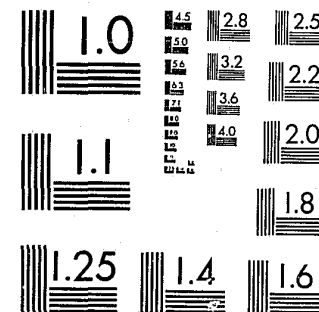


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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

DATE FILMED

7/27/81

SELF-AUDIT FOR LOCAL JAILS

STATE OF OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
BUREAU OF ADULT DETENTION FACILITIES AND SERVICES 1979

77215

U.S. Department of Justice
National Institute of Justice

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ACQUISIT

INTRODUCTION

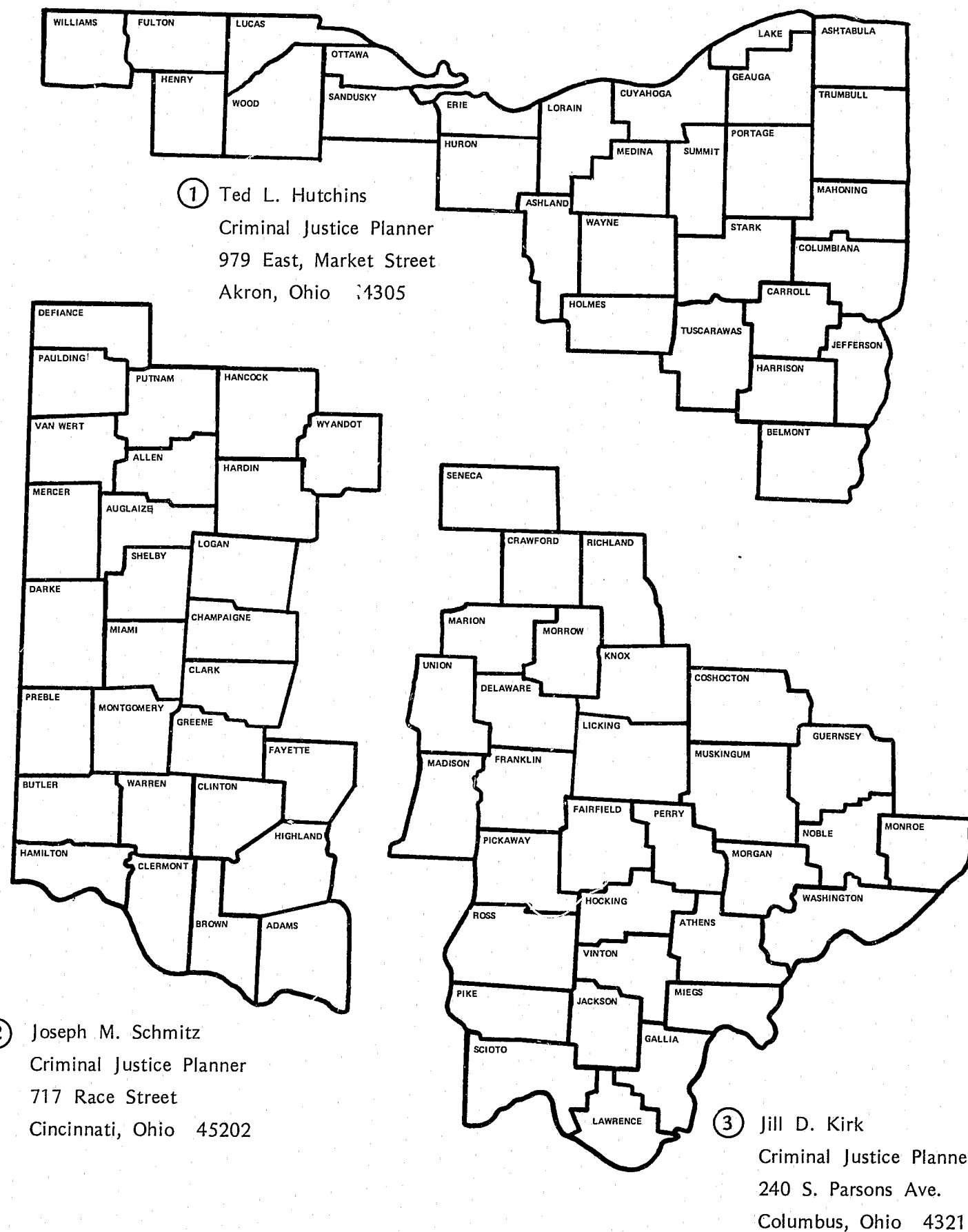
Under the authority granted by the Ohio Revised Code Section 5120.10 the Director of the Department of Rehabilitation and Correction created the Bureau of Adult Detention Facilities and Services. By executive order the Bureau was charged with promulgating standards for local jails in Ohio which were formally adopted April, 1978.

The Self Audit For Local Jails highlights selected standards from the Minimum Standards For Jails In Ohio which best reflect practices necessary for the sound operation of jails and will assist local officials to undertake the following:

1. Assess your jail's compliance with the principle Minimum Standards For Jails In Ohio (Problem Identification).
2. Identify options and alternatives available in meeting certain jail standards (Problem Solving).
3. Develop a guideline for commencing activities to meet the principle minimum jail standards before the facility is formally inspected by Bureau staff (Planning).
4. Determine which classification of jail best meets the needs of your community (Assessment).

The Self Audit For Local Jails is not designed as a substitute for the formal on-site audit by Bureau staff. However, the information obtained from this document will be useful in the formal auditing procedure.

You are encouraged to share the results of this audit with the appropriate government officials within your jurisdiction (i.e., judiciary, city councils, county commissioners, legal staff).



INSTRUCTIONS

Read all instructions before beginning.

Detach the answer sheet along the perforated line to record your responses to the audit questions. If you wish to keep your own record of your answers, a space is provided after each question in the body of the text.

Be sure to complete all blanks on both sheets including the date, facility name, etc. Do not leave any space blank.

Respond only to the questions which pertain to the maximum number of hours an individual would be confined in your jail as follows:

0-4 hours - answer 1 through 36
4-72 hours - answer 1 through 63
72-more hours - answer 1 through 83

Respond either yes or no. Any other answer will be counted as a negative response. Therefore, do not insert wording such as "occasionally," "some," etc. Do not check both responses or leave blank.

You must be able to respond affirmatively to the entire question in order to check yes as your response. Otherwise you must check no. For example:

IS THERE A WRITTEN FIRE EVACUATION PLAN AND ARE FIRE EVACUATION ROUTES POSTED IN THE JAIL?

(If the jail has a written fire evacuation plan but does not have evacuation routes posted, the appropriate response to the question would be no.)

☐ YES

☒ NO

Be sure to read any discussion accompanying the question before you respond. The discussion provides additional clarification of the question and/or standard involved.

Record all answers with a (✓) in the appropriate blank on the answer sheet. Again, marking the ☐ square provided in the body of the text is optional.

Be sure to include the requested information on the "Jail Statistics Sheet." This data is essential for evaluating your responses.

Mail the answer sheet to the Criminal Justice Planner in your area. (See page ii.) The information will be reviewed and a response sent as soon as possible.

OPTIONAL: For your convenience, a chart located at the end of the audit (page 21), will assist you in highlighting deficient areas of your jail operations. Complete the chart according to the instructions noted.

ANSWER SHEET

Date _____

Facility _____

Reviewer _____

Address _____

Telephone () _____

0-4 Hrs.		4-72 Hrs.		72+ Hrs.	
YES	NO	YES	NO	YES	NO
1) _____	_____	37) _____	_____	64) _____	_____
2) _____	_____	38) _____	_____	65) _____	_____
3) _____	_____	39) _____	_____	66) _____	_____
4) _____	_____	40) _____	_____	67) _____	_____
5) _____	_____	41) _____	_____	68) _____	_____
6) _____	_____	42) _____	_____	69) _____	_____
7) _____	_____	43) _____	_____	70) _____	_____
8) _____	_____	44) _____	_____	71) _____	_____
9) _____	_____	45) _____	_____	72) _____	_____
10) _____	_____	46) _____	_____	73) _____	_____
11) _____	_____	47) _____	_____	74) _____	_____
12) _____	_____	48) _____	_____	75) _____	_____
13) _____	_____	49) _____	_____	76) _____	_____
14) _____	_____	50) _____	_____	77) _____	_____
15) _____	_____	51) _____	_____	78) _____	_____
16) _____	_____	52) _____	_____	79) _____	_____
17) _____	_____	53) _____	_____	80) _____	_____
18) _____	_____	54) _____	_____	81) _____	_____
19) _____	_____	55) _____	_____	82) _____	_____
20) _____	_____	56) _____	_____	83) _____	_____
21) _____	_____	57) _____	_____		
22) _____	_____	58) _____	_____		
23) _____	_____	59) _____	_____		
24) _____	_____	60) _____	_____		
25) _____	_____	61) _____	_____		
26) _____	_____	62) _____	_____		
27) _____	_____	63) _____	_____		
28) _____	_____				
29) _____	_____				
30) _____	_____				
31) _____	_____				
32) _____	_____				
33) _____	_____				
34) _____	_____				
35) _____	_____				
36) _____	_____				

JAIL STATISTICS SHEET

Date _____ Facility _____
Reviewer _____ Address _____
Telephone () _____

Year facility constructed _____

Renovations/Additions:

YEAR	TYPE OF RENOVATION/ADDITION
------	-----------------------------

_____	_____
_____	_____
_____	_____

Type of Facility: _____ 0-4 Hours _____ 4-72 Hours _____ 72 + Hours

Average Daily Population: _____ Average Length of Stay _____

Maximum Bed Capacity: _____ (Total):

Adult Males _____ Adult Females _____ Juveniles _____

During the past 24 months, number of: Fires _____ Escapes _____

Inmate Assaults _____ Suicides _____ Other Deaths _____ Disorders/Riots _____

Number of civil suits filed during past 24 months concerning jail operations _____

Housing prisoners for following jurisdictions:

Charge per prisoner, per day for housing _____

Our most significant problems are:

1. **IS A BOOKING RECORD MADE OF ALL COMMITMENTS?**
(Standard 1.04)

☐ YES ☐ NO

The information collected during the booking process provides necessary data for the future positive identification of each prisoner, particularly prior to his release. The information most frequently omitted includes: marital status; spouse/next of kin; whom to notify in case of emergency; employer, place of employment, work phone; personal physician and special medical needs; also, apparent mental and physical condition (if not covered in preliminary health evaluation). For a sample booking card, refer to Appendix A.

2. **ARE ALL NEW ADMISSIONS PERMITTED TO COMPLETE A TELEPHONE CALL TO AN ATTORNEY AND A CALL TO A PERSON OF THEIR CHOICE?**
(Standard 1.05)

☐ YES ☐ NO

All prisoners must be able to complete two (2) phone calls to arrange legal representation, to expedite their release where feasible, and to contact a person of their choice. A telephone call is not considered completed unless the party being contacted is actually reached. Those prisoners unable to complete calls at booking, must be given the opportunity to attempt contact again as soon as possible.

3. **UPON RECEPTION ARE ALL PRISONERS GIVEN A COPY OF THE JAIL'S RULES AND REGULATIONS?**
(Standard 1.15)

☐ YES ☐ NO

It is not necessary to distribute the jail rules to those prisoners who will be released immediately after the booking process, i.e., those released on citations.

4. **DURING ADMISSION ARE JUVENILES COMPLETELY SEPARATED FROM ADULTS AT ALL TIMES?** (See discussion under #5)
(Standard 1.17)

☐ YES ☐ NO

5. **DURING ADMISSION ARE FEMALES COMPLETELY SEPARATED FROM MALES AT ALL TIMES?**
(Standard 1.17)

☐ YES ☐ NO

Adults must be physically separated from juveniles and males from females in such a way that they are unable to physically contact each other. When possible this separation should also be by sight and sound. This may be accomplished procedurally or by effectively using other office areas. One possible means is to grant priority booking to females or juveniles. Male prisoners could be placed in nearby cells until the reception of the female or juvenile is completed.

6. DOES THE JAIL HAVE A CLASSIFICATION SYSTEM BASED UPON THE FOLLOWING CRITERIA (LISTED BY PRIORITY): MALE/FEMALE, ADULT/JUVENILE, SENTENCED/UNSENTENCED? (See discussion under #7) (Standard 2.01)

☐ YES

☐ NO

7. ARE PRISONERS WHO EXHIBIT CHARACTERISTICS MARKEDLY DISSIMILAR FROM THE GENERAL POPULATION OR WHO ARE MENTALLY/PHYSICALLY HANDICAPPED, HOUSED IN SEPARATE AREAS? (Standard 2.01)

☐ YES

☐ NO

Each jail must designate cell areas to correspond with its classification categories. In smaller jails these designations will change depending upon what types of classifications the jail is housing on that particular day. Usually three (3) distinct housing components will suffice in the small jail. The design must allow the separation of adults from juveniles and males from females by sight, sound, and touch. Separation by touch must also be maintained for sentenced from unsentenced prisoners and for the general prisoner population from those prisoners who exhibit markedly dissimilar characteristics. "Markedly dissimilar characteristics" refers to such traits as age, intelligence level, criminal experience, etc.

8. DOES YOUR JAIL HAVE WRITTEN POLICIES AND PROCEDURES GOVERNING THE FOLLOWING ASPECTS OF THE JAIL OPERATION? (Standard 3.01)

☐ YES

☐ NO

- _____ Reception and release (1.01 and 1.18)
- _____ Emergency situations (see 3.30)
- _____ Building maintenance: safety and sanitation (4.01 and 5.01)
- _____ Fire evacuation plan (5.22)
- _____ Medical treatment and services (9.02)
- _____ Prescription and administration of medications (9.12)
- _____ Issuing and accounting for weapons (3.10)
- _____ Transporting prisoners outside facility (3.21)
- _____ Use of physical restraints (3.25)
- _____ Special visits (7.13)
- _____ Telephone communication (8.01)
- _____ Disciplinary and administrative actions (12.03)
- _____ Grievance procedures (16.01)
- _____ Personnel requirements: employment criteria and employee evaluation (17.01)
- _____ Training of personnel (18.01)

All policies and procedures must be formulated into a written operations manual. All staff need to be knowledgeable of this material and held accountable for it. The jail administrator and staff must review and update all policies and procedures on an annual basis to ensure that they remain appropriate. Daily memorandums should not serve this purpose. Refer to Appendix B for a description and example of an adequate policy and procedure.

9. ARE WEAPONS ONLY PERMITTED IN THE CONFINEMENT AREA WITH THE APPROVAL OF THE JAIL ADMINISTRATOR? (Standard 3.09)

☐ YES

☐ NO

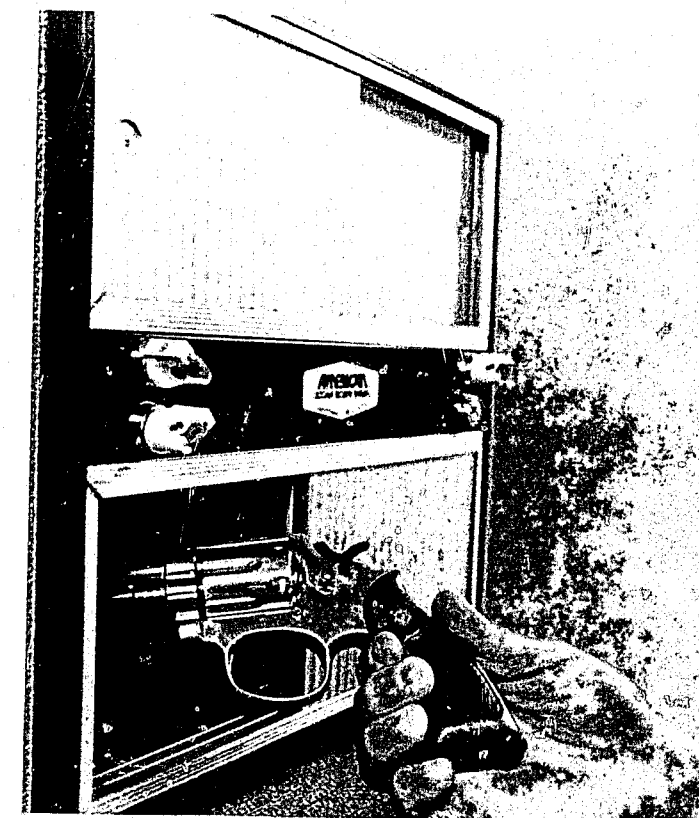
Weapons should only be permitted in the confinement area at the direction of the jail administrator during an extreme emergency. Policy must dictate under what circumstances these firearms and chemical agents will be used in the jail.

10. DOES THE JAIL HAVE SECURE LOCKERS FOR WEAPON STORAGE AT ALL ENTRANCES TO THE JAIL? (Standard 3.11)

☐ YES

☐ NO

Each jail should provide means for the temporary, safe storage of weapons, particularly for law enforcement officers entering the jail. These lockers are preferably located within sallyports or security vestibules at the jail entrances.



(Twinsburg City Jail)

11. ARE ALL SECURITY DEVICES INSPECTED MONTHLY AND ARE THE INSPECTION REPORTS LOGGED? (See discussion under #12)
(Standard 3.13)

☐ YES

☐ NO

12. IS ALL SAFETY EQUIPMENT INSPECTED MONTHLY AND ARE THE INSPECTION REPORTS LOGGED?
(Standard 3.13)

☐ YES

☐ NO

All locks, doors, bars, windows, audio and visual monitoring equipment, fire alarms, heat and smoke detection systems, fire fighting equipment, and auxiliary power sources should be checked at least monthly to assess their condition. It is suggested that the facility develop a checklist to ensure that all equipment is included in the monthly inspections.

13. DOES THE JAIL HAVE A SECURE KEY CONTROL CENTER WHICH IS INACCESSIBLE TO UNAUTHORIZED PERSONS?
(Standard 3.14)

☐ YES

☐ NO

In most jails the key control center consists of a locked display box, preferably located within the jail's central control center. In smaller jails without a central control center, it should be located in a staff area where it is inaccessible to all unauthorized persons. Keys must be displayed in such a way that their presence or absence is easily determined.

14. IS THERE A PROCEDURE FOR THE ACCOUNTING OF KEYS BEING ISSUED AND RETURNED?
(Standard 3.14)

☐ YES

☐ NO

A method must exist to verify who is in possession of each key at all times. Keys should be numbered and/or color coded.

15. IS THERE A DUPLICATE SET OF KEYS MAINTAINED IN A SEPERATE, SECURE PLACE?
(Standard 3.14)

☐ YES

☐ NO

An entire set of duplicate keys must be maintained in a separate, secure area with written procedures outlining their use and accessibility. Keys necessary for emergency situations should be readily available and clearly marked to expedite their use.

16. ARE THERE ADEQUATE PROVISIONS TO PREVENT PRISONERS FROM EXERTING CONTROL OR AUTHORITY OVER OTHER PRISONERS?
(Standard 3.17)

☐ YES

☐ NO

Prisoners or trustees may not be appointed as "range bosses" or given any responsibilities which permit them to direct the activities of other prisoners. Prisoners must not be able to regulate other prisoners' access to food, commissary, or other jail services. Trustees must be supervised by a staff member at all times whenever they are not confined to their cells and be under the direct observation of a staff member while in areas confining other prisoners.

17. ARE APPROPRIATE PRECAUTIONARY PROCEDURES ESTABLISHED TO MINIMIZE PRISONERS BEING ALONE WITH STAFF MEMBERS OF THE OPPOSITE SEX?
(Standard 3.24)

☐ YES

☐ NO

Extreme caution needs to be exercised when it is necessary for staff to supervise prisoners of the opposite sex. Such supervision, whenever possible, should be conducted by two (2) staff members. Adequate notice must be given to the prisoners prior to staff entering the immediate area. Time in and out of the prisoners' living area should be recorded. Closed Circuit Television (CCTV) monitoring of the living quarters by staff of the opposite sex must not be permitted.

18. DO PRISONERS HAVE ACCESS TO FUNCTIONAL TOILET AND LAVATORY FACILITIES AT ALL TIMES?
(Standard 4.06)

☐ YES

☐ NO

Acceptable toilet and lavatory facilities include residential style toilets and sinks or institutional/security style toilets. The most widely accepted fixture is the institutional, stainless steel, combination toilet/sink. Flush-up drains are only permissible in cells designed for holding short term (maximum 6 hours) special prisoners. Oriental toilets, buckets, etc. are not acceptable fixtures.

19. ARE ALL OF THE WALLS IN CELLS AND SURROUNDING CONFINEMENT AREAS FINISHED WITH A NON-FLAMMABLE, NON-TOXIC, WASHABLE, LIGHT COLORED MATERIAL?
(Standard 4.11)

☐ YES

☐ NO

All areas in the confinement quarters should be covered with a washable material to facilitate cleaning. The material must be predominately light colored to assist in the reflection of light and to create a healthy atmosphere. Most jails use enamel paint.

20. IS THE AREA SURROUNDING THE JAIL WELL ILLUMINATED, SUFFICIENTLY MONITORED, AND IN GOOD REPAIR?
(Standard 5.03)

☐ YES

☐ NO

When the jail is a separate, solitary building the entire perimeter must be well illuminated and monitored. CCTV is appropriate for such monitoring needs. If the jail is a component within a building which houses other city/county offices, the jail's entrance and security perimeter must be clearly defined by physical structure. Entrances to the jail itself must be monitored as well as the building's exterior walls.

21. IS THE ENTIRE JAIL INSPECTED ANNUALLY BY THE HEALTH DEPARTMENT AND A WRITTEN SUMMARY OF ITS FINDINGS SUBMITTED TO THE FACILITY ADMINISTRATOR?
(Standard 5.04)

☐ YES

☐ NO

The jail administrator must request the local or state health department to inspect all housing areas, laundry facilities, kitchen, restrooms, examination rooms, and other areas deemed appropriate by the health officials. A written summary of their findings, both positive and negative elements, must be submitted to the facility administrator and the Bureau of Adult Detention.

22. ARE ALL BUILDING ELEMENTS STRUCTURALLY SOUND, CLEAN, AND IN GOOD REPAIR?
(Standard 5.05)

☐ YES

☐ NO

Local jurisdictions with designated building inspectors must request that they inspect the jail and submit a written summary of their findings. Areas without building inspectors must make other arrangements. The jail administrator should develop a plan to upgrade the building based on these findings. A preventive maintenance plan must be implemented to ensure daily up-keep of the facility. The jail administrator or his designee must also conduct monthly checks of the jail and record conditions.

23. DOES THE JAIL HAVE A SYSTEM TO PROVIDE CIRCULATING FRESH AIR IN ALL HOUSING UNITS?
(Standard 5.07)

☐ YES

☐ NO

The jail administrator should request the health department to analyze the existing ventilation system and make recommendations.

24. DO ALL CONFINEMENT AREAS PROVIDE PRISONERS WITH SUFFICIENT LIGHT TO PERMIT NORMAL READING?
(Standard 5.08)

☐ YES

☐ NO

A level of thirty (30) footcandles is necessary to prevent eye fatigue and

strain and to permit normal reading. (The local or state health department may measure the level of light available if needed.) Natural light is recommended whenever possible. Artificial lights need to be controlled by rheostats to reduce lighting levels at night.

25. ARE ALL SUPPLIES AND EQUIPMENT STORED IN A SECURED, LOCKED AREA WHICH IS INACCESSIBLE TO PRISONERS?
(Standard 5.16)

☐ YES

☐ NO

All supplies and equipment must be stored outside the housing units. An accurate inventory of these items must be kept for accountability and/or replacement purposes.

26. ARE PRISONERS PERMITTED ONLY TO USE SUPPLIES AND EQUIPMENT UNDER DIRECT SUPERVISION?
(Standard 3.16)

☐ YES

☐ NO

Cleaning supplies containing any type of burning or toxic agent such as lye or denatured alcohol and cleaning equipment such as mops or brooms, must only be used by prisoners under the direct supervision of the facility staff.

27. IS THE JAIL INSPECTED ANNUALLY BY FIRE OFFICIALS AND A WRITTEN SUMMARY OF THEIR FINDINGS SUBMITTED TO THE FACILITY ADMINISTRATOR?
(Standard 5.21)

☐ YES

☐ NO

The written summary must contain positive and/or negative findings and a copy must be forwarded to the Bureau of Adult Detention.

28. IS THERE A WRITTEN FIRE EVACUATION PLAN AND ARE FIRE EVACUATION ROUTES POSTED IN THE JAIL?
(Standard 5.22)

☐ YES

☐ NO

The jail administrator must seek the local fire department's assistance in developing and coordinating a written fire evacuation plan which includes necessary fire fighting equipment and early detection or warning systems. The plan must also address the control of prisoners following an evacuation including their transportation to another facility if necessary.

Fire evacuation routes must be clearly posted in all areas of the jail, particularly the housing areas. These routes must be free of debris or obstructions. There needs to be two (2) exits from the housing area which are clearly marked and illuminated.

29. ARE ATTORNEYS ALLOWED TO VISIT PRISONERS AT ALL REASONABLE TIMES?
(Standard 7.10)

☐ YES

☐ NO

Unreasonable times for attorneys to visit would include: feeding periods, during official prisoner counts, emergency situations, and during normal sleeping hours.

30. IS EMERGENCY MEDICAL TREATMENT AVAILABLE EITHER THROUGH AN IN-HOUSE OR OUTSIDE MEDICAL SERVICE ARRANGEMENT ON A TWENTY-FOUR (24) HOUR BASIS FOR ALL PRISONERS?
(Standard 9.05)

☐ YES

☐ NO

Emergency medical care must be provided quickly and efficiently whether through in-house or outside arrangements. Such arrangements must include formal agreements with local hospitals for emergency room service. Facilities without designated physicians need to have formalized procedures coordinated with life squad/emergency squad units in the community to ensure quick response time and easy transport of the prisoner in need of treatment.

Facilities with a physician must have procedures in the written medical and health care plan which clearly define when, how, and where the physician may be reached in case of an emergency, with optional courses of action if he cannot be located.

31. DOES THE JAIL HAVE ALCOHOL AND DRUG ABUSE SCREENING AVAILABLE?
(Standard 11.05)

☐ YES

☐ NO

Staff must be cautious in handling persons exhibiting signs of alcoholism or drug abuse who might require immediate medical attention. They must be trained to recognize signs of delirium tremens or withdrawal and be sensitive to obtaining the necessary medical care for these individuals. This necessitates prior arrangements with a nearby community treatment center or medical facility. Agencies such as Alcoholics Anonymous or local drug treatment centers are capable of providing a wide range of services to the jail. Advanced coordination with such programs is necessary to ensure availability and effectiveness of the services.

32. IS A STAFF MEMBER ON DUTY WITHIN THE BUILDING 24 HOURS A DAY WHO CAN RESPOND TO PRISONERS' NEEDS?
(Standard 17.07)

☐ YES

☐ NO

The number of staff assigned varies with the average daily population, size of the facility and needed auxiliary services such as visiting. In a small facility, a dispatcher in the building may be considered as adequate supervision if he is able to leave his post to respond to emergencies in the confinement area and/or has immediate back-up assistance from patrol personnel.

33. ARE INMATES ABLE TO VERBALLY CONTACT STAFF AT ALL TIMES?
(Standard 3.06)

☐ YES

☐ NO

Prisoners must be able to verbally contact the person on duty by talking in a normal speaking voice. Yelling or rattling the bars is not an acceptable means of communication. Audio-electronic assistance would be sufficient if the unit is maintained in good working order.

34. IS DIRECT, IN-PERSON SURVEILLANCE OF EACH PRISONER CONDUCTED AT LEAST ONCE EVERY SIXTY (60) MINUTES?
(Standard 3.04)

☐ YES

☐ NO

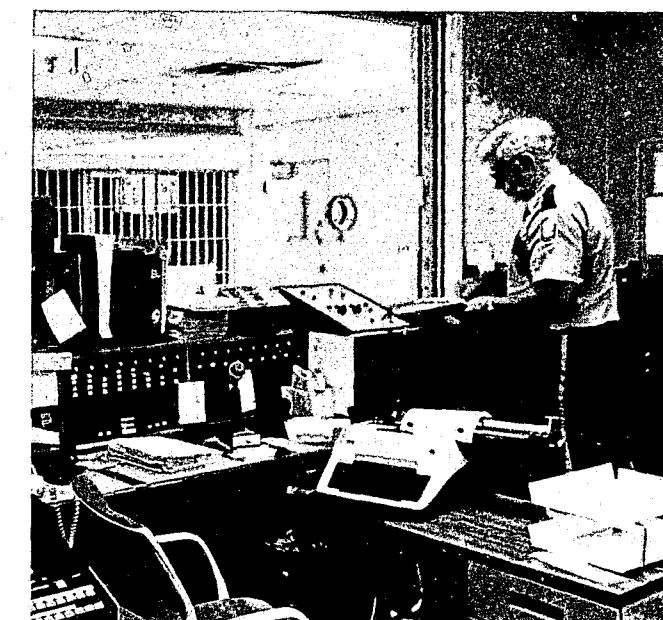
Each prisoner must be personally observed by a staff member (dispatcher and/or road patrol) at least once every sixty minutes and be verified to be safe and secure either by the prisoner's physical movement and/or noticeable vital signs. Television cameras and similar monitoring equipment may not be used as a substitute for direct staff supervision or observation.

35. DO PRISONERS WHO POSE SPECIAL SECURITY RISKS, OR ARE A DANGER TO THEMSELVES, RECEIVE INCREASED SURVEILLANCE?
(Standard 3.04)

☐ YES

☐ NO

Prisoners exhibiting signs of anxiety or depression or believed to have suicidal tendencies must be checked at increased intervals and additional assistance from local mental health agencies must be readily available by formalized advanced agreements. Placing those requiring such surveillance in close proximity to the staff on duty, as shown in the picture, would facilitate this task.



(Fairborn City Jail)

36. DO STAFF WHO ARE INVOLVED IN THE BOOKING PROCESS OR WHO HAVE ANY OTHER JAIL DUTIES HAVE TRAINING IN THE FOLLOWING?
(Standard 18.03)

☐ YES

☐ NO

- ____ Reading and understanding all rules, regulations, policies and procedures governing the operation of the facility.
- ____ Familiarization with the Minimum Standards For Jails as established by the Bureau of Adult Detention Facilities and Services, and the rules, regulations and other directives of the governing authority.
- ____ Legal aspects of corrections.

Formalized policies and procedures, which are followed uniformly by all staff and are patterned after the minimum standards, are necessary for a consistent and constitutional jail operation. A pamphlet published by the American Bar Association entitled, The Legal Responsibility and Authority of Correction Officers, provides information on training in the legal aspects of corrections. This pamphlet is available through the American Correctional Association. The facility administrator needs to have a testing program to evaluate the employees' comprehension of the above training components as added protection against liability resulting from insufficient training.

37. ARE ALL NEW ADMISSIONS, WHOSE STAY WILL EXCEED FOUR (4) HOURS, PHOTOGRAPHED?
(Standard 1.04)

☐ YES

☐ NO

Many jails are currently using Polaroid pictures for this purpose.

38. IS A PRELIMINARY HEALTH EVALUATION CONDUCTED FOR ALL NEW ADMISSIONS AS PART OF THE BOOKING PROCESS?
(Standard 1.06)

☐ YES

☐ NO

The preliminary health evaluation may be conducted by the booking officer provided that he has been properly trained in the completion of the evaluation sheet. Prisoners who will be released immediately after the booking process (citation, bond, etc.) do not require such an evaluation. For an acceptable receiving/screening form, refer to the AMA model in Appendix C..

39. UPON ENTERING THE JAIL, ARE ALL PRISONERS THOROUGHLY SEARCHED?
(Standard 1.08)

☐ YES

☐ NO

All prisoners must be thoroughly searched at reception even though a previous search was conducted in the field by the arresting officer. A thorough search involves checking for the concealment of contraband and/or weapons in or beneath the prisoner's clothing. It must be conducted in a systematic and orderly fashion to ensure that no area is overlooked. All trouser, shirt, and other pockets must be checked as well as such areas as the waistband, collars, underarms, seams, etc.

40. IF THE PRISONER'S PRIOR BEHAVIOR INDICATES HE IS LIKELY TO BE CONCEALING CONTRABAND OR WEAPONS, IS HE STRIP-SEARCHED PRIOR TO BEING PLACED IN THE CONFINEMENT AREA?
(Standard 1.09)

☐ YES

☐ NO

The strip-search must be conducted by staff of the same sex, in a non-public area, and in a way that preserves the prisoner's dignity. Lower body cavity searches must be conducted by allied medical personnel and only if there is reasonable cause to believe the prisoner would be concealing contraband there. First-aid training is not sufficient training for conducting a lower body cavity search.

41. ARE ALL NEW ADMISSIONS WHO ARE IN NEED OF BATHING/DELOUSING PROVIDED SHOWER FACILITIES?
(Standard 1.10)

☐ YES

☐ NO

Prisoners in need may not be housed with the general prisoner population until the showering/delousing process is completed. Prisoners who are physically unable to shower under their own power (i.e., drunks) must be placed in administrative isolation until the process can be completed. The local board of health may be able to recommend suitable delousing agents to use.

42. UPON RECEPTION, ARE PRISONERS ISSUED A BED, MATTRESS, BLANKET, TOWELS, AND SOAP?
(Standard 1.12)

☐ YES

☐ NO

It is not necessary to issue the above items for prisoners who are to be released within four (4) hours. This determination must be apparent during the booking process.

43. DO PRISONERS SIGN TO VERIFY THEIR UNDERSTANDING OF THE JAIL'S RULES AND REGULATIONS?
(Standard 1.16)

☐ YES

☐ NO

A staff member or other qualified persons must assist prisoners whose understanding of the rules and regulations is impaired by a literacy problem or a language barrier. If a prisoner is unable to sign because of his physical or mental state, a notation must be made in place of the signature indicating the reason why he is unable to sign, and it must be witnessed by another staff member.

44. ARE PRISONERS BEING RELEASED OR REMOVED FROM CONFINEMENT POSITIVELY IDENTIFIED BY CROSS-CHECKING WITH INFORMATION OBTAINED AT THE INITIAL BOOKING?
(Standard 1.23)

☐ YES

☐ NO

To ensure positive identification, the releasing officer must visually compare the prisoner to his reception photograph as well as his signature for the receipt of his property with the original signature from the initial booking. "Knowing" the prisoner is not an acceptable procedure as it may lead to carelessness.

45. DOES YOUR JAIL HAVE WRITTEN POLICIES AND PROCEDURES GOVERNING THE FOLLOWING ASPECTS OF THE JAIL OPERATION?
(Standard 3.01)

☐ YES

☐ NO

____ Prisoner mail (6.01)
____ Censorship of mail (6.11)

____ Prisoner visitation (7.01)
____ Food service operation (10.01)
____ Correctional services and recreation programs (11.01)
____ Religious services (11.07)

If additional clarification of acceptable policies and procedures is needed, refer to Appendix B.

46. ARE BLANKETS AND MATTRESSES CLEANED AND SANITIZED BEFORE BEING ISSUED TO PRISONERS?
(Standard 5.09)

☐ YES

☐ NO

Blankets must be laundered and mattresses must be thoroughly cleaned with a disinfectant.

47. ARE PRISONERS PERMITTED TO SHOWER ON A DAILY BASIS?
(Standard 5.18)

☐ YES

☐ NO

Prisoners must have access to cold and hot (regulated to prevent scalding) water while showering. Acceptable shower areas must be clean, supply proper drainage, and provide as much privacy as possible.

48. IS INCOMING CORRESPONDENCE INSPECTED FOR CONTRABAND ONLY?
(Standard 6.04)

☐ YES

☐ NO

Incoming mail envelopes must be opened and the contents removed. The contents must be examined for contraband, but not read. The censoring of mail is only permitted under the criteria outlined in Standard 6.11.

49. IS INCOMING MAIL FROM THE COURTS, ATTORNEYS, OR PUBLIC OFFICIALS OPENED IN THE PRESENCE OF THE PRISONER?
(Standard 6.04)

☐ YES

☐ NO

50. IS OUTGOING MAIL SEALED AND FORWARDED WITHIN 24 HOURS?
(Standard 6.05)

☐ YES

51. DOES THE JAIL PROVIDE A SECURE VISITING AREA IN WHICH THE INMATE CAN SEE, HEAR, AND SPEAK TO VISITORS IN A NORMAL MANNER?
(Standard 7.02)

☐ YES ☐ NO

The facility should attempt to create a relaxed atmosphere for the visit as noted in the picture below. Unobstructed security glass allows normal vision and an installed phone system minimizes noise, provides privacy and enhances security. Visitors must not be allowed to penetrate the jail's security perimeter.



(Winnsburg City Jail)

52. IS EACH PRISONER PERMITTED A VISIT?
(Standard 7.05)

☐ YES ☐ NO

53. IS THERE A PROCEDURE WHEREBY A PRISONER MAY REPORT MEDICAL ILLNESSES INJURIES ON A DAILY BASIS?
(Standard 9.06)

☐ YES ☐ NO

The facility must have a procedure whereby a prisoner may report medical illnesses or injuries on a daily basis. The procedure must be in writing and must be available to all prisoners. The procedure must be in writing and must be available to all prisoners. The procedure must be in writing and must be available to all prisoners.

54. ARE INMATES SERVED THREE (3) MEALS PER DAY?
(Standard 10.02)

☐ YES ☐ NO

55. ARE MEALS SCHEDULED AT REGULAR INTERVALS WITH NO SPAN BETWEEN MEALS EXCEEDING FOURTEEN (14) HOURS?
(Standard 10.02)

☐ YES ☐ NO

56. ARE MENUS EVALUATED AND APPROVED BY THE LOCAL BOARD OF HEALTH OR A QUALIFIED DIETICIAN?
(Standard 10.03)

☐ YES ☐ NO

To ensure nutritional adequacy of meals, menus must be planned in advance and reviewed by a qualified dietician or the local board of health. Once approved, the same menu may be re-cycled. For example, a seventy-two (72) hour or less facility may have a three-day menu planned and approved one time. This menu may then be used over and over again, a constant re-cycling, allowing substitution for "special" meals as needed. Long term (over 72 hours) facilities need a menu for a cyclical period of thirty (30) days to ensure sufficient variety and to facilitate ordering of food supplies.

57. ARE ALL PRISONERS PROVIDED SEATS, TABLES, AND NECESSARY EATING UTENSILS?
(Standard 10.08)

☐ YES ☐ NO

Acceptable feeding arrangements will differ according to the design and size of a facility. When possible, meals should not be served in cells. A day area or multi-purpose room may be used for group dining if sanitary conditions are maintained. For cell feeding, a small shelf and some type of seating, other than the bunk, must be available.

58. DOES THE JAIL HAVE CRISIS INTERVENTION SERVICES AVAILABLE TO PRISONERS?
(Standard 11.05)

☐ YES ☐ NO

Local detention facilities must have established procedures to deal with prisoners who exhibit signs of stress, depression, or serious mental disorder. Staff must be trained to recognize these symptoms and appropriate assistance must be available to prisoners through contractual agreements with community agencies in the areas of psychological and social services.

59. DOES THE JAIL PROVIDE TABLE GAMES FOR LEISURE TIME ACTIVITIES?
(Standard 11.03)

☐ YES ☐ NO

Table games such as chess, checkers, cards, puzzles, or other commercial games, provide constructive activities to reduce vandalism and/or prisoner disturbances arising from boredom. Adequate table space, other than bunks, must be available for these activities.

60. DO THE JAIL RULES CLEARLY DEFINE VIOLATIONS?
(Standard 12.03)

☐ YES

☐ NO

61. DO PRISONERS PLACED IN ADMINISTRATIVE ISOLATION RECEIVE ALL REGULAR PRIVILEGES?
(Standard 15.06)

☐ YES

☐ NO

Administrative segregation is used for prisoners requiring increased supervision and separation from the general prisoner population in order to ensure the safety and security of the staff, the prisoner, and/or the facility. Examples are material witnesses and prisoners in medical quarantine. Those prisoners placed in administrative isolation are not being punished and therefore must receive services and privileges equal to those available to the general prisoner population. If providing services or privileges creates a security risk, they may be withheld providing there is written justification for such denial.

62. DOES THE JAIL EMPLOY A SUFFICIENT NUMBER OF FEMALE STAFF TO BE AVAILABLE TO PERFORM ALL RECEPTION/RELEASE PROCEDURES FOR FEMALE PRISONERS?
(Standard 17.09)

☐ YES

☐ NO

Any female staff member who has been adequately trained in reception/release procedures may fulfill these duties. A dispatcher, clerk, secretary, etc., could be utilized.

63. DO ALL STAFF WHO ARE ASSIGNED TO JAIL DUTIES ON A FULL-TIME BASIS HAVE TRAINING WHICH INCLUDES THE FOLLOWING?
(Standard 18.02)

☐ YES

☐ NO

- _____ A comprehensive overview of corrections work and practices.
- _____ Appropriate training in self-defense and restraining techniques.
- _____ American Red Cross or equivalent emergency first-aid and life saving techniques.
- _____ An introduction to basic behavior principles and techniques for establishing effective interpersonal relationships.

The U.S. Bureau of Prisons' self-study course entitled, Jail Operations, provides the required comprehensive overview of corrections work and practices. Training in self-defense and restraining techniques is available at the Ohio Peace Officers' Training Academy. The local Red Cross may provide the necessary training in first-aid and life saving techniques, and local mental health agencies, colleges, or universities may be contacted to supply an introduction to establishing effective interpersonal relationships.

64. ARE ALL PRISONERS WHO ARE DETAINED IN EXCESS OF 72 HOURS, STRIP-SEARCHED PRIOR TO BEING PLACED IN THE CONFINEMENT AREA?
(Standard 1.09)

☐ YES

☐ NO

Prisoners who have not undergone a strip-search must be housed separately from those who have.

65. ARE ALL NEW ADMISSIONS SHOWERED/DELOUSED PRIOR TO BEING PLACED IN THE CONFINEMENT AREA?
(Standard 1.10)

☐ YES

☐ NO

Prisoners who are detained in the booking area or other sections of the facility anticipating an early release, must be housed separately from the general prisoner population if they are not showered/deloused. The jail may elect to shower and delouse all new admissions rather than maintain the required physical separation of the two groups.

66. IS CLEAN CLOTHING ISSUED TO THOSE PRISONERS WHOSE STAY WILL EXCEED 72 HOURS?
(Standard 1.11)

☐ YES

☐ NO

67. UPON RECEPTION ARE PRISONERS ISSUED BED LINENS?
(Standard 1.12)

☐ YES

☐ NO

Bed linens need not be issued to prisoners whose stay will not exceed 72 hours provided that these individuals are housed in separate quarters from the other prisoners.

68. ARE BED LINENS CLEANED ONCE EACH WEEK?
(Standard 5.09)

☐ YES

☐ NO

Prisoners must not be allowed to retain their soiled bed linens for other uses such as rugs.

69. ARE MATTRESSES AND BLANKETS CLEANED REGULARLY AND BEFORE BEING REISSUED?
(Standard 5.09)

☐ YES

☐ NO

Prisoners whose confinements exceed thirty (30) days must have their mattresses and blankets cleaned on a monthly basis.

70. ARE ISSUED CLOTHING AND UNDERGARMENTS LAUNDERED AT LEAST TWICE EACH WEEK?
(Standard 5.17)

☐ YES

☐ NO

The jail is responsible for collecting issued clothing twice a week and washing it. The jail must provide means for prisoners to wash and dry their undergarments. Many facilities provide a sink in the dayrooms for this purpose.

71. IS EACH PRISONER PERMITTED AT LEAST ONE THIRTY (30) MINUTE VISIT PER WEEK?
(Standard 7.05)

☐ YES

☐ NO

Special visits such as death in the family, emergency situations, visitors who have traveled long distances, etc., should be granted with authorization from the officer in charge.

72. DOES THE VISITING SCHEDULE INCLUDE DAY, EVENING, AND WEEKEND HOURS?
(Standard 7.04)

☐ YES

☐ NO

73. ARE PRISONERS PERMITTED TO COMPLETE AT LEAST ONE TELEPHONE CALL EACH WEEK TO A PERSON OF THEIR CHOICE AND ADDITIONAL CALLS TO LEGAL COUNSEL?
(Standard 8.02)

☐ YES

☐ NO

Unsentenced prisoners must be permitted to make additional calls to legal counsel to assist in the preparation of their defense. Prisoners not residing nor having family in the local area must be permitted to make a long distance collect call.

74. IS SICK CALL CONDUCTED BY A PHYSICIAN OR ALLIED MEDICAL PERSONNEL AT LEAST ONCE A WEEK?
(Standard 9.07)

☐ YES

☐ NO

In addition to prisoners being able to request medical care on a daily basis with the requests reviewed daily, a physician, or allied medical personnel under his supervision, must be present at the jail to conduct the sick call a minimum of once per week for jails whose average daily prisoner population is less than fifty (50). If the facility's average daily prisoner population is between 50 and 199, the physician should be present a minimum of three times per week and a minimum of five times per week if the average daily population is 200 or more.

75. DOES THE JAIL HAVE SOCIAL SERVICES, ACADEMIC OR VOCATIONAL SERVICES, AND OTHER COMMUNITY REINTEGRATION SERVICES AVAILABLE FOR PRISONERS?
(Standard 11.05)

☐ YES

☐ NO

Community resources must be strongly encouraged to play an active role in providing services to the jail. The jail administrator, with the assistance of these resources, must formalize programs and/or services which best suit the needs of the prisoners. The average length of stay of the majority of the jail's population is a factor in determining the type and degree of services to provide in the areas of vocational/academic, social, and reintegration services.

76. DOES THE JAIL PROVIDE TELEVISION FOR A LEISURE TIME ACTIVITY?
(Standard 11.03)

☐ YES

☐ NO

77. DOES THE JAIL HAVE A PHYSICAL RECREATIONAL PROGRAM WHICH PROVIDES FIVE (5) HOURS OF EXERCISE FOR THE PRISONERS EACH WEEK?
(Standard 11.02)

☐ YES

☐ NO

Facilities must have organized recreational programs conducted at scheduled times with appropriate equipment and supervision. The large facilities (50 or more) must have a designated recreation officer. When possible, recreation and exercise should be outdoors. Appropriate activities for detention facilities include weight lifting, table tennis, basketball, and volleyball.

78. DO THE JAIL RULES CLASSIFY VIOLATIONS AS BEING MINOR, MAJOR, OR SERIOUS IN NATURE?
(Standard 12.03)

☐ YES

☐ NO

Rules must be divided into three distinct categories according to the nature of the violations and to the maximum penalty which may be imposed. Minor violations include such acts as "horseplaying" or excessive noise; major violations are such acts as lying or obscene gestures; and, examples of serious violations would be fighting or possession of contraband. For further guidance in this area, refer to section 13 of the Minimum Standards.

79. ARE THERE TIME LIMITS PLACED ON LOSS OF PRIVILEGES OR THE USE OF DISCIPLINARY ISOLATION?
(Standard 12.07)

☐ YES

☐ NO

Major rule violations are subject to a restriction or denial of privileges for a period not to exceed 120 hours. Section 13 of the Minimum Standards lists privileges which may be legally denied. Serious rule violations may be penalized by disciplinary isolation and/or denial of privileges for a period up to ten (10) days. This punishment may be in conjunction with any court imposed fine or sentence if the prisoner is formally charged.

80. WHEN A PRISONER IS PLACED IN DISCIPLINARY ISOLATION, IS HE PROVIDED A DUE PROCESS HEARING AND A WRITTEN SUMMARY OF HIS RIGHTS?
(Standard 14.03)

☐ YES

☐ NO

In a due process hearing a prisoner has the right to be heard, present evidence, and cross-examine witnesses in accordance with limitations imposed by the hearing officer. For additional clarification refer to section 14 of the Minimum Standards.

81. WHEN A PRISONER ALLEGEDLY COMMITS A SERIOUS VIOLATION, IS AN INVESTIGATION CONDUCTED BY A NEUTRAL OFFICER WITHIN 24 HOURS?
(Standard 14.01)

☐ YES

☐ NO

Investigations of alleged major or serious rule violations must be conducted by an employee who was not directly involved in or a witness to the incident. Serious rule violations may be referred to the appropriate officials for criminal prosecution.

82. DOES THE JAIL EMPLOY A SUFFICIENT NUMBER OF FEMALE STAFF TO BE ON DUTY FOR THE DURATION OF THE CONFINEMENT PERIOD FOR FEMALE PRISONERS?
(Standard 17.09)

☐ YES

☐ NO

Any appropriately trained female staff may perform the hourly checks or other services required for female prisoners. Therefore, dispatchers, clerks, secretaries, etc., may fulfill this function providing they have received training in the vital areas of the jail operation.

83. ARE THE PERSONNEL WORKING IN THE JAIL ASSIGNED TO CORRECTIONS DUTY ON A FULL-TIME BASIS?
(Standard 17.03)

☐ YES

☐ NO

Facilities housing prisoners in excess of seventy-two (72) hours must have staff assigned to manage and operate the detention facility. Under certain circumstances (i.e., during periods of unusually low prisoner counts) jail staff may engage in non-jail related duties. However, the jail functions must take priority over other assigned responsibilities.

CHART

THE FOLLOWING CHART SHOWS A BREAKDOWN OF THE QUESTIONS BY THEIR RESPECTIVE SECTIONS AND APPLICABLE FACILITY TYPE.
CIRCLE THOSE QUESTIONS WHICH RECEIVED A "NO" RESPONSE.
THIS WILL GIVE YOU A CLEAR PICTURE OF THE AREAS WHICH ARE DEFICIENT.

	<u>0-4 HRS.</u>	<u>4-72 HRS.</u>	<u>72+ HRS.</u>
RECEPTION/RELEASE	1 2 3 4 5	37 38 39 40 41 42 43 44	64 65 66 67
CLASSIFICATION	6 7		
SECURITY	8 9 10 11 12 13 14 15 16 17	45	
HOUSING	18 19		
SANITATION/ENVIRONMENT	20 21 22 23 24 25 26 27 28	46 47	68 69 70
COMMUNICATION	29	48 49 50 51 52	71 72 73
MEDICAL	30	53	74
FOOD SERVICE		54 55 56 57	
RECREATION/PROGRAMMING	31	58 59	75 76 77
DISCIPLINE		60	78 79
DUE PROCESS			80 81
ADMINISTRATIVE SEG.		61	
STAFFING	32 33 34 35	62	82 83
TRAINING	36	63	

APPENDIX A
BOOKING CARD

(FRONT)

BROOKLYN POLICE DEPARTMENT

Comp. # _____ Photo # _____
Name _____ SSN _____
Address _____ Phone # _____
DOB _____ Place of Birth _____
Race _____ Sex _____ Hgt. _____ Wgt. _____ Comp. _____ Nat'l. _____
Hair _____ Eyes _____ Mental/Phys. Eval. _____
Marks/Scars _____ Spec. Med. Problems _____
Physician _____ Marital Status _____ Spouse _____
Emergency Notification _____ Phone # _____
Occupation _____ Employer _____ Phone # _____
Charge _____ Arresting Officer _____
Date of Crime _____ Date of Arrest _____ Cell # _____
FBI _____ BCI _____ Alias _____
Associates _____
Veh. _____ Year _____ Body Style _____ Lic. # _____
Oper. Lic. # _____ Exp. Date _____ State _____
Disposition _____

FORM 301

(BACK)
BOOKING CARD

Property _____

I Have Received a Copy of the Jail Rules and Understand Them. The Above is a Complete List of my Property Taken by the Brooklyn Police Department. Name: _____ Date: _____

Time Entered _____ Date: _____ Officer _____

I Acknowledge the Receipt of My Property from the City of Brooklyn. _____

Name: _____ Date: _____

Time Released _____ Date _____ Officer _____

Remarks _____

TOT/Department _____ Officer _____

APPENDIX B
POLICIES AND PROCEDURES

Jails should have Policies and Procedures governing all aspects of jail operations. A policy can be defined as a statement of the jail's position on an issue of concern or course of action. A procedure can be defined as a way of doing something--implementing a policy.

In evaluating the effectiveness of the jail's Policies and Procedures, several factors must be considered.

1. Are the Policies and Procedures formulated into written statements?
2. Are all staff members responsible for knowledge of these materials?
3. Do the Policies and Procedures take into account the court/jail rules, local laws, state jail standards, and constitutional requirements?
4. Are procedures specific in describing in a sequential manner who, when, how, and where the policy is to be implemented?

EXAMPLE

Policy.

It is the policy of the _____ City Jail to ensure that each inmate has equal and adequate access to a telephone.

Each resident will be allowed one call per week to a relative, employer, friend, clergy, or attorney. If an inmate does not have any local relatives, he/she may place one long distance collect call instead.

Unsentenced inmates will be permitted to make additional calls to their attorney.

Procedure.

1. Inmate requests to place a telephone call.
2. Jailer will grant the call if:
 - a. the phone log indicates the prisoner has not completed a call this week.
 - b. prisoner has returned from a court appearance.
 - c. prisoner has a special need to contact family.
3. If the request is granted, the jailer will bring the telephone to the cell block area.
4. The jailer will dial the number and hand the receiver to the inmate.
5. The jailer will enter the date, inmate's name, number dialed, and relationship of the party called on the call sheet.
6. The jailer remains in the vicinity outside hearing range.
7. Upon completion of the call, the prisoner will sign the call sheet indicating he has made the call.
8. The jailer returns the telephone to the Sergeant's desk.

APPENDIX C
Receiving Screening Form

DATE _____
NAME _____ SEX _____ D.O.B. _____ TIME _____
INMATE NO. _____ OFFICER OR PHYSICIAN _____

Booking Officers Visual Opinion

- | | | |
|---|-----|----|
| 1. Is the inmate conscious? | YES | NO |
| 2. Does the new inmate have obvious pain or bleeding or other symptoms suggesting need for Emergency Service? | YES | NO |
| 3. Are there visible signs of trauma or illness requiring immediate Emergency or Doctor's care? | YES | NO |
| 4. Is there obvious fever, swollen lymph nodes, jaundice or other evidence of infection which might spread through the jail? | YES | NO |
| 5. Is the skin in good condition and free of vermin? | YES | NO |
| 6. Does the inmate appear to be under the influence of alcohol? | YES | NO |
| 7. Does the inmate appear to be under the influence of barbiturates, heroin or any other drugs? | YES | NO |
| 8. Are there any visible signs of Alcohol/Drug withdrawal symptoms? | YES | NO |
| 9. Does the inmate's behavior suggest the risk of suicide? | YES | NO |
| 10. Does the inmate's behavior suggest the risk of assault to staff or other inmates? | YES | NO |
| 11. Is the inmate carrying medication or does the inmate report being on medication which should be continuously administered or available? | YES | NO |

Officer-Inmate Questionnaire

- | | | |
|---|-----|----|
| 12. Are you presently taking medication for diabetes, heart disease, seizures, arthritis, asthma, ulcers, high blood pressure, or psychiatric disorder? Circle Condition. | YES | NO |
| 13. Do you have a special diet prescribed by a physician?
Type _____ | YES | NO |
| 14. Do you have history of venereal disease or abnormal discharge? | YES | NO |
| 15. Have you <i>recently</i> been hospitalized or recently seen a medical or psychiatric doctor for any illness? | YES | NO |
| 16. Are you allergic to any medication? | YES | NO |
| 17. Have you fainted recently or had a recent head injury? | YES | NO |
| 18. Do you have epilepsy? | YES | NO |
| 19. Do you have a history of tuberculosis? | YES | NO |
| 20. Do you have diabetes? | YES | NO |
| 21. Do you have hepatitis? | YES | NO |
| 22. If female, are you pregnant? | YES | NO |
| 23. Are you currently on birth control pills? | YES | NO |
| 24. Have you recently delivered? | YES | NO |
| 25. Do you have a painful dental condition? | YES | NO |
| 26. Do you have any other medical problem we should know about? | YES | NO |

REMARKS:
1. _____
2. _____
3. _____
4. _____

(A copy of this form is included in the inmate's medical record)

_____ County Jail
Request Slip for Medical Care

Date _____ Time _____

Name _____

Cell _____

Complaint _____

For how long _____

TO BE FILLED OUT BY SHIFT COMMANDER:

Disposition and Instructions:

Date _____ Time _____ Initials _____

END