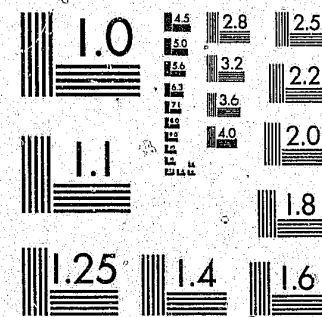


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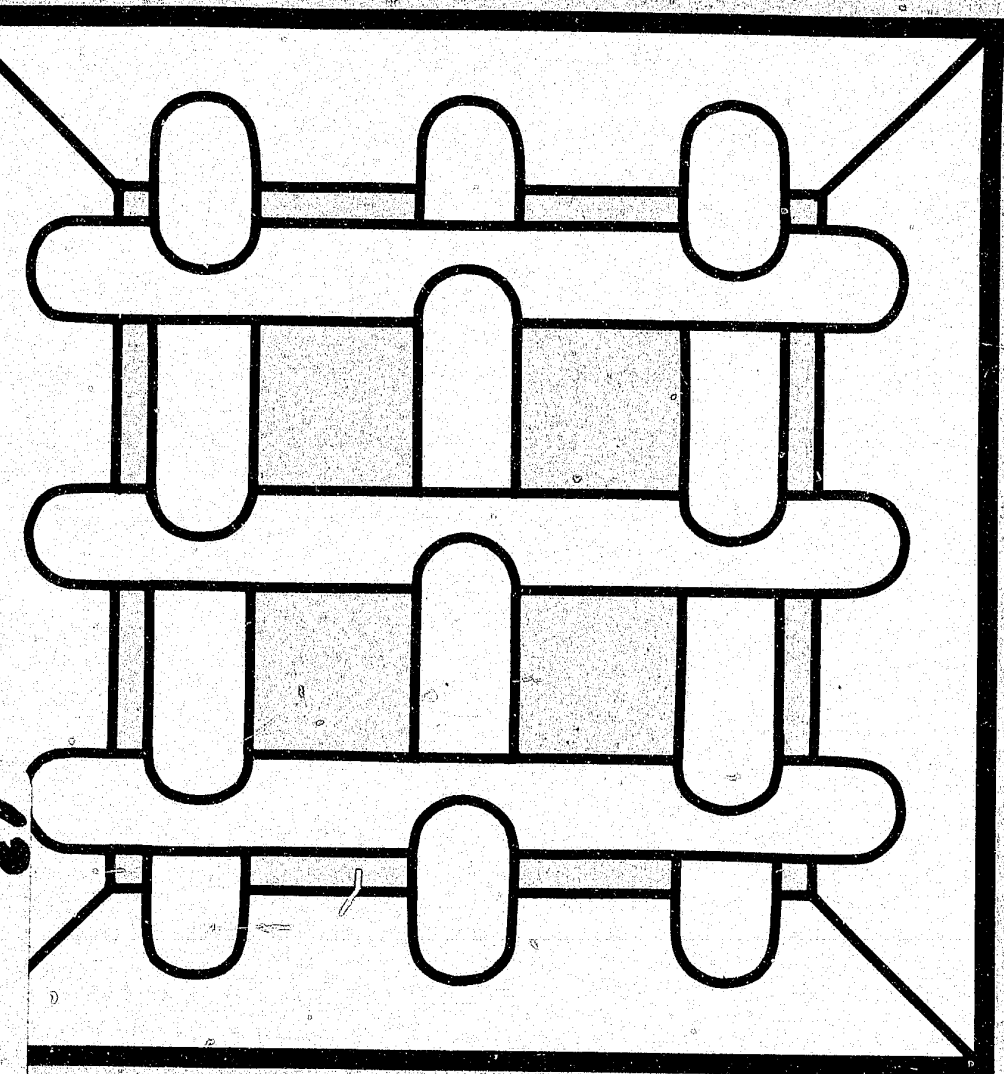
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National Institute of Justice
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Standards For Georgia Jail Facilities Summary Report December, 1979



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MINIMUM STANDARDS FOR GEORGIA'S LOCAL JAIL FACILITIES



Published By

Georgia Jail Standards Study Commission

Department of Community Affairs and

Georgia State Crime Commission

Commission Chairman: Hobby Stripling

Project Director: Ken R. Cook

NCJRS

SEP 30 1980

ACQUISITIONS

FOREWARD

In recent years many individuals familiar with the local detention system of Georgia have become aware of heightened problems regarding local jails. These problems, springing primarily from increasing inmate populations, decreasing resources and adverse court decisions, have clearly pointed to the need for comprehensive guidelines or standards for the design, operation and maintenance of jails. In response to this perceived need, Governor George Busbee instructed two agencies of State government, the Department of Community Affairs and the State Crime Commission, to develop a project to create such a set of standards.

Early in 1979 Governor Busbee commissioned the creation of a Jail Standards Study to survey the existing system of jails in the State and to design a set of minimum standards for the operation of local detention facilities. To accomplish this task a fifteen member study commission, composed of a balanced group of representatives with a valid interest in such standards, was appointed to guide this study. This Commission, known as the Georgia Jail Standards Study Commission, met very actively during 1979, and through a rigorous process of research, debate and revision, produced a comprehensive set of minimum jail standards. To ensure that the standards were balanced and thorough, court cases, statutory law and existing jail conditions were examined carefully and numerous jail practitioners, sheriffs and professionals were consulted. Also considered were standards for specific areas of jail operations which were developed by national organizations such as the American Medical Association.

It is the belief of the Study Commission that these standards, if complied with, will ensure that the following goals of detention facilities are met: (1) the public is protected by securely detaining individuals who are a danger to the community; and, (2) inmates in detention facilities are managed in a humane and efficient manner.

It is the sincere desire of the Study Commission that these standards will serve to accomplish the foregoing goals and will aid in improving and strengthening the State's criminal justice system. Moreover, we hope that this report will either directly or indirectly benefit every citizen of the State of Georgia.

Hobby Stripling, Chairman
Jail Standards Study Commission

PREFACE

This report documents the results of a study to develop comprehensive, minimum jail standards for local detention facilities in the State of Georgia. The study was conducted from January through December, 1979 by the Jail Standards Study Commission, which was appointed at the direction of Governor George Busbee. This applied research effort is an important first step in a program initiated to assist cities and counties in coping with problems regarding detention facilities.

This summary report contains the standards themselves, including a legal synopsis of relevant statutory and case law that the standards are founded upon. These standards are not intended to address specific issues applicable to correctional facilities; rather they were developed to be used on a voluntary basis to guide local officials and administrators in the design and operation of local jails. A more detailed report, containing a description of the existing system of jails in Georgia, the project methodology, and other information, is available upon request.

During the course of the project the Study Commission found that jails housed two major categories of inmates. One group is comprised of short-term, unsentenced inmates who are detained for periods of up to 24-hours. The second category includes both sentenced and unsentenced inmates who are housed for more than 24-hours. In this report these categories are identified as Class I (inmates held up to 24-hours) and Class II (inmates held over 24-hours). Many standards designed for Class II inmates do not apply to Class I and will accordingly enable small facilities, usually municipal jails, to more easily comply with the standards.

Numerous persons, agencies, and organizations contributed to the completion of this project. The Commission wishes to express its appreciation to all persons who gave their time and expertise to this effort. In particular, appreciation is given to the twenty members of the Technical Advisory Task Force; Mr. Jim Higdon, Administrator of the State Crime Commission; and Mr. Henry M. Huckaby, Commissioner of the Department of Community Affairs. Recognition is also given to the interns from the Governor's Intern Program who participated in the project: Mr. Dan Armistead, Mr. David Hull and Mr. Andy Lamis, statistical researchers; and, Ms. Paula Smith, and Ms. Alana Williams, legal researchers. Each of these researchers, in particular the two law students, contributed greatly to the study. Special thanks is given to Mrs. Barbara Chadwick, project secretary, who was responsible for the typing of this report and the standards.

It is our sincere desire that this project will in some way facilitate the improvement of jail conditions and help jail administrators serve more effectively as an important arm of the criminal justice system.

Ken R. Cook, Project Director
Paul Lycett, Project Consultant

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ORGANIZATION OF STANDARDS

DIMENSION I: Administration and Management

- 1.00 Administration
- 2.00 Fiscal Management
- 3.00 Personnel and Training
- 4.00 Security
- 5.00 Discipline/Grievance
- 6.00 Community Involvement
- 7.00 Inmate Housing
- 8.00 Supervision of Inmates
- 9.00 Records

DIMENSION II: Architecture/Facility Planning

- 10.00 Physical Plant
- 11.00 Planning New Facilities
- 12.00 Facility Safety
- 13.00 Sanitation and Maintenance

DIMENSION III: Programs and Activities

- 14.00 Food
- 15.00 Inmate Commissary
- 16.00 Inmate Communications
- 17.00 Visitation Procedures
- 18.00 Programs and Activities
- 19.00 Employment and Rehabilitation Services
- 20.00 Religious Guarantees
- 21.00 Inmate's Rights

DIMENSION IV: Classification and Screening

- 22.00 Classification of Inmates
- 23.00 Medical and Health
- 24.00 Hygiene
- 25.00 Admissions and Release

1.00 ADMINISTRATION

- 1.01 Facility Administrator - The management of a detention facility shall be the responsibility of one individual - a facility administrator.

Class I and Class II

- 1.02 Qualifications - A facility administrator shall have the training and experience in the administration of a detention facility that will enable the officer to responsibly supervise staff and control inmates.

Class I and Class II

- 1.03 Extent of Authority - A facility administrator shall have complete authority for the supervision, management, operation and control of a detention facility; including authority over inmates and inmate programs; and authority over detention staff and training.

Class I and Class II

- 1.04 Legal Assistance - A facility administrator shall have legal assistance and counsel available to him.

Class I and Class II

- 1.05 Policies and Procedures - Each detention facility shall have written policies and procedures, based upon sound detention and custodial practices and principles, governing the facility's operations. These policies and procedures shall be made available to all employees. The policies and procedures shall address the following aspects of the facility's operations:

A. Administration and Management

- Emergency Pre-Planning
- Key Control
- Inmate Security and Control
- Inmate Discipline
- Inmate Movement
- Detention Personnel

B. Facility Maintenance

- Facility Sanitation and Maintenance

C. Programs and Activities

- Mail and Visitation

1.00 ADMINISTRATION, Continued

1.05 Policies and Procedures (Continued)

D. Classification and Screening

- Administrative Separation of Inmates
- Treatment of Juveniles
- Medical and Health Care
- Hygiene

Class I and Class II

1.06 Emergency Pre-Planning - Each facility shall have current written procedures to be followed in emergency situations. These plans shall include, but not be limited to, procedures for the following emergency situations:

- Fire
- Escape
- Taking of Hostages
- Natural Disasters
- Group Arrests
- Disturbances
- Suicides and Attempted Suicides

Class I and Class II

1.07 Policy Review - A system shall be established for the review and updating of the policies and procedures. This review should be conducted either annually or more often if necessary.

Class I and Class II

1.08 Facility Inspections - The appointing or supervising authority shall, in addition to other authorized inspections, inspect or provide for the inspection of, the detention facility and its operation at least quarterly to ensure that the detention facility is being properly operated in conformance with all applicable laws and regulations.

Class I and Class II

2.00 FISCAL MANAGEMENT

2.01 Preparation of Budget - The facility administrator shall prepare and present a budget request to the funding authority.

Class I and Class II

2.02 Scope of Budget - The budget shall include funds sufficient to provide qualified detention, medical and other staff, to

2.00 FISCAL MANAGEMENT, Continued

2.02 Scope of Budget (Continued)

conduct staff training and development; to establish rehabilitative programs for sentenced inmates; to provide, maintain and replace facilities, equipment and supplies necessary to ensure a secure and humane facility, and to correct any deficiencies noted in inspections.

Class I and Class II

2.03 Budget Review - The facility administrator shall participate in budget reviews conducted by the facility's funding authority.

Class I and Class II

2.04 Bonding and Insurance - The facility administrator shall ensure that all mandatory bonds covering persons associated with the facility are valid and sufficient in amount. Additionally, insurance shall be procured to cover the physical plant and equipment and any personal injury and property damage to employees which may arise in the performance of their duties.

The bonding and insurance needs of the facility and its employees shall be reviewed by the facility administrator on an annual basis.

Class I and Class II

3.00 PERSONNEL AND TRAINING

3.01 Personnel Plan - The facility or governing agency shall have a written personnel plan governing the selection, training, promotion, and retention of detention personnel. Personnel assignments shall be based on merit (excluding appointed or elected officials).

Class I and Class II

3.02 Participatory Management - The advice and consultation of employees shall be sought in the formulation of policies, procedures and programs so that staff resources may be developed and utilized to the fullest extent possible.

Class I and Class II

3.03 Employee Communication - There shall be clear channels of communication and authority established for all personnel.

Class I and Class II

3.04 Personnel Handbook - The facility shall develop a personnel policy manual, to be distributed to each employee, which provides information on the following subjects:

- Description of Organizational Structure

3.00 PERSONNEL AND TRAINING, Continued

3.04 Personnel Handbook (Continued)

- Equal Employment Opportunity Provisions
- Position Specifications (Including Qualifications, Descriptions, Responsibilities, and Salary Ranges)
- Descriptions of Fringe Benefits
- Leave Allowances
- Personnel Records
- Employee Evaluation
- Training
- Promotion
- Retirement, Resignation, and Termination
- Employee-Management Relations
- Physical Fitness Policy
- Hostage Policy
- Disciplinary and Grievance Procedures

Class I and Class II

3.05 Employee Reimbursement - The facility shall promptly reimburse employees for all approved expenses incurred in the performance of their duties.

Class I and Class II

3.06 Employee Fitness - The facility shall ensure that employees maintain a level of physical fitness that will allow the employees to perform their duties satisfactorily.

Class I and Class II

3.07 Training Encouragement - The facility shall encourage employees to attend selected professional meetings, seminars and similar work-related activities.

Class I and Class II

3.08 Training Policy - The supervision of the facility's training programs shall be the responsibility of a designated, qualified training officer. A person of supervisory rank shall be assigned this responsibility. For facilities with over 100 employees, it is recommended that an advisory committee be created, with a representative from each division, to assist the training officer in designing training programs.

Class I and Class II

3.09 Training Schedule - In order for all employees to have the opportunity to attend established training programs, the facility shall develop a training and staff development schedule.

Class I and Class II

3.10 Basic Training Requirements - The facility shall ensure that all new detention officers receive an orientation to the facility prior to their initial job assignment. This

3.00 PERSONNEL AND TRAINING, Continued

3.10 Basic Training Requirements (Continued)

orientation shall make the employee familiar with fire safety procedures, evacuation plans, emergency health care procedures, security procedures, firearms procedures and other general facility procedures. During the first year of employment, detention officers shall successfully complete a Peace Officers Standards and Training Certified Basic Training Course for Detention Officers.

Class I and Class II

3.11 Components of Basic Training Curriculum - The required basic training for detention officers shall include the following "core" topics:

- Security Procedures
- Supervision of Inmates
- Report Writing
- Significant Legal Issues
- Inmate Rules and Regulations
- Grievance and Disciplinary Procedures
- Rights and Responsibilities of Inmates
- Fire and Other Emergency Procedures
- First Aid and Cardiopulmonary Resuscitation
- Communication Skills
- Decision Making
- Crisis Intervention
- Special Needs of Minorities, Women, Juveniles, and Ex-Offenders
- Self Defense
- Firearms and Chemical Agents
- Interpersonal Relations
- Receiving Health Screening
- Needs of Special Inmate Classifications

Class I and Class II

3.12 In-Service Training Requirements - The facility shall ensure that all detention officers receive a minimum of forty (40) hours of job related training each year after the first year of employment.

Class I and Class II

3.13 Components of Management Training - The facility shall ensure that all management personnel (facility administrators, chief deputies, top ranking officers with managerial responsibilities) receive a minimum of forty (40) hours of management training during the first year of employment or job assignment. Such training shall be designed to familiarize personnel with current and pertinent topics in detention administration and management and should include, at a minimum.

3.00 PERSONNEL AND TRAINING, Continued

3.13 Components of Management Training (Continued)

- Organization Purpose and Philosophy
- Organizational Structure
- Management in a Detention Facility
- Administration in a Detention Facility
- Intergovernmental and Community Relations

Class I and Class II

3.14 Availability of Training Library - Library and reference services should be made available to complement training and staff development programs. If such materials are not available within the facility, arrangements shall be made with the nearest training resource for the provision of the appropriate service.

Class I and Class II

3.15 Firearms and Chemical Agent Training - All detention personnel who are authorized to use firearms or chemical agents shall receive continuing, in-service training in the use of these weapons. In addition, all personnel shall be required to annually qualify on the Peace Officer Standards and Training Council Certified Basic Training Course or its equivalent.

Class I and Class II

3.16 Special Training Requirements - All detention personnel shall be trained in the proper methods of applying physical force. The training should emphasize that physical force should be used only when and to the degree that it is absolutely necessary.

Class I and Class II

3.17 Adequate Funds for Training - The facility's budget shall include funds for compensating staff for extra time required for training and for replacement personnel when absence occurs due to training.

Class I and Class II

3.18 Training in Recognizing Medical Problems - Detention personnel shall receive training in the recognition of mental illness and retardation problems.

Class I and Class II

3.19 Fire Response and Fire Prevention Training - Facility personnel shall be trained on a continuing basis in fire hazard recognition, fire prevention, and fire response skills including, at a minimum, physical use of fire extinguishers,

3.00 PERSONNEL AND TRAINING, Continued

3.19 Fire Response and Fire Prevention Training (Continued) use of fire hose, and the use of self-contained breathing equipment.

Class I and Class II

PERSONNEL AND TRAINING/LEGAL SYNOPSIS - A concern of the courts for a professional approach by all jail personnel in dealing with inmates has been evidenced in court decisions. These courts ordered staff training as a part of sweeping remedies for poor jail conditions and management. In Goldsby v. Carnes, 365 F. Supp. 395 (W.D. Mo. 1973), the consent judgment provided for officers to receive a minimum of eighty (80) hours training at the Regional Center for Criminal Justice, and forty (40) hours training in communication by the Greater Mental Health Foundation. The minimum training was to consist of orientation, basic supervision, and interpersonal relationships. Goldsby v. Carnes, 429 F. Supp. 370 (W.D. Mo. 1977). In another sweeping decision, Jones v. Wittenberg, 330 F. Supp. 707 (N.D. Ohio, 1971), aff'd sub nom. Jones v. Metzger, 456 F. 2d 854 (6th Cir. 1972), the lower court ordered that jail personnel immediately be required to take the U.S. Bureau of Prisons Course for jail officers and administrators. The importance of competent administrators and guards has thus been recognized.

4.00 SECURITY

4.01 Policies and Procedures - The facility shall have written policy and procedures, including sections governing the security and control of the inmates in the facility which shall be reviewed annually. At a minimum, the annual review shall examine the following procedures:

- Control of Contraband
- Inmate Head Counts
- Key and Weapon Control
- Visitation
- Emergency Situations
- Staffing
- High-Risk Inmates
- Searches (Inmates and Secure Area)

Class I and Class II

4.02 Control Center - The supervision of the security of the facility shall be maintained by a control center which shall be staffed 24 hours per day when inmates are being detained. The control center shall be responsible for inmate head counts, key control, and overall security of the facility.

Class I and Class II

4.00 SECURITY, Continued

- 4.03 Facility Security - All security perimeter entrances, control center doors, cell block doors and all doors opening into a corridor shall be kept locked except when used for authorized admission or exit of employees, inmates, or visitors, and in emergencies.

Class I and Class II

- 4.04 Perimeter Security - The facility shall have a security perimeter which would prevent access by the general public without appropriate authorization.

Class I and Class II

- 4.05 Internal Security Practices - Detention officers shall not enter a high security cell block without backup assistance from another staff member, nor shall they enter a high risk security area with keys and/or weapons that would allow exit from the outer perimeter.

Class I and Class II

- 4.06 Internal Communication System - The facility shall have an audio communication system between the control center and the inmate living areas.

Class I and Class II

- 4.07 Design of Alarm Systems - The facility shall have comprehensive alarm systems which will signal the control center in cases of emergency. The systems shall include security alarms as well as fire alarms. There shall be one distinct alarm to indicate a fire emergency and all smoke detectors, heat detectors, and other fire alerting means shall be connected to sound the fire alarm. The fire alarm system shall comply with minimum standards of the Georgia Safety Fire Commissioner.

Class I and Class II

- 4.08 Periodic Security Inspections - Written policy and procedure shall provide for periodic inspection and maintenance checks of security devices in the facility. These inspections should be performed on a weekly basis.

There should be a scheduled maintenance procedure to ensure that locking devices do not become corroded, rusty and otherwise inoperative. Emergency keys also should be checked regularly to ensure that they work.

NOTE. At least once a week, all bars, locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors and other security facilities.

4.00 SECURITY, Continued

- 4.08 Periodic Security Inspections (Continued) should be checked carefully for operational wear and inmate tampering.

Class I and Class II

- 4.09 Periodic Contraband Searches - Written policy and procedure shall provide for searches of facilities and inmates (shake-downs) to control contraband.

NOTE: For a definition of contraband see the glossary; for visitor searches see 17.10.

Class I and Class II

- 4.10 Weapon Control - Written policy and procedure shall regulate the availability, control and use of firearms, ammunition, chemical agents and related security devices, and ensure that sufficient security equipment is available to meet facility needs.

Class I and Class II

- 4.11 Security of Weapons Storage - Written policy and procedure shall provide that firearms, ammunition, chemical agents and related security equipment are stored in a secure but readily accessible area. A firearms clearing barrel should be provided so that weapons could be safely cleared before storage.

Class I and Class II

- 4.12 Weapons Inventory - Written policy and procedure shall require that firearms, chemical agents and related security equipment be physically inventoried at least quarterly to determine their condition and expiration dates, if applicable.

Class I and Class II

- 4.13 Weapons Distribution Log - Written policy and procedure shall require that a written record be maintained of both routine and emergency distributions of security equipment.

Class I and Class II

- 4.14 Report of Weapons Usage - Written policy and procedure shall require that personnel discharging firearms and using chemical agents submit written reports to the administrator or his designee detailing the circumstances and justification of such use.

Class I and Class II

4.00 SECURITY, Continued

- 4.15 Weapons Restriction - Weapons shall be restricted to specified areas except for emergency situations. Under no conditions shall inmates have access to any of the facility's weapons.

Class I and Class II

- 4.16 Key Control - Written policy and procedure shall regulate the control and use of keys. At a minimum, the policy shall require:

- Key Tracking Log
- Keys Returned and Inventoried at End of Shift
- Key Rings or Groups Broken Down Into Smallest Number (the number of keys needs to be at a minimum to ensure rapid release of inmates in the event of an emergency)
- Fire and Emergency Keys Be Readily Available and Be Readily Identified to Ensure Rapid Release of Inmates
- Allow Inmates to Possess Only Certain Keys Officially Issued to Them By Detention Staff and Never Keys to The Security Perimeter.

Class I and Class II

- 4.17 Availability of Tools and Cutlery - The use of tools, cutlery, and other sharp instruments within the facility shall be controlled and supervised by detention personnel.

Class I and Class II

- 4.18 Control of Hazardous Materials - Flammable, combustible, toxic, caustic, or otherwise defined hazardous materials shall be stored and used in strict compliance with rules and regulations of the Georgia Safety Fire Commissioner and other applicable State and Local requirements.

Class I and Class II

- 4.19 Control of Escape Situations - Written policy and procedure shall provide for the control of escape situations. These procedures shall be explained to detention staff who shall be thoroughly trained in the execution of these procedures.

Class I and Class II

- 4.20 Control of Emergency Situations - Written policy and procedure shall provide for the control of emergency situations such as fire, disturbance, or hostage taking. These procedures shall be explained to detention staff who shall be thoroughly trained in the execution of these procedures.

Class I and Class II

- 4.21 Development of Contingency Plans - The facility shall have contingency plans and procedures developed to guide the

4.00 SECURITY, Continued

- 4.21 Development of Contingency Plans (Continued) facility's operations in the event that the number of inmates assigned to the facility exceeds its design or rated capacity.

Class I and Class II

- 4.22 Maintenance of Operations in Work Stoppages - The facility shall have a plan that provides for continuing operations in the event of a work stoppage or other job action. All supervisory personnel should become familiar with this plan.

Class I and Class II

- 4.23 Use of Force - Facility policy shall restrict the use of physical force by facility personnel to that amount necessary for justifiable self-protection, protection of property and prevention of escapes, and then only in accordance with appropriate statutory authority. A written report shall be prepared and submitted to the facility administrator following all uses of force.

Class I and Class II

- 4.24 Prohibition Against Restraint Equipment - Restraint equipment, such as handcuffs, leg irons, and straitjackets, shall not be used for punishing inmates.

Class I and Class II

- 4.25 Control of Vehicles Assigned to the Facility - Facility procedures shall be designed and practiced to prevent the use of vehicles as means of escape. Ignition keys should be routinely removed from vehicles and all doors and trunks should be kept locked.

Class I and Class II

- 4.26 Transport of Inmates - Facility policy shall control the transportation of inmates outside of the security perimeter of the facility and from one jurisdiction to another.

Class I and Class II

SECURITY/LEGAL SYNOPSIS - The security of the jail, prison or other detention facility is uniformly recognized by the courts as a legitimate rationale behind the actions of the institution's administration. Keeping the inmates secure is the main goal of a jail. Security precautions are essential to the institution, but basic inmate rights must also be protected and cannot be diminished under the guise of a security rationale. See Bell v. Wolfish, No. 77-1829 (decided May 14, 1979), Campbell v. McGruder, 580 F. 2d 521 (D.D.C. 1978), Norris v. Frame, 585 F. 2d 1183 (3d Cir. 1978).

4.00 SECURITY, Continued

SECURITY/LEGAL SYNOPSIS (Continued)

Other aspects of security have been discussed more specifically in recent cases. Several courts have mandated twenty four (24) hour supervision of inmates, as much to protect inmates from each other as to protect the security of the institution. (See Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977), Goldsby v. Carnes, 429 F. Supp. 370 (W.D. Mo. 1977); Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976), Smith v. Sullivan, 553 F. 2d 373 (5th Cir. 1977). In Georgia, twenty-four (24) hour supervision of inmates is demanded by State Law 77 Ga. Code 2(a), Ga. Code Annotated -802(a).

In Ahrens v. Thomas, 434 F. Supp. 873 (W.D. o. 1977), aff'd in part, modified in part 570 F. 2d 286 (8th Cir. 1978), the court required the jail to hire sufficient staff so that immediate action, in an emergency, could be taken without having to call and wait for back-up assistance. In Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976), the court ordered three officers to be present on each floor of the jail per shift so as to provide an immediate back-up if necessary and proper supervision.

A communication system is necessary between the inmate living area and the control center, not only to protect the security of the institution, but also to ensure the inmate's right to physical security. Several courts have already ordered such communication systems to be installed in various jails. See Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976), O'Bryan v. County of Saginaw, 437 F. Supp. 582 (E.D. Mich. 1977), Smith v. Sullivan, 553 F. 2d 373 (5th Cir. 1977).

Searches for contraband are recognized by the courts as one of the most effective ways to cope with the problems of institutional security. The Fourth Amendment prohibition of unreasonable searches and seizures has been found out to apply in many instances in jails. Even in the case of strip searches of inmates after contact visitation, the searches were allowed by the Supreme Court as not "unreasonable" under the Fourth Amendment. Bell v. Wolfish, No. 77-1829 (decided May 14, 1979). In Bell, the Supreme Court also reversed a lower court order which would have allowed pretrial detainees to observe searches of inmate living areas from a reasonable distance. There seems to be a general trend to allow jail administrators to control contraband and deal with similar security problems with their own discretion and without too much interference by the courts.

5.00 DISCIPLINE AND GRIEVANCE PROCEDURES

- 5.01 Rules of Conduct - The facility shall have written rules of conduct which must be observed by inmates assigned to the

5.00 DISCIPLINE AND GRIEVANCE PROCEDURES

- 5.01 Rules of Conduct (Continued)
facility. The written rules must also specify the penalties that will be imposed for violation of the rules.
Class I and Class II
- 5.02 Posting of Rules - Written facility rules, listing all chargeable offenses, the range of punishment and disciplinary procedures to be followed, shall be conspicuously posted in the inmate housing areas. Detention staff shall be thoroughly trained in these rules and should be encouraged to assist inmates in understanding the rules.
Class I and Class II
- 5.03 Minor Violations of Discipline Rules - Written rules of conduct shall contain guidelines for informally resolving minor inmate violations of disciplinary rules.
Class I and Class II
- 5.04 Submission of Disciplinary Report - Written policy and procedure shall require that employees prepare a disciplinary report where they have a reasonable belief that an inmate has committed a serious violation of facility rules or several minor violations.
Class I and Class II
- 5.05 Disciplinary Procedures - Written facility rules shall outline the procedures to be followed in a disciplinary hearing resulting from major violations of inmate conduct rules. These procedures shall include the following administrative due process guarantees:
- Written Rules Specify Offenses
 - Rules Provide Sanctions or Penalties
 - Inmate is Made Aware of Rules and Sanctions
 - Inmate Receives Written Notice of Charges Prior to Hearing
 - Inmate Receives Prior Notice of Time of Hearing
 - Continuance is Allowed to Prepare for Defense
 - Impartial Officer or Board Conducts Hearing
 - Inmate has an Opportunity to Appear at Hearing
 - Inmate Hears Evidence, Except Confidential Information
 - Inmate is Allowed to Make Own Statement
 - Inmate Calls Relevant Witnesses
 - Inmate May Be Represented By a Facility Staff Member
 - Decision is Based Solely on Evidence
 - Decision is Rendered in Writing
 - Record is Made of Hearing
 - Appeals Process is Available
 - Decision is Reviewed by Facility Administrator
 - Complete Record of The Process is Maintained

Class II

5.00 DISCIPLINE AND GRIEVANCE PROCEDURES, Continued

- 5.06 Disciplinary Investigation - An investigation shall be started within 48 hours of the reporting of the rule violation. This requirement can be waived only in the event of extraordinary circumstances.

Class II

- 5.07 Inmate Notification of Charges - An inmate charged with a rule violation shall be notified in writing of such charges as soon as possible, but no longer than 24 hours following the conclusion of the investigation, and at least 24 hours before his appearance before the appropriate authority.

Class II

- 5.08 Prehearing Confinement - Prior to the disciplinary hearing the facility should provide for the confinement in an individual cell of an inmate who is charged with a rule violation.

Class II

- 5.09 Prosecution for Criminal Offenses - Facility rules shall provide that, where an inmate allegedly commits an act prohibited by statutory law, the case is referred for criminal prosecution.

Class II

- 5.10 Appointment of Hearing Officer - The facility administrator may delegate to a hearing officer the authority to conduct disciplinary hearings.

Class II

- 5.11 Hearing Schedule - Written policy and procedure shall ensure that inmates charged with rule violations receive a hearing within 72 hours, excluding weekends and holidays, after being notified of charges.

Class II

- 5.12 Right of Inmate to Appear at Hearing - Inmates charged with rule violations shall be present at the hearing, unless they waive their right to attend the hearing or their behavior justifies their removal from the hearing.

Class II

- 5.13 Right of Inmate to Call Witnesses - Inmates shall be allowed to call witnesses and present evidence in their defense at disciplinary hearings.

Class II

5.00 DISCIPLINE AND GRIEVANCE PROCEDURES, Continued

- 5.14 Representation of Inmate by Staff Member - Inmates shall be allowed to be represented at the disciplinary hearing by a staff member.

Class II

- 5.15 Notification and Record of Decision - A copy of the hearing officer's decision shall be presented to the inmate. A second copy shall be kept in the inmate's file.

Class II

- 5.16 Post-Hearing Confinement - An inmate shall not be placed in disciplinary detention for serious rule violations until after the conclusion of the disciplinary hearing. This prohibition shall be waived in emergency situations. A sanctioning schedule shall set limits on the length of disciplinary detentions.

Class II

- 5.17 Right of Appeal - Inmates shall be granted the right to appeal decisions of the disciplinary hearing officer(s) to the administrator or his designee within 10 days of the decision.

Class II

- 5.18 Maintenance of Record - Discipline Reports - All disciplinary reports, regardless of disposition, shall remain in facility files to document the findings of the investigation and hearing.

Class II

- 5.19 Requirement of Grievance Procedures - The facility shall have a written inmate grievance procedure which shall be made available to all inmates. These procedures shall include provisions for:

- Responses, Within a Reasonable Time Limit, To All Grievance Complaints
- Advisory Review of Grievances
- Equal Access by All Inmates
- Guarantees Against Reprisal
- Resolving Legitimate Complaints

Class I and Class II

- 5.20 Opportunity for Communication of Grievances - Inmates shall have regular access to staff members to ensure presentation of their problems without undue delay or formality.

Class I and Class II.

5.00 DISCIPLINE AND GRIEVANCE PROCEDURES, Continued

- 5.21 Protection Against Corporal Punishment - The facility policy shall protect inmates from personal abuse and corporal punishment by the detention staff. No facility shall tolerate the practice of personal abuse or corporal punishment.

Class I and Class II

DISCIPLINE AND GRIEVANCE PROCEDURES/LEGAL SYNOPSIS - The leading case in the area of inmate discipline and grievance procedures is Wolff v. McDonnell, 418 U.S. 539, 94 S.Ct. 2963, 41 L. Ed. 2d 935 (1974). The Supreme Court held that disciplinary procedures, stemming from major or serious misconduct, should include the following:

- a) Advance written notice of charges to inmate, no less than 24 hours before his appearance before the disciplinary body.
- b) Written statement by fact finders as to evidence relied on and reasons for the hearing.
- c) Inmate should be allowed to call witnesses and present evidence in his own defense.

The Court also held that inmates have no right to retained or appointed counsel in disciplinary hearings, nor do inmates have a right to confrontation and cross-examination of witnesses. These procedures are designed to accord inmates due process of law while also accommodating institutional needs of security and order.

Though Wolff v. McDonnell dealt with prison inmates, the disciplinary procedures have been held to extend to pre-trial detainees as well. Feeley v. Sampson, 570 F.2d 364 (1st Cir. 1978) (system of published rules, advance written notice of charges, impartial fact finder, power to call witnesses), Inmates of Milwaukee County Jail v. Petersen, 353 F. Supp. 1157 (E.D. Wis. 1973) (impartial hearing officer, reasonable advance notice of hearing, written description of charges given to inmate within reasonable time before hearing, right to present witnesses and confront and question accusers; written statement of conclusions from hearing officer), Smith v. Sullivan, 553 F.2d 373 (5th Cir. 1977) (disciplinary procedures are to comply with Wolff v. McDonnell).

However, minor disciplinary actions do not require the formal Wolff v. McDonnell hearing. In Jones v. Diamond, 594 F.2d 997 (5th Cir. 1979), the Court held that if loss of visitation rights was to continue as a sanction for a violation of jail rules, the jailer, as a matter of minimal due process, shall inform the inmate that rules violations carry such a penalty, inform the inmate of the

5.00 DISCIPLINE AND GRIEVANCE PROCEDURES, Continued

DISCIPLINE AND GRIEVANCE PROCEDURES/LEGAL SYNOPSIS
(Continued)

suspension of visitation privileges, advise him of the reason for it, and give him an opportunity informally to contest the decision.

Finally, a jail administrator is not prevented from reacting in an emergency situation without resorting to Wolff procedures. It is reasonable to place inmates, at times, in solitary for short periods of time without a disciplinary hearing because of the need to act quickly and not disrupt jail security.

6.00 COMMUNITY INVOLVEMENT

- 6.01 Release of Information - The facility shall develop policies and procedures to govern the release of public information concerning the facility and its inmates.

Class I and Class II

- 6.02 Persons Authorized to Release Information - The policy and procedures shall designate the individual or individuals possessing the authority to release information.

Class I and Class II

- 6.03 Protection of Inmate's Privacy and Facility Security - The policy and procedure shall be designed to protect the inmate's privacy and maintain the security of the facility.

Class I and Class II

- 6.04 Accessibility of Public Information Officer - The facility administrator or designate is encouraged to be available to the public and representatives of the media.

Class I and Class II

- 6.05 Encouragement of Professional Affiliations - The facility shall encourage staff membership and participation in criminal justice allied professional associations and activities at the local, regional and national level.

Class I and Class II

- 6.06 Cooperation With Educational Institutions - A system shall be established to provide for cooperation with colleges and universities or other educational institutions in an internship or practicum program to train persons for careers in corrections.

Class II

6.00 COMMUNITY INVOLVEMENT, Continued

- 6.07 Volunteer Assistance - The facility administrator should seek volunteer assistance from citizens and agencies in the community.

NOTE: Volunteers can be used to help coordinate and staff the facility's education, library, recreation, religious, health, mental health, and other programs.

Class II

- 6.08 Supervision of Volunteer Programs - If volunteer programs are used, a staff member shall be assigned the responsibility for administering the program, and policy and procedure shall specify the lines of authority, responsibility and accountability of the program. Further, volunteers shall receive an orientation and training program; be required to adhere to all facility rules and regulations, and, be qualified to provide the services assigned.

Class II

- 6.09 Administrator's Right to Terminate Volunteer Services - If volunteer programs are used, policy and procedures shall provide that the facility administrator has the authority to curtail, postpone or discontinue the programs for cause.

Class II

7.00 INMATE HOUSING

- 7.01 Administrative Segregation of Inmates - Written policy and procedure shall provide for the administrative segregation of inmates who: 1) have serious behavior problems, or, 2) require protective custody.

Class I and Class II

- 7.02 Segregation Conditions - If administrative segregation is used to house an inmate, if his behavior permits, he shall be afforded living conditions and privileges approximating those available to the general inmate population.

Class I and Class II

- 7.03 Periodic Review of Inmates Assigned to Segregation - When an inmate is assigned to administrative segregation, his status shall be reviewed at least every seven (7) days for the first two (2) months and at least every thirty (30) days thereafter to determine if return to normal detention is possible.

Class II

7.00 INMATE HOUSING, Continued

- 7.04 Administrative Segregation for Disciplinary Violations - Written facility policy and procedure shall provide for the disciplinary confinement for inmates who have been found to have committed serious violations of facility rules and regulations.

Class II

- 7.05 Records of Inspections of Segregated Inmates - A permanent log shall be maintained of the detention and of the staff's inspection of disciplinary and administrative segregation units.

Class I and Class II

- 7.06 Special Training for Administrative Segregation Staff - Where permanent special housing units are maintained, all staff members who work with inmates in disciplinary detention and administrative segregation shall receive special training in the management and supervision of special inmates.

Class II

8.00 SUPERVISION OF INMATES

- 8.01 Movement of Staff and Inmates in Large Facilities - The policy and procedure manuals of large facilities (average daily population of one-hundred (100) or more inmates) shall establish regulations for the movement of staff and inmates between separate areas of the facility.

Class I and Class II

- 8.02 Required 24 Hour Supervision - Written policy and procedure shall ensure that inmates are supervised by trained detention staff on a continuous, twenty-four (24) hour basis.

Class I and Class II

- 8.03 Location of Detention Staff - Detention staff who are responsible for the supervision of inmates shall be stationed in control posts located immediately adjacent to the inmate living areas.

Class I and Class II

- 8.04 Supervision of Special Inmates - The facility's policy and procedures shall provide that inmates classified as high or medium security risks, inmates who are recovering from intoxicants and inmates who may be suicidal or have other medical concerns be personally observed by a detention officer at least every hour on an irregular schedule. Other inmates shall be personally observed at least every two (2) hours on an irregular schedule.

Class I and Class II

8.00 SUPERVISION OF INMATES, Continued

- 8.05 Surveillance By Electronic Audio/Visual Equipment - Where audio or visual electronic surveillance is used, it shall be used to monitor activity primarily in hallways, elevators, corridors, or at points on the security perimeter, such as entrances and exits. Electronic surveillance devices, such as television cameras, shall not be used to invade the personal privacy of inmates.

Class I and Class II

- 8.06 Routine Searches of Inmates - The facility's policy and procedures shall require that all inmates, including trustees, be searched thoroughly by detention personnel whenever the inmates enter or leave the security area. Procedure shall differentiate between the type of searches allowed (pat vs. strip) and identify when these shall occur and by whom such searches may be made.

NOTE: Provision should be made so that inmates are searched by detention personnel of the same sex, except in emergency situations.

Class I and Class II

- 8.07 Supervision Policy - The facility's policy and procedure manual shall not prohibit the supervision of inmates by members of the opposite sex. The physical design and security needs of the facility should be the only restrictions placed upon this practice.

Class I and Class II

- 8.08 Supervision By Inmates - The facility's policy and procedures shall prohibit the practice of allowing inmates to supervise, control, or assume or exert authority over other inmates.

Class I and Class II

SUPERVISION OF INMATES/LEGAL SYNOPSIS - Proper supervision of inmates is important in protecting the security of the institution (to prevent riots or escapes) and in protecting the security of the inmates themselves. Several courts have demonstrated their concern over these goals by ordering various measures to ensure proper supervision. Twenty-Four (24) hour supervision has been deemed essential. See Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977), Goldsby v. Carnes, 429 F. Supp. 370 (W.D. Mo. 1977); Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976), Smith v. Sullivan, 553 F. 2d 373 (5th Cir. 1977). In Georgia 24 hour supervision of inmates is demanded by law - Ga. Code 77-802(a). Periodic personal observation of inmates by detention officers has been ordered by a few courts. See Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977), aff'd in part, modified in part, 570 F. 2d 286 (8th Cir. 1978); Goldsby v. Carnes, 429 F. Supp. 370 (W.D. Mo. 1977). It is

8.00 SUPERVISION OF INMATES, Continued

SUPERVISION OF INMATES/LEGAL SYNOPSIS (Continued)
essential that inmates do not exert authority over other inmates. Such authority would be inconsistent with the inmate's right of physical security. O'Bryan v. County of Saginaw, 437 F. Supp. 582 (E.D. Mich. 1977). The role of other inmates as trustees must be minor; trustees must not have authority over inmates or access to keys to their cells. See Jones v. Diamond, 594 F. 2d 997 (5th Cir. 1979). In another Fifth Circuit case, Taylor v. Sterrett, 499 F. 2d 367 (5th Cir. 1974), the court of appeals upheld a prohibition on the use of trustees to enforce rules and preserve discipline.

9.00 RECORDS

- 9.01 Maintenance of Inmate Accounting System - Each facility administrator shall be responsible for maintaining a system to account for the number of inmates assigned to the facility.

Class I and Class II

- 9.02 Routine Head Counts - As routine policy, each facility shall conduct one (1) routine head count during each eight (8) hour shift. Each head count should be recorded on the inmate accounting system.

Class I and Class II

- 9.03 Inmate Records - As part of the inmate accounting system the facility shall maintain, on a daily basis, the following information:

- A. Admissions:
Adult - Juvenile
Male - Female
Race
Charge
- B. Releases.
Adult - Juvenile
Male - Female
Race
Charge
- C. Inmate Population:
Sentenced - Nonsentenced
Adult - Juvenile
Male - Female
Felons - Misdemeanants

The inmate population data shall be based upon the inmates in the facility as of the end of the third (evening) watch.

Class I and Class II

9.00 RECORDS, Continued

9.04 Maintenance of Log Book - As required by § 77-108 of the Georgia Code, the facility shall maintain a record of all inmates assigned to the facility. The following information should be maintained for each inmate:

- Name and Social Security Number
- Date of Birth and Age
- Sex and Race
- Committing Process and Issuing Court
- Offense Charged
- Date of Commitment
- Date of Release
- Authority of Discharge and Issuing Court

NOTE: Though 77-108 applies only to county jails, this standard shall apply to all detention facilities.

Class I and Class II

9.05 Individual Inmate Records - In addition to the above information, the facility shall also maintain the following on each individual inmate:

- Intake Information (Arrest-Booking Report)
- Transfer Orders
- Cash and Property Receipts
- Reports of Disciplinary Actions or Unusual Occurrences
- Work Record and Program Involvement
- Medical Records
- Menu Records

NOTE: The intake record shall contain all the information required for the GCIC-NCR 303-Arrest-Booking Report.

Class I and Class II

9.06 Security of Inmate Records - The facility shall ensure that all inmate records are safeguarded in accordance with relevant Federal and State laws and regulations.

Class I and Class II

9.07 Maintenance of Juvenile Arrest Records - As required by § 24A-3502 of the Georgia Code, all law enforcement records concerning the arrests of juveniles shall be kept separate from adult arrest records. These records shall not be released except in cases of national security, by order of the juvenile Court, or when a child is transferred to another court for criminal prosecution. (See Opinion of The Attorney General, 1974-58.)

Class I and Class II

9.08 Records of Inmates on Special Status - The facility shall maintain records on inmates who are either being boarded out to another facility or who are being maintained for

9.00 RECORDS, Continued

9.08 Records of Inmates on Special Status (Continued) another facility. A roster of inmates who are being boarded-out, showing the name of the inmate and the name of the detention facility, shall be maintained. A similar roster shall be maintained on those inmates being maintained for another facility.

Class I and Class II

9.09 Record of Rejection of Special Status Inmate - Should the facility decline to maintain an inmate on special status for another facility, a record shall be maintained of the action, explaining why the rejection was made.

Class I and Class II

9.10 Coordination of Information - The facility shall cooperate with other criminal justice and service agencies in the gathering and exchanging of criminal justice information.

Class I and Class II

9.11 Injury Reports - A written report shall be made promptly to the facility administrator of all incidents that result in physical harm to or threaten the safety of any person in the facility or that threaten the security of the facility.

Class I and Class II

9.12 Release of Information - The facility shall require that inmates sign a "Release of Information Consent Form" prior to the release of information to individuals other than law enforcement or court officials. A copy of the signed consent form shall be maintained in the inmate's record. This form shall include:

- Name of Person, Agency or Organization Requesting Information
- Name of Facility Releasing Information
- Specific Information to Be Disclosed
- Purpose for the Information
- Date Consent Form is Signed
- Signature of the Inmate
- Signature of Employee Witnessing the Inmate's Signature

Class I and Class II

RECORDS/LEGAL SYNOPSIS - Georgia Code § 77-108 requires sheriffs to maintain a log book of prisoners housed in detention facilities and stipulates what information is to be kept. Georgia Code § 24A-1403(g) provides a list of information that is to be maintained on juveniles. The standards in this section comply with both code provisions.

The final standard dealing with release of information is in compliance with the Privacy Act of 1974, 5 U.S. C. 552 a.

10.00 PHYSICAL PLANT

- 10.01 Intake and Booking Area - The facility shall provide space inside the security perimeter, separate from inmate living areas and administrative offices, for the processing of inmates as they are received into and discharged from the facility.
Class I and Class II
- 10.02 Location of Booking Area - The location of the booking area shall serve to permit easy access for the receiving of inmates and shall also serve to discourage escape attempts.
Class I and Class II
- 10.03 Security of Booking Area - The booking area should not be a public area nor shall it be readily accesible or visible to the public.
Class I and Class II
- 10.04 Storage of Weapons in Booking Area - Weapons should not be taken into the booking area by police officers or deputies. For storage purposes a weapons locker should be provided outside of the security area. This locker should consist of individual compartments, each with an individual lock and key, for use by officers entering the facility.
Class I and Class II
- 10.05 Provision of Arsenal Space - Where the facility maintains an arsenal, it shall be located so as to be controlled by and readily accessible to detention staff but outside the security perimeter of the inmate housing and activity areas; provision shall be made for the secure storage, care and issuance of weapons, chemical agents and other related security equipment.
Class I and Class II
- 10.06 Provision of Space for Identification Purposes - The booking area shall contain adequate space for the photographing and fingerprinting of inmates received by the facility.
Class I and Class II
- 10.07 Adequate Space for Booking Procedures - Space shall be provided in the facility for the following procedures: a thorough "strip search" of inmates, an inspection of clothing for contraband, a shower area for inmates (in full view of a detention officer), and an area for the delousing of the inmates.
Class I and Class II

10.00 PHYSICAL PLANT, Continued

- 10.08 Consideration of Safety Factors - The use of stairs should be avoided at the entrance to the booking area; as alternatives, ramps or elevators should be constructed for means of access and egress.
Class I and Class II
- 10.09 Provision of Temporary Holding Cell - A holding cell shall be provided to provide the capability of detaining an inmate for a period of a few hours. This cell should be equipped with permanently attached furniture and a toilet and drinking fountain. The cell's capacity should not be less than ten (10) square feet of floorspace per inmate. This cell shall not be used for the overnight detention of inmates.
Class I and Class II
- 10.10 Provision of Storage Area in Booking Room - An area for the storage of detention uniforms, linen, and other necessary equipment shall be located to facilitate the issuance of these items to newly arrived inmates prior to their entrance into the detention areas. Storage areas for quantities of combustible items shall be safeguarded as set forth by the rules and regulations of the Georgia Safety Fire Commissioner at the minimum.
Class I and Class II
- 10.11 Design of Entrance into Detention Area - Any doorway opening into the detention area from the booking area should be designed and constructed to allow a clear view (by either eye or closed circuit television) by detention staff in order to identify persons approaching the door from inside the detention area.
Class I and Class II
- 10.12 Consideration of Security Factors - The design of the facility shall provide for the secure and safe confinement of inmates, including the adequate separation of one classification of inmates from another. The design should also provide for the safety of the detention staff.
Class I and Class II
- 10.13 Security of Entrance Door - When the locking mechanism on the entrance door is electronically controlled, a two-way voice "inter-com" system should be constructed.
Class I and Class II

10.00 PHYSICAL PLANT, Continued

- 10.14 Secure Areas for Storage of Items - Provisions for the security of keys, weapons, drugs and medications; tools, valuables, records and other materials and supplies shall be made. Additional secure storage areas for weapons shall be provided outside of the areas that are accessible to inmates.

Class I and Class II

- 10.15 Use of Padlocks as Security Locks - Padlocks shall not be used as security locks nor shall they be used as supplementary locking devices on any door or window controlling the movement of inmates.

Class I and Class II

- 10.16 Minimum Width of Corridors - In addition to satisfying building codes and fire safety restrictions, corridors should be of sufficient width to permit the unobstructed passage of food carts, hospital stretchers, and other equipment which might be moved to and from the areas adjacent to the corridors.

Class I and Class II

- 10.17 Emergency Power and Lighting Capability - In all facilities there shall be a source of emergency lighting capable of providing minimal lighting in housing units, activities areas, corridors, stairs, other exit access routes, and central points. In addition to or incorporated with an emergency lighting system shall be an emergency power system for operation of security overrides for housing doors, for providing power to essential building systems, and to maintain communications and alarm systems. Emergency lighting and power systems shall meet the minimum provisions of the official State Building and Electrical Codes.

Class I and Class II

- 10.18 Heating and Ventilation - Provisions shall be made for the maintenance of a comfortable and well-ventilated environment in living and working areas as required by the State Heating and Air Conditioning Codes and the State Energy Code for Buildings. There should be a circulation of ten (10) cubic feet per minute of fresh or purified air for each person occupying the facility. A mean temperature of between 65o and 85o Fahrenheit should be maintained.

Class I and Class II

10.00 PHYSICAL PLANT, Continued

- 10.19 Maintenance of Acceptable Noise Levels - Provisions shall be made for the maintenance of noise levels averaging no higher than 65-70 decibels in the daytime and 40-45 decibels at night in the detention and living areas.

Class I and Class II

- 10.20 Designated Emergency Exits - Designated exits in the facility shall permit prompt evacuation of inmates and staff members from all areas of the facility in an emergency situation. Travel distances to exits should be as specified in the most recent edition of the State Building Code which is currently in effect. These limits are:

Area	Without Sprinklers	With Sprinklers
Cell Block/Dormitory	100 Feet	150 Feet
Work Area	100 Feet	150 Feet
High Hazard Areas	75 Feet	75 Feet
Dining, Recreation Areas	150 Feet	200 Feet
Infirmery/Hospital	100 Feet	150 Feet
Office Areas	200 Feet	300 Feet

Class I and Class II

- 10.21 Provisions for Mechanical Equipment - Space(s) shall be provided in the facility for required mechanical equipment. The space(s) and all mechanical systems shall comply with the minimum requirements of the State Construction Codes.

Class I and Class II

- 10.22 Service Access and Security - The design of the facility shall allow for service deliveries being made without compromising the security of the facility.

Class I and Class II

- 10.23 Illumination Levels - Illumination systems shall provide a level of thirty (30) foot candles in all living and activity areas in accordance with the State Energy Code for Bldgs.

Class I and Class II

- 10.24 Location of Control Posts - Staff work stations and control rooms shall be situated to provide the greatest possible degree of observation of traffic flow and internal activities.

Class I and Class II

10.00 PHYSICAL PLANT, Continued

- 10.25 Security of Control Posts - Exit and entry control stations shall be separated from the public and inmates by security barriers, and shall be protected from direct observation from the outside of the facility.
- Class I and Class II
- 10.26 Communication Between Control Posts and Inmate Living Areas - A two-way voice communication system shall be provided between control posts and inmate living areas.
- Class I and Class II
- 10.27 Location of Inmate Living Areas - Consistent with security requirements of the facility, living units shall be located and designed to assure privacy of inmates.
- Class I and Class II
- 10.28 Size of Single-Occupancy Cells - Single occupancy detention cells shall have the following amounts of floor space: sixty (60) square feet if the inmate spends no more than 10 hours per day (exclusive of head counts) locked in the cell; and seventy (70) square feet if confinement exceeds 10 hours per day.
- Class II
- 10.29 Size of Multiple-Occupancy Cells - Multiple-occupancy cells shall not be designed to accommodate more than sixteen (16) inmates, regardless of the design capacity, a minimum of fifty (50) square feet of floor space for each inmate must be provided in the sleeping areas.
- Class II
- 10.30 Limit of Occupancy - No detention cell shall house more inmates than the cell is designed to house.
- Class I and Class II
- 10.31 Day Room Space for Multiple Occupancy Cells - Day room space shall be provided for multiple-occupancy cells at a rate of thirty-five (35) square feet per inmate. This day room space shall be separate but adjacent to the sleeping area.
- Class II
- 10.32 Detention Cell Requirements - All detention cells including both single and multiple-occupancy cells, shall contain the following items:
- Toilet Facilities;
 - Wash Basins With Hot and Cold Running Water (unless it is provided in an adjacent, accessible area),

10.00 PHYSICAL PLANT, Continued

- 10.32 Detention Cell Requirements (Continued)
- Bunk, Desk, Fixed or Permanently Attached Chair or Stool, Shelf, Closet Space or Break-Away Clothes Hook
 - Natural Light in Addition to Artificial Light
 - Light Switches and Electrical Receptacle Shall be Located Outside Cells
 - All Equipment Within the Cell Area Should be Attached With Tamper-Proof Hardware
- Class II
- 10.33 Provision of Special Management Cell - The facility shall have at least one (1) single-occupancy cell or room for the confinement of special management inmates.
- Note: Inmates under this category are usually violent or self destructive.
- Class I and Class II
- 10.34 Location of Dining Areas - Dining or eating areas shall be sufficiently removed from toilet and bathing areas to prevent offensive or unsanitary conditions from occurring. However, high security inmates may be fed in their cells.
- Class II
- 10.35 Availability and Location of Showers - There shall be at least one (1) shower unit for every eight (8) inmates in each housing unit, accessible to inmates without their having to leave their immediate housing area.
- Class II
- 10.36 Availability and Location of Toilets - There shall be at least one toilet and wash basin in every single or multiple occupancy cell. In the day room and indoor exercise area, multiple toilets and wash basins shall be available. In multiple-person cells, a ratio of one (1) toilet and wash basin for every twelve (12) inmates. The toilets shall be designed to be flushed from inside the room.
- Class I and Class II
- 10.37 Security of Toilet and Shower Areas - Consistent with the facility's security requirements, toilet and shower areas should be designed to provide reasonable privacy and dignity for inmates.
- Class I and Class II
- 10.38 Location and Availability of Drinking Fountains - Drinking fountains, with potable water, shall be located in all areas

10.00 PHYSICAL PLANT, Continued

- 10.38 Location and Availability of Drinking Fountains (Continued) of the facility. In existing facilities, if the water from wash basins is potable, it will not be necessary to add drinking fountains.

Class I and Class II

- 10.39 Provision of Medical Examination Room - Every facility with a daily average capacity of thirty (30) or more inmates shall have a fully equipped medical examination room. The examination room shall be designed for private treatment of inmates by the designated physician and shall provide sufficient, secure storage space for drugs and other medical supplies. The examination room shall be designed in consultation with the designated physician for his use in conducting intake medical examinations prior to assignment to housing and in diagnosing serious illness or in treating minor illness.

Class II

- 10.40 Provision of Interview Rooms - The facility shall include individual interview rooms in its secure area for use in attorney-client interviews. These rooms shall be equipped with a call or paging system for the attorney or visitor to notify the control post if assistance is needed.

Class I and Class II

- 10.41 Provision of Telephones in Secure Area - The facility shall contain sufficient telephone capacity in the secure areas consistent with the inmate rights section of these standards.

Class I and Class II

- 10.42 Provision of Space for Barber Work - The facility shall provide space for the purpose of cutting inmates hair. This space may be included in a multi-purpose room.

Class II

- 10.43 Provision of Space for Inmate Commissary - Space should be provided for an inmate commissary or canteen. If space is not provided, provisions shall be made for such service.

Class I and Class II

- 10.44 Provision of Detoxification Cell - The facility shall have at least one special purpose cell or room to provide for the temporary detention of persons under the influence of alcohol or narcotics or for persons who are uncontrollably violent or self-destructive.

Class I and Class II

10.00 PHYSICAL PLANT, Continued

- 10.45 Provision of Space for Food Preparation - Food service facilities shall be provided to meet the requirements for food service required by these standards and approved state regulations and codes of the Department of Human Resources. The spaces and cooking equipment shall also comply with the minimum rules and regulations of the Georgia Safety Fire Commissioner and the National Fire Protection Association.

Note: For Catering Provision See 15.03

Class I and Class II

- 10.46 Conformance of Storage Areas with Fire Regulations - Storage areas shall be safeguarded against the threat of fire in conformity with the rules and regulations of the Georgia Safety Fire Commissioner.

Class I and Class II

- 10.47 Provision of Storage Areas for Inmate Property - The facility shall provide a vault outside of the secure detention area for the storage of inmate's personal property. This vault shall be of sufficient size to ensure the security of all materials and items.

Class I and Class II

- 10.48 Provision of Storage Areas for Property Management - The facility shall provide secure areas for the storage of evidence, supplies, and equipment.

Class I and Class II

- 10.49 Provision of Janitorial Space - The facility shall provide adequate janitorial space. Each closet shall be equipped with a sink and adequate supplies.

Class I and Class II

- 10.50 Provision of Administrative Space - In all facilities, space shall be provided for administrative, professional and clerical staff. Conference rooms, employee lounge, storage room for records, public lobby and toilet facilities, should be provided as appropriate for particular facilities.

Class I and Class II

PHYSICAL PLANT/LEGAL SYNOPSIS - Overcrowding of inmates in an institution is an unconstitutional deprivation of due process. Ambrose v. Malcolm, 414 F. Supp. 485 (S.D. N.Y. 1976). Early litigation of the issue of overcrowding found courts using the number of inmates for which the facility was designed as the yardstick by which to measure. See Miller v. Carson, 401 F. Supp. 835 (N.D. Fla. 1975) (inmate

10.00 PHYSICAL PLANT, Continued

PHYSICAL PLANT/LEGAL SYNOPSIS (Continued)

population ordered to be reduced to "rated capacity" of facility); Taylor v. Sterrett, 344 F. Supp. 411 (N.D. Texas 1972) (sheriff ordered not to place more inmates in cells and tanks than facility was designed to accommodate).

Courts subsequently employed minimum square footage as the measurement standard to determine the issue of overcrowding. Though the particular figure used by a court varies the square footage used was based upon expert testimony and standards promulgated by various professional groups and organizations. See Gates v. Collier, 390 F. Supp. 482 (D. Miss. 1975) (Fifty (50) square feet of living area per inmate based upon testimony of penologists and correctional specialists); Ambrose v. Malcolm, supra (seventy-five (75) square feet of total space per inmate from ACA Standards); Battle v. Anderson, 564 F. 2d 388 (10th Cir. 1977) (Sixty (60) square feet in a cell or seventy-five (75) square feet in a dormitory per inmate from American Public Health Association standards).

Confusion in the area of overcrowding and living space is mirrored in Fifth Circuit decisions. Newman v. Alabama, 559 F. 2d 283 (5th Cir. 1977), the court took a step away from design capacity: "Those who design prisons are not vested with either the duty or the power to proscribe constitutional standards as to prison space." In Williams v. Edwards, 547 F. 2d 1206 (5th Cir. 1977) the court stated, "Functions and characteristics of each building should be taken into account in arriving at the capacity of each. A simple mathematical calculation of total square feet per man may not necessarily be appropriate or practicable." In Jones v. Diamond, 594 F. 2d 997 (5th Cir. 1979) the court stated there was no per se "square foot per prisoner" rule as to constitutional standards for prisoner space in local jails.

The Jones approach appears to parallel the Supreme Court's approach in the recent decision of Bell v. Wolfish, No. 77-1829 (decided May 14, 1979). In deciding the issue of double-bunking in rooms which had floor space of seventy-five (75) square feet, the Court found there was no "one man, one cell" principle lurking in the Due Process Clause of the Fifth Amendment." The Court looked to the fact that detainees spent only seven to eight hours in their rooms during which they generally slept; during the remainder of the time inmates could move freely between their rooms and common areas. Due to conditions in the facility, the Court found nothing even approaching genuine privations and hardship which might raise serious questions under the Due Process Clause.

The impact of Bell v. Wolfish, supra, is uncertain. The Court rejected other decisions concerning minimum space requirements and corrections standards which involved traditional jails in which inmates were locked in cells during

10.00 PHYSICAL PLANT, Continued

PHYSICAL PLANT/LEGAL SYNOPSIS (Continued)

most of the day. The Court viewed the facility in Bell as markedly different and, given this factual disparity, saw those decisions as having little or no application to the case before them.

As a final note in most cases dealing with the conclusion that the Constitution demands limits on space per inmate, the cases were addressed solely to the reduction of jail populations in excess of rated capacities. The issue of single cell occupancy was not litigated.

11.00 PLANNING NEW FACILITIES

- 11.01 Applicability of Standards - In addition to the standards in the 10.00 series of this document, the design and construction of new facilities shall conform to the following standards.

Class I and Class II

- 11.02 Geographic Location of Facilities - As circumstances permit, facilities should be located so as to be geographically accessible to criminal justice agencies, community service agencies and the families of inmates.

Class II

- 11.03 Design Capacity of Detention Cells - All cells and detention rooms should be designed for single-occupancy; however, if multi-occupancy cells are used, they shall be designed for no more than two (2) inmates.

Class II

- 11.04 Detention Cell Requirements - All detention cells shall contain, as a minimum, the following features:

- Seventy (70) Square Feet of Floor Space Per Inmate With No Less than Seven (7) Feet Between Walls and Eight (8) Feet Between the Floor and Ceiling.
- Security Toilet and Wash Basin.
- Tamper Proof Drain Covers.
- Provisions To Comply With Physical Plant Standards Regarding Toilet and Washing Facilities, Heating and Ventilation, Lighting, Noise Level, and Cell Equipment.

Class II

- 11.05 Allowance For Classification of Inmates - The facility shall be designed and constructed so that inmates can be segregated either according to existing laws and regulations, or

11.00 PLANNING NEW FACILITIES, Continued

- 11.05 Allowance for Classification of Inmates (Continued)
according to the facility's classification plan.

Class I and Class II

- 11.06 Requirements of Special Purpose Cells - The facility shall contain special purpose cells or rooms which shall have, at a minimum, the following features:

- Maximum Rated Capacity of One (1) Inmate
- Seventy (70) Square Feet of Floor Space
- Stationary Bed
- Security Toilet and Wash Basin
- Tamper Proof Hardware, Including Security and Plumbing Equipment.

Class I and Class II

- 11.07 Provision of Day Room Space - A multi-use day room shall be provided, with a minimum of thirty-five (35) square feet of floor space per inmate, separate and distinct from the sleeping area, but immediately adjacent to and accessible from it.

Class II

- 11.08 Placement of Plumbing Equipment - The facility shall be constructed with floor drains in all living and activity areas. These drains should be located outside of the cells. Emergency water shut-off valves shall be constructed for each cell with each cell block being controlled by one (1) master shut-off valve. These shut-off valves should be accessible to detention personnel without entering the cells.

Class I and Class II

- 11.09 Durability of Construction Materials - All items used in inmate living areas shall be constructed of durable materials and shall be impervious to heat and fire. If an item could melt under heat generated by an inmate using a contraband article, that item shall not be used in the detention area.

Class I and Class II

- 11.10 Compliance with Building Codes - All new construction and facility renovation shall comply with the rules and regulations of the Official State Construction Codes pertaining to jail facilities.

Class I and Class II

- 11.11 Provision of Space for Public Use - The facility shall provide waiting rooms or lobbies in non-secure areas of the

11.00 PLANNING NEW FACILITIES, Continued

- 11.11 Provision of Space for Public Use (Continued)
jail that will be suitable for public use. These shall be located so that facility security is not compromised.

Class II

- 11.12 Innovation in Planning - The use of new and innovative approaches is encouraged in constructing new facilities to comply with these standards. However, should any deviation from these standards be considered, caution is encouraged to avoid possible conflict with state law or constitutional requirements.

Class I and Class II

12.00 FACILITY SAFETY

- 12.01 Compliance With Safety Codes - The facility, in its design and operation, shall comply with all applicable Federal and state sanitation, safety, and health codes.

Class I and Class II

- 12.02 Fire Safety Policy and Procedures - Written policy and procedure shall be provided and shall specify fire prevention regulations and practices to ensure the safety of inmates, visitors, and staff. Smoking restrictions and regulations shall be included. The policies and procedures shall also include at a minimum:

- Provision For Fire Emergency Drills For At Least the Staff Once Per Calendar Quarter Per Shift
- A Means Of Recording Fire Drill Data
- A System Of Fire Inspection By A State Or Local Fire Official At Least Semi-Annually
- Inspection and Testing of Fire Protection Equipment By Reliable And Qualified Persons At Least Annually With Visual Inspections By The Staff Monthly
- Availability of Portable Fire Extinguishers at Appropriate Locations and Providing for Inspection And Maintenance of Same
- Availability of Fire Hose As Required By State or Local Fire Codes
- Provision for An Adequate Fire Protection Service

Class I and Class II

- 12.03 Design of Fire Alarm - The facility's fire alarm system as required by 4.07 shall be tested weekly. It is recommended that a direct telephone connection or direct radio communication be established between the central control post of the jail and the alarm center of the local fire department.

12.00 FACILITY SAFETY, Continued

12.03 Design of Fire Alarm (Continued)

NOTE: Direct connection of the fire alarm system is often not desirable. The local fire authority should be consulted.

Class I and Class II

- 12.04 Receptacles for Smoking Materials - The facility shall provide receptacles of a safe design (with cigarette holders in the center rather than on the edge so butts will not fall out of the receptacle) for smoking materials. Separate non-combustible containers shall be provided for other refuse in the inmate living quarters and at appropriate locations throughout the facility. Refuse containers shall be emptied and refuse removed from the building daily.

Class I and Class II

- 12.05 Fire Evacuation Plan - The facility shall have a graphic fire plan conspicuously posted in the control center and at other locations for review by staff, and a graphic plan shall be posted in each area normally accessible to visitors.

The plans in visitor areas shall clearly indicate the primary and secondary escape routes from that area. Evacuation routes from all areas shall be shown on the plans in the control center and staff areas. The graphic plans should also include basic procedures to be followed. In addition to the graphic plan, a written fire plan shall be provided which outlines all necessary procedures that need to be followed to provide safety to life and at least the minimum level of security. Fire evacuation plan development shall be coordinated with the Fire Chief of the fire department responsible for protection of the jail.

Class I and Class II

- 12.06 Evacuation Travel Distances - The facility shall have travel distances to exits that are within the limits specified by the Life Safety Code of the National Fire Protection Association currently in force (See 10.20).

Class I and Class II

- 12.07 Emergency Evacuation of Inmates - The facility shall provide for the prompt release of inmates from locked areas in case of emergency (See 4.16). Exits shall be distinctly marked by exit signs and exit directional signs illuminated internally and connected to an electrical circuit ahead of the main electrical service disconnect or connected to an automatic emergency generator power set. (Exit signs on a circuit ahead of the main shall be illuminated on their surface by approved battery powered emergency lighting units installed

12.00 FACILITY SAFETY, Continued

- 12.07 Emergency Evacuation of Inmates (Continued)
as noted in 10.17.)

Class I and Class II

- 12.08 Use of Fire Retardant Materials - The facility's mattresses (outside cover and interior) and the padding and coverings on walls, ceilings or floors shall be of materials which are inherently resistant to flame production and spread, or which are treated and certified to be flame resistant. The materials shall also be chosen for their low level of production of smoke and toxic products. Wall, ceiling, and floor finishes in other areas or spaces shall comply with the Life Safety Code of the National Fire Protection Association currently in force. Smoking, smoking materials, matches, and lighters shall be strictly prohibited in or near any cells or spaces with padded walls, ceilings, or floors.

Class I and Class II

- 12.09 Major Emergency Evacuation Plan - The facility shall have a written major evacuation plan to provide for bomb threats, tornados or other emergencies. Evacuation routes shall be conspicuously posted within the facility.

Class I and Class II

13.00 SANITATION AND MAINTENANCE

- 13.01 Provision of Maintenance Plan - The facility shall have a plan to provide for the regularly scheduled maintenance of the physical plant. This plan shall include, at a minimum, the development of a definite cleaning schedule, assignment of duties, supervision of work performed, and the provision of supplies. The plan shall require that floors are kept clean and dry, free of any hazardous materials or substances.

Class I and Class II

- 13.02 Sanitation Inspections - In addition to the health department or other regular inspections, the facility shall perform regularly scheduled sanitation inspections of all areas.

Class I and Class II

- 13.03 Provision of Water Supply - The facility shall have a water supply that complies with all applicable health laws and regulations of the governing jurisdiction.

Class I and Class II

- 13.04 Control of Vermin - The facility shall provide for the

13.00 SANITATION AND MAINTENANCE, Continued

- 13.04 Control of Vermin (Continued)
control of vermin and pests.

Class I and Class II

- 13.05 Disposal of Waste - The facility shall provide for the regularly scheduled disposal of waste and trash.

Class I and Class II

SANITATION AND MAINTENANCE/LEGAL SYNOPSIS - Courts have ordered that detention facilities must be sanitary. In Goldsby v. Carnes, 365 F. Supp. 5 (W.D. Mo. 1973), the Court ordered that an exterminator shall spray the jail at least twice a month and that mops, brooms, and disinfectants be made available to inmates on a daily basis for cleaning the jail. The court in Inmates of Henry County Jail v. Parham, 430 F. Supp. 304 (N.D. Ga. 1976) ordered inmates to clean cells and showers daily and jail authorities to provide for bi-weekly pest control and bi-annual mattress sanitizing. In Pugh v. Locke, 406 F. Supp. 318 (M.D. Ala. 1976), aff'd in substance sub non. Newman v. Alabama, 559 F. 2d 283 (5th Cir. 1977), the court stated that sanitary conditions must meet minimum public health standards and a regular program of pest control must be established.

14.00 FOOD SERVICE

- 14.01 Provision of Food Service - The facility shall provide nutritionally adequate meals for its inmates. If a facility chooses not to prepare its own meals, it should contract with an outside source which is certified by the Department of Human Resources.

Class I and Class II

- 14.02 Frequency of Meals - Inmates shall be provided with at least two (2) hot meals every twenty-four (24) hours with not more than a fourteen (14) hour period between any two (2) meals. In addition to the required two (2) meals, it is recommended that a third meal be provided.

Class I and Class II

- 14.03 Meal Palatability - Meals should be palatable and should be served as soon as possible after preparation and at the appropriate temperature. Food flavor, texture and appearance should also be considered during meal preparation and service.

NOTE: Meals should be periodically sampled by facility staff to ensure palatability.

Class I and Class II

14.00 FOOD SERVICE, Continued

- 14.04 Medical Diets - Special diets for health purposes for prisoners shall be made available upon medical authorization. Such diets shall be prescribed only by a physician or registered dietitian and shall be in writing, directed to the food service manager or facility administrator. Special diets shall conform as closely as possible to the food served other inmates.

Class I and Class II

- 14.05 Religious Diets - Special diets shall be provided where reasonably possible when inmates' religious beliefs require adherence to dietary laws. Provisions shall be made for such special diets as approved after consultation with the facility Chaplain or other religious authority.

Class II

- 14.06 Maintenance of Meal Records - The facility shall maintain daily records of the number of meals served. Such records should set forth the menu, the number of meals served, and the number and menu of special diet or other "non-menu" meals served.

Class II

- 14.07 Use of Food for Disciplinary Purposes - The facility shall not use food nor shall the menu be varied as a reward or disciplinary sanction.

Class I and Class II

- 14.08 Preparation of Menus - All menus shall be planned or approved in consultation with a trained dietitian to ensure that minimum nutritional allowances are met.

NOTE: Cycle menus are recommended. These menus assist in planning, purchasing and preparing food, as well as saving time.

Class I and Class II

- 14.09 Food Preparation - All meals shall be prepared (except when catered) and served under the direct supervision of staff to ensure that favoritism, careless serving and waste are avoided.

Class I and Class II

- 14.10 Service of Meals - Meals shall be delivered in a sanitary manner and served in single-service eating and drinking utensils.

Class I and Class II

14.00 FOOD SERVICE, Continued

- 14.11 Removal of Food and Utensils - Food and serving trays shall be removed promptly from eating areas after meals are eaten.

Class I and Class II

- 14.12 Food Service Staff - The facility administrator shall make sure that all persons assigned to food services are carefully screened to ensure that they are in good health and free from communicable disease or open wounds.

Class I and Class II

- 14.13 Compliance With Laws and Regulations - All food service personnel, equipment and facilities shall comply with applicable state and local health laws and regulations. Further, food service facilities and equipment shall meet established safety standards.

Class I and Class II

- 14.14 Food Storage Facilities - The facility shall have sanitary, temperature-controlled storage facilities for the storage of all food. Special attention should be given to the control of vermin in these areas.

Class I and Class II

- 14.15 Food Service Inspections - Written policy and procedure shall provide that all food service areas and equipment shall be inspected weekly for sanitation and safety by administrative personnel or a designee. Food service shall also be inspected weekly to ensure menu compliance.

Class I and Class II

FOOD SERVICE/LEGAL SYNOPSIS - "Reasonably adequate food" is a basic right of a prisoner while he is incarcerated. Newman v. Alabama, 559 F. 2d 283 (5th Cir. 1977). This consists of well-balanced meals, containing sufficient nutritional value to preserve health. Smith v. Sullivan, 553 F. 2d 373 (5th Cir. 1977).

Under current Georgia Law, inmates in detention facilities shall not be given less than two (2) substantial and wholesome meals daily. (See Georgia Code § 77-803(b)).

Where sweeping remedies were appropriate and a consent judgment was signed or extensive court orders were instated, specific provisions relating to food were ordered. In several cases, a trained dietician or nutritionist was required to review food menus, preparation, and service. Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977), aff'd in part, modified in part, 570 F. 2d 286 (8th Cir. 1978); Goldsby v. Carnes, 365 F. Supp. 395 (W.D. Mo. 1973); Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976). Food must be served at the proper temperature and must be

14.00 FOOD SERVICE, Continued

FOOD SERVICE/LEGAL SYNOPSIS (Continued)

fresh; and be of a reasonable variety and quantity. Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976). In Pugh v. Locke, 406 F. Supp. 318 (M.D. Ala. 1976), aff'd in substance sub nom. Newman v. Alabama, 559 F. 2d 283 (5th Cir. 1977), special diets for health or religious reasons were ordered.

Sanitary conditions were stressed in food preparation and service in several cases. All individuals assigned to food preparation, handling, or service must meet minimum public health standards. The kitchen must be regularly inspected by the health department and must meet public health standards. See Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977), aff'd in part, modified in part, 570 F. 2d 286 (8th Cir. 1978); Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976). Under Georgia Law, all aspects of food preparation and food service must conform to the applicable standards of the Department of Human Resources. (See Georgia Code § 77-803(A)).

15.00 INMATE COMMISSARY

- 15.01 Operation of Inmate Commissary - The facility administrator should establish, maintain, and operate a commissary/canteen in the detention facility so that inmates may purchase approved items (such as toiletries in plastic containers, snack items, writing materials, postage stamps, and newspapers, etc.). Where a commissary is not maintained, inmates shall be provided with a printed list of approved items that may be purchased with the inmates money by a detention staff member at a local store.

Class II

- 15.02 Inmate Cash - Inmates should not be permitted to keep money on their persons. If money is taken from inmates, receipts shall be issued. If inmates are allowed to keep money for commissary purchases, the amount should be limited to Five (\$5.00) Dollars or less.

Class II

- 15.03 Security of Commissary - The facility shall maintain strict controls over the operations of the inmate commissary, including the use of regular accounting procedures. In no instance shall inmates be allowed to possess money except for their own personal purchases.

Class I and Class II

- 15.04 Commissary Profit - The prices of the articles offered for sale should be fixed by the administrative officer in amounts as near cost as possible and any margin of profit

15.00 INMATE COMMISSARY, Continued

- 15.04 Commissary Profit (Continued)
shall be deposited in the general fund of the governing body.

Class II

INMATE COMMISSARY/LEGAL SYNOPSIS - Though maintenance of a commissary per se is not essential to the overall operation of a detention facility, there should be some procedure made available to inmates to obtain approved items such as tobacco and personal hygiene items.

Where a commissary is maintained, a list of items and prices should be made available to inmates and records kept of all commissary transactions. Sykes v. Krieger, 451 F. Supp. 421 (N.D. Ohio 1975).

As to prices of commissary items, there is no legal basis for inmates to demand commissary prices be set at cost, United States ex rel Wolfish v. Levi, 4 F. Supp. 114 (S.D. N.Y. 1977). Prices of commissary articles shall not be higher than the retail cost of such an item. Sykes v. Krieger, 451 F. Supp. 421 (N.D. Ohio 1975).

It is permissible to set a limit on the amount inmates can spend at the commissary in a given period. See United States ex rel Wolfish v. Levi, 439 F. Supp. 114 (S.D. N.Y. 1977).

16.00 INMATE COMMUNICATIONS

- 16.01 Determination of Mail Policy - Policy and procedure shall be established to govern the mail an inmate may send or receive.

Class I and Class II

- 16.02 Limitations On Mail Privileges - There shall be no limitation on the volume of mail an inmate may send or receive except where there is reasonable justification for such limitation.

Class I and Class II

- 16.03 Time Limit on Processing Of Mail - The facility's mail procedures shall require that incoming or outgoing mail shall not be held for more than twenty-four (24) hours, excluding weekends and holidays.

Class I and Class II

- 16.04 Inspection of Mail - General inmate mail, both incoming and outgoing, may be inspected and reviewed to determine if the safety and security of the facility is threatened, however,

16.00 INMATE COMMUNICATIONS, Continued

- 16.04 Inspection of Mail (Continued)
such mail shall not be censored except where there is clear and convincing evidence that such correspondence poses a threat to the institution.

Class I and Class II

- 16.05 Inspection for Contraband in Mail - Written policy and procedure shall provide for the inspection of inmate mail to intercept cash, checks, money orders and contraband. If any of these items are intercepted, the inmate shall be notified. If cash is intercepted, it shall be held as inmate property and credited to the inmate's account.

Class I and Class II

- 16.06 Identification of Privileged Mail - The facility shall permit inmates to send or receive sealed letters to or from specified classes of persons and organizations, including, but not limited to: Court Officials, Legal Counsel, Officials of the Confining Authority, Government Officials, Administrators of Grievance Systems, and Members of the Paroling Authority.

Class I and Class II

- 16.07 Postage Allowance for Indigents - The facility's mail procedures shall provide that indigent inmates receive a postage allowance sufficient to assist in their defense.

Class II

- 16.08 Inmate's Access to Telephone - Policy and procedure shall provide for the inmate's reasonable, private access to a telephone. Such procedure, including any limitations, shall be in writing and posted so as to be conspicuous to inmates. The procedure should include, at a minimum: The hours during which such access shall generally be provided; a statement regarding the privacy of telephone communication; and, a statement that limitations will be imposed to ensure that charges for the call are correctly billed.

Class I and Class II

INMATE'S ACCESS TO COMMUNICATIONS/LEGAL SYNOPSIS - The Fifth Circuit has produced a definitive decision on prisoner rights regarding correspondence based on Supreme Court decisions. Guajardo v. Estelle, 580 F. 2d 748 (5th Cir. 1978). All of the holdings in Guajardo were extended to pretrial detainees in jails in Jones v. Diamond, 594 F. 2d 997 (5th Cir. 1979). Standards 16.02 to 16.05 and 16.07 are consistent with the definitive holdings in Guajardo concerning general and special correspondence.

16.00 INMATE COMMUNICATIONS, Continued

INMATE'S ACCESS TO COMMUNICATIONS/LEGAL SYNOPSIS (Continued)
Telephone access for pretrial detainees has been ordered by many lower courts. Some attempts have been made to ensure reasonable access to the telephone, but the particular formula for regulating phone use has been left to the discretion of the jail administrator. Feeley v. Sampson, 570 F. 2d 364 (1st Cir. 1978). Other courts have ordered sweeping remedies for the jails, including daily hours for telephone usage. Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976). Whether it has been left up to official discretion or the court has spelled it out for the jail authorities there must be some telephone access for pretrial detainees and the access must be reasonable. Vest v. Lubbock Commissioners Court, 444 F. Supp. 824 (N.D. Tex. 1977). The number of cases on telephone access, includes Cooper v. Morin, 91 Misc. 2d 302 (Sup. Ct. N.Y. 1977); Moore v. Janing, 427 F. Supp. 567 (D. Neb. 1976); O'Bryan v. County of Saginaw, 437 F. Supp. 582 (E.D. Mich. 1977); United States ex rel Wolfish v. Levi, 406 F. Supp. 1243 (S.D. N.Y. 1976).

17.00 VISITATION PROCEDURES

- 17.01 Eligible Visitors - The facility's policy and procedure shall limit visiting to adult members of the inmate's immediate family, inmate's spouse, children of the inmate's immediate family accompanied by an adult, and adult friends at least eighteen (18) years of age who have been designated by the inmate. (For Counsel Visitation, see 21.02).
Class I and Class II
- 17.02 Posting of Visiting Hours - A schedule for regular and consistent visiting hours shall be established and conspicuously posted for the use of both inmates and visitors.
Class I and Class II
- 17.03 Scheduling of Visiting Hours - Visiting periods should be scheduled during the day and evening hours to permit visitors whose schedules may not allow daytime visits to see inmates. Visiting days should be scheduled at least twice weekly.
Class II
- 17.04 Special Visits - The facility should allow special visits in unique circumstances such as high risk inmates, hospitalized inmates, or inmates whose visitors have traveled great distances.
Class II
- 17.05 Records of Visits - The facility shall maintain a record of all visits made to an inmate. The records shall contain, at

17.00 VISITATION PROCEDURES, Continued

- 17.05 Records of Visits (Continued)
a minimum, the following information: Name, address, relationship to inmate, purpose of visit, date of visit, and time of visit.
Class I and Class II
- 17.06 Visiting for Pretrial Inmates - Inmates awaiting trial shall be allowed visitation privileges and time to confer with persons necessary to prepare the defense of their cases.
Class I and Class II
- 17.07 Supervision of Visits - All visits shall be supervised by a detention staff member with visiting persons kept under supervision to prevent anything being passed to a prisoner or the leaving of contraband in the detention facility.
Class I and Class II
- 17.08 Control of Visiting Area - The visiting area shall be thoroughly searched by detention staff before and after each visitation period.
Class I and Class II
- 17.09 Security of Visits - Where complete separation of inmate and visitor is not maintained, the inmate and/or visitor shall be searched for contraband before and after each visit.
Class I and Class II
- 17.10 Registration of Visitors - The facility shall require visitors to register upon entry into the facility and shall also identify the circumstances under which visitors may be searched.
Class I and Class II
- 17.11 Delivery of Money to Inmates - Visitors shall be allowed to leave cash for disbursement to the inmate as appropriate; however, such cash shall be left only with detention staff who shall be required to give a receipt for all cash received.
Class I and Class II
- VISITATION PROCEDURES/LEGAL SYNOPSIS - The Fifth Circuit's most recent decision on visitation in county jails, Jones v. Diamond, 594 F. 2d 997(5th Cir 1979), held that pretrial inmates have a constitutional right to reasonable visitation, although it does not necessarily include contact visitation. If the jail authorities do allow contact visitation, it can be limited by the need to preserve institutional security. High-risk inmates can be denied contact visits.

17.00 VISITATION PROCEDURES, Continued

VISITATION PROCEDURES/LEGAL SYNOPSIS (Continued)

Other issues in regard to visitation do not create so much difficulty in resolution as the contact/non-contact visitation problem. Usually the hours of visitation and the people that may visit an inmate are established by the jail authorities. Rarely will a court delve into this realm of jail administration unless the existing system is arbitrary or inequitable. In Mitchell v. Untreiner, 421 F. Supp. 8 (N.D. Fla. 1976), the court ordered daily visiting hours with some evening visitation and removed the limitations on visits by children and non-family members. In another district court case, visiting hours were expanded in a consent order to five (5) hours of visitation a week by friends and relatives. Inmates of Henry County Jail v. Parham, 430 F. Supp. 304 (N.D. Ga. 1976).

If a jailer acts arbitrarily or capriciously in limiting a detainee's visitation privileges or in denying an ordinary detainee any visiting privileges, such conduct would be unconstitutional. Procunier v. Martinez, 416 U.S. 396 (1974). Therefore, visitation privileges should be in the form of written rules so that the detainee could understand them and so that the courts may have a definite basis for review in the face of claimed arbitrariness and capriciousness.

The Supreme Court held that body cavity searches of inmates after contact visits, without any showing of probable cause, did not violate the Fourth Amendment. Bell v. Wolfish, No. 77-1829 (decided May 14, 1979). By considering the uniqueness of a detention facility and widespread attempts to smuggle contraband into the institution when balancing security interests of the institution against the privacy interests of inmates, body cavity searches may be conducted, provided they are done in a reasonable manner.

18.00 PROGRAMS AND ACTIVITIES

18.01 Development of Education-Library Plan - The facility should develop a plan for providing inmates with educational, vocational, and library services.

Class II

18.02 Development of Recreation Plan - A plan shall provide that all inmates have the opportunity to participate in an average of one (1) hour of physical exercise per day, with at least three (3) exercise periods per week outside the cell, except where the security and safety of the facility is threatened.

Class II

18.03 Basic Education Services - Where vocational/educational services are provided, they should include, at a minimum,

18.00 PROGRAMS AND ACTIVITIES, Continued

18.03 Basic Education Services (Continued)
basic courses to eliminate illiteracy, General Education Development (GED) courses, and correspondence courses.

Class II

18.04 Library Services - Where resources are available in the community, library services shall be made available to all inmates.

Class II

PROGRAMS AND ACTIVITIES/LEGAL SYNOPSIS - According to a recent Fifth Circuit decision, there is no constitutional right to outdoor exercise as a matter of course for convicted prisoners or pretrial detainees. Jones v. Diamond, 594 F. 2d 997 (5th Cir. 1979). However, deliberate indifference to serious medical needs of a prisoner is unconstitutional. Estelle v. Gamble, 429 U.S. 97 (1976). Therefore, when lack of outdoor exercise affects a prisoner so that his physical or mental health is impaired, an unconstitutional situation is triggered and must be remedied.

Another Fifth Circuit decision, Miller v. Carson, 563 F. 2d 741 (5th Cir. 1977), held that both presumably innocent inmates and convicted inmates must be allowed "reasonable recreational facilities". In Miller, the court concluded that daily outdoor exercise would be one appropriate remedy in alleviating the deplorable living conditions at the jail. Standard 18.02 is consistent with these Fifth Circuit decisions, leaving the type of recreation and the facilities to be made available up to the jail officials' discretion.

19.00 EMPLOYMENT AND REHABILITATION SERVICES

19.01 Provision of Work Incentives - Where state law and local ordinance permit, sentenced inmates who perform on work details should receive rewards in the form of sentence reductions or other additional privileges (see 14.07 regarding the use of food as incentives).

Class II

19.02 Provision of Drug and Alcohol Counseling Programs - When community resources permit and when the need is present, counseling and program services for inmates with drug and alcohol problems should be made available.

Class II

19.03 Provision of Vocational and Release Counseling - When community resources are available, the facility shall provide vocational training and counseling to inmates at least thirty (30) days prior to their release, to assist them in

19.00 EMPLOYMENT AND REHABILITATION SERVICES, Continued

- 19.03 Provision of Vocational and Release Counseling (Continued)
preparing for their readjustment to a normal life outside of jail.

Class II

- 19.04 Establishment of Release Requirements - The facility should consider the establishment of pretrial and temporary release programs. Where these programs are used, there shall be:

- Written Operational Procedures
- Careful Screening and Selection Procedures
- Written Rules of Inmate Conduct and Sanctions
- A System of Supervision to Minimize Inmate Abuse of Program Privileges
- A Complete Recordkeeping System
- A System for Evaluating Program Effectiveness
- Efforts to Obtain Community Cooperation and Support

Class II

EMPLOYMENT AND REHABILITATION SERVICES/LEGAL SYNOPSIS -

Inmates have no constitutional right to receive rehabilitative, vocational or educational programs. Newman v. Alabama, 559 F. 2d 283 (5th Cir. 1977). Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977), aff'd in part, modified in part, 570 F. 2d 286 (8th Cir. 1978). Cooper v. Morin, 91 Misc. 2d 302 (Sup. Ct. N.Y. 1977). However, courts in some instances have ordered the establishment of rehabilitative, educational, and counseling programs. See Smith v. Sullivan, 553 F. 2d 373 (5th Cir. 1977) (jail authorities to establish an education and rehabilitation program, including adequate reading material, opportunities for legal, religious or personal counseling; free access during daytime to area other than bunk; opportunity to attend religious services); Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976) (jail authorities to establish group and individual counseling, basic and remedial education programs, expand existing religious programs, and establish library services).

20.00 RELIGIOUS GUARANTEES

- 20.01 Right to Religious Practices - Written policy and procedures shall ensure the constitutional rights of inmates to voluntarily practice their own religious activities, subject only to those limitations necessary to maintain the order and security of the facility.

Class II

- 20.02 Provision of Religious Services and Counseling - The facility shall provide for inmates to participate in religious and counseling services on a voluntary basis.

Class II

20.00 RELIGIOUS GUARANTEES, Continued

RELIGIOUS GUARANTEES/LEGAL SYNOPSIS - Courts have recognized that among those constitutional rights retained by inmates is the First Amendment right of freedom of religion. The First Amendment guarantees that Congress shall make no law respecting an establishment of religion nor prohibit the free exercise of religion. One court has gone so far to say that placing limitations on the practice of religion violated First Amendment rights. See Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976). However, most courts have recognized an institution's need for jail security and order and will allow reasonable restrictions related to that need to be imposed upon inmates' practice of religion. See Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 1977) aff'd in part, modified in part, 570 F. 2d 286 (8th Cir. 1978) (jail authorities to provide religious services); O'Brien v. County of Saginaw, 437 F. Supp. 582 (E.D. Mich. 1977) (all persons incarcerated must be afforded reasonable opportunity to exercise their religious beliefs); United States ex rel. Wolfish v. Levi, 439 F. Supp. 114 (S.D. N.Y. 1977) (policy of permitting inmates in segregation to receive visits from clergymen but not attend religious services was reasonable).

21.00 INTIMATE RIGHTS

- 21.01 Right of Access to Courts - The facility shall protect, to the fullest extent possible, each inmate's right of access to the judicial process.

Class I and Class II

- 21.02 Right of Access to Legal Counsel - The facility shall ensure and facilitate the right of inmates to have confidential access to their attorney(s) and their authorized representatives.

Class I and Class II

- 21.03 Right of Access to Legal Assistance - Where inmates are not represented by legal counsel, the facility shall ensure that inmates have reasonable access to legal assistance from individuals with legal training or from law library facilities.

Class II

- 21.04 Preservation of Right to Remain Silent - The facility shall ensure that inmates who are being held in custody awaiting arraignment or trial are ensured of their legal right to remain silent regarding alleged law violations.

Class I and Class II

- 21.05 Employment of Unsented Inmates - The facility shall not require unsented inmates to do work except that which is

21.00 INMATE RIGHTS, Continued

- 21.05 Employment of Unsented Inmates (Continued)
necessary to do personal housekeeping to keep their living area clean.
Class I and Class II
- 21.06 Prohibition Against Discrimination - The facility shall ensure that inmates are not subject to discrimination based on race, national origin, color, creed, sex, economic status, political belief, age, or handicap.
Class I and Class II
- 21.07 Access to Programs - The facility shall ensure equal access to programs and services for both male and female inmates.
Class I and Class II
- 21.08 Right of Access to Media - The facility shall allow each inmate telephone and mail access to the media. This access shall be constrained only by the facility's normal telephone and mail schedule.
Class I and Class II

INMATE RIGHTS/LEGAL SYNOPSIS - From the due process rights provided by the Fifth Amendment comes a right of meaningful access to the courts for prisoners. See Johnson v. Avery, 393 U.S. 483 (1969); Procunier v. Martinez, 416 U.S. 396 (1974); Wolff v. McDonnell, 418 U.S. 539 (1974). In Boundo v. Smith, 430 U.S. 817 (1977) the Supreme Court held that "the fundamental constitutional right of access to the courts requires prison authorities to assist inmates in the preparation and filing of meaningful legal papers by providing prisoners with adequate law libraries or adequate assistance from persons trained in the law." 430 U.S. at 828. If an inmate does not receive assistance from trained legal persons, a law library is essential.

The right to have confidential access to one's attorney is derived from the right of meaningful access to the courts. In Moore v. Janing, 427 F. Supp. 567 (D. Neb. 1976) the court held that the county's failure to set aside a physical facility to allow pretrial detainees to consult privately with attorneys and witnesses impeded detainee's ability to prepare for trial, jeopardized confidentiality of their attorney-client communications, and invaded their right to privacy. This rationale underlies the Guajardo v. Estelle holding, 580 F. 2d 748 (5th Cir. 1978), with respect to attorney correspondence. The court held that outgoing attorney mail must be sent uninspected and that incoming mail can only be opened to inspect for contraband (and not read) in the presence of the inmate.

21.00 INMATE RIGHTS, Continued

INMATE RIGHTS/LEGAL SYNOPSIS (Continued)
The inmate's right to silence comes from the Fifth Amendment provision against self-incrimination. The Fourteenth Amendment protects the inmate from discrimination in any form.

The constitutional rights relating to media access come from the First Amendment freedom of press and freedom of speech. An important case involving media access in prison was Pell v. Procunier, 417 U.S. 817 (1974). The Supreme Court held that a California regulation prohibiting free face to face prisoner-press interviews was not a violation of an inmate's right of free speech due to the alternative channels of communication open to the inmates and media. Therefore, there must be some method by which inmates may freely communicate with the media. In Guajardo v. Estelle, 580 F. 2d 748 (5th Cir. 1978), the court used the Pell holding to reason that prisoners must have unmonitored correspondence with the media as an "alternative channel of communication" when inmate-press interviews are not permitted. Under Pell if there are no alternative means of communication available between inmates and the media, then prisoner-press interviews may be ordered if a jail regulation barring such exchanges is challenged.

22.00 CLASSIFICATION OF INMATES

- 22.01 Classification Plan - Facilities with an average daily population of a minimum of one-hundred (100) inmates shall have a written plan for the classification of inmates. This plan shall specify the criteria for determining the status of an inmate, identify the procedures required for changing an inmate's status, and shall identify procedures for the custody, transfer, and major changes in inmate programs.
Class II
- 22.02 Management of Juveniles - Juveniles shall not be housed in jail facilities except under those circumstances provided by state law. Should juveniles be detained in a facility, they shall be provided living quarters which are separate and removed from those of adult inmates. Juvenile and adult quarters, however, may be contained in the same structure.
Class I and Class II
- 22.03 Management of Females - Female inmates shall be maintained in living quarters which are separate from those of male inmates. These separate quarters may be contained in the same structure.
Class I and Class II
- 22.04 Physical Separation of Classes of Inmates - The facility shall provide separate housing for each of the following categories of inmates:

22.00 CLASSIFICATION OF INMATES, Continued

22.04 Physical Separation of Classes of Inmates (Continued)

- Unsented Females
- Sentenced Females
- Unsented Males
- Sentenced Males
- Other Classes of Detainees,
e.g., Witnesses, Civil Prisoners
- Community Custody Inmates,
e.g., Work Releases, Weekenders, Trusties
- Inmates with Special Problems, e.g.,
Alcoholics, Narcotic Addicts, Mentally Disturbed
Persons, Physically Handicapped Persons, Persons with
Communicable Diseases
- Inmates Requiring Disciplinary Detention
- Inmates Requiring Administrative Segregation
- Juveniles

NOTE: State law requires separate facilities for women and juveniles.

Class I and Class II

CLASSIFICATION OF INMATES/LEGAL SYNOPSIS - The recent decision of Jones v. Diamond, 594 F. 2d 997 (5th Cir. 1979) clearly states the Fifth Circuit's position regarding classification of inmates. "As to pretrial detainees, it seems perfectly obvious, especially in small jails with a limited number of prisoners, that the concept of classification for prisoners should be confined to a very limited spectrum. Consequently, we hold that the Constitution does not require elaborate prisoner classification at the jail level It is only when the officials fail to protect prisoners from homosexual attacks, personal violence, or unnecessary contact with the contagiously ill that the federal courts are warranted in entering the classification picture." 594 F. 2d at 1016. It appears that the court is saying that while elaborate classification is unnecessary in a small jail, some common-sense type of separation of certain prisoners might be warranted to protect other inmates' health and safety. Standard 22.01 is consistent with this ruling.

23.00 MEDICAL AND HEALTH CARE

- 23.01 Designation of Responsible Physician - The provision of medical services for the facility shall be the responsibility of a designated medical doctor pursuant to a written agreement between the governmental funding agency responsible for the facility and/or the facility administrator and the responsible or qualified medical authority.

Class I and Class II

- 23.02 Licensing of Medical Personnel - State licensure and/or certification requirements and restrictions shall apply to

23.00 MEDICAL AND HEALTH CARE, Continued

23.02 Licensing of Medical Personnel (Continued)

health care personnel working in the facility the same as to those working in the community.

Class I and Class II

- 23.03 Prohibition Against Restrictions - The responsible physician shall have no restrictions imposed upon him/her by the facility administration regarding the practice of medicine.

Class I and Class II

- 23.04 Conformance to Security Regulations - Appropriate facility security regulations shall be followed by medical personnel.

Class I and Class II

- 23.05 Operating Procedures - Written standard operating procedures, approved by the responsible physician, shall be followed for the following:

- Receiving Screening
- Health Appraisal Data Collection
- Non-Emergency Medical Services
- Emergency Medical and Dental Services
- Job Descriptions for Medical Personnel

Class I and Class II

- 23.06 Delivery Plan - The facility shall provide 24-hour emergency medical and dental care, as outlined in a plan approved by the responsible physician. This shall include arrangements for:

- Emergency Evacuation of the Inmate from the Facility
- Use of an Emergency Medical Vehicle
- Use of one or more designated hospital emergency rooms or Other Appropriate Health Facilities
- Emergency On-Call Physician and Dental Services When The Emergency Facility Is Not Located in a Nearby Community

Class I and Class II

- 23.07 Preparation of Medical Reports - There shall be a quarterly report prepared by the physician on the health delivery system and the health environment of the facility, and an annual statistical summary made.

Class I and Class II

- 23.08 Treatment By Other Individuals - Treatment by medical personnel other than the responsible physician shall be performed pursuant to standing or direct orders from the physician.

23.00 MEDICAL AND HEALTH CARE, Continued

23.08 Treatment by Other Individuals (Continued)

Class I and Class II

23.09 Provision of Treatment Space - If medical services are delivered in the facility, adequate space, equipment, supplies and materials, as determined by the responsible physician, shall be provided for the delivery of primary health care.

Class I and Class II

23.10 Notification of Availability of Services - At the time of admission to the facility, inmates shall be informed in writing of the procedures for gaining access to medical services. Such information shall be posted conspicuously within the facility.

Class I and Class II

23.11 Medical Screening At Time Of Booking - Receiving screening shall be performed by the booking officer or designee on all inmates upon admission to the facility and before their placement in the general population or housing area. The findings shall be recorded on a printed screening form approved by the responsible physician. The screening shall include inquiry into:

- Current Illnesses and Health Problems
- Medications Taken and Special Health Requirements
- Behavioral Observation, Including State of Consciousness and Mental Status
- Notation of Body Deformities, Tattoos, Trauma Markings, Bruises, Lesions, Jaundice, Ease of Movement, Condition of Skin, Including Rashes and Infestations
- Disposition/Referral of Inmates to Qualified Medical Personnel On An Emergency Basis

Class I and Class II

23.12 Completion of Health Appraisal - A health appraisal data collection shall be completed for each inmate who remains in the detention facility for more than fourteen (14) days and shall include:

- Review of The Earlier Receiving Screening
- Additional Data to Complete the Medical and Psychiatric History
- Laboratory and Diagnostic Test to Detect Communicable Diseases, Including Venereal Diseases and Tuberculosis
- Height, Weight, Pulse, Blood Pressure and Temperature
- Other Tests and Examinations as Appropriate
- A Standardized Medical Examination With Appropriate Comments About Mental and Dental Status

23.00 MEDICAL AND HEALTH CARE, Continued

23.12 Completion of Health Appraisal (Continued)

Further, qualified medical personnel may collect inmate health histories, vital signs and other health appraisal data; all health appraisal data shall be recorded on the health data forms approved by the responsible physician. The responsible physician or designated medical personnel shall review the results of the medical examination, tests, and problem identification.

Class II

23.13 Method of Identifying Medical Complaints - Inmates' medical complaints shall be collected daily and responded to by medically trained personnel.

NOTE: Inmates should not be used to collect complaints. Detention personnel may be trained to carry out this procedure.

Class I and Class II

23.14 Method of Conducting Sick Call - Sick call, conducted by a physician and/or other qualified medical personnel, shall be available to each inmate as follows:

- Small Facilities of Less Than Fifty (50) Inmates Shall Hold Sick Call Once Per Week, At a Minimum
- Medium-sized Facilities of Fifty (50) to Two-Hundred (200) Inmates Shall Hold Sick Call at Least Three (3) Times Per Week
- Large-size Facilities of Over Two-Hundred (200) Inmates Shall Hold Sick Call a Minimum of Five (5) Times Per Week.

Class II

23.15 Medical Training For Facility Staff - Facility personnel shall be satisfactorily trained in emergency care procedures. Such training shall incorporate the following steps:

- Awareness of Potential Emergency Situations
- Notification or Observation -- Determination That An Emergency Is In Progress
- Transfer to The Appropriate Medical Provider
- Recognition of Symptoms of Illness Most Common To The Facility

Further, at least one (1) person per shift shall have satisfactorily completed training in receiving screening, basic life support, and cardiopulmonary resuscitation (CPR).

Class I and Class II

23.16 First Aid Training and Preparation - All personnel shall have current training in basic first aid equivalent to that

23.00 MEDICAL AND HEALTH CARE, Continued

- 23.16 First Aid Training and Preparation (Continued)
defined by the American Red Cross. First aid kits shall be available with the responsible physician approving the number, contents, location, and procedure for periodic inspection of the kit(s).
Class I and Class II
- 23.17 Cardiopulmonary Resuscitation (CPR) Training and Preparation -
At least one (1) person per shift shall have training in receiving screening, basic life support, cardiopulmonary resuscitation (CPR), and recognition of symptoms of the conditions most common to the facility.
Class I and Class II
- 23.18 Provision of Prostheses - As determined by the responsible physician, medical and dental prostheses shall be provided when the health of the inmate would otherwise be adversely affected.
Class II
- 23.19 Provision of Dental Care - Appropriate dental care shall be provided to each inmate upon the recommendation of the responsible physician.
Class I and Class II
- 23.20 Screening of Mentally Impaired Inmates - Screening and referral for care shall be provided to mentally ill or retarded inmates whose adaptation to the detention environment is significantly impaired. The responsible physician shall provide a written list of symptoms or behavior indicative of mental illness and retardation, and have designated, in advance, specific referral sources.
Class I and Class II
- 23.21 Provision of Detoxification Services - When not provided in a community health facility, detoxification from alcohol, opiates, barbiturates, and other drugs shall be performed at the facility under close supervision as approved by the responsible physician.
Class I and Class II
- 23.22 Procedures For Use of Pharmaceuticals - The facility's standard operating procedures, as approved by the responsible physician, for the proper management of pharmaceuticals shall include:
- A Formulary
- Policy Regarding the Prescription of All Medications

23.00 MEDICAL AND HEALTH CARE, Continued

- 23.22 Procedures for Use of Pharmaceuticals (Continued)
With Particular Attention to Behavior Modifying Medications and those subject to abuse
- Policies Regarding Medication Dispensing and Administration
- Policies Regarding the Maximum Security Storage and Weekly Inventory of All Controlled Substances, Syringes, Needles, and Surgical Instruments
- Policy Excluding the Use of Inmates to Dispense Medication
- Policy That Inmates Shall Not Have Access to Medications
Class I and Class II
- 23.23 Procedures For The Administration of Medication - The person administering medications shall receive training from the responsible physician and the facility administrator; shall be accountable for administering medications according to orders and; shall record the administration of medications in a manner and on a form approved by the responsible physician.
Class I and Class II
- 23.24 Components of Medical Record File - The medical record file shall contain the completed receiving screening form; health appraisal data collection form, all findings, diagnoses, treatments, dispositions, prescriptions, and administration of medications; notes concerning patient education; and notations of place, date and time of medical encounters and discharges from medical treatment. The method of recording entries in the medical record, and the form and format of the record shall be approved by the responsible physician.
Class I and Class II
- 23.25 Maintenance and Security of Medical Records - Access to the medical record shall be controlled by the responsible physician. The physician-patient privilege applies to the medical record. The medical record file shall not be in any way a part of the confinement record. Upon consent of the inmate summaries or copies of the medical record file shall be routinely sent to the facility to which the inmate is transferred.
NOTE: Inmates shall be excluded from access to all medical records.
Class I and Class II
- 23.26 Consent For Treatment - Informed consent shall be obtained for all examinations, treatments, and procedures. In the

23.00 MEDICAL AND HEALTH CARE, Continued

- 23.26 Consent for Treatment (Continued)
case of minors, the informed consent of parents, guardian or legal custodian is necessary.

Class I and Class II

- 23.27 Prohibition Against Medical Experimentation - The conduct of medical or pharmaceutical testing or treating for experimental or research purposes shall be prohibited.

Class I and Class II

- 23.28 Requirements For Post-Mortem Examination - The facility administrator shall ensure that in the event of an inmate death, the medical examiner or coroner is notified immediately and a post mortem examination is requested as required by law. If an inmate dies suddenly without an attending physician, or as a result of violence, the Georgia Bureau of Investigation shall be notified as required by Georgia Code Annotated § 21-205.

Class I and Class II

MEDICAL AND HEALTH CARE/LEGAL SYNOPSIS - The standard for health care was announced in Estelle v. Gamble, 429 U.S. 97, 97 S. Ct. 285, 50 L. Ed. 2d 251 (1976). The Supreme Court stated that "deliberate indifference" to serious medical needs of prisoners constitutes unnecessary and wanton infliction of pain, whether manifested by prison physicians in response to a prisoner's needs or by prison personnel intentionally denying or delaying access to treatment or interfering with treatment. Though Estelle dealt with the Texas Correctional System, the standard has been extended to apply equally to pretrial detainees as well. See Jones v. Diamond, 594 F. 2d 997 (5th Cir. 19), Fielder v. Bosshard, 590 F. 2d 105 (5th Cir. 1979); Harris v. Chancellor, 537 F. 2d 203 (5th Cir. 1976).

Many courts have ordered sweeping provisions for medical and health care. Though the orders differ in details, the common element of such orders is that an adequate system of medical and health care be provided, including a system for dealing with mentally ill or drug or alcohol addicted inmates and emergency dental care. See Campbell v. McGruder, 580 F. 2d 521 (D.D.C. 1978); Ahrens v. Thomas, 434 F. Supp. 873 (W.D. Mo. 19), aff'd in part, modified in part, 570 F. 2d 286 (8th Cir. 1978); Mitchell v. Untreiner, 421 F. Supp. 886 (N.D. Fla. 1976); Jones v. Wittenbert, 330 F. Supp. 707 (N.D. Ohio 1971), aff'd sub nom. Jones v. Metzger, 456 F. 2d 854 (6th Cir. 1972).

24.00 HYGIENE

- 24.01 Routine Facility Procedure - The facility procedure shall require that upon admittance to the general inmate population (cell assignment), inmates shall receive a shower and

24.00 HYGIENE, Continued

- 24.01 Routine Facility Procedure (Continued)
be suitably clothed. The facility shall ensure that inmates are permitted to bathe at least three (3) times per week after being admitted.

Class II

- 24.02 Inmate Bedding, Linens and Towels - Suitable bedding, linens, and towels shall be issued to new inmates upon admittance to the general inmate population. Inmates shall be held accountable for all items issued to them.

Class II

- 24.03 Cleaning - All inmate clothing, bedding, linens, and towels shall be exchanged at least weekly with freshly laundered replacements. Blankets and mattresses shall be sterilized as often as necessary.

Class I and Class II

- 24.04 Special Clothing - Special clothing shall be provided to sentenced inmates who participate in special work assignments.

Class II

- 24.05 Hygiene Items - Provisions shall be made so that inmates can regularly obtain the following minimum hygiene items: Soap, toothbrush, toothpaste or toothpowder, comb, toilet paper, and special hygiene materials for women. Provisions shall be made so that inmates can obtain haircuts or other hair care appropriate to personal hygiene. These items or services shall be provided by the facility to indigent inmates free of charge.

Class II

25.00 ADMISSION AND RELEASE

- 25.01 Pretrial Release - Where statute and ordinance permit, a diversion or release on recognizance (ROR) program should be provided to inmates. If such a release program is conducted, sufficient staff, space and equipment shall be provided to service the program; otherwise, a facility should not undertake such programs.

Class I and Class II

- 25.02 Release Preparation - Where inmates are housed for six (6) months or more, a program of release preparation shall be available to inmates who are nearing release from custody.

Class II

25.00 ADMISSION AND RELEASE, Continued

25.03 Bonding - Newly admitted inmates shall be provided the opportunity to make bond as soon as possible after admission.

Class I and Class II

REFERENCES

General Reference

The following Jail Standards projects provided stimuli for the technical committees during this study:

1. Commission on Accreditation for Corrections, Manual of Standards for Adult Local Detention Facilities: Rockville, Maryland, 1977.
2. The Nebraska State Bar Association, Jail Standards: Minimum Standards for Local Criminal Detention Facilities: 1977.
3. South Carolina Department of Corrections, Standards for County Jails: 1972.
4. United States Department of Justice, Federal Standards for Corrections: U. S. Government Printing Office, 1979.
5. Oregon Department of Human Resources, Jail Standards and Guidelines for Operation of Local Correctional Facilities: 1973.
6. American Medical Association, Standards for the Accreditation of Medical Care and Health Service in Jails: 1978.

Legal Reference

1. Corrections Law Digest, Frank S. Merritt, Editor, University of Toledo, Toledo, Ohio, 1979.
2. National Institute of Corrections, The Legal Rights of the Incarcerated, 1978.

GLOSSARY OF TERMS

ADMINISTRATIVE SEGREGATION

Administrative segregation is used as close supervision when it is necessary to segregate certain inmates, such as special management inmates, from the general inmate population, for relatively extensive periods of time to ensure the safety and security of the facility. Also, it is used where the continued presence of an inmate in the general population poses a serious threat to the life or property of that inmate, other inmates, or staff members.

BOOKING

Both a law enforcement process and a detention facility procedure. As a police administrative action it is an official recording of an arrest and the identification of the person, place, time, arresting authority, and reason for the arrest. In the detention facility, it is a procedure for the admission of a person charged with or convicted of an offense, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. It also includes the inventory and storage of the individual's personal property. The booking process may be begun and completed by the arresting officer or begun by the arresting officer and completed by the detention staff.

CELL BLOCK

A separate, secure group or cluster of single and/or multiple occupancy cells or detention rooms immediately adjacent and directly accessible to a day or activity room. In some facilities the cell block consists of a row of cells fronted by a day room of corridor-like proportion.

CENSOR

To read communications such as letters in order to delete material which might be considered harmful to the interests of the organization or institution.

CHIEF OF POLICE

A local law enforcement official who is the chief executive of a police department and is responsible for the operation of the city jail or lock up.

CLASSIFICATION

A process for determining the needs, requirements, and handling of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.

CONTRABAND

Any item which is declared illegal by law or which has been expressly prohibited by those legally charged with the responsibility for administration and operation of the facility.

DETAINEE

Any person confined in a local detention facility for up to a period of 24 hours who has not been charged with a criminal offense.

DETENTION CELL

A secure area, designed for either single or multi-occupancy, used for the confinement of inmates or detainees. (See Cell Block)

DETENTION FACILITY

A local confinement institution for which the custodial authority is for periods of 24 hours or more. Adults could be confined in such facilities pending adjudication and for sentences of up to two years. It would be possible for an adult to serve all of a misdemeanor sentence in a detention facility.

DETENTION OFFICER

Any detention facility employee who works in direct and continuing contact with inmates.

DISCIPLINARY HEARING

A non-judicial administrative procedure to determine if substantial evidence exists to find an inmate guilty of a rule violation.

DISCIPLINARY DETENTION

Disciplinary detention is the confinement of an inmate to an individual cell, separated from the general population, as a result of a hearing before an impartial hearing officer(s), in which the inmate has been found to have committed a rule violation(s). It is used only where other available dispositions are inadequate to regulate an inmate's behavior within acceptable limits, and where the inmate's presence in the general population poses a serious threat to the life or property of self, other inmates, or staff members.

DIVERSION

The official halting or suspension, at any legally prescribed processing point after recorded justice system entry, of formal criminal or juvenile justice proceedings against an alleged offender. The suspension of proceedings may be in conjunction with a referral of that person to a treatment or care program administered by a non-judicial agency or a private agency, or there may be no referral.

EDUCATIONAL RELEASE

A procedure or program whereby an inmate is allowed to check-out of a detention facility to attend an educational program in the community.

EMERGENCY

Any significant disruption of normal facility procedure, policy or activity caused by riot, strike, escape, fire, natural disaster or other serious incident.

FACILITY ADMINISTRATOR

A person charged with the responsibility of supervising either a detention facility or a jail facility. The administrator would have responsibility for the supervision of staff and inmates and for the operation and maintenance of the facility. The administrative officer may be either the Sheriff or the Chief of Police or another individual to whom the responsibility has been assigned.

FOOT-CANDLE

A unit for measuring the intensity of illumination. It is the amount of light projected by a candle on a surface one foot away.

FORMULARY

A book or collection of medicinal substances and formulas.

GOOD TIME

A system, established by law, whereby a convicted offender is credited a set amount of time, which is to be subtracted from his/her sentence, for each day served in an acceptable manner.

GRIEVANCE

A written complaint filed by an inmate or an employee with the facility administrator concerning personal health and welfare or the operations and services of the facility.

HEARING OFFICER

A person who is generally clothed with the powers of a magistrate to determine issues of fact in a proceeding in which opposing parties have a right to be heard.

HOLDING OR LOCK-UP FACILITY

A temporary confinement facility, most usually a city jail, for which the custodial authority is less than 24 hours, where arrested persons are held pending release, preliminary adjudication, or transfer to a detention facility.

INDIGENT

Generally, one who is needy or poor, or one who has not sufficient property to furnish him a living nor anyone able to support him to whom he is entitled to look for support.

INMATE

A person, either sentenced or unsentenced, who is confined in a detention or holding facility. An unsentenced inmate is a person who is either being detained, awaiting trial, or is awaiting appeal of a previous hearing. A sentenced inmate is a person who has been adjudicated guilty as charged and is serving a sentence or is awaiting transfer to another correctional facility to serve the sentence.

INMATE RECORDS

Information concerning the individual's personal, criminal and medical history and behavior and activities while in custody, including but not limited to: A copy of the arrest-booking report, commitment papers, court orders, detainers, personal property receipts, visitors lists, photographs, fingerprints, type of custody, disciplinary infractions and actions taken, grievance reports, work assignments, program participation, miscellaneous correspondence, etc.

JAIL

A general term for either a detention facility or a holding facility, which is usually operated by a local law enforcement agency, holding persons detained pending adjudication and/or persons committed after adjudication for sentences of a year or less (see detention facility and holding facility).

JAIL MANAGER

(See Facility Administrator)

LIFE SAFETY CODE

A manual published by the National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest; one chapter is devoted to corrections facilities.

LOG BOOK

A method for maintaining records within a detention or holding facility which could consist of a ledger with individual entries or notebook or clipboard containing information sheets.

MEDICAL RECORDS

Separate records of medical examinations and diagnoses maintained by the responsible physician. The following information from these records should be transferred to the inmate record: date and time of all medical examinations and copies of standing or direct medical orders from the physician to facility staff.

MEDICAL SCREENING

A system of structured observation/initial health assessment of newly arrived inmates.

PARENT OR GOVERNING AGENCY

The policy setting administrative department or division to which the facility administrator is responsible.

POLICY

A definite, stated course or method of action which guides and determines present and future decisions and actions.

PRETRIAL RELEASE

A procedure whereby an accused person who has been taken into custody is allowed to return to the community before and during his/her trial. A screening process is used to determine those persons eligible for release through this process.

RATED CELL OR ROOM CAPACITY

The officially stated number of inmates which a cell or room is designed to house.

RATED FACILITY CAPACITY

The officially stated number of inmates which a detention or holding facility is designed to house.

RECEPTION OR INTAKE AREA

The point of entry into a jail or detention/correction facility; the period when an inmate undergoes admission processing, which may include orientation and initial classification prior to regular assignment to the general inmate population. The reception or booking area is in a secure area but should not be part of the inmate areas.

RELEASE ON BAIL

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to pay a certain amount of money or property if he/she fails to appear in court as required, the promise may or may not be secured by the deposit of an actual sum of money or property.

RELEASE ON OWN RECOGNIZANCE (ROR)

The release by a judicial officer of an accused person who has been taken into custody, upon the accused's promise to appear in court as required for criminal proceedings.

RESPONSIBLE PHYSICIAN

A person licensed to practice medicine with whom the facility enters into a written agreement to provide health services to the inmate population of the facility.

SAFETY EQUIPMENT

This includes firefighting equipment (i.e., chemical extinguishers, hoses, nozzles, water supplies, alarm systems, sprinkler systems, emergency exits and fire-escapes), first aid kits, stretchers, and emergency alarms as required by local and state building and fire codes.

SALLY PORT

An enclosure situated in the perimeter wall or fence of the facility, containing gates or doors at both ends, only one of which opens at a time and which should be large enough to allow the passage of an automobile. This method of entry and exit ensures there will be no breach in the perimeter security of the facility.

SECURITY OR CUSTODY

The degree of restriction of inmate movement within a detention or holding facility, usually divided into maximum, minimum and medium risk levels.

SECURITY DEVICES OR HARDWARE

Locks, gates, doors, bars, fences, screens, ceilings, floors, walls and barriers used to confine and control inmates. Also electronic monitoring equipment, security alarm systems, security light units, auxiliary power supply, and other equipment used to maintain facility security.

SECURITY PERIMETER

The outer portions of a facility which actually provide for secure confinement of inmates consisting of either physical or electronic barriers. This perimeter may vary for individual inmates, depending upon their security classification.

SEGREGATION

The physical separation of different classes of inmates for the protection of staff and inmates and for facility security.

SHERIFF

A constitutionally established law enforcement officer of a county, being chosen most usually by popular election though appointment may be made to complete an unexpired term. The duties of a sheriff are to aid in the courts of record by serving processes, summoning jurors, executing judgment, and holding judicial sales. The sheriff is also the chief conservator of the peace within the jurisdiction and serves as the jailer of the county.

SPECIAL MANAGEMENT INMATES

Individuals whose behavior or mental or physical condition presents a serious threat to the safety and security of the facility, the inmate, the staff or the general inmate population. Special handling and/or housing is required to regulate their behavior.

SPECIAL TREATMENT CELL

A separate detention or holding cell used for detaining special treatment inmates.

STRIP SEARCH

A completely thorough search of a person, requiring that person to remove every article of clothing. The search should be conducted to reveal weapons, contraband, or physical abnormalities. It should also include a thorough examination of the person's clothing while it is removed.

TEMPORARY RELEASE

A period of time during which an inmate is allowed to leave a detention facility and go into the community unsupervised for purposes consistent with the public interest.

TRAINING

The method of instructing or teaching to prepare a person or persons to more adequately perform their responsibilities. Basic training is that introductory training which prepares an employee for his or her initial job assignment. In-service training is that training which is given to an employee to reinforce or add to his basic training. Specialized training is given to specific individuals or specific classes of individuals which relates to a specific function or activity.

TRUSTIES OR RUN-AROUNDS

An inmate, usually in a minimum security classification, who is responsible for performing various maintenance tasks, under supervision, in a detention or holding facility. Inmates should always be screened before they are assigned to trusty status.

VIOLATION OF DISCIPLINE RULE

An infringement of a facility rule of conduct which is committed by an inmate. A minor rule violation is one that can be adjudicated or resolved without the conduct of a formal hearing, and may only be punishable by reprimand, restitution or other minor sanctions. A major rule violation is punishable by more stringent sanctions such as confinement to quarters, transfer of housing or loss of privileges after a formal hearing is held.

VOLUNTEERS

Persons from the community who participate in the detention facility operations. They are selected on the basis of their skills or personal qualities to provide programs and services for the inmate population in recreation, counseling, education, and religious activities. Their services are provided without cost to the facility.

APPENDICES

SCHEDULE OF FORMS

The following forms are proposed as a means of complying with standards that require the maintenance of special records. They are not intended to necessarily replace existing record forms provided they contain the information needed.

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(NAME OF AGENCY)

INMATE LOG BOOK

Name / Social Security Number	Agency Identifica- tion Number	Sex-Race/ Date of Birth	Committing Process and Court	Date of Commitment	Offense Charged	Date of Release	Authority of Release and Court

See Georgia Code Annotated § 77-108 and Standard 9.04. The "Agency Identification Number" is taken from the arrest-booking report.

(NAME OF AGENCY)

INMATE ACCOUNTING LOG

Date

Total	Sentenced	Non-Sentenced	Admissions								Total Admissions	Releases								Total Releases	Totals								Total Inmates
			Misdemeanants				Felons					Misdemeanants				Felons					Misdemeanants				Felons				
			Males		Females		Males		Females			Males		Females		Males		Females			Males		Females		Males		Females		
			Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile		Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile		Adult	Juvenile	Adult	Juvenile	Adult	Juvenile			
																			</										

To be completed daily at the end of the third (evening) shift. See Standards 9.01 and 9.03

(NAME OF AGENCY)

ROSTER OF INMATES ASSIGNED
TO ANOTHER AGENCY FOR DETENTION

Name of Inmate	Agency Identification Number	Name of Detention Facility Assigned to	Date of Assignment	Date of Return/Release

See Standard 9.08

(NAME OF AGENCY)

WEAPONS DISTRIBUTION LOG

Type of Weapon Released	Serial Number	To Whom Released	Date and Time of Release	Date and Time of Return	Reason for need of Weapon

To be used in the event that a weapon is released for use within the detention facility. See Standard 4.13

(NAME OF AGENCY)

RECORD OF INSPECTIONS OF INMATE ASSIGNED
TO ADMINISTRATIVE SEGREGATION

[illegible]

An individual form should be used for each inmate assigned to administrative segregation status. See Standard 7.05

(NAME OF AGENCY)

RECORDS OF MEALS SERVED
WEEK OF _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Menu # Served
Breakfast (1)								
Lunch (optional)								Menu # Served
Supper (2)								Menu # Served

See Standard 14.06

(NAME OF AGENCY)

RECORD OF NON-STANDARD (SPECIAL) MEALS SERVED

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Menu # Served
Breakfast (1)								
Lunch (optional)								
Supper (2)								

To be maintained for inmates on special medical or religious diets. See Standard 14.06

(NAME OF AGENCY)
RELEASE OF INFORMATION CONSENT FORM

Name of Inmate Agency I.D. # Date of Request

Information Requested _____

Reason for Request _____

Signature of Inmate Date Signature of Detention Officer

To be completed each time information is released. See Standard 9.12

CONTINUED

1 OF 2

(NAME OF AGENCY)

Record of Visits

Name of Inmate

Date	Name of Visitor	Address	Relationship to Inmate	Purpose of Visit	Comments	Time of Visit

A separate sheet should be maintained for each inmate. See Standard 17.05

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