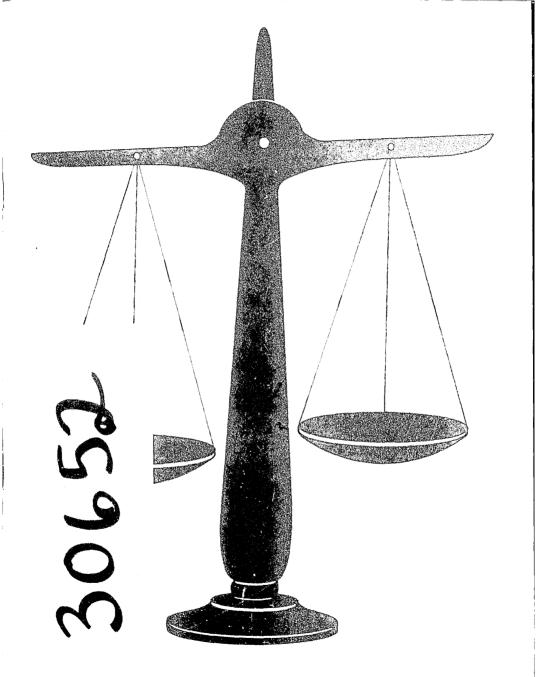
If you have issues viewing or accessing this file contact us at NCJRS.gov.



F_ROM THE DUNGEON TO THE LIGHT —

COMANCHE COUNTY JAIL PROGRAM FOR LOCAL CORRECTIONS

.

A COUNTY-BASED PROGRAM OF SOCIAL SERVICES TO INMATES IN THE PUBLIC INTEREST

by

Peggy Jo Ormson

COMANCHE COUNTY, OKLAHOMA 1975

ACKNOWLEDGEMENTS

The project herein described is enabled by grant awards received from the Oklahoma Crime Commission, the State planning agency which performs planning and grants managements function in conjunction with the U.S. Justice Department, and the Law Enforcement Administration. The support and cooperation of this agency, including immanent corroboration of its Corrections Committee, is acknowledged with sincere appreciation.

The cognizance of the Comanche County Board of Commissioners, the sponsoring agency, with the cooperation and support of the Comanche County judicial system officials, district attorney, bar association, sheriff's department, and the community made the realization of this program possible. COMANCHE COUNTY BOARD OF COMMISSIONERS

> 1973 Frank J. White

> > Chairman

Western District

W. F. "Bill" Griswold Central District Oscar Sanders Eastern District

1975

W. F. "Bill" Griswold Chairman Central District

Frank J. White

Western District

Oscar Sanders Eastern District



Frank J. White



W. F. "Bill" Griswold

COMANCHE COUNTY



Oscar Sanders

BOARD OF COMMISSIONERS

Comanche-County

BOARD OF COUNTY COMMISSIONERS COUNTY COURTHOUSE - LAWTON, OKLA. 73501

OSCAR SANDERS DIST #1 MEMBER

W. F. "BILL" GRISWOLD DIST #2 CHAIRMAN



(405) 353-3717 353-3727

The Board of Commissioners of Comanche County ascertained incarceration solely does not bring solutions for reducing crime within a county nor solve social problems inherent to confinement of the accused and convicted.

Seeking the support of the Oklahoma Crime Commission and subsequent sponsoring of the Comanche County Jail Treatment Program was the method we as the members of the Board of Commissioners found to be the most beneficial method, whereby, a project for alleviating such problematic areas could be initiated.

The continued sponsorship of the Comanche County Jail Treatment Program is pledged by the Board of Commissioners providing a continuation of the project's success in the areas of correctional rehabilitation is apparent.

Frank J. White

F. Griswold

OKLAHOMA CRIME COMMISSION (1973)

FIFTH JUDICIAL DISTRICT

Encompassing Comanche County

JUDGES, 1973

Jack Brock Chief District Judge

J. Winston Raburn District Judge

John F. Taylor Special District Judge

JUDGES, 1975

J. Winston Raburn Chief District Judge

Jack Brock District Judge

Rodney A. Bassell Special District Judge William M. Roberts District Judge

> David W. Carter Special District Judge

John P. Fullerton

John Mackey

Associated District Judge

Special District Judge

Chad Bledsoe Associate District Judge

Norman Martin, Executive Director

CORRECTIONS COMMITTEE

Lena Bennett, Tulsa Francis Campbell, Tulsa John Grider, State Department of Corrections, Granite Phillip Lambert, Judge, Oklahoma City Russell Perry, Oklahoma City Wade Watts, McAlester Theodore S. Baumberger, Oklahoma City Clyde Green, Vinita Ted Risenhoover, Tahlequah

COMMISSION MEMBERS

James Clark, District Attorney, Ardmore Larry Derryberry, State Attorney General Hayden Donahue, M.D., Director, Department of Mental Health Marvis Emerson, State Assistant Attorney General G. A. Evans, Juvenile Courts, Tulsa David Fulkner, Sheriff, Tulsa County Bill Bruber, Attorney at Law, Alva Llovd Henry, District Judge, Shawnee . Bill Jones, Chief of Security, Norman Bill Mayberry, State Director of Public Safety Bill Melton, Police Department, Tulsa William C. Merryfield, Sheriff, Seminole County Marian Opala, State Administrative Director of the Courts Howard Sampier, Sheriff, Beckham County Mary Layne Raley, Ponca City Lee Teague, Oklahoma City Don Whitaker, Mayor, Lawton Wayne Lawson, Oklahoma City Jack Purdie, Chief of Police, Tulsa Preston Trimble, District Atorney, Norman Bob Turner, Sheriff, Oklahoma County Sam Watson, State Bureau of Investigation

OKLAHOMA CRIME COMMISSION (1975)

Donald Bown, Executive Director

EXECUTIVE COMMITTEE

Jim McBee, Shawnee, Chairman Jim Conley, Criminal Justice Studies, University of Tulsa Ken Upton, Director Public Safety, Muskogee

Ann Byrd, Oklahoma City, Vice Chairwoman Duke Halley, Attorney at Law, Woodward William G. Jones, City Attorney, Wilburton

CORRECTIONS COMMITTEE

Bill Burnham, Attorney At Law, Eufaula Maxine Looper, Miami Bob Zapffe, Norman John Grider, Department of Corrections

John Conley, University of Tulsa, Chairman J.C. Miller, Mayor, Purcell, Vice Chairman Pauline Fahle, Attorney at Law, Weatherford Dan Heltzel, C.P.A., Sulphur Danny Swanda, Mayor, Apache

COURTS COMMITTEE

William G. Jones, Wilburton, Chairman John Cooper, Assistant District Attorney, Duncan Larry Derryberry, Attorney General Llovd H. Henry, District Judge, Shawnee Richard Vallejo, Attorney at Law, Oklahoma City, Vice Chairman Jethro Currie, Attorney at Law, Oklahoma City Richard Farris, Attorney at Law, Altus Marian Opala, Administrative Director of The Courts

JUVENILE DELINQUENCY COMMITTEE

Duke Halley, Woodward, Chairman Theodore S. Baumberger, Oklahoma City Jack De McCarty, Attorney at Law, lewkirk Mrs John W. Raley Jr., Ponca City Nellie Welch, Panama

G.A. "Bob" Evans, Tulsa, Vice Chairman Lena Bennett, Tulsa Hayden H. Donahue, M.D., Director, Department of Mental Health Bennett Story, Durant Tom R. Cornish, Attorney at Law, McAlester

POLICE COMMITTEE

Ken Upton, Muskogee, Chairman Bill Branch, Sheriff, Garvin County William C. Merryfield, Sheriff, Seminole County I.G. Purser, Chief of Police, Oklahoma City Sam Watson, Executive Director, Sheriff's Coy Rogers, Sheriff, Comanche County George Wayman, Sheriff, Osage County

Jack Purdie, Tulsa, Vice Chairman Allan D. Markum, Assistant District Attorney, Arapaho Jim Nicholson, Talihina & Peace Officers Association, Oklahoma City

CREDITS

Comanche County Public Programs Manager Harry W. Garrett	
Jail Treatment Program Project Consultant William C. Stephens, MSW	
Photographer Kenneth L. Frazier	

PROLOGUE

The Comanche County Misdemeanant Jail Treatment Program, an innovative project which became a model program for jail-based social services for the State of Oklahoma, was initiated in Comanche County in April, 1974.

The Comanche County Board of Commissioners, recognizing a need for social services to inmates in lieu of incarce ation minus rehabilitation, enlisted the cooperation of Comanche County judicial officials, the sheriff's department, the district attorney and the support of the bar association and the community.

The proposed program was designed for implementation six months prior to occupancy of a spacious, modern new jail facility to be included in the new Comanche County Courthouse. Total program implementation was scheduled when offenders were transferred to the new facility from the jail which had been utilized by the county for more than 36 years. The transfer was slated with completion of the new courthouse in late 1974.

Enabled by a U.S. Department of Justice Law Enforcement Assistance Act grant administered by the Oklahoma Crime Commission, the Comanche County Misdemeanant Jail Treatment Program was developed and initiated following awarding of a \$55,000 planning grant to the Comanche County Board of Commissioners in May, 1973.

The program became operational in April, 1974, when a second LEAA grant, also administered by the OCC and awarded to the board of commissioners was approved. The Oklahoma Crime Commission approved the operational grant with the stipulation the county commissioners, as the sponsoring agency, provide technical assistance and input for design of the new jail facility. The operational grant provided 12-month funding of the jail treatment program. Application for second-year operational funding has been submitted to the OCC.

1

ليشا S 0 H ---- α \square 0 2 > z \square 0 $_{\circ}$ ш H Ć z A Σ 0 ${\boldsymbol{\omega}}$ \mathbf{X}

ш

Z

Initiated under the most undesirable conditions in a jail which received national publicity in 1969 as typifying the deteriorated state of American jails, the program has proved highly successful during the first year operation. An evaluation of measurable results on Page 21 indicates success of the program.

The old jail, located on the top floor of the courthouse, was outdated, outgrown, and depleted by continuous use. Comprised primarily of two large rooms or "tanks," and an antiquated kitchen, the former jail facility in-- cluded limited administrative and prisoner interview areas. Prisoner visitation areas virtually were non-existent.

History indicated approximately 3,500 admittances were made to the Comanche County Jail each year. Daily population varied widely, from 40 to 100. Jail population included individuals awaiting trial, and sentenced offenders, misdemeanant and felons.

The two large tanks were as dangerous to be in as they were gloomy. Prisoners were mixed without regard to criminal sophistication, security need or ability to defend themselves from other inmates. Held in a circumstance of enforced idleness, prisoners acted out frustrations on each other. Savage fights were routine, gang homosexual rape occurred with frightening frequency. The tougher inmates controlled the food and meager possessions of the others in a reign of terror. One had to be criminally adroit to survive a period of confinement in this jail. The extensive brutality among inmates was an affront to American ideals of justice.

Impossible to clean, the jail was a fire hazard and an obvious threat to the health of the inmates and the sheriff's deputies who operated it, due to the lack of sanitation practices. Rehabilitative services to the incarcerated and social services to their families were non-existent.

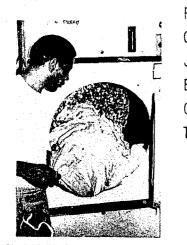
2

The need for physical solutions to the local jail problem was a key in marshalling public support for the passage of a \$3.2 million bond issue for construction of a new courthouse by Comanche County voters on September 12, 1972. Construction of the courthouse, with the new jail facility to comprise the first floor, was initiated in May, 1973.

With the promise of the new 7,775 square foot jail facility for Comanche County, more than twice the size of the old jail, the Oklahoma Crime Commission included the county's jails program as a model development in its 1973 State plan. Following recommendations of its corrections committee, the Oklahoma Crime Commission provided total support to the Board of Commissioners with funding of the project.



A JAIL LIBRARY, operated by inmates of Comanche County Jail, is an attained project objective providing an alternative to inmate idleness. Bob Williams, chief program correctional officer, distributes books from the library to inmates.



AN INMATE trustee assists in operation of the jail laundry. The laundry is another attained project objective providing alternative to inmate idleness.



and operate the inmate jail property room as another alternative to idleness.

PROGRAM OBJECTIVES

Program objectives were addressed to inmate dilemma by virtue of confinement and being cut off from typical helping resources such as family, friends, employers, and community social services. Objectives included providing a program of services to inmates with activities in the following areas:

To the extent feasible, provide alternatives to idleness via constructive use of inmate time, considering limitations inherent in the depleted physical facilities in which the program was initiated.

To provide medical technician services to all inmates, emphasizing those inmates that are admitted for protective custody reasons usually incident to mental hospital commitment. Mental commitment will be diverted from the jail as speedily as possible and medical technician attention will be emphasized to those inmates that are incarcerated for public drunkenness.

Special counseling-treatment programs for alcoholic offenders, utilizing both individual counseling and group work methods.

Performance of a program of work-study release as combatant of inmate idleness and constructive time utilization for non-dangerous offenders.

Establish and perform a program of misdemeanant probation as an alternative to incarceration.

Provide social service counseling to families of inmates and referral of families in need to appropriate community resources.

To facilitate the involvement of existing social service resources in the community directly on behalf of jail inmates.

To provide a program of counseling follow-up, following jail release in an effort to prevent repeated crimes.

4

E

S

To perform a program of jail intake screening for the termination of persons eligible for recognizance release pending trial.

To perform a program of installment payment of fines, combined with community supervision when appropriate.

To perform a program of release planning and job placement facilitation for those inmates that need this particular assistance.

6

ADMINISTRATION



ROBERT T. HOLLOWAY, technical project director, has a resolute belief in correctional rehabilitation. Mr. Holloway was instrumental in compiling the Operational Procedures for the Comanche County Correctional Facility (Jail Rules). The operational procedures, endorsed by the Comanche County Board of Commissioners as the project sponsor and the Fifth Judicial District Court, adhere to the Minimum Jails Standard Act of Oklahoma.

ADMINISTRATION

No effective program providing improved environmental jail conditions for the incarcerated, social services to inmates awaiting trial, those serving sentences, and to their families, and rehabilitation projects can be carried out without the combined effort of dedicated people directed toward implementation of objectives of such a program.

Comanche County Jail Treatment program projects are carried out under the supervision of a technical project director who receives technical assistance and recommendations from the Project Advisory Committee. The committee comprised of a judge of the District Court, the County Sheriff, District Attorney, Comanche County Public Programs Authority Manager, and a Comanche County Commissioner meets quarterly with the project director to review circumstances of the jail generally and project progress specifically.

Special attention is being given to utilization of a qualified staff with background and academic experiences sufficient to perform assigned tasks. Attention also is being given to in-service staff training, an area of special conditions that apply to Oklahoma Crime Commission correctional projects.

The technical project director monitors the performance of all personnel and supervision reports become a part of the personnel record.

Supportive staff includes a correctional counselor for the male inmates, an administrative assistant who also serves as a correctional counselor for the female inmates, a medical technician, two correctional officers, and a food services supervisor who plans menus, supervises preparation of food and also serves as a counselor.



JOYCE BEST, project administrative assistant, also serves as a counselor for the female inmates of Comanche County Jail. Originally employed as the administrative assistant, she became engrossed in possible accomplishments of the project and engaged in counselor training in order to provide the much-needed service to the female population confined in the jail.

PROGRAM EVALUATION



MEDICAL TECHNICIAN Chris Dodson examines a jail inmate for determination of possible physical illness. Providing a medical technician as a member of the project staff fulfills the attainment of a project . objective.



ROBERT ELLIS, project counselor, provides counseling services to the confined and participates in counseling follow-up following jail release. An attained objective, the counseling services are an effort of the project staff to prevent repeat crimes.

PROGRAM EVALUATION

The impact of this project on local justice habits and procedures is subjectively assessed, and efforts toward objectivity are being sought by asking for comparable responses concerning the project from the District Attorney, the Courts and the Sheriff. This feedback information is being obtained and recorded in assessing project performance.

The matter of involving community agencies is being dealt with quantitatively, and a qualitative assessment of agency response to this project is included.

Additionally, the project is complying with all reporting obligations required by the Oklahoma Crime Commission.

Program objectives fulfilled during the first year operation of the Comanche County Misdemeanant Jail Treatment Program include:

UTILIZATION OF INMATE TIME - A library has been established in the jail facility, operated by inmates. A property supply room and a laundry, both operated by inmates, has been established in the jail facility. Selected inmates are training in the food services field under the supervision of the jail food service supervisor. A jails classroom is being utilized for long-term inmates. Courses are offered which prepare the inmates for successful completion of the General Education Development tests, qualifying those inmates as recipients of a high school diploma.

MEDICAL CARE IN JAIL - Medical technician services are being provided to all inmates, emphasizing those inmates that are admitted for protective custody reasons. Mental commitment is being diverted from the jail as speedily as possible and medical technician attention is being emphasized

to those inmates incarcerated for public drunkenness. The medical care program is effecting a savings to the county while providing improved inmate care. Without this medical service, the county must bear the cost of hospital emergency room services and compromise security.

COUNSELING TREATMENT PROGRAMS FOR ALCOHOLICS - Accused and convicted alcoholic offenders receive immediate medical technician attention. The incarcerated attend Alcoholics Anonymous meetings on a voluntary basis. Convicted offenders in serious condition are placed on stay bond and lodged in a local detoxification center, remaining under supervision of jail treatment personnel during sentence period.

MISDEMEANANT PROBATION - Sentenced misdemeanants, through the probationary system, are being permitted to work in private jobs within the Gity of Lawton and reside at home during sentence period. Probationary period start is based on background information and evaluations provided by jail treatment program personnel. Offenders participating in the probationary program remain under supervision of the jail treatment staff through completion of sentence.

FAMILY COUNSELING SERVICES - Potential family problems resulting from the confinement of the accused are identified during intake interviews with the accused. Counseling is addressed to directing family members to proper local social service resources including the Department of Institutions Social Rehabilitative Services, various churches, Salvation Army, Alcoholics Anonymous chapter, Mental Health Association and Family Planning Center.

SOCIAL SERVICES FOR INMATES - Alcoholic and drug offenders are being referred to mental health resources, counseled through these resources during confinement in preparation for out-patient services following release. Female inmates are provided services of the local Family Planning Center. INMATE COUNSELING FOLLOW-UP - A program of follow-up counseling for ex-offenders is being provided by Jail Treatment Program counselors. Determination of follow-up counseling period is based on individual exoffender's needs.

RECOGNIZANCE RELEASE - Investigative services incident to offender suitability for pre-trial release on his own recognizance as an alternative to money bail are being provided. Also provided are supervision services to offenders released on their own recognizance while awaiting trial.

INSTALLMENT PAYMENT OF FINES - A program permitting the installment payment of fines for misdemeanant offenders sentenced to pay a fine has been established. Such payments are made in reasonable installments while the offender is under the supervision of Jail Treatment Program personnel. The program is coordinated with the project director and the clerk of the district court to insure full accountability.

RELEASE PLANNING - Inmates nearing end of sentences are counseled and interviewed by staff personnel in an effort to determine employment aptitudes. Jail Treatment Program personnel attempt to secure employment for inmates nearing release and provide job interview assistance at time of release.

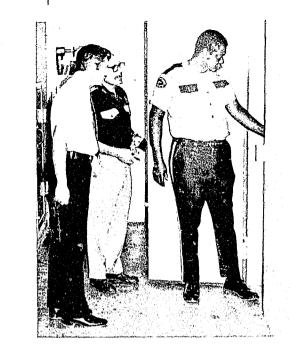
13

A D D E D

S

F

E S



A JAIL INSPECTION, sustaining compliance with the operational procedures and sanitation safeguards, is conducted by Robert T. Holloway, project technical director, George Ford, correctional officer, and Bob Williams, chief correctional officer. The adoption of the operational procedures and sanitation safeguards are two achievements not specified as objectives in the original grant application.

> CLASSROOM INSTRUCTION offers longterm inmates an opportunity to qualify for successful completion of the General Educational Development test. The classroom instruction is another added achievement.



VISITATION OF PRISONERS is held in a comfortable, secure area included in the new jail facility. Provision of established visiting hours is included in the operational procedures.



COOPERATION OF project personnel, county jail operations staff, and Fort Sill correctional officials ensure the extending of program benefits to all accused admitted to the Comanche County Jail. Bob Williams, chief project correctional officer; Robert T. Holloway, technical project director; and Sqt. Bradley Anderson, Fort Sill Hilitary Police Liaison Officer, meet for regularly scheduled consultations.

ADDED SERVICES

Several achievements, which were not included in the original established objectives, have been attained. These added services, which assist in preserving the Constitutional Rights of the accused and convicted confined in the Comanche County Jeil, include:

JAIL RULES ASSURING STANDARD OF CARE - In cooperation with the district court, written rules that guide jail operations were developed. These jail rules mark the first implementation of the Statewide Minimal Jail Standards as developed by the National Council on Crime and Delinquency, Oklahoma Council, and the Oklahoma Crime Commission assisted by law enforcement and corrections professionals in 1974.

CLASSIFICATION OF INMATES - A system to determine security needs for confinement, a process of separating inmates to achieve greater inmate safety and to assure secure holding of aggravated offenders has been developed and initiated by the jail correctional officers. Technical assistance provided by project personnel was influential throughout development and initiation of classification of inmate objective.

INTAKE INTERVIEWS - Social histories, work records, offense records, and character references are recorded during intake interviews of all accused offenders. Records provide a detailed catalog of information for utilization of jail treatment staff personnel in assisting with problem solving of the accused in areas of employment and family needs. Records provide misdemeanant pre-sentencing information to the courts. Data utilized in quantification of statistical data is provided via intake interview records.

INMATE SOCIAL HISTORIES - Pre-sentence investigation reports including inmate social histories and financial condition for misdemeanant offenders are

provided to the courts by staff personnel. Reports assist the courts in sentencing when conviction occurs. Social history taking is initiated on admission to the jail of those accused who volunteer the information; postconviction interviews are held with inmates who fail to volunteer information.

SANITATION SAFEGUARDS - Project medical technician has been sanctioned by the county health department director. Medical technician provides food service sanitation inspection and supervises sanitary procedures throughout jail complex.

FOOD SERVICE - Food services supervisor, former convicted inmate of Comanche County Jail, prepares balanced menus, orders food, and supervises proper preparation of all food served to the confined. Sample monthly menus served to inmates of Comanche County Jail follow on Page 22.

CLASSROOM INSTRUCTION - Long-term convicted inmates are enrolled in General Education Development tests. Successful completion of the test provides equivalent of high school diploma. Instructions are presented in classroom within jail complex. Personnel associated with the Lawton Board of Edu-. cation serve as instructors.

STAFF TRAINING - Comanche County Jail Treatment Program staff is selected from applicants whose background experience indicates full qualifications relating to correctional rehabilitation. Each program staff member undergoes on-the-job training during initial employment period and program personnel regularly attend seminars, training sessions, and workshops provided by local law enforcement agencies when subject matter presented relates to jail treatment program activities.

JAIL STAFF INCREASED - Salary of one Comanche County Jail jailer was being provided by the Comanche County general government when the Jail Treatment Program was developed and initiated. "Jailers" are no longer employed

16

within the jail complex. Correctional officers have replaced the jailers. Salaries for five of the seven correctional officers currently working in cooperation with the project staff are being provided by the sponsoring agency.

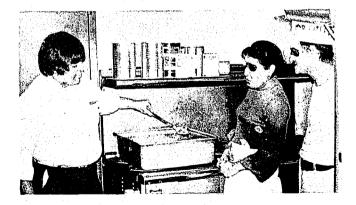
FOOD SERVICES IMPROVED



MARCUS TIMBO, food services supervisor, prepares balanced menus and supervises proper preparation of food served to inmates. Adding the food services supervisor to the project staff was an achievement attained in addition to the objectives specified in the original grant application.



PROPERLY PREPARED and balanced meals have been beneficial in aiding inmates' receptiveness to the jail treatment program. The technical project director, correctional officer, and the food supervisor frequently assist with serving the inmates at meal time.



FOOD PREPARATION instructions are given to two inmate trustees by Marcus Timbo, jail food services supervisor. Trustee inmates are permitted to learn details of institutional food services in the jail kitchen.

MEASURABLE RESULTS FIRST OPERATIONAL YEAR APRIL, 1974 - APRIL, 1975

Category	Number of Individual Clients	Units of Service
Individual Counseling	210	840
Referral to Other Counseling	150	300
Non-Counseling, Direct Services	(Impossible to Determine)	
Group Counseling (First 22 wks. of Project Year)	40	660
Counseling Assistance to + Client Families	75	225
Actual Placement on Jobs	20	100
Post Release Planning	210	840
Pre-Sentence Interviews	160	480
Installment Payment of Fines Interviews	80 `	240
Recognizance Release	50	50
Medical Services	923	3,692
Food Service (Last 31 Project Weeks) (A	651 meal ; imes wg. daily population of 60 inmates)	39,060
TOTAL UNITS OF SERVICE	- <u> </u>	46,487

MENUS

March 16 - March 22, 1975

•

March 23 - March 29, 1975

	BREAKFAST	LUNCH	DINNER			BREAKFAST	LUNCH	DINNER
Sunday 1877 Calories	Cream Beef Hot Biscuits Home Fried Potatoes Coffee	BBQ Chicken Mashed Potatoes Buttered Corn Chicken Gravy Salad, Bread		ſ	Sunday 2527 Calories	Pancakes Grilled Sausage Home Fries Fresh Orange Coffee	Ham and Sauce Yams in Butter Buttered Corn, Bread Tossed Salad Pudding, Fresh Fruit	
Monda <u>y</u> 2237 Calories	Corn Flakes Milk Sugar Bread, Coffee	Beef Vegetable Stew Mashed Potatoes Buttered Corn Cole Slaw, Bread	Hamburger Mashed Potatoes Buttered Corn Tossed Salad, Bread	Laurente-	Monday 2397 Calories	Hot Oat Meal Margarine Bread Milk Coffee, Sugar	Beef Veg. Stew Mashed Potatoes Buttered Corn Cole Slaw Bread	Hamburger Fried Potatoes Green Beans Tossed Salad Bread
Tuesday 2977 Calories	Hot Oat Meal Margarine Bread Milk Coffee, Sugar	Meat Loaf Mashed Potatoes Buttered Green Beans Brown Gravy Tossed Salad, Bread	Hot Dogs Mashed Potatoes Brown Gravy Tossed Salad Buttered Lima Beans		Tuesday 2365 Calories	Hot Oat Meal Margarine Bread Milk Sugar	Steak Fingers Mashed Potatoes Brown Gravy Buttered Corn Bread	Beef and Noodles Buttered Carrots Tossed Salad Bread
Wednesday 2280 Calories	Corn Flakes Milk Sugar Bread	BBQ Chicken Mashed Potatoes Brown Gravy Mixed Vegetables Cole Slaw, Bread	Spaghetti and Meat Mashed Potatoes Buttered Green Beans Tossed Salad Bread, Cake		Wednesday 2455 Calories	Corn Flakes Milk Sugar Bread	Meat Loaf Mashed Potatoes Brown Gravy Green Beans Tossed Salad, Bread	Hot Dogs Mashed Potatoes Brown Gravy Green Beans Tossed Salad, Bread
Thursday 2612 Calories	Hot Oat Meal Margarine Bread Milk Sugar	Chicken Fried Steak Mashed Potatoes Brown Gravy Tossed Salad, Bread Buttered Green Beans	Hamburger Mashed Potatoes Buttered Corn Cole Slaw		Thursday 2542 Calories	Hot Oat Meal Margarine Bread	Chili with Rice Tossed Salad Hot Rolls Mixed Vegetables	Beef and Noodles Mixed Vegetables Bread Cake
Friday 2511 Calories	Corn Flakes Milk Sugar Bread	Hot Links Mashed Potatoes Brown Gravy Tossed Salad Buttered Grean Beans Bread	Fish Cakes Tartar Sauce Fried Potatoes Tossed Salad Buttered Carrots Bread	.! ?	Friday 2265 Calories	Corn Flakes Milk Sugar Bread	Fish Cakes Tartar Sauce Fried Potatoes Tossed Salad Mixed Vegetables Bread	BBQ Chicken Mashed Potatoes Brown Gravy Mixed Vegetables Tossed Salad Bread
 Saturday 2542 Calories	Hot Oat Meal Margarine Bread Milk Coffee, Sugar	Chili with Rice Tossed Salad Hot Rolls or Bread Mixed Vegetables	Beef and Noodles Mixed Buttered Vegetables Bread Cake		Saturday •2597 Calories	Hot Oat Meal Bread Margarine Milk Coffee, Sugar	Chili with Rice Tossed Salad Hot Rolls Mixed Vegetables	Beef and Noodles Buttered Carrots Bread Cake

23

2.

March 30 - April 5, 1975

Sunday 2300 Calories

Monday 2587 Calories

- x *

Tuesday 2295 Calories

Wednesday 2682 Calories

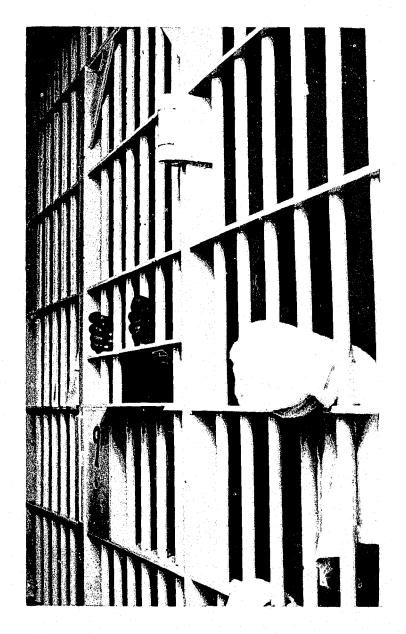
Thursday 2642 Calories

Friday 2597 Calories

Saturday 3352 Calories

April 6 - April 12, 1975

BREAKFAST	LUNCH	DINNER		•	BREAKFAST	LUNCH	DINNER
Corn Flakes Milk Bread Sugar Fresh Orange	Hot Dogs Mashed Potatoes Mixed Vegetables Cole Slaw Bread	Hamburger Mashed Potatoes Cole Slaw Mixed Vegetables Bread	ř	Sunday 2887 Calories	Pancakes, Butter Bacon Fresh Orange Milk Coffee, Sugar	Pork Butts Buttered June Peas Fried Potatoes Tossed Salad Bread, Kool-Aide	
Hot Oat Meal Margarine Bread Milk Coffee, Sugar	Beef Veg. Stew Mashed Potatoes Mixed Vegetables Tossed Salad Bread	Hamburger Mashed Potatoes Mixed Vegetables Cole Slaw Bread		Monday 2257 Calories	Hot Oat Meal Bread, Margarine Milk Coffee Sugar	Chicken Fried Steak Mixed Vegetables Fried Potatoes Tossed Salad Bread	Steak Fingers Fried Potatoes Mixed Vegetables Tossed Salad Bread
Corn Flakes Milk Bread Sugar	Chicken Fried Steak Mashed Potatoes Brown Gravy Hominy Cole Slaw, Bread	BBQ Steak Fingers Mashed Potatoes Mixed Vegetables Cole Slaw Bread		Tuesday 2335 Calories	Corn Flakes Milk Sugar Bread ≁	Beef and Noodles Mixed Vegetables Tossed Salad Bread	Hamburger Mashed Potatoes Tossed Salad Mixed Vegetables Bread
Corn Flakes Milk Bread Sugar Coffee	Chili with Rice Tossed Salad Hot Rolls Mixed Vegetables Pudding	Beef Noodles Mixed Vegetables Bread Tossed Salad Cake		Wednesday 2572 Calories	Hot Oat Meal Bread, Margarine Milk Sugar Coffee	Beef Veg. Stew Mashed Potatoes Mixed Vegetables Tossed Salad Bread	Corn Dogs Mashed Potatoes Mixed Vegetables Tossed Salad Bread
Hot Oat Meal Margarine Bread Milk Coffee Sugar	BBQ Chicken Mashed Potatoes Brown Gravy Mixed Vegetables Tossed Salad Bread	Fish Cakes Tartar Sauce Fried Potatoes Tossed Salad Mixed Vegetables Bread		Thursday 2467 Calories	Corn Flakes Milk Sugar Bread Coffee	Meat Loaf Mashed Potatoes Brown Gravy, Bread Green'Beans Tossed Salad	Hot Dogs Mashed Potatoes Buttered Corn Tossed Salad Bread
Hot Oat Meal Bread Margarine Coffee, Sugar Milk	Chili Beans, Rice Tossed Salad Hot Rolls Mixed Vegetables	Beef and Noodles Buttered Carrots Bread Cake	• (Friday 2642 Calories	Hot Oat Meal Bread Sugar Milk	BBQ Chicken Mashed Potatoes Brown Gravy Mixed Vegetables Tossed Salad, Bread	Fish Cake Mixed Vegetables Tartar Sauce Tossed Salad, Bread Fried Potatoes
Hot Oat Meal Bread Margarine Milk Coffee, Sugar	Roast Beef Mashed Potatoes Brown Gravy, Bread Mixed Vegetables Tossed Salad, Cobbler	Hot Dogs Mashed Potatoes Brown Gravy Mixed Vegetables Tossed Salad, Bread		Saturday 2682 Calories	Corn Flakés Milk Suger Bread Coffee	Chili with Rice Tossed Salad Hot Rolls Mixed Vegetables Pudding	Beef and Noodles Mixed Vegetables Tossed Salad Bread Cake



INTRODUCTION

Success or failure of a project is contingent on community support and leadership.

14

Progress of the Comanche County Jail Treatment Program is attributable to numerous county residents but four resolute supporters of the program, perhaps with some varying view points, are the leaders whose influence is responsible for the resultant expansion of the project.

Opinions, experiences and program projections of these efficacious citizens, a Fifth Judicial District Judge, the former Technical Project Director, the present Technical Project Director, and the Chief District Judge of the Fifth Judicial District are transcribed on the following pages.

DISTRICT JUDGE

District Judge Jack Brock, chief judge when the Comanche County Jail * Treatment Program was planned, lent total support to and was influential in promoting initiation of the project by expressing approval of the misdemeanant jail treatment program to the Oklahoma Crime Commission.

Judge Brock, senior district judge among the five-member judicial system officials with jurisdiction over Comanche County courts in 1973, strongly supported the Jail Treatment Program and its objectives outlined in the initial grant application. He specifically supported objectives for rehabilitation of alcoholic offenders.

"Judges preside over courts where the alcoholic offenders appear time after time. If rehabilitation of any misdemeanant offender is possible, the alcoholic offender, for the sake of society, the offender's family and the offender should be among the first to benefit from provisions of the Jail Treatment Program," Judge Brock said.

Additional statements related to the Comanche County Jail Treatment Program expressed by Judge Brock follow:

"The objectives of the Jail Treatment Program, with the exception of the work-release objective, have received my support. The work-release objective did not, still does not, and will not receive my support or approval.

'My objections to the work release objective stem from experience gained during 25 years experience with criminal cases, both as an attorney and as a judge.

"Offenders are given every break by the judges who consider all factors involved relating to past criminal records, social histories, employment records etc., prior to sentencing. "The reason for punishment and incarceration is primarily as a preventative and deterrent to crime commitment by the offender and others.

"Valid arguments that work release offers employment as an instrument for relieving idleness and provides a livelihood for the offenders' families are offered by proponents of the work release objective. I resolutely hold the opinion convicted offenders sentenced to serve time in the jail must serve that time confined within the jail complex or the effectiveness of criminal punishment is counteracted and destroyed.

"Judicial experience, eight years as a special sessions judge, and almost five years as a district judge, four of which were spent as chief judge, has brought me the knowledge some convicted offenders, both misdemeanant and felon, must be incarcerated for the protection of society and themselves.

"Counseling, social services, and training are beneficial to both misdemeanant and felon offenders. Misdemeanant pre-sentencing background investigative reports presented by project personnel are beneficial to the courts.

"However, I do not approve of pre-sentencing background investigative reports in felony cases being presented to the courts by the jail treatment project staff. This process interferes with the judicial discretion of the court which is required by state statutes to obtain a pre-sentencing report from the Oklahoma Department of Corrections prior to handing down sentence to a convicted felon. The Department of Corrections report contains a recommendation for or against probation.

"Additionally, background investigative reports jail treatment personnel propose to submit to the courts interferes with plea-bargaining of the defense attorney to the courts.

"The Comanche County Jail Treatment Project has not been operational an extended length of time to present a true perspective relating to recidivism, but general observation indicates the project is succeeding. If the project

FORMER PROJECT DIRECTOR

is continued as outlined in the original grant application, the project should succeed and will continue to receive my support with the exception of the above outlined objections."

--Jack Brock

The first struggling efforts of the Comanche County Jail Treatment Program staff were undertaken in a one-room office located several blocks from the jail facility. The staff, though trained through the efforts of the technical project director, were sorely lacking in experience in the relatively new field of correctional rehabilitation.

Dedicated to their objectives, the staff moved stanchly forward, seeking methods with which to succeed, disregarding crowded office space which also was utilized as counseling areas, and adverse criticism from some local judicial system officials, community leaders and members of the bar association.

"Support of the members of the sponsoring agency, some members of the local judicial system, the county sheriff and other elected officials, community leaders, and the continuous assistance and cooperation of the Oklahoma Crime Commission enabled the staff to continue the development and initiation of the project," Bobby J. Hartley, former technical director for the program, said.

Hartley served as technical director for the Comanche County Jail Treatment Program during the planning, development, and initiation of the program. He was appointed to the position by the County Commissioners in May, 1973, resigning in August, 1974.

A work-study visit to the Mason, Michigan Jail, site of one of the first and most successful jail treatment programs within the nation, provided Hartley with expertise for developing and initiating the local program. Portions of the correctional rehabilitation program carried out at the Michigan facility were included in project plans for the Comanche County Jail Treatment Program. Hartley, providing input for design of the new Comanche County Jail, influenced provisions for project staff working areas and the elimination of padded cell facilities.

Statements bearing out Hartley's experiences and opinions concerning the first year development and initiation of the project follow:

"Reception of the jail treatment project staff by jailers and members of the sheriff's department operating the jail was a significant difficulty encountered during early initiation of the project. The attitudes demonstrated toward myself and staff members of the sheriff's department ranged from outright hostility to open ridicule. Helping offset these stumbling blocks was the complete confidence and acceptance of Paul Elkins, Comanche County Sheriff when the project was planned and initiated. A great deal of effort and a large dose of fortitude was needed to eventually break the ice and establish a trust relationship between counselors of the project and the turnkeys performing as custodians for the inmates of the Comanche County Jail.

"Limited space within the old jail necessitated conducting individual and group counseling sessions for the confined in a cluttered trustee cell. Repeated efforts and assurances from the project staff and the support of the district attorney, the special district judge and the sheriff resulted in counselors accompanying the offenders to the project office and assuming full responsibility for these inmates for group therapy sessions.

"Another difficult obstacle was presented by the Comanche County Bar Association. Some attorneys, not fully aware the project was designed to deal in the delivery of social services to the inmates, repeatedly expressed the opinion the project might be involved in areas that are formerly accepted as the domain of the attorney. A member of the Oklahoma Bar Association came to Lawton to investigate allegations the project staff was practicing law without a license. The allegations were disallowed by an explanation presented by the Special District Judge, supported by the Senior District Judge and the project advisory committee. Other local attorneys and members of the County Bar Association visioned the project staff as a valuable tool for assisting in providing services to clients which attorneys could not provide or that routinely would not be provided by attorneys. This group learned the value of the project and utilized the advantages offered.

"Court acceptance of the project was not easily attained. Early acceptance with reservations was demonstrated by the majority of the local court officials.

"An initial impression that the project staff intended to interfere in the administration of justice, which I inadvertently conveyed to the Senior District Judge, was never overcome. Our interests were humane in nature and strictly oriented towards the provision of human services and rehabilitative efforts. While the guidelines established by the Oklahoma Crime Commission and the rules governing the administration of justice within the district were followed, I was never able to impress the real goals of the project and my sincere desire to comply with the procedures of the court upon the Senior District Judge.

"Several members of the Oklahoma Crime Commission Corrections Committee met in Lawton with the Senior District Judge, at which time the Judge agreed the court would support the project with restrictions and limitations. The primary objection voiced by the court was directed towards the project objective of developing an effective work release program whereby inmates might be released on order of the court to pursue a vocation during day time hours, returning to the jail following work hours. The court ruled this could not be permitted and would not be acceptable during tenure of members of the Court. "Support of the Lawton Chief of Police, of the Lawton Mayor who was a member of the Oklahoma Crime Commission, District Attorney, Special District Judge, County Sheriff, news media, and influential citizens of the city and county indicate the Jail Treatment Program is acceptable to the community. Responsible citizens of the county and elected officials who took the time to become aware of the program and its purpose continue to support the project. Public opinion concerning the local jails treatment program follows the pattern established in Mason, Michigan. Community leaders there r stated although the program went through early failures and suffered the absence of community support, it has become accepted and is an admired and effective arm of correctional and judicial administration for the county and district governments.

"The Mason, Michigan Jail cites very impressive statistics concerning persons completing high school while confined to the jail. Co-educational resident instruction has also proven very beneficial at both Des Moines, Iowa and Mason, Michigan, where classes in high school mathematics, English, art, drama, journalism, etc. are conducted. It is quite common to see inmates enjoying themselves in a game of ping pong, basketball, softball, boxing, or wrestling. Other jail administrations actually are providing those things successfully which were hoped to be initiated in Comanche County but have not yet been provided to any significant degree. These other persons and places provided these alternatives to "hardtime" without any adverse affect on the jail, the courts, or the community. Most significantly, they are returning people to a constructive role in society where they can provide for their own livelihoods and the livelihoods of dependents.

"Correctional rehabilitation is a strange and demanding experience. Contrary to the opinions currently held by the old guard, rehabilitation of offenders is more economical and more effective than confinement as punishment. Correctional rehabilitation deserves an opportunity to demonstrate its effectiveness. Correctional rehabilitation deserves professionals who can deal professionally with the regular day to day reverses that "dogooders and mollycoddlers" will encounter. It is important when selecting staff for a correctional rehabilitation program that during the screening process those people who are looking for pats on the back and daily positive strokes be eliminated. They cannot survive where they receive negative strokes and become disillusioned and disenchanted with their work.

"It also should be remembered that early defeats and initial setbacks do not necessarily spell doom. As has been evidenced by the progress of the Comanche County Program, especially since its occupation of the new jail facilities, perseverance and persistence can and have paid off. A priority in program development should be the preparation and education of citizens and officials who will be associated with and administer the project concerning the real need for and the real economy of correctional rehabilitation.

"By the way of evaluation, I believe our local program has been both successful and unsuccessful. Probably among those who are quickest to criticize the program are those who demanded and expected an immediate change and the implementation of change. Citizens quickest to support are those who realize the dynamics of planned change involves some risk taking and risk technique is basically adhering to the principal that every person has some fears and can communicate these fears to other people. The subject of correctional rehabilitation is vast and complicated and Comanche County has barely touched upon the vital social problems that are rapidly approaching.

"I would like to urge the continued efforts of the Advisory Committee in supervising the activity of the Jail Treatment Program, ensuring the program continue under community control with federal and state support. This process is a most important strategy for change and hopefully, a vehicle for change for those individuals who are accustomed to crime and criminality as a life style.

"Let me urge those who are critical, not receptive, and those who have already made up their minds about correctional rehabilitation that human behavior is both predictable and unpredictable and deserves to be studied for the hows and whys that can be observed under observable, measurable, and discriminating conditions. In no area of social concern are we as lacking as our own inhumanity to each other when one of us breaks another's rule."

--Bobby J. Hartley

Robert T. Holloway, current Technical Project Director of the Comanche County Jail Treatment Project, aided by a resolute belief in correctional rehabilitation and patience, witnessed the achieving of what earlier had appeared to be unattainable project objectives.

Holloway, selected as a counselor during early initiation of the project, succeeded Hartley as director and experienced the numerous foundling problems, successes and failures of the new program. Statements relating these experiences follow:

"If ever a new program faced problems, this one did. Fall, 1974, found the project staff frustrated, the county without an elected sheriff, utilization of one of the most primitive jail facilities within the nation, a hostile bar association and a public unreceptive to modern correctional programs.

"The November election, during which a sheriff was elected to assume duties virtually simultaneously with the move to the spacious new Comanche County Jail facility, solved two of the major problems.

"Correctional rehabilitation training for project personnel became eminent with the resignation of Hartley and two counselors. The decision to train the recently acquired staff members within the jail complex was reached. This type of training program afforded a three-fold benefit; program personnel gained knowledge of jail operations and problems first hand, became acutely aware of problems arising when an offender is removed from society and incarcerated, and project staff members became identified with jail operations and were no longer considered outsiders by members of the sheriff's department operating the jail. "Much needed community support was gained through a public information program which stressed confinement of inmates in jails operated under outmoded, inhumane methods cost citizens tax money and failed to reduce the recidivism rate.

"The project staff realized the new jail facility could not operate under former jail rules if a successful correctional rehabilitation program was to be carried out.

"The project staff, using the Minimum Jails Standard Act of Oklahoma as a guide, wrote and proposed to the courts a new set of Operational Jail Rules. The proposed rules were unanimously approved by the judicial system officials. Judicial officials and members of the bar association, recognizing the professional efforts necessary for developing the improved operational rules, recognized program personnel as professionals, relinquishing former opinion of the project staff as outsiders and do-gooders.

"Also apparent was the need for improvement in the "Bean and Green" diet provided the jail inmates, supported by the opinion an improved diet would aid to receptiveness of inmates to the Jail Treatment Program. A counselor's position was relinquished, alleviating funds for the employment of a food service supervisor.

"Adding the food service supervisor to the staff and initiating the serving of balanced, properly prepared meals furthered the allegiance of program and jail staff personnel. Members of both agencies recognized a common goal, the operation of an improved jail facility.

"Inmate confidence was enhanced by the selection of a recently released convicted offender as the food service supervisor. The ex-offender selected received food service training as a jail kitchen helper and had been provided staff counseling and other social services during confinement. The convicted first-offender who has completed his sentence and is now a constructive, self-supporting citizen is proof correction rehabilitation can be successful.

"Jail food cost reduction is an added benefit gained through the retention of the food service supervisor. Competitive food purchasing has been initiated, decreasing the jail food bill \$600-\$800 monthly while providing inmates with a balanced, varied diet comprised of an average of 2400-2600 calories per day.

"The above objectives were attained under adverse conditions created by occupancy of the old, dungeon-like jail facility. However, utilization of the dirty, out-moded, out-grown jail provided advantages. New operational jail rules were tested for workability and program personnel, becoming familiar with the new jail w.ile under construction, provided assistance and advice to the newly elected sheriff during the transfer of inmates and for the operation of the new facility. This assistance and advice accepted marked the full acceptance of the project staff as a professional group who was well schooled in jail operations and inmate control and services by the jail operational staff.

"Virtually full acceptance of the project and its staff by judicial officials was noted when the courts requested staff members provide background investigation report for pre-sentencing. The courts also requested background investigation reports prior to approval of stay bonds. These requested reports were accepted as complete and professional and utilized as a base for court decisions.

"Another objective was attained when installment payment of fines and court cost in lieu of incarceration was established. "These and other objectives have been reached after extensive planning and public information programs. Each attained objective is projected toward establishment of more eminent objectives.

"The objectives were not attained by permitting convicted offenders to go free without paying debts to society. Attainment was gained by assuring and proving to Comanche County residents and interested individuals throughout the State of Oklahoma and the nation, that project goals are directed only to establishing a correctional rehabilitation program whereby convicted offenders can be returned to society as constructive, responsible, selfsupporting citizens when their debts to society are paid.

"Preservation of Constitutional Rights is the birthright of all Americans including the accused, the convicted, and the ex-offender. Many of those convicted indicate unwillingness or inability to participate or succeed in a correctional rehabilitation program. But those who do indicate this willingness, capability and ability to assume the responsibility supported by background investigation reports and court decisions have the right as Americans and fellow human beings to be given the opportunity to return to society with the knowledge a term in jail does not terminate future opportunities for good citizenship and self-sufficiency."

--Robert T. Holloway

CHIEF DISTRICT JUDGE

Chief District Judge J. Winston Raburn, a prominent Comanche County attorney when plans and development of the Comanche County Jail Treatment Program were undertaken, continues his original support for the project.

Judge Raburn, as a member of the Judicial Conference, also has been influentíal in continuation of the model Jail Treatment Project in Comanche County.

Comments disclosing Judge Raburn's opinions of the Jail Treatment Program follow:

"Correctional rehabilitation is a necessity for prevention of crime and recidivism. The Comanche County Jail Treatment Program apparently is providing services relating to such a rehabilitation program and deserves support from all citizens of the county.

"The Special District Judges of the Fifth Judicial District work more closely with the Jail Treatment Program staff than the other judges of the District. Regular reports from these judges indicate the success of this program.

"All requests including investigative reports and inmate services are promptly provided the courts by Jail Treatment Program staff personnel. Services rendered inmates, abetting correctional rehabilitation including counseling, dietary, technical medical and hygiene services, are being proficiently provided by the project staff. "The Judicial Conference recently submitted an approved list of requests which the Jail Treatment Staff could fulfill. Fulfillment of these requests will benefit both the courts and inmates. Reports from all judges comprising the Fifth Judicial District indicate the requests are being fulfilled promptly.

"I resolutely support objectives of the Jail Treatment Program and solicit the continued sponsorship of the Comanche County Board of Commissioners and Oklahoma Crime Commission.

"Correctional rehabilitation in Comanche County definitely will encounter severe reversals without the continuation of the Jail Treatment Project."

--J. Winston Raburn

APPENDIX

OFFICE OF

J, WINSTON RABURN DISTRICT JUDGE FIFTH JUDICIAL DISTRICT LAWTON, OKLAHOMA 73801

May 9, 1975

Mr. Bob Holloway, Technical Director, Comanche County Jails Program for Local Corrections, Room 200, Comanche County Courthouse, Lawton, Oklahoma 73501.

Re: Jail Service

Dear Mr. Holloway:

PHONE 353.5744

The Judicial Conference of the Comanche County District Court in its regular session on May 2, 1975, resolved to request of your project the provision of the following services, when requested by the court, to Comanche County Jail inmates who do not have an attorney, and for those inmates with an attorney at the attorney's request, as follows:

- 1. Pre-sentence investigation reports for misdemeanant offenders; such reports are to be provided for the courts.
- 2. Provision of investigative services incident to offender suitability for pre-trial release on his own recognizance as an alternative to money bail; provision of supervision services to offenders released on their own recognizance while awaiting trial.
- 3. Provision of investigative and supervision services incident to offenders eligible for Stay Bond release and subsequent payment of fines.

4. Performance of a program of installment payments of fines for offenders sentenced to pay a fine, but who will be allowed to make such payment in reasonable installments while under the supervision of your project. Coordination should be accomplished between your project and the Clerk of the District Court to insure full accountability.

Mr. Holloway, May 9, 1975

ELAINE RHOADS, C. S. R.

COURT REPORTER

We further request the following services:

- 5. Performance of such personal and group counseling of inmates not represented by an attorney, and to inmates represented by an attorney at the attorney's request.
- 6. Provision of appropriate counseling with inmate families, referring same to helping resources of the community as need requires.
- 7. Performance of counseling services to inmate regarding their post-release employment plans, assisting in planned development as needed.
- 8. Provide counseling services to inmates regarding the availability of community helping resources as appropriate to their need and make referrals to same.
- 9. Provide consultation and assistance to the sheriff and appropriate deputies incident to jail operations.
- 10. Provision of a program of inmate health care involving dietary, technical medical, and hygeine services.
- 11. Upon request of the Court, to investigate the ability of inmates who apply for a court-appointed attorney to pay for the services of an attorney.

The court awaits your response in affirmation of the provision of these services.

Sincerely yours,

J. WINSTON RABURN, District Judge

Page 2

OPERATIONAL PROCEDURES FOR COMANCHE COUNTY CORRECTIONAL FACILITY

(JAIL RULES)

ADM1SSIONS

1. Prisoners awaiting booking will be secured in booking cells.

2. The correctional officer in charge will require arresting officers to remain - with their prisoners until they have been booked and placed in their cell.

ADMITTING THE PRISONER

- No prisoner will be admitted without proper authority. In case of any doubt about its legality, the responsible superior official will be consulted at once.
- 2. If the prisoner is sick, injured, intoxicated or drugged at the time of admission, this fact will be entered on the warrant and also on the admission regisier. This fact will also be brought to the attention of the escort who will co-sign the injury or sickness statement. If medical attention is indicated, it should be provided immediately prior to admission.
- 3. The prisoner will be searched in the presence of the escort for any contraband or weapon. Search will be thorough but polite.
- 4. The clothing and valuables of the prisoner will be examined and an itemized list made thereof; a copy of such list placed in the prisoner's envelope on file with the officer in charge and a copy furnished the prisoner. All such articles will be placed in securely locked lockers provided by the county for that purpose.
- 5. The prisoner will bathe and wash his hair for his personal hygiene and for good sanitation of the jail.
- 6. Admission and search procedures for females will be administered by a female deputy, bailiff, or juvenile officer.
- 7. All prisoners, for identification, shall be immediately fingerprinted and picture taken before being placed in a jail cell (except those being held for Juvenile detention). This must be done even though the city police or another law enforcement agency may have done so previously. This will be the responsibility of the duty officer, who in turn, shall furnish the completed fingerprint cards and photographs to the sheriff's office. In the event a juvenile is certified as an adult, he will then be fingerprinted and photographed.
 - 8. Personal Information about the prisoner is necessary—age, sex, race, home address, marital status, medical background, and criminal history and will be accurately noted on the jail admission record.

- 9. Jail clothing will be issued to prisoners. At the time of the trial, prisoners may at their own discretion be allowed to wear their own clothing and are not to be returned to their cell without a thorough search and change to a clean jail uniform.
- 10. Great care should be taken in housing the inmates. All inmates will be separated according to sex and nature of offense. Weak and old prisoners must be protected from the more aggressive inmates. Violent prisoners will be kept separate from all other inmates. There will be one (preferably two) officers within call of inmates at all times.
- 11. No juveniles are to be admitted to the county jail unless the case is first cleared with the juvenile authoritius. Presently assigned juvenile quarters in the jail will not be used by the correctional officers or others unless cleared with the juvenile officer except in an actual emergency.

MONEY

- All money on the person at the time he or she is booked in the jail will be turned in and a receipt given at the booking office. This money can only be withdrawn by furnishing a requisition properly signed by the prisoner until his final release.
- 2. Prisoners will receive written receipt from the correctional officer of all money left for them by others.
- 3. Commissary orders will be taken by the correctional officer only as directed by the sheriff. The commissary schedule will be posted and made known to each inmate during their intake orientation.

ORIENTATION TO RULES

 Inmates will be promptly informed of the jail rules in regard to conduct norms, visiting hours, telephone procedures, authorized items and commissary schedule. A copy of these rules will be posted in prominent locations throughout the jail building.

RELEASING THE PRISONER

1. No inmate will be released without proper order. The release order will be carefully checked for its authenticity (checking for the court seal and signatures). No prisoner will be released on telephonic order without a confirmatory order. Similarily, when a prisoner is transferred or entrusted to an authorized escort, the correctional officer must check and verify the identity of the escort. The correctional officer will also check the identity of the prisoner to insure that the right person is being released. At the time of release, his personal property will be inventoried and returned to him or his escort in the case of a transfer.

SECURITY PROCEDURES

1. Authorized articles will be received by the correctional officer and released to the prisoner only after thorough examination.

CLOTHING AND BEDDING

- 2. No prisoner, including trustees, will handle or have in his possession at any time, any key or keys, to any portion of the jail or property lockers.
- 3. No persons (prisoners, trustees, officers and others) will be permitted to congregate or loiter behind the booking desk, in the jail offices, or kitchen except while actually working or while legitimate and proper business is being conducted there.
- 4. When possible, male correctional officers will be accompanied by a female when opening a cell in the female section of the jail.

SECURITY INSPECTIONS

- All sections of the jail facility will be visited and inspected by the corrections officers at least once every four hours. The sheriff will inspect the jail at least once a week. The County Grand Jury and County Commissioners shall be encouraged to make an inspection of the jail facility at least every three months.
- 2. Door gratings, bars, windows, and ventilators will be checked during each officer's tour through the cell area.
- 3. No weapon will be carried inside the jail. Arms may, however, be kept in a locked drawer at the booking desk.
- 4. All jail officers will know fire alarm rules. They must know how to use fire extinguishers and hoses and be familiar with evacuation procedures. Prisoners must also know what to do in case of fire. The jail will have a box of electric torches which may be used in the case of electricity failure - as emergency power.
- 5. All trustees will be completely searched and given clean jail uniforms after returning from work outside of the jails area.
- 6. Every prisoner leaving the jail will be searched to prevent his carrying out messages from other prisoners.

CLEANLINESS AND HEALTH

- 1. The jail will always be kept properly cleaned, lighted, warmed and ventilated.
- 2. Bugs, lice, roaches and any inmate not adhering to minimum cleanliness standards will be reported to the corrections officer for proper action.
- 3. Inmates will keep cells, tanks, and bunks clean, neat and orderly.
- 4. Each inmate will take care of his own bunk and immediate area. Blankets are to be neatly folded and placed at the head of the bunk each day. Mattresses will be collected by the trustees each morning and given out at the end of the day.
- 5. Each inmate must bathe at least three times a week, and at such other reasonable times, including the time he or she is booked into the jail.
- 6. At the discretion of the sheriff, a barber may be called periodically for the benefit of those prisoners requesting that service. Barber service shall be provided all others at times and in the manner prescribed by the sheriff. The barber's service will be paid for by the inmate requesting the service.

- 1. Standard jail clothing will be issued to all inmates remaining over 12 hours.
- 2. Bedding items will not only be issued in a clean condition, but washable items such as covers, shall be exchanged on a weekly basis. Blankets shall be laundered at least every three months or more often, if necessary.

MAIL

- 1. All incoming and outgoing mail may be censored by the sheriff or his duly appointed representative.
- 2. Letters written by inmates will be stamped and left open. Writing materials may be purchased from the commissary on authorized commissary days.

REQUEST FOR ATTORNEYS

- All prisoners are entitled to consult attorneys. The correctional officer will call a named attorney upon proper written request, and provide a suitable place for consultation. Attorneys representing prisoners are not restricted to the limitations when consulting with a client.
- Request for attorneys will contain the date, name and address of the attorney and shall be signed by the requesting inmate. It shall be placed in the inmate's permanent record.
- 3. No correction officer or prisoner will call an attorney other than through this procedure.
- 4. Attorneys hired by relatives or friends to represent inmates, who appear to visit without previous request by the prisoner, will exhibit evidence of their employment before consultation is allowed, and record thereof shall be placed in the prisoner's file.
- 5. A fist of this county's practicing attorneys will be available to any prisoner upon request. Legal visitation will be in the designated attorney rooms provided, and attorneys will not ask to have their clients taken outside the jail for consultation except when such may be necessary for court appearances.

GOOD TIME, WORKING DETAILS AND TRUSTEES

- At the discretion of the sheriff, prisoners volunteering may be allowed to work, for which an additional day credit may be allowed for each calendar day so worked.
- 2. No prisoner awaiting trial shall be assigned to any working detail.
- 3. It shall be the duty of the correction officer to keep an accurate record of all prisoner's working time and to provide such information in writing to the clerk when requested by the court. When a sentence is served, such shall be reported to the clerk in writing and a release procured.
- 4. No prisoner committed for contempt, until such time as he purges himself of contempt by compliance with a court order, shall be allowed to work without prior court authorization.
- 5. Prisoners serving time in this facility, whether made a trustee or not, may be compelled by the sheriff or his representative to work on property of the state, county, or city and shall receive credit for working by computing each eight hours of work as the equivalent of two days of idle time.

WITHIN THE CELL AREAS

VISITING

- 1. Visiting hours will be set by the sheriff and posted throughout the jail. Exception to this policy will be cleared by the sheriff.
- 2. Prisoners will not return to the jail as visitors for a period of six months after their release except to visit an immediate member of their family.
- 3. Juveniles being detained on court order shall be allowed no visitors without prior written approval of the juvenile officer or the judge who is assigned to and handling the juvenile's case.
- 4. No visitor shall come in physical contact with an inmate or trustee.
- 5. The minimum age of visitors will be 18 years of age. Officers on duty will verify the visitor's age when questionable.
- 6. Federal prisoners will be allowed to see only those visitors who have a pass from the United States Marshal or one of his deputies.

RECORDS

The jall will keep the following records:

<u>Population Accounting</u>: The daily lockup register; daily lists of prisoners with name and legal status; daily admissio register and daily release diary.

Inmate File: A folder containing legal documents, medical report, and progress reports.

<u>Fiscal Records</u>: Budget records, cash book with all vouchers of cash transactions, bills, and staff payroll records.

Administrative Records: Facility, log book, personnel files, and office correspondence.

Inventories: Record of inventories, foodstores and other stores.

MEDICAL CARE

- Any medicine found on the prisoner at the time of admission will be taken from him.
- 2. Drugs and medicines will be kept under lock at all times.
- 3. All inmates request for medical assistance will be brought to the immediate attention of the facility medical personnel.
- 4. All medicines dispensed will be noted on the forms provided for that purpose.

FOODS

- 1. Every prisoner will have a minimum of 2600 calories per day.
- The cooking, preparation or heating of food will be done only in the jail kitchen. The sale of any food from the jail kitchen by any employee or trustee to any prisoner is forbidden.

 All jail floors will be swept twice each day and scrubbed at least twice a week with a disinfectant cleaning solution. All cell walls, doors, and fixtures within the cell areas will be thoroughly cleaned once a week with a disinfectant cleaning solution. Wash basins, drinking fountains, toilets and shower stalls will be kept clean at all times.

MISCELLANEOUS

- Any prisoner requesting, shall be permitted to bathe, shave and dress in civilian clothes before making a court appearance provided the requests are timely and will not delay trial procedures.
- No member of the jail staff will recommend or suggest that a prisoner contact any particular attorney or bondsman, but will make available to the prisoner, lists of all authorized attorneys and bondsmen.
- 3. Bibles shall be made available to any prisoner upon request.
- 4. The officer on duty shall prepare as of 7:00 a.m. Monday, Wednesday, and Friday of each week, a roster of all inmates held in jail; showing the authority for their detention as well as the date placed in jail, the offense for which held and present status of their case; which roster shall be given to the presiding judge by 9:00 a.m. with copies to the district attorney and the sheriff's department.
- 5. On Sundays, prisoners will keep themselves in good order and be prepared for church services at the direction of the correction officer. Services will be provided by churches appearing on the schedule provided by the sheriff's department. Religious services attendance is not mandatory.
- Bondsmen and other persons having business in the jail will remain in the booking office and will enter the secure perimeter under no circumstances.

CONDUCT

- At no time shall prisoners be loud, boisterous or profane. There will be no shouting between cells at any time. Prisoners shall not willfully damage the jail facility or its property, waste water, or obstruct drainage of water.
- 2. Anyone defacing or damaging jail property will lose all privileges and good time and may also be prosecuted under appropriate criminal statutes.
- 3. Prisoners will not solicit business for any attorney or bondsman.
- 4. The sheriff or his duly authorized representative may authorize punishment for violation of any of the rules contained within this document. The penalty for violation of these rules may be the imposition of one of the following:
 - A. Restriction of visiting privileges.
 - B. Restriction to cell or any isolation cell.
 - C. Restriction of diet (under supervision of the facility medical personnel). Not to exceed three successive days on bread and water.
 - D. Withdrawal of good time.

The sheriff is authorized to make additional rules and regulations not inconsistent herewith.

1

- 6. No prisoner shall be subjected to any form of verbal or physical violence by jail officials except to prevent escape or in self-defense of himself or another.
- Punishment for violation of these rules will not include the denial of an inmate to contact his attorney.
- No prisoner will be arraigned or permitted bail while under the influence of intoxicating beverages or drugs.

END

7 illes forman

FURTHER ORDERED by the Court that these rules are hereby adopted as rules of this Court; and willful violation of these jail rules is declared to be and shall constitute a violation of the rules of this Court.