the appropriate space on the Adjustment Board Report or on an attachment should the investigation prove to be lengthy.

c. Disciplinary Board.

The Disciplinary Board shall review Incident Reports and prescribe on an individual basis, the best method for achieving conformity from, or control of, inmates who have violated Jail Rules.

The Disciplinary Board shall be comprised of at least three members—in jails with small inmate capacity, volunteers can be utilized.

The Board shall convene as needed but at least once weekly.

The Board shall not impose any sanctions of a corporal or physical punishment nature nor may they impose undue restrictions upon the diet, personal hygiene or civil liberties of the offending inmate. The Board in their discretion may impose the following sanctions or reasonable modifications thereof as the situation dictates.

d. Sanctions.

(1) *Counsel and reprimand.*

(2) *Loss of privileges.* This may include suspension of commissary, recreation or Dining Room privileges. Communication privileges such as mail or visiting shall not be abridged.

(3) *Loss of "good time".* Sentenced prisoners may forfeit earned "good time" in accordance with the severity of the offense. Care should be taken when employing

this sanction to assure that all incentives for future favorable adjustments are not removed.

(4) *Suspended Sentence.* A variety of sanctions may be imposed, however, the Board may wish to suspend the imposition of the penalty contingent upon future good behavior.

(5) *Close Confinement.* There are several forms of close confinement which may be used to achieve control or discipline of the offending inmate as described below. Inmates in close confinement shall remain in their cells at all times other than provided for herein. However, all persons in close confinement shall be allowed at least thirty (30) minutes each day out of their cell during which time they may exercise, shower, shave or engage in work projects unless they become belligerent or assaultive. All persons in close confinement shall be allowed to shower three times a week, wash hands before each meal, brush teeth daily and change clothes weekly.

(a) *Close Custody.* This consists of confinement to a single cell isolated from the general population. Inmates placed in this status are permitted personal property, complete bedding and commissary privileges. Close Custody is a non-punitive classification which is to be utilized for those inmates accused of an infraction prior to a disposition from the Adjustment Board. It may also be used to separate inmates or for special security risks.

(b) *Protective Custody.* Inmates desiring or requiring protective separation from the general population shall be confined to a single cell. They shall however, be entitled to Dining Room privileges, commissary, daily recreation and all authorized personal property.

(c) *Punitive Segregation.* Inmates requiring more severe sanctions shall be placed in a single cell containing only a mattress, blanket and towel in addition to other regular fixed cell furnishings. Inmates so confined will be "strip searched" before being placed into their cell. All personal property, commissary and recreation privileges shall be forfeited. Inmates may not be kept in this status longer than thirty (30) days.

6. *Prosecution.*

All infractions which are in violation of Federal, State or Municipal Laws shall be referred to the proper authority for prosecution.

7. *Responsibility.*

It is the responsibility of the jail manager to assure the dispositions of the Disciplinary Board are fulfilled in accordance with the provisions of this Order. He shall also be responsible for inspecting persons in close confinement daily.

It is the responsibility of the shift supervisor to inspect at irregular times those inmates in close custody at least once during his tour of duty.

8. *Appeal.*

Any inmate who desires to appeal the disciplinary action of the Adjustment Board is free to do so. He may address his appeal to his attorney, a Judge, or the Manager of Safety and Excise. Writing paper and pencils will always be provided for this purpose and delivery assured.

State of California—Department of Corrections

Minimum Jail Standards—1973

Article 14. DISCIPLINE

1170. *Rules and Disciplinary Penalties.* Each facility administrator shall establish rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate upon booking. For those inmates who are illiterate or unable to read English, provision shall be made for the jail staff to verbally instruct them or provide them with written material in their native language regarding jail rules and disciplinary procedures and penalties.

*1171. *Plan for Inmate Discipline.* Each facility administrator/manager shall develop and implement a plan for inmate discipline which shall include, but not be limited to, the following elements:

(a) Designation of one or more subordinates who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers. Where possible, staff so designated shall not participate in disciplinary review if they are involved in the charges.

(b) Minor acts of non-conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct.

(c) Major violations or repetitive minor acts of non-conformance shall be referred in writing by the staff member observing the act to the disciplinary officer.

(d) The inmate shall be informed of the charge(s) made against him.

(e) The inmate may appear on his own behalf.

(f) Any charges pending against an inmate shall be acted on as soon as possible and no later than 72 hours after the report is filed.

(g) Subsequent to final disposition of disciplinary charges by the disciplinary officer, the charges and the action taken shall be reviewed by the facility manager.

(h) The inmate shall be advised of the action taken by the disciplinary officer.

*1172. *Forms of Discipline.* The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of, but not be limited to, the following:

(a) Loss of privileges

(b) Extra work detail

(c) Removal from work details

(d) Forfeiture of "good time" credits earned under Penal Code Section 4019.

(e) Forfeiture of "work time" credits earned under Penal Code Section 4018.1.

(f) Disciplinary isolation.

*1173. *Limitations on Disciplinary Actions.* The Penal Code and the State Constitution expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations:

(a) No inmate shall be held in disciplinary isolation for a period of time longer than ten consecutive days without the express approval of the facility administrator.

(b) The disciplinary isolation cells or cell shall have the minimum furnishings and space specified in Section 1081 of these regulations. Occupants shall be issued clothing and bedding as specified in Articles 16 and 17 of these regulations excepting that those inmates who engage in the destruction of or destroy bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed during each 24 hour period.

(c) Penal Code Section 4019.5 expressly prohibits the delegation of authority to any prisoner or group of prisoners to exercise the right of punishment over any other prisoner or group of prisoners.

(d) In no case shall a safety cell, as specified in Article 9, Section 1081 (c), be used for disciplinary purposes.

(e) No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene as specified in Section 1203 of these regulations.

1174. *Disciplinary Records.* Penal Code Section 4019.5 requires the keeping of a record of all disciplinary infractions and punishment administered therefor. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each.

* These regulations were revised on an emergency basis June 12, 1973.

Chapter 7

Emergency Procedures

Emergencies may take many forms, from riots to food poisoning, situations in which the jail may lose control unless plans are made in advance to cope with them. Details of the plans will of course vary with the kind of emergency, but some elements are common to all plans for all crises. Each plan requires specific steps to bring the situation under control.

A jail may operate with no major trouble for many years. The staff may thus acquire a complacent and unwarranted belief that everything is under control and always will be. But disaster may strike at any time. When it does, the jail administrator will regret it if he has made no plan to deal with it as quickly and efficiently as possible.

Time spent on the preparation of plans to meet emergencies in your jail will pay dividends when trouble begins. This chapter is designed to offer a basis for development of plans for dealing with emergencies in any type or size of jail.

Planning for Emergencies

Plans should be available in every jail to cover escape, fire, riots, food poisoning, civil defense needs, and civil disturbances in the community. In some areas, there will need to be plans for floods, power failures, and strikes.

The need for advance planning is obvious. When the emergency strikes, it is too late to make a rational plan which everyone understands. In addition to the danger which emergencies pose to the normal community, there is in the jail the element of risk through escape or violence. Lack of planning can result in unnecessary fatalities and property damage, escapes, or harm to the staff. Lack of planning will also reflect adversely on community relations when the news media reveal errors of judgment during an emergency for which no plans have been made.

The emergencies listed above have several common elements.

1. All require advance planning. The planning should be a cooperative staff effort. The resulting plan should be comprehensive in scope and written in easily understood language and ready reference style. It should provide an *immediate* course of action.
2. Plans should be available. Those locked in an administrator's desk or office are of no use when the emergency they were designed to cope with occurs. Several copies of most plans (except those dealing with escapes) should be readily available. Some of them can be posted for all to see.
3. Emergency plans should be the subject of training sessions for staff. Train-

ing should include: the person to notify, how and when countermeasures will be taken to combat the emergency, use of all necessary equipment, key posts to be manned.

4. There must be an understanding about who will put the plans into effect and when, on each of the daily shifts.
5. Equipment, services, and personnel required must be listed. Equipment should be assembled and stored in a locked but easily accessible area of the jail.
6. When the emergency is over, an order or signal should be given by a designated officer to indicate a return to normal operation.
7. A log should be kept during an emergency and a report written about it by those involved. The report should contain factual statements and recommendations to prevent a recurrence. Where applicable, the emergency should also be studied to pinpoint responsibility and as a guide to preventive action in the future.
8. Any emergency plan should include methodology for contacts with outside agencies and the news media.
9. All emergency plans should be reviewed periodically. Where a plan calls for area maps, keep them updated.

Each of several emergency situations are discussed further in the following sections.

Escapes

It has been said that if everyone followed orders there would be no escapes. But jail personnel know that the prisoners have 24 hours a day to concentrate on how to outwit the jailers. Nearly every security measure has been breached at one time or another.

A lax jail administration invites incidents of escape; an efficient administration prevents them. To prevent escapes we must know the causes. Personnel should be ever mindful that prisoners "want out" and that many plan to get out as soon as possible, by escape. Therefore, the jail staff should keep at least a step ahead of them to prevent it.

Even the most strongly constructed institutions have had escapes because of:

- Personnel failings—inefficient, insufficient, and/or corrupt staff.
- Lack of supervision in housing areas.
- Construction weaknesses.
- Poor security practices—no control of tools, insufficient inspections or checking.
- Lack of staff training.
- Improper inmate assignments.
- Allowing inmates to perform custodial and clerical duties.
- Lack of communication between inmates and the administration.
- Administrative disorganization.

When an escape is discovered, an alarm should be sounded and the escape plan put into effect. In addition to the general planning instructions previously cited, the escape plan might include:

- Recalling all prisoners to their housing areas and locking them in quarters.
- Checking the jail count.
- Determining the identity of the missing prisoner or prisoners; preparing and distributing bulletins, including a photo if possible.
- Notifying nearby law enforcement agencies.
- Mustering and dispatching of search parties.
- Determining the method of escape.
- Checking on escape post assignments.
- Feeding and relieving search parties on a continuing search.
- Terminating the search.

If the search was successful, the escapee should be interrogated to determine his procedures. He should be referred to the medical or psychiatric staff. His institutional record should be updated. His security status should be increased. Then the case should be referred for prosecution.

Fire—Prevention and a Plan of Attack

Fires occur in jail as a result of carelessness, heating of food in cells, actions of mentally ill prisoners, and arson for malicious or diversionary purposes. A fire may jeopardize the lives of all prisoners and personnel in the jail because security barriers can prevent a quick exit from the cellblock or other affected area.

1. Periodic inspections are an important fire prevention measure. Establish fire prevention rules and observe them.

- Inspect cellblocks for signs of unauthorized heating devices.
- Inspect food preparation areas. Accumulation of grease is a frequent cause of fires in the kitchen areas. See that the stoves and other equipment are free from grease; check ventilation hoods.
- Inspect areas in which combustible materials are stored. Ascertain that such materials are placed in well-ventilated fireproof buildings; see that there is a good supply of air circulating around them.
- Be sure that all paint, varnishes, lacquers, oils, and other volatile materials are stored in fireproof rooms located in isolated sections of the jail outside the housing areas.
- Have regular inspections and record them. Inspections should be conducted to detect possible fire hazards in and around the institution and arrangements made for the removal of trash or other materials which may constitute a fire hazard. Items such as Christmas trees and decorations should be inspected to see that they are sprayed with fire-retardant material before being used with the jail.
- Fire hoses should be tested at least once a month to determine whether they are in good working condition and free from leaks. Fire extinguishers should be tested at least once a year.

2. A fire-fighting team should be organized, trained, and ready to function at any time a fire breaks out. Each member should be carefully selected and trained in the techniques of fire fighting. The local fire department is a training source.

The team's fire-fighting equipment should be readily available to them, and they should perform regular drills under the supervision of the fire marshal, in

order to remain a proper state of efficiency.

3. A plan of action to be followed in the event of a fire should be available for immediate use and it should be conspicuously posted around the jail. It should designate a fire marshal. The fire plan should call for:

- Sounding the alarm.
- Notifying the community fire department.
- Summoning the jail's fire-fighting team.
- Use of fire-fighting equipment.
- Employing emergency lighting and standby power.
- Use of emergency keys
- Evacuation of inmates to safety areas, areas which have been designated as a part of the fire plan.

4. The fire plan should include steps to be taken when the fire is under control. An immediate head count should be made to determine if there has been an escape.

The inmates should be checked to determine if any have been injured. Any who assisted during the fire should receive commendations.

The extent of damage and the need for immediate salvage should be determined.

Causes should be determined, reports prepared (including photographs) and preventive steps taken.

Food Poisoning

The sudden illness of a number of prisoners who have symptoms of nausea, stomach cramps, and/or diarrhea should alert the jail administration to the need to put into action a plan devised for this emergency. Its purposes are to care for affected prisoners, determine the cause, and take measures to prevent a recurrence.

1. Caring for prisoners.

In a situation where a majority of inmates become ill, there should be orders to stop serving food prepared in the jail. Other sources in the community must be called on.

It may well be necessary to supplement the jail staff to cope with extra activities and possible mass protest by inmates.

The first objective in an epidemic of this type is to obtain medical attention for those who are already ill and arrange for standby help for any additional cases that may develop. The infirmary should be prepared to receive patients; jails lacking regular infirmary space must set up some area for emergency treatment. Jail staff should be instructed to observe inmates carefully and see that all who show symptoms of distress receive treatment.

2. Determining the cause.

As soon as mass food poisoning becomes apparent, be sure to notify the public health unit in the community. This agency will be invaluable in helping you locate the cause as well as in providing emergency care.

To assist in isolating the cause, retain samples of prepared food for inspection by public health officials. Do not permit food to be removed or storage arrangements to be altered until inspected by the health authority.

Ask for a report on the cause at the earliest possible moment.

3. Preventing future outbreaks.

When the public health authorities and medical personnel who have treated patients have identified the cause of the illness and made their report to the jail administrator, he should follow their recommendations to the letter in order to prevent recurrence of the incident. As recommended in the handbook in this series on food service in the jail, regular inspection of the food operation for sanitation and safety will greatly aid the effective operation of the jail. The handbook also gives information on the proper storage, preparation, and serving of food to prevent contamination.*

Control of Riots and Other Group Disturbances

A riot in a jail may be described as the actions of a group of prisoners, in the process of destruction and assault, that cannot be controlled by the officers on duty. It is a grave emergency that threatens the entire institution and often the community in which the jail is located. The riot may cause extensive damage and give rise to serious crimes. It may result in loss of public confidence in the administration of the jail.

Some riots are seemingly spontaneous, triggered by a minor incident after tension has built up in the jail. Other disturbances are confrontations between racial groups or gang fights. Still others may reflect the prevalence of violent protest in the free community which has resulted in riots in city streets and in universities.

An experienced administrator knows the signs of impending trouble and he has a ready prepared plan to cope with it.

There is often an increase in the number of complaints by inmates and requests for transfer from work assignments or from certain housing areas. Infractions of jail rules multiply. There may be many more fights than usual between, or even within, groups. Tools may be reported missing and shakedowns reveal weapons or other contraband items. There may be an unusual accumulation of commissary items in the cells.

Some of these things may occur singly in the normal course of events in a jail. But when they appear in combination and in much greater numbers, the barometer of the jail climate reads *danger*.

Reports on the causes of riots make it clear that they stem from real or imagined grievances of inmates. Often grievances involve poor food (or not enough), unsanitary conditions, or over-crowding due to lack of proper facilities and in turn to lack of financial support for the jail.

Racial and ethnic conflicts are frequent causes of disturbances in jails. Or sometimes a minor incident simply gets out of hand.

Riots have been ascribed to idleness and the lack of adequate programs in the jail. There are often complaints of poor parole or sentencing procedures. Prisoners who commit crimes during a riot may feel that they have nothing to lose, since the courts are too crowded to hear their cases promptly and, when they do, sentences for the riot crimes may run concurrently with the sentences they are already serving.

Very often inmates have grievances against the staff, alleging brutal treat-

*For more detailed information see *The Handbook on Food Service in Jails*, another publication in this series.

ment, privileges withheld without justification, or general inefficiency. Sudden changes in policy or personnel are not explained. The riot may be an attempt to get rid of an unpopular staff or administrator. Or it may simply be a cover for an escape attempt.

When assaults or rebellion cannot be controlled by jail personnel, it is time to activate the riot control plan and take the following actions.

1. Close all gates and doors in order to limit movement of inmates and divide them into smaller groups.
2. Activate a previously designated and trained emergency squad.
3. Issue special equipment—gas weapons, gas masks or goggles, riot sticks, helmets, firearms, megaphones, two-way radios, handcuffs and other restraining devices, and first aid kits.
4. Reinforce critical areas in the jail and on the jail grounds. Among them are exits and periphery; power house, weapons center, maintenance shops, and kitchens, which are all essential objectives for rioters seeking to establish control or to obtain weapons; hospital, infirmary, or doctor's office, from which drugs may be secured; commissary and storage areas that may be looted for food and supplies.
5. Order the rioters to desist and follow orders. Use persuasion before making threats. A ready force of well-equipped officers should be displayed when such an appeal is made.
6. Separate those prisoners who do not desire to participate in the riot by providing a means for them to get out.
7. Lock up as many prisoners as possible in cells or other housing areas.
8. Do not obey directions of a hostage but make every effort to protect him, through length and negotiations if necessary but not by false promises.
9. Mount a show of force to strengthen the negotiating position, and use it if necessary.
10. When order is restored, make a head count to see whether any prisoners are missing. Determine whether any inmates or staff members are in need of medical attention. Notify all agencies that the emergency is over and redeploy security personnel.

It is essential to conduct a complete inspection of the jail in order to determine the extent of damage, areas in need of immediate repair, and measures that must be taken to keep the jail operating.

An investigation should follow, to determine the cause of the disturbance, single out the ringleaders, and gather information on the crimes committed. A report should be made to the proper authorities. It may be that they will wish to have an outside agency make the investigation and recommend measures for preventing future disturbances.

11. Riot Plans. The riot control plans of the San Joaquin County Jail, French Camp, Stockton, Cal., and the U. S. Bureau of Prisons Riot Control Procedure (#20300) are excellent. They make clear the need for planning, assignment of authority, and procedures essential to controlling riots. For copies of these plans contact the source agencies.

Death of Inmates

A plan for action following the death of an inmate should be made by every jail. The plan should have at least these aspects:

1. Notifications.

If not present when the death occurs, medical personnel on call should be notified immediately. So should the administrator of the jail, regardless of the hour. He should give any orders not previously covered by the plan. He should also notify the family of the deceased. In some states, the coroner must be notified.

2. Precautions.

In case of death outside the hospital area, the plan should forbid moving the body until it has been photographed and examined by law enforcement agencies. In such cases, notification of the coroner would be routine. A report covering every detail of the death should be written and verified by witnesses or those who discovered the body.

3. Removal and disposal of the body.

The wishes of the family regarding burial should be followed.

Otherwise, a mortician under contract with the jail should take care of removing the body, perform embalming, and manage the burial. In case of an unclaimed body, burial should be arranged for through the appropriate public agency. Finally, the name of the deceased should be removed from the daily count sheets.

Plans for Civil Defense

Every state has a civil defense organization set up originally to deal with the results of wartime attack on a community and then extended to cover action in catastrophes such as earthquakes, floods, and disastrous fires. The jail as part of the community should have a part in the civil defense plan for the area.

The community civil defense unit should be requested to assist the jail with a variety of civil defense supplies and equipment; technical advice on such matters as the use of supplies, protection of prisoners and personnel, survival equipment, and construction of shelters; formulation of plans to cope with civil defense emergencies.

Safety areas should be selected in the jail and clearly labeled. Prisoners and staff should be trained in protecting themselves from flying debris. The jail should be prepared with weapons and restraining devices to be used for the control of prisoners being transferred from the jail to other buildings when the jail is rendered ineffective for its purpose.

The jail can contribute to civil defense by serving as a storage area for civil defense equipment. Such equipment should be stored in a secure room distinctly labeled "Civil Defense," using the CD symbol. Each item should bear the CD identification, and it should not be used for any other purpose than civil defense without clearance from the community defense unit.

The jail can also help in emergencies by furnishing supplies and manpower for emergency activities in the community. A list of prisoners who can be released to help in the community should be drawn up. The institution should also be in a position to supply administrative personnel, food and water, medical attention, communications equipment, and emergency housing for civilians.

The Jail and Civil Disturbance

Plans must be formulated in advance to cope with situations that arise from civil disturbance and require detention of large numbers of arrested persons. Such plans should be part of a comprehensive community law enforcement plan, and therefore they should be developed by a committee including jail representatives.

Several major provisions must be made:

- Housing for prisoners in the jail or in temporary facilities such as an enclosed recreation area.
- Separation of leaders and potential troublemakers from other detainees.
- Procedures for handling situations created by rebellious detainees, usually persons with no criminal record. They may quite well accuse jail personnel of rough treatment, even brutality. Public attention will be focused on the detainees and the news media will undoubtedly be interested. Civil rights groups may enter the picture.

To cope with such a situation will require that the jail modify its normal procedures considerably. Plans must therefore include: stepped-up receiving procedures; identification of detainees; confinement areas for varying numbers of detainees; provision of medical attention, food service, escort services, and clerical help in greater quantity than under normal conditions. Space must be provided for attorney interviews.

Ed. Note: The Denver, Col. Sheriff Dept. has prepared a Disturbance procedure Plan in great detail. It is their Department Order 5012—Disturbance Procedures, County Jail, Corrections Directive July 1, 1972 (11 pages). Rather than printing the entire article or excerpts from it we suggest that if interested you contact the source for a copy.

We also refer you to the Federal Bureau of Prisons Riot Control Procedure "Chapter 20300" obtainable from the Federal Bureau of Prisons, Washington, D.C. 20537.

Acknowledgments

Many individuals have contributed to the content of this handbook. Their assistance is appreciated and all the more so because it was voluntary.

Sheriff Ed Ryan, Weber County Sheriff, Ogden, Utah
Sheriff Delmar L. "Swede" Larson, Salt Lake County, Salt Lake City, Utah
Lt. Clyde Pritchett, Jefferson County Jail Commander, Golden, Colorado
Mose Trujillo, Deputy Warden, Denver County Jail, Denver, Colorado
Sheriff Bill Estes, Natrona County, Casper, Wyoming
Sheriff Dave Middlemas, Lewis & Clark County, Helena, Montana
Captain E. Byron Franz, Spokane County Jail, Spokane, Washington
Sheriff Carl L. Peterson, Pierce County, Tacoma, Washington
Lt. Pete Shultz, Pierce County Jail Commander, Tacoma, Washington
Mr. Leonard L. Patterson, Administrative Assistant, San Joaquin Co. Sheriff's Office, Stockton, California
Royce A. Osborn, Administrator, Federal Prison Camp, Safford, Arizona
Mr. Jack Sandstrom/Mr. Charles Lunch and Classification Staff—Dade County Jail, Miami, Florida

The Committees

Chairman

Sheriff Robert Bender, Allen County Police Department, Room 100—Court House, Fort Wayne, Indiana 46802

Sheriffs

Michael Wolke, Milwaukee, Wisconsin 53233

Roy Nixon, Shelby County Sheriff Department, Memphis, Tennessee 37201

Harold Bray, Jefferson County Sheriff Department, Golden, Colorado 80401

Michael N. Canlis, San Joaquin County Sheriff's Office, P. O. Drawer "H", Stockton, California 95201

Jail Inspector

Mr. Cecil Sewell, State Prison Inspector, 301 Ferris Bryant Building, Department of Corrections, Tallahassee, Florida 32304

Advisor

James D. Henderson, Warden, U. S. Penitentiary, Atlanta, Georgia

Writer/Coordinator

Wayne C. Miller, Commander, San Joaquin County Jail, 999 W. Mathews Road, French Camp, California, 95231

Review Committee

Law Enforcement Assistance Administration

Nick Pappas, Grant Monitor

National Sheriffs' Association

Ferris E. Lucas, Executive Director

Jacqueline P. Green, Assistant Executive Director

Gilbert A. Foss, Project Director

Sheriffs

Bernard L. Keiter, Montgomery County, Dayton, Ohio

Donald J. Omodt, Hennepin County, Minneapolis, Minnesota

I. Byrd Parnell, Sumter County, Sumter, South Carolina

Andrew Winston, City of Richmond, Virginia

James D. Swinson, Fairfax County, Fairfax, Virginia

Arthur Brown, Undersheriff, Ocean County, Toms River, New Jersey

Jail Inspector

G. S. (Bert) Friday, Supervisor, Jail Inspection, State of South Carolina

Legal Advisors

Courtney Evans, National Sheriffs' Association

Arnold Hopkins, American Bar Association

National Clearinghouse of Correctional Programming and Architecture

Fred Moyer (AIA) University of Illinois, Champaign, Illinois

Academic Reviewer

H. G. Moeller, Professional and Correctional Services Coordinator

Department of Correctional Services, East Carolina University

Greenville, North Carolina

Editor

Roma K. McNickle

END