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AMERICAN CORRECTIONAL ASSOCIATION

STANDARDS for Adult Local Detention Facilities

Second Edition

In cooperation with the
**COMMISSION ON ACCREDITATION
FOR CORRECTIONS**



Funded by the Standards Program Management Team, Office of
Criminal Justice Programs, Law Enforcement Assistance Administration,
United States Department of Justice

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Second Edition
April 1981

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Percentages and Totals of Weights (Mandatory, Essential, Important)

Detention Facilities		
CATEGORY	NUMBER	PERCENT
Mandatory	34	8.7
Essential	324	83.3
Important	31	8.0
Total	*389	100.0

Holding Facilities		
CATEGORY	NUMBER	PERCENT
Mandatory	34	10.3
Essential	246	74.8
Important	49	14.9
Total	*329	100.0

*of the total 392 standards in the manual, three are not applicable to detention facilities and 63 are not applicable to holding facilities.

Mandatory Standards and Numbers

- (2) Physical Plant: 2-5120, 2-5136
- (12) Safety and Emergency Procedures: All except 2-5157, 2-5158
- (4) Security and Control: 2-5171, 2-5185, 2-5195, 2-5198
- (4) Food Service: 2-5228, 2-5231, 2-5234, 2-5242
- (4) Sanitation and Hygiene: 2-5243, 2-5244, 2-5247, 2-5248
- (6) Medical and Health Care Services: 2-5261, 2-5266, 2-5271, 2-5273, 2-5285, 2-5288
- (2) Inmate Rights: 2-5297, 2-5302

Foreword

The first *Manual of Standards for Adult Detention Facilities*, published in December, 1977, evolved through an arduous process of preparation, debate and revision. The drafters reviewed then existing state jail standards, many publications and judicial decisions concerning detention facilities, and reports on jail needs prepared by both public and private agencies. The best features of these document reviews and the recommendations of numerous sheriffs, jail administrators and other professionals knowledgeable in the area of local detention were incorporated into the newly evolved standards as were standards for specific areas of jail operations developed by other national organizations such as the American Medical Association.

The first *Manual* provided a new and national focus on jail conditions and needs and addressed, in detail, every aspect of jails including physical facilities, administration, operations, services and programs. Many jail administrators and other local government officials since have utilized these standards as guidelines, improving their facilities and procedures and acquiring more professional approaches to operations and services despite fiscal constraints. Currently there are 17 detention facilities under contract with the Commission on Accreditation for Corrections; three facilities have been accredited.

These published standards have been recognized by corrections professionals, administrators and practitioners as nationally accepted standards necessary for the effective and efficient administration and operation of local detention facilities. The *Manual* itself has gained stature and credibility by openly addressing the hard issues facing jail administrators.

Now there is call for a new, updated version of standards, a clear concise and uniform presentation of improving practices in the field of corrections. This second edition continues to focus on the detailing of good detention practice required to protect society, provide more humane conditions in the detention facility, ensure staff and inmate safety and, ultimately, provide services and programs necessary to assist offenders in returning to society. Additional policies and procedures include recent court decisions effecting our field.

The revised edition references "adult local detention facility" as opposed to "jail" reflecting the break from traditional management of the correctional facility. Today's emphasis is on community-based corrections. Large mass-custody institutions are very costly to operate and poorly equipped to prepare inmates for reintegration into the community. Consequently, the local detention facility is now surfacing as an important component in the resocialization process in the community. This new role will require many essential improvements and a higher level of performance.

The second edition of standards is an effective tool by which detention facility administrators and local government officials can improve their physical facilities, avoid past jail design and construction errors, professionalize their management and operational procedures and staff, and provide services and programs required to adequately respond to inmate needs. Thus, the local detention facility will become an active, contributing participant in the contemporary correctional process of a community. Continued efforts to achieve these goals will attract greater legislative, executive and judicial government support providing basis for the improvement of detention and correctional systems.

Appreciation is extended to the Law Enforcement Assistance Administration for their continued support of national standards. Also, the handiwork of many consultants, organizations and agencies involved in the revision of this manual must be recognized and applauded.

Anthony P. Trivisono
Executive Director
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Preface

This publication, *Standards for Adult Local Detention Facilities*, is the fifth in the series of revisions of the ten volume set of manuals of standards produced by the American Correctional Association and the Commission on Accreditation for Corrections with the support of the Law Enforcement Assistance Administration, U.S. Department of Justice. The original *Manual of Standards for Adult Local Detention Facilities* published in December 1977 has served as the basis for accreditation activities involving a number of detention facilities throughout the nation.

The revised edition reflects the American Correctional Association's commitment to continually review and update standards as they relate to the field of corrections. The revision process is a function of the ACA Committee on Standards, conducted in cooperation with the Commission, several interested ACA affiliates and law enforcement agencies. The basis for this revision is the knowledge gleaned from application of the original *Manual* in the accreditation process, deliberate review and comment by the ACA Committee on Standards and the Commission, input from the National Jail Association and the National Sheriffs' Association, and the expertise of numerous practitioners.

Jails and detention facilities constitute the most visible aspect of corrections in the local community. Such visibility, however, has not encouraged a dependable level of community support or the promulgation of a consistent set of goals and objectives. Endorsement of a statement of purpose and acceptable operational standards has all too often resulted through litigation, grand jury investigations, or a major disturbance at a facility.

The need for a set of national guidelines detailing minimum operational standards has been long recognized by public officials responsible for the administration of local detention facilities. The detention function includes the custody and care of those persons accused but not convicted of a crime and of those sentenced as a disposition following conviction of a crime. This coexistence of the "innocent" and the "guilty" in the same facility highlights the importance and desirability of at least a minimum operational standard.

This volume addresses the operation of holding and detention facilities indicating current standards deemed appropriate by detention facility managers and recognized organizations representing corrections. The standards reflect recent legislation and case law, as well as the professional input of a number of consultants and persons involved in detention facility management.

In addition to the excellent work of those responsible for the original *Manual* of 1977, the publication of *Standards for Adult Local Detention Facilities* reflects the work of the ACA Committee on Standards and the Commission on Accreditation for Corrections.

Special appreciation is extended to all of the members of the ACA Committee, and, most especially, to the members of the Subcommittee on Adult Local Detention Facilities. The Subcommittee was chaired by Grady Decell and included John Braithwaite, W. J. Estelle, Jr., and Vernon G. Housewright.

Appreciation is also extended to the Commission and its Resource Team, which was chaired by Gary R. Blake, and included Albert Elias, B. James George, Jr., Leslie R. Green, William Lucas, John W. McGough and Wayne K. Patterson.

Field tests were conducted in Ohio, Oregon (Josephine County with representatives of Jackson and Curry Counties), Massachusetts, and Virginia, in facilities ranging from nine to 250 beds. The Massachusetts Crime and Justice Foundation assisted in making arrangements for receiving comments from the Massachusetts Sheriffs' Association and for the field test in Norfolk County. Participants at all field test sites provided considerable insight into the revision of the standards.

The ACA Committee on Standards staff, directed by Dr. Dale K. Sechrest, were responsible for drafting the revisions. Susan Ainslie Dunn, Research Associate, provided the careful final review which is required for the publication of the standards. The work of ACA Committee staff continues to be a major contribution to the field of corrections. Principal consultants who worked on the standards were Lady Rucinski and Anthony S. Kuharich, principal author of the original volume and a key person in the overall development of the standards.

The Commission on Accreditation for Corrections staff, under the direction of Executive Director Robert H. Fosen, contributed significantly to the revision process and the adoption of these standards. Sharon L. Johnson served as the Commission's principal staff member in the revision effort, providing the coordination vital to the approval process.

A special note of appreciation is extended to Anthony P. Travisono, Executive Director of the American Correctional Association for his continued support and involvement in the standards program. The support and assistance of Nick Pappas and Tom Albrecht of the LEAA Office of Criminal Justice Programs has also been crucial to the revision of this volume and to the success of the entire standards program.

Samuel Sublett, Jr.
Chairman
ACA Committee on Standards

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Commission on Accreditation
for Corrections

Introduction

Today's public is alarmed by the persistent growth in crime, demanding and expecting protection from the dangerous criminal. Local law enforcement and courts vigorously respond to this hue and cry placing greater demands on already archaic, deteriorated and overcrowded detention facilities, or jails; facilities inadequately staffed in numbers and training, lacking in the resources, services, and programs required for the physical and mental well-being of the inmates. Overcrowded conditions in many state correctional institutions further aggravate the burden on local detention facilities. Operating costs of these facilities escalate dramatically. The public is aware of the critical issues, but still expect local governments to respond to increased needs for detention. The fact remains—funds are not available for the construction of new detention facilities, additional staff, and increased services and programs needed to comply with current professional standards' requirements much less those standards that continue to emerge through court, federal and state agency action.

Since the first jail built in the Jamestown Colony, Virginia, in 1608, American society has caged human beings like animals with the expectation that they would return to the community and become law-abiding citizens. Traditional jail procedures have changed very little since the beginning of the 17th century, continuing to reflect a punitive "lock 'em up" approach in facilities. Prisoners often languish in idleness and boredom, under primitive conditions. Jails were primarily designed then, and still are, to enable a small number of staff to confine securely a comparatively large number of prisoners.

From the small to the large, today's detention facilities are poorly equipped to handle their diverse populations ranging from homeless drunks and the mentally ill to individuals accused of every conceivable crime. When such human beings are imprisoned with little regard for individual needs and rights their further deterioration is virtually assured. At detention facilities, the intake point in the criminal justice system, petty offenders comingle with hard-core criminals. Contempt for the law as well as knowledge and skills for future criminal careers are readily available to the young and first offenders. Their exposure to and acceptance of such opportunity is reflected by their high rates of failure and recidivism.

Despite decades of failure and criticism, most jails have remained unchanged, continuing to function as human warehouses. The reasons for this phenomenon can be any combination of such factors as limited local financing, public indifference and apathy, emphasis on restraint, and public ambivalence regarding concepts of punishment and treatment. Jails are the least studied and least understood of all penal institutions and are often held in low esteem by the public and its officials. Supporting jail reform has become a politically unpopular cause, and the tendency to minimize the importance of detention facilities and their impact on society is growing. The rare existence of sound operational standards for detention facilities and the failure of many states to enforce those that do exist further depress the situation.

Areas of Concern

Local detention facilities are unique to corrections for a variety of reasons: they are operated most often by local jurisdictions, not statewide agencies; they are operated often by a law enforcement official, i.e. police chief or sheriff, rather than a correctional administrator; their role as a secure facility for pretrial detainees is unique from that of a long-term institution (intake and classification procedures require greater focus on security and the separation of various types of offenders); and finally, the programs and services of the local detention facility place greater emphasis on short-term detention and offender involvement with the community.

Detention facility programs must respond also to the special needs of its detainees and inmates. Local detention facilities house pretrial detainees, thereby holding individuals who are presumed innocent yet require maximum security prior to trial, witnesses, civil prisoners and other types of detainees. This creates unique problems for detention facility personnel. For instance, detention facility operation requires the separate management of pretrial and unsentenced persons, work releasees, weekenders, trustees and inmates with special problems (alcohol and drug abusers, the mentally disturbed, the physically handicapped), as well as women and juveniles, if juveniles are held in the same facility. Programs of pretrial diversion, frequently offered in detention facilities, require special procedures and resources. Admission procedures in detention facilities must provide for greater contact with family, legal counsel, bonding persons and others in the community.

In developing standards for detention facilities, the varied and complex roles of the facility and its staff had to be evaluated. It was also necessary to consider that detention facility populations are controlled more by statute and court practices than by the size of the jurisdiction which maintains the facility. Variations in law enforcement practices, availability of alternatives such as detoxification centers, release on recognizance programs, misdemeanor diversion and similar programs, and attitudes of the local citizens also affect jail admissions and the programs available in the community. With these concerns in mind, the standards have been developed and subsequently revised in this second edition.

Revising the Standards

Early in the development process, it was recognized that standards adopted by the Commission on Accreditation for Corrections with the concurrence of the Association's standing Committee on Standards would, when applied in the accreditation process, raise issues which would prompt the need for further standards revision, modification, and amplification. It also became apparent as the Commission moved from the development to the application of standards that the responsibility for initiating revisions should be assumed by the Association's Board of Governors in August, 1978. Under the plan of action adopted, the Association assumed the responsibility for proposing revisions while the Commission retained the right to apply only those standards mutually acceptable to both bodies. This, in effect, reversed the earlier arrangement in which the Commission initiated and the Association ratified the proposed standards.

The Second Edition

The contents of this manual then, like those of its predecessor, emerge from a thoughtful process of debate and deliberation. The decisions reached continue to represent the best consensus of professionals in the field. Members of the Commission and the ACA Committee on Standards have made every effort to found their work in relevant court decisions. By maintaining the foremost concern to provide high standards of correctional practice to the field, however, both groups often have gone beyond case law and the statutes of many jurisdictions. In doing so, they arrived at a set of standards which reduce the discretionary and operational latitude of their colleagues in order to provide them with comprehensive, clear and relevant guidelines for good correctional practice. Hopefully, this effort will assist in informing the courts, as well as legislators and governors of the needs of corrections professionals who must direct the increasingly complex administration of safe and humane institutions which also can provide meaningful services and programs to offenders.

The Association's Committee on Standards has consulted with members of its affiliate bodies, with detention facility managers whose facilities have been accredited, with local accreditation managers, with Commission members and staff, and with Commission consultants. All have combined efforts to assure a comprehensive body of standards which are

fair and reasonable. Accomplishment of full compliance will, in no instance, be an easy task. There is, however, undeniable evidence that the attainment of accreditation by detention facilities can be a reality when a serious commitment is made to that objective.

Categories

The wide variance of size and function of local detention facilities does require clarification for standards application. Therefore, the Commission sought the minimum number of categories for differential application.

Generally speaking, there are two major categories of jails. One is the general purpose detention facility or jail. Usually a city or county facility which detains persons for more than 48 hours, it is used both as a detention center for persons facing criminal charges and as a correctional facility for persons convicted of misdemeanor and felony crimes. Although this varies by jurisdiction, such a facility may retain a convicted offender for up to one year, while providing comprehensive care and services for the entire inmate population. In some jurisdictions there are local branch facilities for long-term sentenced offenders and honor camps or farms for low-security inmates. For purposes of standards and accreditation, these facilities are grouped into the category "Detention."

The second category is the holding or lockup facility where arrestees are usually detained up to 48 hours, excluding holidays and weekends. These temporary holding facilities frequently are located in city police stations and county sheriffs' departments. Concerned primarily with the reception and temporary detention of persons awaiting arraignment and disposition or transfer to other authorities, lockups and holding facilities are not expected to provide the range of services found in the general purpose jail. For purposes of standards and accreditation, these facilities are grouped in the category "Holding."

These categories of "Detention" and "Holding" appear at the end of each standard in conjunction with the weight or value of the standard—mandatory, essential, or important, as it applies to each category. Some standards prepared for "Detention" facilities will not apply to "Holding" facilities. For example, a standard may be *essential* for "Detention" and *not applicable* for "Holding." Therefore, a weight or value is indicated for each category following the standard (i.e., Detention-Essential, Holding-Not Applicable).

Accreditation

A local detention facility wishing to participate in accreditation must contact the Commission on Accreditation for Corrections for formal entry into the process. Following entry acceptance by the Commission, the facility completes a self-evaluation report as determines compliance with the standards, compiles documentation to support compliance, and develops plans of action to correct all deficiencies.

After the Commission accepts the self-evaluation report and as the required compliance levels are attained, the agency can request an audit to verify compliance. This on-site audit is conducted by a team of trained Commission consultants.

The standards allow for the measurement of acceptable performance in achieving objectives. For purposes of application in the accreditation process, acceptable requirements are minimal and should be exceeded wherever possible. When requirements are met, it is expected that every effort will be made to maintain performance at the level designated in the standards. Each standard has a weight of mandatory, essential or important, which is used in determining compliance levels for accreditation. Mandatory standards address conditions or situations which could become hazardous to the life, health and safety of offenders, employees and/or the public. Without exception, all mandatory standards must be met for purposes of accreditation. In addition, local detention facilities must meet 90 percent of the essential standards and 80 percent of the important standards in this edition, as well as any other criteria stipulated in the policies and procedures of the Commission on Accreditation

for Corrections.

Policy and Procedure

Most standards require evidence of written policy and/or procedure in specific areas of operations. Policy and procedure, crucial elements in the effective administration of a facility, are heavily emphasized in this edition and in the accreditation process. Because of this importance these words are fully defined in the glossary and in the following discussion.

A policy is a statement of principles which guides the facility in the attainment of objectives. To comply with a standard requiring policy for a certain area, there must be not only a written policy, but also evidence that a guideline or principle has been adopted and is being followed.

Policy and procedure both may be required by the standard, in which case documentation demonstrating implementation of the procedure would also be necessary. A procedure is a method of performing an operation or an outline of the sequential actions that must be executed to ensure that a policy is fully implemented.

These standards are intended to apply to individual local detention facilities. Although many facilities function as a unit in a system of correctional or law enforcement agencies and, as such, implement the policies established by the system administrator, the standards will be applied to individual jail operation. If the facility operates with policies and procedures—regardless of their origin—that comply with the standards, it is eligible to enter accreditation with the Commission.

Conclusion

Current conditions in many local detention facilities will make compliance with the standards difficult. However, adjustments which will enable a jail to meet high standards frequently are more dependent on administrative staff initiative and community support than on such factors as location and physical plant.

The standards represent more than just a tool for accreditation; they are to be used by jail administrators as guidelines for self-improvement and as a stimulus for change at the legislative, executive and judicial levels of government. The revisions to the original manual unmistakably illustrate that the standards have the capacity to reflect changing views—views based on new experience and additional knowledge and expertise. This capacity to change and evolve is vital to the continued acceptance and use of the standards in the task of improving jail operations and services throughout the country—to change not under the compulsion of court decrees, but on the basis of professional wisdom.

ADMINISTRATION, ORGANIZATION AND MANAGEMENT

2-5001 There is a statute authorizing the establishment of the local detention facility or its parent agency. (Detention-Essential, Holding-Essential)

DISCUSSION: Effective administration of a facility results largely from the existence of a body of carefully formulated constitutional or legislative statutes that define clearly the mission and basic goals of the facility. Such statutes provide the legal framework within which the facility's administrative structure, philosophy and policies are developed, as well as the basis for assessing performance and identifying needed changes in organization and operations.

2-5002 Consistent with the policy and goals of the parent agency, a written statement is prepared by the facility administrator that describes the philosophy, goals and policies of the facility, and which is reviewed annually and updated as necessary. This statement is made available to staff, inmates and the general public. (Detention-Essential, Holding-Essential)

DISCUSSION: Although the statute establishing the facility specifies the legislative authorization and the general mission assigned, there is a need for an in-depth explanation which specifies the program's philosophy, goals and policies as they relate to the basic concepts and major public issues in corrections. There should be no restrictions on the availability or distribution of this statement.

2-5003 Written policy and procedure specify that, at least annually, the facility administrator formulates goals for the facility and translates them into measurable objectives for accomplishment by staff. (Detention-Essential, Holding-Important)

DISCUSSION: The administrator and staff should balance the facility's goals and objectives with available resources. Because there seldom are surplus resources available, the administrator should work with his parent agency to ensure that broad facility goals are translated into more specific objectives, which are then prioritized for accomplishment by staff. In establishing measurable objectives the process of program review, monitoring and evaluation should be greatly facilitated.

2-5004 Written policy and procedure provide for the contribution of employees at all levels in the formulation of policies, procedures and programs in their related areas. (Detention-Essential, Holding-Essential)

DISCUSSION: Current management practices offer methods and techniques for using staff resources to develop policies, procedures and programs. The administrator should regularly solicit suggestions from staff and implement those deemed appropriate. This solicitation can be achieved through proper use of staff meetings, suggestion boxes, employee counsels, etc.

2-5005 Written policy and procedure allow related community agencies to contribute to facility policy development and to participate in coordinated planning and interagency consultation. (Detention-Important, Holding-Important)

ADMINISTRATION, ORGANIZATION AND MANAGEMENT

DISCUSSION: The operation of the facility affects and is affected by other agencies within and outside the criminal justice system. Advisory committees, justice councils, state and regional planning organizations and other community resources can profitably share information.

2-5006 Written policy provides that the facility is managed by a single administrator to whom all employees or units of management are responsible. (Detention-Essential, Holding-Essential)

DISCUSSION: The administrative officer should be appointed by and responsible only to the head of the local detention system. The duties and responsibilities of the administrative officer should be in writing and should include authority and responsibility for the management of the facility's personnel, inmates, programs and physical plant. All employees or units of management within the facility should be responsible to the administrative officer.

2-5007 When the facility administrator position is filled by appointment, the facility administrator is appointed by the chief executive officer or governing board of the parent agency. (Detention-Essential, Holding-Essential)

DISCUSSION: Because the chief executive officer of the parent agency is responsible for the functioning of the local detention facilities, that individual should select the facility administrator.

2-5008 The qualifications, authority, tenure and responsibilities of the facility administrator are specified by the responsible government agency. (Detention-Essential, Holding-Essential)

DISCUSSION: Explicit definition is necessary both to ensure that minimum standards are met and that qualified persons are appointed.

2-5009 The educational, operational and administrative qualifications of the facility administrator are stated in writing and include, at a minimum, a bachelor's degree and/or three years of experience and training at the supervisory level. (Detention-Essential, Holding-Essential)

DISCUSSION: To ensure that only qualified persons are recruited and apply for the position of facility administrator, the appointing authority should establish high qualifications and recruit and appoint on the basis of these qualifications.

2-5010 Written policy provides that the term of the facility administrator is continuous, except for assignment to a position of equal responsibility, and may be terminated by the appointing authority only for good cause, and, if requested, subsequent to a formal and open hearing on specific charges. (Detention-Important, Holding-Important)

DISCUSSION: Tenure for the facility administrator helps ensure a high quality operation. Many of these positions are no longer covered by civil service provisions, and the

ADMINISTRATION, ORGANIZATION AND MANAGEMENT

appointing authority should make it clear that the tenure is continuous within the system and that removal from office follows a prescribed and fair process.

2-5011 Written policy and procedure which is reviewed annually, specifies the roles and functions of employees of other agencies providing a service to the facility. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5012 A written plan with an organizational chart describes the facility organization and groups similar functions, services and activities into administrative subunits. This plan is reviewed at least annually and is updated as needed. (Detention-Essential, Holding-Essential)

DISCUSSION: The functions and number of units may vary, depending on the size and type of inmate population, the nature of the programs, the history and traditions of the facility, and the fiscal and physical resources available. The number and kinds of subunits, levels of supervision, and types of employees should be graphically illustrated to delineate clearly the lines of authority and responsibility.

2-5013 Written policy and procedure provide for a system of communication within the facility that requires monthly meetings between the administrator and all unit heads and between unit heads and their staff, or monthly meetings between the administrator and all facility personnel. (Detention-Essential, Holding-Essential)

DISCUSSION: Both vertical and lateral channels of communication are used for delegating authority, assigning responsibility, supervising work and coordinating efforts. When this communication occurs at "shift briefings" or "watch meetings" every effort should be made to ensure that the information is communicated in a complete, timely and accurate manner, including all information needed by personnel to understand and carry out their duties. Provision should be made for alternate channels of communication for extraordinary situations.

2-5014 Written policy and procedure provide for a system of two-way communication between all levels of staff and inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: Good communication between staff and inmates is necessary for the efficient operation of the facility. Inmates should have ready access to designated staff members to ensure presentation of their problems without undue delay or formality. Good communication precludes the use of inmate informants. This type of staff-inmate communication should be achieved without reliance on the inmate grievance procedure.

2-5015 There is a written operations manual that delineates the procedures for operating and maintaining the facility. The manual is made available to employees, reviewed annually and updated as needed. (Detention-Essential, Holding-Essential)

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DISCUSSION: In order to ensure a uniform daily operation of the facility, the operations manual should be sufficiently detailed to assist employees in completing their assigned tasks. Every employee should have access to a copy, and a program should be conducted to familiarize employees with those parts of the documents that concern their respective jobs. The facility's procedures for dealing with sensitive areas such as riots, work stoppages, etc., should be restricted to personnel on a "need to know" basis.

2-5016 There is a written procedure for dissemination of approved, new or revised policies and procedures to designated staff, volunteers, and, where appropriate, to inmates prior to implementation. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5017 Written policy and procedure provide that the facility administrator or designee inspect and review operations and programs at least annually. (Detention-Essential, Holding-Essential)

DISCUSSION: A system that provides timely and periodic assessment of the various facility operations can reveal the degree of compliance with policy and procedure. The results of such assessments should be documented and should exist apart from any external or continuous inspection conducted by other agencies.

2-5018 When the department head or parent agency is physically separate from the facility, written policy and procedure provide that the facility administrator submits a written report, at least quarterly, to the head of the department or parent agency. This report includes, but is not limited to: information on major developments, population data, staff and inmate morale, and major problems and plans for resolving them. (Detention-Important, Holding-Important)

DISCUSSION: Reports by units of management or individual facilities in a multifacility system permit top management personnel to stay informed about current programs, activities and problems. The exchange of reports among units or facilities permits an opportunity for joint problem-solving.

2-5019 Written policy and procedure ensure that legal assistance is available to the administrator and other staff as needed in the performance of their duties. (Detention-Essential, Holding-Essential)

DISCUSSION: Qualified legal assistance is necessary to ensure that correctional policies and procedures are consistent with court decisions concerning correctional processes, offenders' rights, etc. Legal counsel can provide advice on meeting statutory and court requirements, on policy formulation, on operational matters and individual cases, and can provide representation when required before courts and other appropriate bodies.

2-5020 The facility administrator furnishes information to the parent agency at least annually, which is used to prepare public documents on the system's objectives, programs, inmate population, budget, major developments, problems and plans. A copy of this report is forwarded to the practicing court(s). (Detention-Essential, Holding-Essential)

ADMINISTRATION, ORGANIZATION AND MANAGEMENT

DISCUSSION: Publication of comprehensive reports helps inform the courts, governmental officials, criminal justice administrators, the general public and others about the system's programs, services, policies and accomplishments. The report provides an opportunity to assess past accomplishments and to redefine future goals.

2-5021 Written policy and procedure provide that requests from federal, state and local legislative and executive bodies for information concerning programs and specific cases are responded to promptly and fully by facility staff or the parent agency in accordance with written policy and procedure, and provisions relevant to rights of privacy. (Detention-Essential, Holding-Essential)

DISCUSSION: The understanding and support of key federal, state and local officials is essential. The administrator should be able to respond fully to requests for information about programs and specific cases. The administrator should also provide advice and information regarding relevant legislation and/or court decisions.

2-5022 Written policy and procedure provide for collaboration with colleges and universities in areas of mutual interest, when such resources are available. (Detention-Important, Holding-Not Applicable)

DISCUSSION: Institutions of higher learning can provide qualified persons to serve as advisers for policies and programs, and to provide specialized training assistance. Internship or practicum programs developed with colleges and universities can assist greatly in the development and recruitment of career correctional employees.

2-5023 Written policy and procedure provide for a public information program that is reviewed at least annually and updated if needed. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Written policy should provide that the administrator or designee is available to provide information to the public and representatives of the media. Policy and procedure should cover, at a minimum, the following areas: the statutory basis for its operation, types of information that can and cannot be released, persons authorized to release information, the rights of inmates with regard to publicity, and the need for providing accurate and timely information in response to inquiries about programs, services, operations and policies.

2-5024 Written policy and procedure provide that the facility administrator or designee is available to the public and to representatives of the media. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5025 Written policy and procedure grant representatives of the media access to the facility for purposes of reporting items of public interest, consistent with the preservation of inmate privacy and the maintenance of order and security in the facility. (Detention-Essential, Holding-Essential)

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DISCUSSION: None.

2-5026 When the facility is designated to operate any type of pretrial intervention service or other release program, its authority and responsibility is stated by statute or administrative regulation. (Detention-Essential, Holding-Essential)

DISCUSSION: It is essential that authority and responsibility for the operation of release on recognizance (ROR) programs, county parole or other early release programs be clearly stated to ensure the cooperation and participation of judges, attorneys, law enforcement and correctional officials, community leaders and the participants, as well as to facilitate the successful operation of the program. (See related standard 2-5378.)

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Budgeting

2-5027 The administrator is responsible for the preparation and submission of a budget that provides the necessary resources for facility operations and programming. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5028 Facility staff participate in the preparation of a written budget request. (Detention-Important, Holding-Important)

DISCUSSION: Prior to the start of the fiscal period, staff should be included in the budget process. Their participation will provide a clearer indication of needed resources as well as a better understanding of budget constraints and priorities.

2-5029 The facility administrator participates in budget deliberations conducted by the parent agency or next higher level of government and presents justification to support the budget request. (Detention-Essential, Holding-Essential)

DISCUSSION: Because of the significance of budget reviews, the administrator should participate in the process and be prepared to justify budget requests.

2-5030 Written policy and procedure govern budget revision. (Detention-Essential, Holding-Essential)

DISCUSSION: A budget serves only as a guideline for anticipated revenues and expenditures and therefore must be periodically revised. Any significant revisions should be approved by the facility's parent agency and should adhere to funding source regulations.

2-5031 The budgetary system links operations and activities to the cost necessary for their support. (Detention-Essential, Holding-Essential)

DISCUSSION: The administrator should ensure that planning and budgeting are related directly to program objectives and that the fund flow over specified time periods is as projected. The system should permit a full accounting of the funds allocated for each program function. Expenditures should be made only in accordance with appropriations. All money paid to the facility based on numbers of inmates held should be applied to the budget to meet inmate needs.

2-5032 The financing of the facility is not dependent on a fee schedule. (Detention-Essential, Holding-Essential)

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DISCUSSION: When detention facilities receive reimbursement based on the numbers of inmates held in them, these payments should not make up the entire facility budget. Inmates should not be required to pay the costs of their incarceration, with the exception of reimbursement for a reasonable share of jurisdiction costs in maintaining them when they are participating in a work program which pays at prevailing community wages.

Accounting

2-5033 The fiscal system accounts for all income and expenditures on an ongoing basis. (Detention-Essential, Holding-Essential)

DISCUSSION: The fiscal system which includes the budgeting and accounting functions, should provide administrators with up-to-date information so they can ensure that current objectives are being met, that there are no budget discrepancies and that the fund flow is proceeding as planned. Such a system also assists in responding to emerging program needs.

2-5034 Written policy and procedure, which are reviewed annually, specify that the methods used for collection, safeguarding and disbursement of monies comply with accounting procedures established by the appropriate jurisdiction. (Detention-Essential, Holding-Essential)

DISCUSSION: Fiscal policy and procedure should be patterned after those of the governing authority of the institution, and should be compatible with the state's central accounting system. Policy and procedure should cover, at a minimum, the following areas: the duties and responsibility of each staff member, the maintenance of accounting records, the preparation of fiscal policies, the administrative review of fiscal policies, the conduct of audits, the disbursements to designated and approved recipients, and the complete record of money transactions.

2-5035 Written policy and procedure provide that all monies collected at the facility are secured at all times in an officially designated and secure location and accounted for on a daily basis. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5036 The facility has written policy and procedure approved by the parent agency that includes, at a minimum:

- Internal controls
- Petty cash procedures
- Bonding for all appropriate staff
- Signature control on checks
- Handling of inmate funds

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**Employee expense reimbursement
Issuance or use of vouchers.**

(Detention-Essential, Holding-Essential)

DISCUSSION: The facility should have written policies that regulate how all monies are handled internally. Although the procedures, pursuant to the policies, will vary according to the size of the facility, they should be approved by the parent agency.

2-5037 The facility or parent agency fiscal process includes an annual financial audit of the facility at time periods stipulated by applicable statutes and/or regulations. (Detention-Essential, Holding-Essential)

DISCUSSION: Most funding sources conduct periodic audits to ensure that a record was made of the receipt of their funds and that those funds were spent properly. An independent certified accounting firm or the government audit team should conduct an audit of the entire facility at least annually, or as prescribed by law in the case of a public agency.

2-5038 The facility administrator, as frequently as required by statute and regulation, prepares and distributes to its parent agency and other designated authorities reports that include, at a minimum; income and expenditures statements, funding source financial reports, and audit reports. (Detention-Essential, Holding-Essential)

DISCUSSION: These reports provide an up-to-date accounting of all revenues and expenditures. They are useful to the facility administrator and other top level officials within the parent agency and other governmental units.

Other Fiscal Controls

2-5039 Written policy and procedure govern inventory control of property, stores and other assets. Such inventories are conducted at time periods stipulated by applicable statutes, however they should not exceed every two years. (Detention-Essential, Holding-Essential)

DISCUSSION: Current and complete property records should be maintained for all property and equipment. Good property records help maintain control, guard against loss and enable management to assign equipment to the most appropriate location. Property records also prevent unnecessary ordering of new equipment. Property records should include the following information: purchase date and price; funds from which financed; current value where applicable; organization unit and location to which assigned; and name of person charged with custody. Inventory records and control procedures should also exist for supplies to ensure against theft and unauthorized use.

2-5040 Written policy and procedure govern the requisition and purchase of supplies and equipment. (Detention-Essential, Holding-Essential)

DISCUSSION: Supplies and equipment for the entire facility should be procured on a

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competitive bid basis, preferably through a central purchasing agency, and provision should be made for warehousing when economically desirable.

2-5041 Written policy and procedure regulate position control, personnel records and the payroll function. (Detention-Essential, Holding-Essential)

DISCUSSION: To ensure position control in accordance with budget restrictions, there should be information on the number and type of positions filled and vacant at any time. The payroll should be based on time keeping records. The fiscal office should verify that persons on the payroll are legally employed, that the positions are authorized in the budget, and that funds are available. To assure compliance, these functions are coordinated with the personnel office.

2-5042 Written policy and procedure provide for facility insurance coverage which includes, at a minimum: worker's compensation, civil liability, liability for official vehicles, and public employee blanket bond. (Detention-Essential, Holding-Essential)

DISCUSSION: Although insurance coverage may vary by jurisdiction, correctional employees should be provided with liability coverage in relation to their work activities. In addition, jurisdictions should have some mechanism for replacing government property lost by fire or other catastrophic events. Coverage provided by private companies, self-insurers programs, or state indemnification is acceptable.

2-5043 Written policy and procedure specify that the administrator reviews space and equipment requirements at least annually, reports deficiencies to the parent agency and plans with the parent agency for the effective use of space and equipment. (Detention-Essential, Holding-Essential)

DISCUSSION: The administrator should review space and equipment needs on a continuing basis to ensure that the facility accommodates change in the inmate population and program requirements. Inadequate equipment hampers effectiveness, both in terms of efficiency and the public's view of the facility. All equipment should be maintained in good working order and replaced periodically. More efficient equipment should be acquired where increased efficiency will result.

2-5044 Written budget policy and procedure provide for an annual assessment of present assigned positions and future personnel needs required to meet facility objectives. (Detention-Essential, Holding-Essential)

DISCUSSION: Organizational goals and objectives should be regularly reviewed because of changes in priorities and differences in emphasis over time. Accordingly, the administrator should constantly assess position functions within the facility for relevance, and ensure that personnel assigned to these functions are evaluated in terms of performance. (See related standard 2-5070)

2-5045 Written policy and procedure provide for inmate purchase of approved items not furnished by the facility. (Detention-Essential, Holding-Not Applicable)

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DISCUSSION: The availability of a reasonable selection of personal items is important for good inmate morale. When such items are purchased from a nearby store, the transaction should be conducted by a facility employee. Restrictions should be placed on purchases to minimize the effect of differential spending power.

2-5046 If there is a commissary or canteen, policy and procedure provide strict controls of its operation and the use of accepted accounting procedures. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Merchandise should be priced on a cost basis with a limited markup. Strict controls should be maintained over all funds, and profits and interest should be used to supplement inmate welfare and recreation programs. Audits of commissary funds should be conducted and accepted accounting procedures followed.

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Note: The facility may operate under the personnel policies of its parent agency or a departmental personnel agency. If these policies meet the standards outlined below, the facility will be rated in compliance.

2-5047 Written policy and procedure provide for the selection, retention, and promotion of all personnel on the basis of merit and specified qualifications. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5048 Written policy and procedure provide for lateral entry as well as promotion from within the organization. (Detention-Important, Holding-Important)

DISCUSSION: Lateral entry provides for the recruitment and selection of persons from outside the organization at all position classification levels. Persons who have the requisite qualifications for a particular position classification must be considered for that particular classification. The organization's personnel policies may emphasize recruitment from within provided that provision for lateral entry is made.

2-5049 The facility has an affirmative action program that has been approved by the appropriate government agency. (Detention-Essential, Holding-Essential)

DISCUSSION: An affirmative action plan includes, but is not limited to, the following items: written guidelines for the accomplishment of affirmative action/equal employment opportunity goals; recruitment and promotion of qualified minority and female applicants; the provision of staff development or training in order to increase the number of qualified minority or female applicants for promotions; corrective actions, when needed, in policies including, but not limited to, rate of compensation, demotion, transfer, layoff, termination and upgrading; the designation of a particular individual within the facility to deal with affirmative action matters; deadlines for implementation; and an evaluation component which captures information on AA/EEO recruitment, selection, promotion and retention for inclusion in an annual review of personnel activities.

2-5050 When deficiencies in regard to affirmative action and equal employment opportunities exist, corrective action is documented, showing annual reviews and necessary changes required to keep it current. (Detention-Essential, Holding-Essential)

DISCUSSION: Personnel records and revised policies and procedures that reflect increases in the hiring and promotion of minority groups and women should be used to demonstrate implementation of the facility's affirmative action plan. At least an annual review of the affirmative action program should be conducted to monitor and promote continued compliance.

2-5051 Written policy requires equal employment opportunities for all positions. (Detention-Essential, Holding-Essential)

DISCUSSION: Men and women must have equal opportunity to compete for any position within the facility. Organizations must comply with section 703 of Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, in all exceptions. Organizations must evaluate their equal employment opportunity efforts on an annual basis as part of an annual review of personnel activities.

2-5052 In accordance with state and federal statutes, a criminal record check is conducted on all new employees to ascertain whether there are criminal convictions which have a specific

relationship to job performance. (Detention-Essential, Holding-Essential)

DISCUSSION: While facility or parent agency policy should not categorically preclude the hiring of ex-offenders, the facility administrator should be aware of any criminal conviction(s) which would directly affect a person's job performance in an institutional setting.

2-5053 Written policy and procedure require a physical examination of all employees by a physician at the time of employment. Provision exists for reexamination when indicated. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5054 Written policy and procedure promote the physical fitness of correctional officers. (Detention-Essential, Holding-Essential)

DISCUSSION: Where indicated, correctional officers should meet prescribed standards for physical fitness. Organizations are encouraged to take a proactive approach to employee physical fitness through the development of standards and the requirement of an annual physical examination to ensure that employees are able to meet the physical and medical demands placed upon them by virtue of their work.

2-5055 Written policy and procedure govern probationary employment. New or promoted employees are appointed initially for a probationary term of not less than six months nor more than one year. After successful completion of the initial probationary period, employees are granted permanent status. The probationary period may be extended for just cause for a period of time equal to, but not in excess of, the original probationary period. (Detention-Essential, Holding-Essential)

DISCUSSION: During the probationary period, the employee should be evaluated on a monthly basis. The evaluation should be specific feedback regarding job performance and should identify areas in which improvement is indicated. Employees should be encouraged to discuss their evaluations in order to facilitate the adjustment to their new jobs. Such an intensive evaluation process ensures that supervisory staff know new employees well prior to the conclusion of the probationary period and that new employees know clearly what the organization expects of them. Employees coming into the facility through a lateral transfer process should not be required to repeat probationary periods unless they have been promoted. (See related standard 2-5067)

2-5056 A written compensation and benefit plan exists. Employees have access to information on compensation and benefits and receive this information during new employee orientation. (Detention-Essential, Holding-Essential)

DISCUSSION: The perception of equity ("equal pay for equal work") is an important factor in employee morale and especially in matters concerning wages and benefits. The existence of a written compensation and benefit plan, to which employees can refer, helps to ensure a more equitable compensation for those moving through position classifications, as well as for those within a specific classification. Salary ranges should provide for regular increases based upon merit and should be adjusted annually in order to reflect changes in the cost of living. Benefit packages may consist of many options, including, but not limited to, the following: group medical/dental insurance, group life insurance, leave allowances, pension plans, sick leave provisions, unemployment compensation, worker's compensation, educational leave and compensation, maternity leave, etc. In order to encourage mobility and the exchange of personnel among elements of the criminal justice system, the reciprocity of some types of benefits, i.e., pension, should be supported.

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2-5057 Compensation and benefit levels for all facility personnel are comparable to similar occupational groups in the state or region. (Detention-Essential, Holding-Essential)

DISCUSSION: Competitive salaries and attractive benefits are necessary to recruit and retain high caliber personnel. Organizations are encouraged to conduct salary and benefit surveys on a regular basis in order to ensure competitive wages. Benefit packages may consist of some of the following items: group medical/dental insurance, group life insurance, leave allowances, pension plans, sick leave provisions, etc. To encourage mobility and the exchange of personnel among elements of the criminal justice system, efforts should be supported that would permit certain benefits to accompany the employee from one facility or agency to another.

2-5058 Compensation and benefits for correctional officers are comparable to those for law enforcement officers working in the same organization. (Detention-Essential, Holding-Essential)

DISCUSSION: Corrections has become an increasingly complex and demanding field. The skills, knowledge areas, attributes and personal characteristics required of correctional officers have also become increasingly complex and demanding, and considerably different from those required of law enforcement personnel. Correctional officers must be able to interpret and implement court decisions relating to due process and disciplinary matters, and have an understanding of operational security. Also, they must be able to interpret and assist in the management of inmate behavior over long periods of time under the conditions of confinement.

2-5059 Written policy and procedure provide for the reimbursement of employees for all approved expenses incurred in the performance of their duties. (Detention-Essential, Holding-Essential)

DISCUSSION: Procedures should be established and funds provided to ensure that facility personnel are reimbursed for approved expenses incurred in the performance of their duties.

2-5060 Written policy and procedure govern employee-management relations. A written grievance procedure is available to all employees and is approved by the parent agency. (Detention-Important, Holding-Important)

DISCUSSION: Facilities operate more effectively when specific procedures exist to recognize and resolve legitimate employee concerns. In addition to a written grievance procedure, facilities should have written policy and procedure for the timely resolution of such complaints before they reach the level of official grievances. At a minimum, grievance procedures should specify the procedure for conflict resolution, identify the hearing body, and provide a mechanism for appeal. Grievance procedures should be distributed to all new employees during new employee orientation.

2-5061 The administrator annually reviews the personnel policies affecting the facility and, when indicated, submits recommended changes to the parent agency. (Detention-Essential, Holding-Essential)

DISCUSSION: Written personnel rules and regulations should be reviewed and updated annually in order to ensure equitable treatment of all employees. The personnel regulations under which many facilities operate are established by the jurisdiction of which the jail is a part; therefore, there must be frequent interaction with the jurisdiction's personnel office or board. The policy review may be part of the daily operations of the facility if it is supported by correspondence between the jail administrator's office and the personnel office. An annual review should be undertaken in addition, however, to assess the need for change, to evaluate compliance with AA/EEO

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guidelines and to provide the jail administrator with a view of the entire personnel system as it effects the facility.

2-5062 A written job classification system exists which is linked to the salary and benefit compensation plan. (Detention-Essential, Holding-Essential)

DISCUSSION: A written classification plan provides the basis for all other personnel activities. When combined with a job analysis which defines the skills, knowledge areas, aptitudes and personal characteristics required of personnel for each position, the classification plan becomes the basis from which recruitment and selection occur; it may be a particularly effective tool for performance evaluation. While it is understood that such plans are frequently established and maintained by the jurisdiction of which the facility is a part, administrators are encouraged to familiarize themselves with the portion of the classification system which pertains to their facility and to use it as a management tool.

2-5063 There is a personnel policy manual which includes, at a minimum, the following areas: organizational structure; recruitment and selection procedures; equal employment opportunity provisions; job qualifications, descriptions and responsibilities; the job classification plan; the wage and benefit plan; holidays, leave and work hours; policies and procedures related to personnel records; performance evaluation procedures; promotion, retirement, resignation, layoff and termination procedures; employee-management relations; physical fitness policy; disciplinary procedures; grievance and appeal procedures; and, insurance and professional liability provisions. A copy of this manual is available to each employee and explained at employee orientation. (Detention-Essential, Holding-Essential)

DISCUSSION: The facility's personnel policy manual reflects its operational philosophy and establishes the tone for employee-management relations. All new employees should receive orientation regarding the personnel policies of the organization and should be provided with a copy of the personnel changes. Employees should be advised of changes in writing and asked to update personnel manuals. If the changes have a significant impact, additional orientation may be necessary. (See related standards in Training and Staff Development)

2-5064 The facility makes available to all employees a written code of ethics that prohibits employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. (Detention-Essential, Holding-Essential)

DISCUSSION: To protect the integrity of the facility, its staff, and the parent agency, all personnel must be made thoroughly familiar with the established code of ethics which is strictly enforced. At the time of employment, each employee should review this code which is available for employee reference.

2-5065 Written policy and procedure provide that consultants and contract personnel who work with inmates agree to abide by the facility's written policies on confidentiality of information. (Detention-Essential, Holding-Essential)

DISCUSSION: The types of information which are confidential or can be communicated to others inside and outside the facility should be identified. Outside workers should agree in writing to respect these policies. (See related standard 2-5106)

2-5066 Employees on permanent status are terminated or demoted only for just cause and after grievance and appeals procedures, if requested, have been exhausted. (Detention-Essential, Holding-Essential)

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DISCUSSION: Termination or other adverse personnel actions should be open, based on formal hearings and specific charges, and processed before an independent organization to ensure fairness.

2-5067 Written policy and procedure provide for a written performance evaluation of all employees at least annually, which is based on defined criteria related to job performance. The evaluation bears a direct relationship to the skills, knowledge areas, aptitudes and personal characteristics defined in the job analysis and the duties and responsibilities listed in the job description. Employees review and discuss the performance evaluation with the person who completes it. If employees disagree with the evaluation, they have the opportunity to express their opinions in writing; their statements are included in their personnel files. (Detention-Essential, Holding-Essential)

DISCUSSION: Performance review should be a continuing process. To be effective, reviews should be objective and based on specific job criteria and performance standards designed to provide a basis for consistent and unbiased job evaluations. (See related standard 2-5055)

2-5068 Written policy and procedure provide for the transfer, assignment and selection of employees on the basis of facility need and the ability of the employee to perform the job. (Detention-Essential, Holding-Essential)

DISCUSSION: Assignment to the detention facility should never be made on the basis of disciplinary action, unacceptable performance elsewhere in the organization, or other negative considerations.

2-5069 The facility systematically determines its workload requirements in all categories of personnel and reviews them on an ongoing basis in order to ensure inmate access to staff and availability of support services. (Detention-Essential, Holding-Essential)

DISCUSSION: The determination of the requisite number of staff does not depend solely on the inmate population. Workload ratios should reflect factors such as legal requirements, the goals of the facility, the character and needs of the inmates supervised and other duties performed by the staff. Staff workloads should be low enough to provide for inmate access to both staff and services. The analysis of staffing requirements should be conducted on an annual basis. (See related standard 2-5192)

2-5070 The facility administration has calculated a shift relief factor which is reviewed annually and updated if needed. (Detention-Essential, Holding-Essential)

DISCUSSION: In tabulating its personnel needs, the facility should determine the actual number of persons needed to provide minimum coverage, taking into consideration: normal days off, vacations, holidays, average sick leave, training days, military leave, maternity leave. This analysis must also consider the number of shifts per day that a particular post must be filled. Because factors can change over time it is important to update the shift relief factor annually. (See related standard 2-5044)

2-5071 Written policy, procedure and resources provide for provisional appointments and/or reserve correctional officers to ensure the availability of trained personnel for short-

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term, full-time or part-time work in special or emergency situations. (Detention-Important, Holding-Important)

DISCUSSION: Civil service or merit system requirements should be modified for limited part-time or short-term employment during vacations, times of excess inmate population and other situations requiring temporary additional personnel. The requirements for reserve personnel should be written and reflect the skills, knowledge areas, aptitudes and personal characteristics required for membership in the reserve pool. They should specify the length of time reserve personnel may substitute for regular, full-time personnel. The requirements for reserve personnel may not be as stringent as for regular staff.

2-5072 The facility administrator can document that the vacancy rate for staff positions that work directly with inmates does not exceed an overall average of 10 percent during any 18 month period. (Detention-Essential, Holding-Essential)

DISCUSSION: Staff turnover is a chronic problem in the corrections field. Facility administrators should take the steps necessary to establish a pool of eligible candidates for positions requiring supervision or direct work with inmates, such as custodial officers, counseling staff, teachers, etc., so the facility will not suffer an undue shortage of qualified personnel. This pool requires the maintenance of information on recruitment and terminations; vacancy rates should be calculated every six months.

2-5073 The facility administration or parent agency maintains a current, accurate and confidential personnel record for each employee. (Detention-Essential, Holding-Essential)

DISCUSSION: A personnel record should contain, at a minimum: initial application, reference letter, results of employment investigation, verification of training and experience, salary and benefits information, job classification, performance evaluations and employee responses, incident reports, commendations, and disciplinary actions, if any. This information should be reliable, accurate and current. All employee records should be confidential and comply with existing state and federal statutes.

2-5074 Written policy and procedure provide for the confidentiality of the personnel record and restrict its availability to the employee who is the subject of the record, to administrators and supervisors directly responsible for the employee, and to other personnel who need the information for the performance of their duties. (Detention-Essential, Holding-Essential)

DISCUSSION: Employee records should be protected against unwarranted examination. Policies should specify both those persons authorized to use confidential personnel records and the purposes for such use. Appropriate guidelines are stated in the Privacy Act of 1974.

2-5075 Written policy and procedure make provision for employees to challenge all information in their personnel file and establish a process for correction or removal of inaccuracies. (Detention-Essential, Holding-Essential)

DISCUSSION: Employees should be permitted to review their personnel files to see that they are current and to check for omissions and inaccuracies. Written procedure should specify means for correcting discrepancies.

TRAINING AND STAFF DEVELOPMENT

Note: For the purpose of the following standards, training should be defined as an organized, planned, and evaluated activity designed to achieve specific learning objectives through classroom or closely supervised on-the-job training.

2-5076 Written policy and procedure provide that the facility's training programs for all employees are specifically planned, coordinated, and supervised by a qualified employee at a supervisory level; in a facility of over 100 employees, this person is employed full time for this purpose. (Detention-Essential, Holding-Important.)

DISCUSSION: Staff development should be an integral part of the management and operation of the facility. Therefore, a supervisory level staff member should be selected to maintain continuity and ensure cooperation in the training function. The training plan should include pre-service and in-service training curriculum for the various subcategories, with specific timelines for completion of each training unit, and it should also consider the physical characteristics of the institution, its overall mission and the type of offenders served. In facilities with fewer than 100 employees, training may be one part of any employee's responsibility.

2-5077 The individual coordinating the training and staff development program has received specialized training for that position. (Detention-Essential, Holding-Important)

DISCUSSION: The development of correctional staff, whether it is achieved through the facility's training program or through an academy, is an important responsibility of the administration. Only trainers with specialized training should develop and direct the training program, although other specialists may be used to instruct in specific areas.

2-5078 For facilities with over 100 employees, there is an advisory training committee composed of the facility training officer and a representative from each department. (Detention-Important, Holding-Important)

DISCUSSION: An advisory training committee keeps the administrator advised of training policies, procedures, and facility and equipment needs required to implement or continue the training program. The committee also should provide the administrator an assessment of the components of the training program. The advisory training committee should be responsible for developing the training plan for the facility and should meet at least quarterly to review progress and resolve problems. It should maintain a written record of its deliberations, which should be submitted to the administrator.

2-5079 The training and staff development program uses the resources of other public and private agencies, private industry, colleges, libraries and reference services to complement the program. (Detention-Important, Holding-Important)

DISCUSSION: Outside resources can be used for guidance and assistance in developing and conducting the training program. Library and reference services should be available for use by employees during training.

2-5080 The budget includes funds for compensating staff for additional time spent in training, or for replacement personnel required when regular personnel are off duty for training purposes. (Detention-Important, Holding-Important)

DISCUSSION: Releasing correctional officers for training purposes is not always practical during duty hours. Funds should be available to compensate them for time spent in training. Where officers are taken off the job for training, there should be sufficient funds to pay replacement personnel.

2-5081 Written policy and procedure provide that all new clerical/support employees who have minimal inmate contact receive 40 hours of orientation and training during their first year of employment. Twenty-four of these hours are completed prior to being independently assigned to a particular job. All persons in this category are given an additional 16 hours of training each subsequent year of employment. (Detention-Essential, Holding-Important)

DISCUSSION: Clerical and support personnel who are not in continuous contact with inmates should be given orientation to the policies, organization, structure, programs, and regulations of the facility and parent agency as well as task orientation relative to their particular job assignment. On-going training during subsequent years of employment enable employees to sharpen skills and keep up with changes in the operational procedures.

2-5082 Written policy and procedure provide that all new support employees who have regular or daily inmate contact receive 80 hours of orientation and training during their first year of employment. Forty of these hours are completed prior to being independently assigned to a particular job. They are given an additional 40 hours of training each subsequent year of employment. At a minimum, this training covers the following areas; security procedures and regulations, rights and responsibilities of inmates, all emergency procedures, interpersonal relations, communication skills, and first aid. (Detention-Essential, Holding-Important)

DISCUSSION: Food service, industrial supervisors, and other support personnel who, as a part of their job requirements, have day to day contact with inmates should receive specialized training to supplement their particular area of expertise. These individuals should be familiar with policies and procedures of the facility, plus the basic rules of inmate supervision and security. On-going training during subsequent years of employment enables employees to sharpen skills and keep abreast of changes in operational procedures.

2-5083 Written policy and procedure provide that all new correctional officer personnel receive 160 hours of orientation and training during their first year of employment. Forty of these hours are completed prior to being independently assigned to a particular post. All persons in this category are given an additional 40 hours of training each year thereafter. At a

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minimum, this training covers the following areas: security and search procedures, use of force regulations and tactics, supervision of inmates, report writing, inmate and staff rules and regulations, rights and responsibilities of inmates, all emergency procedures, interpersonal relations, social/cultural life styles of the inmate population, communication skills, and first aid. (Detention-Essential, Holding-Important)

DISCUSSION: Since the duties of correctional officers frequently involve most facility operations, their training should be comprehensive in subject matter. Continual training during subsequent years of employment provides employees with the opportunity to further develop and refine their skills, and remain up-to-date with changes in operational policy. (See related standard 2-5307 and 2-5180)

2-5084 Written policy and procedure provide that the facility's administrative and managerial staff receive at least 40 hours of orientation if they are new to the facility and at least 24 hours of management training each year thereafter. This training covers, at a minimum, general management and related subjects, decision-making processes, labor law, employee-management relations, the interaction of elements of the criminal justice system, and relationships with other service agencies. (Detention-Essential, Holding-Important)

DISCUSSION: Administrative and managerial staff should receive training that enables them to effectively respond to problems and deal with the parent agency, the employees and the community. The required 24 hours of annual management training is in addition to that which is required by their level of contact with the inmates, i.e., minimal contact or daily contact, or their position as correctional officer.

2-5085 When there is an emergency unit, written policy and procedure provide that all assigned officers receive 40 hours of relevant emergency unit training prior to assignment. (Detention-Essential, Holding-Important)

DISCUSSION: Members of these units should receive training that will enable them to implement new knowledge and techniques. (See related standard 2-5083)

2-5086 All part-time staff receive formal orientation appropriate to their assignments and additional training as needed. (Detention-Essential, Holding-Essential)

DISCUSSION: Part-time staff need orientation to institutional rules, security, and operational procedures. Training enables them to keep informed and up-to-date with changes in operations as well as policy and procedure.

2-5087 All personnel authorized to use firearms or chemical agents are trained in weaponry and the use of chemical agents on a continuing, in-service basis, and are required to qualify annually. (Detention-Essential, Holding-Essential)

DISCUSSION: Employees authorized to handle firearms, chemical agents and related equipment require thorough training in the use, safety and care of weaponry. A specific curriculum should be established that includes individual and group instructions by competent authorities.

Summary of Orientation and Minimum Training Hours

The following description of general job categories should be used in determining minimum training requirements as outlined in standards 2-5081 thru 2-5085. Contract or part-time employees should receive training similar to full-time employees in their particular category and pertinent to their role in working with inmates.

TITLE	POSITION	Prior to Job	First Year On the Job	Each Year Thereafter
(2-5081) CLERICAL/SUPPORT (Minimum Contact):	Secretaries, Clerks, Typists, PBX Operators, Computer and Warehouse Personnel, Accountants, Personnel Staff	24	16	16
(2-5082) SUPPORT (Regular or Daily Contact):	Food Service, Industry Work Supervisors, Farm Work Supervisors, Maintenance Work Supervisors	40	40	40
(2-5083) CORRECTIONAL OFFICERS:	All staff assigned to full-time custodial and/or security posts	40	120	40
(2-5084) ADMINISTRATIVE/MANAGEMENT PERSONNEL: (Additional Training)	Facility Administrators, Business Managers, Personnel Directors, or other Supervisors	—	40	24
(2-5085) EMERGENCY UNIT STAFF:	Members of emergency or confrontation units	*40	—	**16

* May be part of 120 hours of on-the-job training required in first year as correctional officer
 ** May be part of 40 hours of required annual training.

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2-5088 All security personnel are trained in approved methods of self-defense and the use of force to control inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: Physical force must be used at times to control or move inmates. All security personnel should be trained in the techniques by which this can be done with minimum harm and discomfort to the inmate and employee. (See related standard 2-5198)

2-5089 The facility administration encourages employees to continue their education and provides reimbursement to employees attending approved professional meetings, seminars and similar work-related activities. (Detention-Important, Holding-Important)

DISCUSSION: When there are outside training and educational opportunities related to facility programs and services, and inmate management, the facility should encourage employees to participate in them. Adequate funds should be budgeted for this purpose.

MANAGEMENT INFORMATION AND RESEARCH

Note: Management information systems and research are often approved and implemented through the parent agency or central office. Facility management and staff should participate in the conduct of these programs directed at operational and program objectives. An information system may be very sophisticated, using modern computer technology, or it may be relatively simple, using manual counting systems; the goal of either system is to provide statistical information for use in making management decisions.

Management Information Systems

2-5090 Written policy and procedure provide that the facility contributes to, has access to, and uses an organized system of information storage, retrieval and review which is part of an overall research and decision-making capacity, relative to both inmate and operational needs. (Detention-Essential Holding-Important)

DISCUSSION: Management information systems facilitate decision making, research, and timely responses to inmate needs and outside inquiries. If the facility's parent agency operates the management information system, the facility administrator should participate in its development.

2-5091 Written policy and procedure govern the security of the information and data collection system, including verification, access to data, and protection of the privacy of all inmates under the jurisdiction of the agency. (Detention-Essential, Holding-Essential)

DISCUSSION: Procedures should be specified not only for verifying data before it is entered into the system, but also for determining what data is required. Written policy should specify those persons who have access to the information system.

2-5092 The facility or its parent agency collaborates with criminal justice and service agencies in information gathering, exchange and standardization. (Detention-Important, Holding-Important)

DISCUSSION: System-wide collaboration is critical to efficient and effective management. The key to effective collaboration is standardized and shared information. Duplication of effort and costs often can be avoided or reduced by exchange of information. Facilities should share information, however, they must respect the confidentiality and privacy of offender records.

2-5093 The facility has specific, written definitions of its criteria for evaluating its overall performance. (Detention-Essential, Holding-Essential)

MANAGEMENT INFORMATION AND RESEARCH

DISCUSSION: Evaluation criteria should be developed that includes the nature of events to be evaluated, the categorization of behaviors and degrees of seriousness to be included, and the duration of the follow-up period. The system used to measure the degree of internal order should include, but not be limited to, escape rate, frequency and number of assaults on staff, group disturbances by inmates, assaults and homicides by inmates, and weapons and illegal drugs found.

2-5094 Written policy and procedure provide for an inmate population accounting system which includes records on the admission, processing and release of inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: Population records should indicate the arresting agency, sentencing court, charges, dates of booking and release, time detained, manner of release, fines and bail involved, type of sentence being served, and the work and other programs in which the offender is participating. (See related standard 2-5099)

Research

2-5095 Written policy and procedure provide for at least annual evaluations of facility programs and services to determine progress toward achieving previously identified objectives. (Detention-Essential, Holding-Essential)

DISCUSSION: Facility programs should be clearly defined in terms of their overall facility philosophy and goals. Periodic program analyses and evaluations assist in the identification of productive and nonproductive programs, determination of needed changes, and indication of the need for reordering priorities.

2-5096 Written policy and procedure governing the conduct of research comply with state and federal guidelines for the use and dissemination of research findings and with accepted professional and scientific ethics. (Detention-Essential, Holding-Important)

DISCUSSION: Persons doing research in the facility should be informed of all policies relating to their research, particularly those dealing with the confidentiality of the information obtained. Research results should be made available to the warden/superintendent for review and comment prior to publication or dissemination. (See related standard 2-5105)

2-5097 The facility administrator reviews and approves all facility research projects in conformity with parent agency policy prior to their implementation. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Research should not proceed until the research design and the requirements of the facility staff are understood fully and agreed upon.

MANAGEMENT INFORMATION AND RESEARCH

2-5098 Written policy and procedure govern voluntary inmate participation in nonmedical, nonpharmaceutical and noncosmetic research programs. (Detention-Essential, Holding-Essential)

DISCUSSION: Voluntary inmate participation in nonmedical and nonpharmaceutical testing should be permitted only after a review of the research design indicates the probability that there will be no negative side effects to the inmates in the program. Inmate participation should be documented by a signed agreement. (See related standard 2-5286).

INMATE RECORDS

2-5099 Intake booking information is recorded for every person admitted to the facility and includes at least the following data, unless prohibited by law:

Picture
 Booking number
 Name and aliases of person
 Current address (or last known address)
 Date, duration of confinement, and a copy of the court order or other legal basis for commitment
 Name, title and signature of delivering officer
 Specific charge(s)
 Sex
 Age
 Date of birth
 Place of birth
 Race
 Present or last place of employment
 Health status, including any current medical or mental health needs
 Emergency contact (name, relation, address and phone number)
 Telephone calls made by the inmate at time of admission
 Driver's license and social security numbers
 Notation of cash and all property
 Additional information concerning special custody requirements, service needs, or other identifying information such as birthmark or tattoos.

(Detention-Essential, Holding-Essential)

DISCUSSION: The intake or booking information should provide for a positive identification of the person being admitted. Whenever possible, information should be verified. (See related standards 2-5094, 2-5344 and 2-5346)

2-5100 Written policy and procedure govern case record management and include, but are not limited to the establishment, utilization, content, privacy, security and preservation of records, and a schedule for the retirement or destruction of inactive case records. These policies and procedures are reviewed annually. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmate records should be stored in a secure area so that they are protected from theft, loss, tampering and destruction. Sufficient staff and equipment should be provided to ensure that they are kept accurate and current. Written guidelines should specify the length of time an inmate record should be maintained after inmate release from custody and the conditions under which archives should be maintained.

2-5101 The facility maintains custody records on all inmates committed or assigned to the facility, that contain but are not limited to:

Intake/booking information
 Court generated background information
 Cash and property receipts
 Reports of disciplinary actions, incidents or crime(s) committed while in custody
 Records of program participation, including work release or trusty programs and "good time" accumulated.

(Detention-Essential, Holding-Essential)

DISCUSSION: The documents in the custody record ensures that inmates are properly committed, that inmate property is correctly managed and that a record of major events while in custody is maintained. The purpose of the custody record is primarily one of documentation.

2-5102 The contents of inmate records are identified and separated according to an established format. (Detention-Important, Holding-Important)

DISCUSSION: None.

2-5103 Written policy and procedure provide that a current and accurate classification or case record is maintained for each inmate committed to or housed in the facility. Procedures are established to safeguard legally privileged or confidential information. The records contain, at a minimum:

Classification and reclassification decisions
 Reports of disciplinary actions, grievances, incidents and crimes committed while in custody
 Medical and mental health information relevant to classification
 When applicable, information on work or study release.

(Detention-Important, Holding-Important)

DISCUSSION: Case records frequently contain privileged information, and must be separate from custody records, according to statute. Written policy and procedure should clearly indicate the record in which information should be recorded and where documents should be filed. These records should be seen as a resource in case decision making, custody assignment and program planning.

2-5104 The facility maintains a system which identifies all inmates in custody and their actual physical locations. (Detention-Essential, Holding-Essential)

DISCUSSION: The system for identification of inmates should provide for updating information as classification and reclassification decisions are made and admissions and releases take place. At all times there should be an accurate source of information regarding who is in the facility and their physical locations. This information should be immediately available to all administrative, supervisory and custody personnel as well as other personnel designated by the facility. (See related standard 2-5178)

INMATE RECORDS

2-5105 Written policy and procedure define those persons within the facility and other authorized persons who have direct access to inmate classification or case records. (Detention-Essential, Holding-Essential)

DISCUSSION: Access to records for legitimate purposes should be limited only to the extent necessary to protect confidentiality. Facility staff in consultation with the parent agency, should develop any necessary agreements with other agencies or individuals doing research in the facility. (See related standard 2-5096)

2-5106 The administration uses a consent form which complies with applicable federal or state regulations. The inmate signs a "Release of Information Consent Form" prior to the release of information, as required by statute or regulation, and a copy of the form is maintained in the inmate's case record. (Detention-Essential, Holding-Essential)

DISCUSSION: Statutes govern the confidentiality and protection of information on inmates; these statutes apply also to persons who have been discharged. When statutorily required, judicial and correctional authorities involved with the case should be supplied information without a signed consent form.

2-5107 The facility maintains a weekly summary of inmate activities. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

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Note: As indicated, these standards apply to existing facilities, renovations, additions, when undertaken, and/or for new plant construction. New construction is defined as that for which the final plans were approved after January 1, 1982.

2-5108 *Existing*

All activity areas have toilets and wash basins which are accessible to persons using the area. An independent, qualified source has documented that

Lighting is appropriate to the activity area

Circulation is at least 10 cubic feet of fresh or purified air per minute per human occupant

Temperatures are appropriate to the summer and winter comfort zones with consideration for the activity performed.

(Detention-Essential, Holding-Essential)

DISCUSSION: Activity areas in the facility must have sufficient air, lighting and sanitary facilities to ensure the health of those using them. These areas include multipurpose rooms, recreation areas or program areas for inmates, or work areas for staff.

2-5109 *Existing, renovation, addition, new plant*

The intake/booking and release area is located inside the security perimeter, but outside inmate living quarters, and has the following components:

Booking area

Sally port

Access to drinking water

Shower facilities

Secure storage for inmates' personal property

Telephone facilities

Private interview space(s)

Temporary holding rooms with sufficient fixed seating for all inmates at its rated capacity

Operable toilets and wash basins.

(Detention-Essential, Holding-Essential)

DISCUSSION: This area should be designed so that newly admitted inmates may be processed in a thorough, humane and orderly manner. Adequate space should be provided for booking, temporary holding, search, identification, medical examinations, intake screening for pretrial release programs, and storage of inmate personal property. Provisions should be made to ensure the safety of inmates and personnel, and the security of the facility. The reception room should also be used for processing inmates for release.

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2-5110 *Existing, renovation, addition, new plant*
Only one inmate occupies each cell and detention room designed for single occupancy.
(Detention-Essential, Holding-Essential)

DISCUSSION: Single-cell occupancy provides privacy and protection for the inmates, and should be provided based on the designed capacity of the facility.

2-5111 *Existing, renovation*
All single rooms or cells in *detention facilities* have at least 60 square feet of floor space, provided inmates spend no more than 10 hours per day locked in; when confinement exceeds 10 hours per day, there are at least 70 square feet of floor space. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Adequate living space is important to the mental well-being of the inmate. Rooms or cells of sufficient size enable inmates to personalize living space consistent with facility rules and regulations. Inmates who have access to programs and activities throughout the facility require less space in their rooms or cells because they do not spend as much time there. (See related standard 2-5115, 2-5137 and 2-5138)

2-5112 *Existing, renovation, addition, new plant*
All rooms or cells in *detention facilities* have, at a minimum

Access to the following sanitation facilities:

toilet above floor level which is available for use without staff assistance
24 hours a day
wash basin and drinking water
shower facilities
hot and cold running water

A bed at above floor level, desk or writing surface, hooks or closet space, chair or stool
Natural light.

There is documentation by an independent, qualified source that

Lighting is at least 20 footcandles at desk level and in the personal grooming area; in additions and new plants it is both occupant and centrally controlled
Circulation is at least 10 cubic feet of outside or recirculated filtered air per minute per human occupant
Temperatures are appropriate to the summer and winter comfort zones
Noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: Suggested temperatures are 66 to 80 degrees (F) in the summer comfort zone, optimally 71 degrees (F), and 61 to 73 degrees (F) in the winter comfort zone, optimally 70 degrees (F). Sensory deprivation should be reduced by providing variety in

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terms of space, surface textures and colors. Natural lighting should be available either by cell or room windows to exterior or from a source within 20 feet of the room or cell. The bed should be elevated from the floor and have a clean, covered mattress with blankets provided as needed. Toilet facilities can be located either in the cell or outside if it is available at all times without requiring staff to unlock a door to provide access.

2-5113 *Existing, renovation*
Single rooms or cells in *holding facilities* have, at a minimum

50 square feet of floor space

A bed above floor level

Access to the following sanitation facilities:

toilet above floor level which is available for use without staff assistance
24 hours a day
wash basin with hot and cold running water
shower facilities.

There is documentation by an independent, qualified source that

Lighting is at least 20 footcandles at desk level and in the personal grooming area
Circulation is at least 10 cubic feet of outside or recirculated filtered air per minute per human occupant
Temperatures are appropriate to the summer and winter comfort zones
Noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

(Detention-Not Applicable, Holding-Important)

DISCUSSION: None. (See related standard 2-5139)

2-5114 *Existing, renovation*
Where used, multiple occupancy rooms house no less than four and no more than 50 inmates each who are screened prior to admission for suitability to group living; the rooms provide

Continuing observation by staff

A minimum floor area of 50 square feet per occupant in the sleeping area and a clear floor to ceiling height of not less than eight feet

Toilet and shower facilities at a minimum of one operable toilet and shower for every eight occupants

One operable wash basin with hot and cold running water for every six occupants

Natural light

Beds above floor level

A locker for each occupant.

There is documentation by an independent, qualified source that

Lighting is at least 20 footcandles at desk level and in the personal grooming area

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Circulation is at least 10 cubic feet of outside or recirculated filtered air per minute per occupant
Temperatures are appropriate to the summer and winter comfort zones
Noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

(Detention-Essential, Holding-Essential)

DISCUSSION: When multiple occupancy housing cannot be avoided, as in multiple occupancy cells or dormitories, the number of inmates rooming together should be kept as low as possible. Multiple occupancy rooms in pretrial facilities should not house more than 16 individuals. Where dormitories are used in facilities for sentenced inmates the number of occupants should not exceed 50 per room. (See related standard 2-5137)

2-5115 Existing, renovation, addition, new plant

The segregation rooms provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Segregation housing units provide

Single occupancy rooms or cells with a floor area of at least 70 square feet
A bed at above floor level, desk or writing space and stool
Continuous access to the following sanitation facilities:
above-floor toilet facilities
hot and cold running water
natural light.

There is documentation by an independent, qualified source that

Lighting is at least 20 footcandles at desk level and in the personal grooming area
Circulation is at least 10 cubic feet of outside or recirculated filtered air per minute
Temperatures are appropriate to summer and winter comfort zones
Noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

(Detention-Important, Holding-Not Applicable)

DISCUSSION: None. (See related standards 2-5111, 2-5112 and 2-5138)

2-5116 Existing, renovation, addition, new plant

A room used for segregation permits inmates assigned to it to communicate with staff and has a door which permits observation by staff. (Detention-Essential, Holding-Essential)

DISCUSSION: The segregation units should be designed to permit the staff on duty an unobstructed view of all inmates in the unit. Although inmates may be physically separated from the general population they should be allowed to talk to other inmates assigned to the same housing unit or to staff members. Total isolation as punishment for a rule violation is not an acceptable practice. When exceptions occur, they should be justified by clear and substantiated evidence and fully documented.

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2-5117 Existing, renovation, addition, new plant

When seriously ill, mentally disordered, injured or nonambulatory inmates are held in the facility, there is at least one single-occupancy cell or room for them which provides for continuing staff observation. (Detention-Essential, Holding-Essential)

DISCUSSION: The facility should be equipped to provide temporary medical services. All seriously ill, injured, and nonambulatory inmates should be transported to a hospital as soon as possible after admission. (See related standard 2-5265)

2-5118 Existing, renovation, addition, new plant

When both males and females are housed in the same facility they are provided separate sleeping quarters which are separated visually and acoustically. (Detention-Essential, Holding-Essential)

DISCUSSION: None. (See related standards 2-5129, 2-5134 and 2-5355)

2-5119 Existing, renovation

Designated exits in the facility permit prompt evacuation of inmates and staff members in an emergency. (Detention-Essential, Holding-Essential)

DISCUSSION: At least two separate means of exit from the facility should be provided to ensure the safety of inmates and staff members. These exits should lead directly from the inmate living area to a hazard-free area, where adequate supervision should be provided. (See related standard in Safety and Sanitation.)

2-5120 Addition, new plant

There are at least two identifiable exits in each inmate housing area/cell block and other high density area to permit the prompt evacuation of inmates and staff under emergency conditions. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Emergency exits must be provided for the safety of inmates and staff. Such exits should lead directly to a hazard-free area, where adequate supervision can be provided. (See related standards in Safety and Emergency)

2-5121 Existing, renovation, addition, new plant

The facility perimeter is secured in a way which provides that inmates remain within the perimeter and that access by the general public is denied without proper authorization. (Detention-Essential, Holding-Essential)

DISCUSSION: Most facilities are located in the center of the community usually adjacent to the courthouse, to facilitate movement of inmates to and from court. To prevent introduction of weapons and other contraband into the facility, it is essential that inmates are not given the opportunity for physical contact with any persons outside the facility. Screens or similar devices should be used to protect windows. This does not preclude authorized contact visits for approved inmates. (See related standard 2-5167)

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2-5122 *Existing, renovation, addition, new plant*
Space is provided for the secure storage of chemical agents, restraining devices and related security equipment and the equipment is located in an area which is readily accessible to authorized persons only. (Detention-Essential, Holding-Essential)

DISCUSSION: None. (See related standard 2-5183)

2-5123 *Existing, renovation, addition, new plant*
There are sally ports between inmate areas and areas providing access to the public. (Detention-Essential, Holding-Essential)

DISCUSSION: All pedestrian and vehicular entrances and exits to the facility should be via sally port arrangements. The electronic doors should be visible and operated from the control center. The vehicular sally port should be located adjacent to the intake area to facilitate transportation of inmates in and out of the facility. Interior sally ports should be located at points between inmate housing areas and/or public areas.

2-5124 *Existing, renovation*
There is a separate day room leisure time space for each cell block or detention room cluster. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Day rooms equivalent to a minimum of 35 square feet per inmate should be available to all inmates for reading, writing or table games. Tables should be provided, which may also be used for dining. (See related standard 2-5144)

2-5125 *Existing*
Space outside the cell or room is provided for inmate exercise. (Detention-Essential, Holding-Important)

DISCUSSION: Indoor and outdoor exercise areas should be secure and available to all inmates. Outdoor areas should be at least 30 feet by 50 feet, with a minimum height clearance of twice the ceiling height of the facility. For facilities with over 100 inmates, this area should be increased in proportion to the inmate population and should contain a variety of equipment. Indoor exercise programs may be conducted in a multipurpose room or dayroom provided the space is available and the location is acceptable. Indoor space is an area in which lighting, temperature and ventilation is artificially controlled. Exercise space is not a walkway or a "bull-pen" area in front of rooms or cells. (See related standards 2-5145, 2-5146 and 2-5374)

2-5126 *Existing, renovation, addition, new plant*
When the facility provides food service, the kitchen has a minimum of 200 square feet of floor space. (Detention-Essential, Holding-Essential)

DISCUSSION: Excluding the food storage area, kitchen floor space should be the equivalent of 10 square feet per inmate; this may be reduced proportionally for larger facilities. Kitchen equipment and food storage facilities should be sufficient

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for the quantity of food prepared. (See related standards in Food Services)

2-5127 *Existing, renovation, addition, new plant*
Consistent with the size of the facility, space is provided for administrative, professional and clerical staff, including conference rooms, employee lounge, storage room for records, public lobby and toilet facilities. (Detention-Essential, Holding-Important)

DISCUSSION: Space should be provided for general administrative functions and for the comfort of the staff.

2-5128 *Existing, renovation, addition, new plant*
There is at least one multipurpose room available for inmate activities such as religious services, education programs or visiting. (Detention-Essential, Holding-Important)

DISCUSSION: The facility should have at least one multipurpose room for inmate activities which is located near inmate living areas. This room may be used for religious services, group counseling, educational programs, meeting, library services, etc.

2-5129 *Existing, renovation, addition, new plant*
When the facility houses male and female inmates, space is available to provide equal opportunities for participation in programs and services. (Detention-Important, Holding-Important)

DISCUSSION: None. (See related standards 2-5118 and 2-5370)

2-5130 *Existing, renovation, addition, new plant*
A room or closet equipped with a sink is provided for the storage of cleaning supplies and equipment. (Detention-Essential, Holding-Essential)

DISCUSSION: Cleaning equipment and supplies should be stored in a supervised area accessible to inmates so that they can clean their living and activity areas.

2-5131 *Existing, renovation, addition, new plant*
Storage space is provided for clothing, bedding and facility supplies. (Detention-Essential, Holding-Essential)

DISCUSSION: Space should be provided in the reception area to store and issue facility clothing and bedding, and to provide for the exchange of personal and facility clothing when inmates appear in court or are released. Storage space for clean bedding and facility clothing should be convenient to inmate housing areas.

2-5132 *Existing, renovation, addition, new plant*
Space is provided for the secure storage of inmates' personal property. (Detention-Essential, Holding-Essential)

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DISCUSSION: Inmates should be encouraged to send large personal items home; however, the facility should provide storage space for items such as backpacks, musical instruments, or any other items that newly admitted inmates may have on their person.

2-5133 Existing, renovation, addition, new plants

There is a written plan for preventive maintenance of the physical plant with provisions for emergency repairs or replacement of equipment. This plan is reviewed annually and updated if needed. (Detention-Essential, Holding-Essential)

DISCUSSION: Nonmaintenance facility personnel should notify their supervisor of maintenance needs and, when required, submit work orders to maintenance personnel for appropriate action. A specific plan for operation and maintenance, which is implemented by qualified staff or maintenance professionals, is necessary for safe and efficient operation. Regular care and inspection of the physical plant is essential in the prevention of conditions which could be dangerous to the staff and inmates, or create potential security problems.

2-5134 Existing, Renovation, addition, new plant

The institution conforms to applicable federal, state, and local building codes. (Detention-Essential, Holding-Essential)

DISCUSSION: Often a state or local jurisdiction will license an institution; this licensing indicates compliance with all building codes. In those cases where a license is not issued, letters or certificates of compliance are acceptable. In the event the agency is not subject to local building codes, appropriate state or national codes will be applied to the institution.

2-5135 Renovation, addition, new plant

There is documentation by an independent, qualified source that facility

Ventilation is at least 10 cubic feet of outside or recirculated filtered air per minute per human occupant for living areas and staff areas and 20 cubic feet per minute for eating halls

Temperatures are appropriate to the summer and winter comfort zones with consideration for the activity performed

Toilets and wash basins are accessible to persons using activity areas.

Lighting requirements for the facility are determined based on the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting and shadows and glare. (Detention-Important, Holding-Important)

DISCUSSION: Mechanical ventilation may provide for recirculation of outside air, except where prohibited by codes. The outdoor air requirements, however, may be reduced to a minimum of 33 percent of the required ventilation air quantity if adequate temperature control is provided, in addition to filtering equipment, so that the maximum allowable concentration of particles entering the space is reduced to acceptable limits. In no case should the outdoor air quantity be less than five cubic feet per

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minute per person. Lighting requirements vary based on many factors. Consideration should be given to the tasks to be performed and the maximum and minimum need for lighting.

2-5136 Existing, renovation, addition, new plant

There is documentation by an independent, qualified source that the interior finishing material in inmate living areas, exit areas, and places of public assembly are in accordance with recognized national fire safety codes. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Interior finishing materials are a major factor in the speed with which a fire spreads, the intensity of the heat and the extent of toxic smoke. No institutional furnishings, ceilings, partitions, or floors should be constructed of foamed plastics or foamed rubber unless the fire performance characteristics of the material are known and acceptable.

2-5137 Addition, new plant

All cells and detention rooms are designed for single-occupancy only. (Detention-Essential, Holding-Essential)

DISCUSSION: None. (See related standard 2-5114)

2-5138 Addition, new plant

All single cells or rooms in detention facilities have, at a minimum, 70 square feet of floor space. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None. (See related standards 2-5111, 2-5112 and 2-5115)

2-5139 Addition, new plant

All single cells and rooms in holding facilities have, at a minimum

70 square feet of floor space, with no less than 7 feet between walls and no less than 8 feet between the floor and ceiling

Access to the following sanitation facilities:

toilet above floor level which is available for use without staff assistance 24 hours a day

wash basin and drinking water

shower facilities

hot and cold running water

A bed at above floor level, desk, or writing surfaces, hooks or closet space, chair or stool

Natural light.

There is documentation by an independent, qualified source that

Lighting is at least 20 footcandles at desk level and in the personal grooming area

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which is both occupant and centrally controlled

Circulation is at least 10 cubic feet of fresh or purified air per minute per human occupant

Temperatures are appropriate to the summer and winter comfort zones

Noise levels do not exceed 70 decibels in daytime and 45 decibels at night.

(Detention-Not Applicable, Holding-Essential)

DISCUSSION: Inmate living quarters should provide occupants a safe and humane environment. Most national authorities recommend a minimum of 70 square feet of floor space per individual room or cell for new construction. Lavatory facilities should be screened to ensure privacy. Cells and detention rooms should be painted with non-toxic, washable paint. (See related standard 2-5113)

2-5140 *New plants*

The facility is geographically accessible to criminal justice agencies, community agencies, and inmates' lawyers, families and friends. (Detention-Essential, Holding-Essential)

DISCUSSION: Ideally, the facility should be located near the criminal justice agencies which it serves. The location of the facility should expedite movement of inmates. It should also be easily accessible to individuals and resources important to the inmate's return to the community.

2-5141 *Addition, new plants*

The facility is designed and constructed so that inmates can be separated according to existing laws and regulations, or according to the facility's classification plan. (Detention-Essential, Holding-Essential)

DISCUSSION: The facility should have a sufficient number of cell blocks and clusters of detention rooms in an appropriate configuration so that the various categories of inmates can be housed separately. (See related standards 2-5118, 2-5352, 2-5354, 2-5355 and 2-5356)

2-5142 *Addition, new plants*

Handicapped inmates are housed in a manner which provides for their safety and security. Cells or housing units used by them are designed for their use, and provide the maximum possible integration with the general population. Appropriate institution programs and activities are accessible to handicapped inmates confined in the facility. (Detention-Essential, Holding-Essential)

DISCUSSION: Section 504 of the Rehabilitation Act of 1973, the Architectural Barriers Act of 1968, and implementing regulations should be referred to in the implementation of these requirements. There should be at least one special purpose cell or room in which to house handicapped inmates. All areas of the facility, including public areas, should be accessible to and usable by the physically handicapped, or suitable alternative solutions or facilities should be readily available.

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2-5143 *Addition, new plants*

All parts of the facility which are accessible to the public are accessible to and usable by handicapped persons. (Detention-Important, Holding-Important)

DISCUSSION: None. (See related standard 2-5142)

2-5144 *Addition, new plants*

There is a day room for each cell block or detention room cluster. The room has a minimum of 35 square feet of floor space per inmate and is separate and distinct from the sleeping area which is immediately adjacent and accessible. (Detention-Essential, Holding-Important)

DISCUSSION: Day rooms should be available to all inmates for reading, writing or table games. They should be equipped with tables and attached seats or chairs to accommodate the facility's capacity. Day rooms should be painted with light colored, non-toxic, washable paint. In facilities without central dining areas, day rooms may also be used for dining. Circulation corridors of three feet in width in front of cells/rooms should not be included in computing dayroom area. (See related standard 2-5124)

2-5145 *Renovation, addition, new plant*

In facilities with bed space for less than 100 inmates, indoor and outdoor exercise areas provide a minimum of 15 square feet per inmate. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Indoor and outdoor exercise areas should be secure and available to all inmates. Indoor exercise programs may be conducted in a multipurpose room provided the space requirements are met, the space is available, and the location is acceptable. Exercise space is not a walkway or a "bull pen" area in front of rooms or cells. (See related standards 2-5125 and 2-5373)

2-5146 *Renovation, addition, new plant*

In facilities with bed space for 100 or more inmates, indoor and outdoor exercise areas are a minimum of 30 by 50 square feet. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Indoor and outdoor exercise areas should be increased in size consistent with the size of the inmate population and scheduling requirements. Each area should be at least 30 by 50 square feet and contain equipment appropriate to indoor and outdoor exercise needs. (See related standards 2-5125 and 2-5373)

2-5147 *Additions, new plants*

The facility is constructed with floor drains in all living and activity areas, and is equipped with emergency water shut-off valve. (Detention-Essential, Holding-Essential)

DISCUSSION: Floor drains should be located outside the cell proper to reduce tampering and flooding. These floor drains should be connected to a separate system from the one to which inmate toilets and wash basins are connected. However, in the special purpose cells, drains should have tamper-proof covers.

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2-5148 *Additions, new plants*

**Separate and adequate space is provided for all mechanical equipment.
(Detention-Essential, Holding-Essential)**

DISCUSSION: Sufficient space should be provided for equipment needed for heating, ventilation, air conditioning, water supply, waste removal, electricity, communications, etc. as well as life-safety equipment.

Other Physical Plant Standards: 2-5164, 2-5165, 2-5166 and 2-5168.

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2-5149 There is documentation by an independent, qualified source that the facility complies with applicable fire safety code(s). (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Local or state fire codes must be strictly adhered to in order to ensure the safety and well-being of the inmates and staff. Reports of periodic inspections and action with respect to such reports must be available. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code*, current edition, will apply.

2-5150 Written policy and procedure provide for a qualified fire and safety officer to routinely inspect the institution for compliance with safety and fire prevention standards and for a review of this policy and procedure annually. There is a fire and safety inspection of the institution at least weekly by an administrative staff member. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: All facilities should provide the maximum degree of safety to protect both inmates and employees. Facility inspections and reviews of policy and procedure permit correction of areas which may be potentially dangerous.

2-5151 Written policy and procedure specify the facility's fire prevention regulations and practices to ensure the safety of staff, inmates and visitors. These include, but are not limited to:

Provision for an adequate fire protection service

A system of fire inspection and testing of equipment by a local fire official at least quarterly

Availability of fire hoses or extinguishers at appropriate locations throughout the facility.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The facility should plan and execute all reasonable procedures for the prevention and prompt control of fire, pursuant to the Life Safety Code. (See related standards 2-5161 and 2-5195)

2-5152 The facility has an automatic fire alarm and smoke detection system which is certified by an independent qualified inspector trained in the application of national fire safety codes. If the facility depends on a local fire department, there is a system of direct and immediate communication with that department. When possible, all system elements are tested on a quarterly basis. Adequacy and operation of the systems are certified by a state or local fire official, or another qualified authority annually. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Fire and/or smoke identification at the earliest possible moment is critical to fire control and fire fighting, as well as to the evacuation of staff and inmates so as

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to preclude smoke inhalation and thus preserve life and health.

2-5153 Specification for the selection and approval of facility furnishings indicate the fire safety performance requirements of the materials selected. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Facility furnishings include materials used in refurbishing, such as floor coverings, paint or paneling as well as furniture. These items can contribute significantly to the intensity and destructiveness of a fire. Furnishings, mattresses, cushions, or other items of foamed plastics or foamed rubber, (i.e., polyurethane, polystyrene) may pose a severe hazard due to high smoke production, rapid burning once ignited, and high heat release. Such materials should be subjected to careful fire safety evaluation before purchase or use. It is recommended that cotton mattresses treated with boric acid be used. All polyurethane mattresses should be removed. (See related standard 2-5136)

2-5154 The facility is equipped with noncombustible receptacles for smoking materials and separate containers for other combustible refuse at readily accessible locations in the living quarters and other locations throughout the facility. Special containers are provided for flammable liquids and for rags used with flammable liquids; all such containers are emptied and cleaned daily. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The proper and safe containment of flammable materials and the sanitizing of such containers are essential activities in fire prevention.

2-5155 The facility has exits which are distinctly and permanently marked, visible at all times, kept clear and maintained in usable condition. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: No battery-operated electric light, portable lamp or lantern should be used for primary illumination of exits, but electric battery-operated lighting may be used as an emergency source where normal lighting has failed, as defined in the NFPA *National Electrical Code*. These requirements also apply to exits in buildings of public or common use. (See related standard 2-5119)

2-5156 An independent, qualified inspector who is trained in the application of national fire safety codes has certified that the travel distances to all exits is in compliance with code requirements. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The NFPA *Life Safety Code* specifies the travel distances from various areas in the institution for sprinklered and unsprinklered areas. The facility should determine that its evacuation plan is within the limits of this code when no other governing code exists.

2-5157 The facility has equipment necessary to maintain essential lights, power and communications in an emergency. (Detention-Essential, Holding-Essential)

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DISCUSSION: The facility should have emergency power units, either battery or motor-driven to provide essential lighting and to maintain the life-sustaining functions within the facility and to continue communications with outside interests.

2-5158 Power generators are tested at least every two weeks and other emergency equipment and systems are tested at least monthly for effectiveness and repaired or replaced as necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: Checks of emergency equipment, such as standby lighting, batteries, power generators, firefighting apparatus, communication systems and alarms ensure their reliability in time of need.

2-5159 The facility has a written evacuation plan prepared in event of fire or major emergency which is certified by an independent, outside inspector trained in the application of national fire safety codes. The plan is reviewed with the local fire jurisdiction annually, updated if necessary, and reissued. The plan includes:

Location of building/room floor plans

Use of exit signs and directional arrows for traffic flow

Location of publicly posted plan

At least quarterly drills in all facility locations

Staff drills even when evacuation of extremely dangerous inmates may not be included.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: An evacuation plan is essential to reducing confusion and speeding the safe evacuation of the facility. The evacuation plan should also specify routes of evacuation, subsequent disposition and housing of inmates, and provision for medical care or hospital transportation for injured inmates and/or staff. Fire drills should include evacuation of all inmates except where there is clear and convincing evidence that facility security is jeopardized. Upon such showing, actual evacuation during drills is not required although staff relevant to supervising such inmates should be required to execute their roles/activity in quarterly drills.

2-5160 Written policy and procedure specify the means for the prompt release of inmates from locked areas in case of emergency, and provides for a secondary release system. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The responsibilities of personnel in an emergency situation must be clearly defined since they are responsible for the lives of the confined inmates. They should be aware of the location and identification of keys and knowledgeable about all evacuation routes. Inmates should be instructed regarding these emergency procedures. A central station or other locations which are removed from the inmate living area shall be provided with reliable, manual means of releasing locks or swinging and sliding doors to permit prompt release of inmates in the event of fire or other emergency.

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2-5161 All facility personnel are trained in the implementation of written emergency plans. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Review of emergency plans should be an essential element of personnel training and retraining programs. New employees should be familiar with all emergency plans prior to beginning their permanent work assignment. (See related standards 2-5151 and 2-5195)

2-5162 Written policy and procedure govern the storage and use of all flammable, toxic and caustic materials in accordance with all applicable laws and regulations of governing jurisdictions. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Provisions should be made to ensure that inmates are never in possession of items such as lye, insecticide, antifreeze and denatured alcohol, unless they are under constant supervision by qualified personnel. Such materials should be stored in secure areas that are inaccessible to inmates; a prescribed system should be used to account for their distribution.

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2-5163 Written policy and procedure for security and control, including procedures for emergencies, are contained in a manual which is available to all staff and is reviewed annually and updated as needed. (Detention-Essential, Holding-Essential)

DISCUSSION: The manual for facility security and control should contain information on inmate classification, physical plant inspection, inmate counts, key control, weapons and chemical agent control, contraband, tool and equipment control, cell equipment, emergency procedures, and inmate programs/activities.

2-5164 The facility maintains a control center. (Detention-Essential, Holding-Essential)

DISCUSSION: Central control is essential for integrating various security and communication functions, even in a holding facility. The control center should be staffed around the clock, and access to it should be limited. The control center should monitor and take responsibility for inmate counts, key control and coordinating the facility's internal and perimeter security network and should also serve as the communications center for the facility. The control center should monitor the operation of the various systems including: fire alarm, smoke and thermal detection, radio, teletype, computer terminal, surveillance alarms, walk and perimeter lighting, and other mechanical and electrical systems.

2-5165 The facility has a communication system between the control center and the inmate living areas. (Detention-Essential, Holding-Essential)

DISCUSSION: A mechanical or audio communication system should be used to supplement personal staff supervision activities. The system should never be a substitute for staff supervision, but can be used to advise staff of emergency needs. (See related standards 2-5173 and 2-5174)

2-5166 The facility has an emergency alarm system that is linked to the control center; signal devices are located throughout the facility. (Detention-Essential, Holding-Essential)

DISCUSSION: Emergency alarm systems are vital for the safety of inmates and staff and for the security of the facility. Signal devices should be located at strategic points throughout the facility and all personnel and inmates should be aware of their locations. In addition, correctional officers should wear body alarms that enable them to summon assistance immediately in the event of an escape attempt, assault or other incident that threatens the safety and security of the facility. (See related standard 2-5152)

2-5167 Written policy and procedure require that all security perimeter entrances, control center doors, cell block doors and all doors opening into a corridor are kept locked, except when used for admission or exit of employees, inmates or visitors, and in emergencies. (Detention-Essential, Holding-Essential)

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DISCUSSION: Staff members must know what doors should be locked and under what circumstances they should be opened. Doors to vacant units, unoccupied cells and storage rooms also should be locked when not in use. Doors should be tested for vulnerability after they are secured. Safety vestibules, which ensure that no two doors are open at the same time in any given area, should be used when moving inmates.

2-5168 When audio or visual electronic surveillance is used, it is located primarily in hallways, elevators, corridors, or at points on the security perimeter, such as entrances and exits. (Detention-Essential, Holding-Essential)

DISCUSSION: Electronic surveillance devices, such as television cameras and listening devices, should not be used to invade the personal privacy of inmates. These devices may be used in observing special management inmates when approved by the facility administrator. They are not a substitute for staff supervision or for contact with correctional personnel.

2-5169 Written policy and procedure specify that no staff member enters a high security cell block without the availability of immediate assistance from another staff member. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5170 Written policy and procedure provide that staff regulate inmate movement. (Detention-Essential, Holding-Essential)

DISCUSSION: All inmate movement from one location to another should be controlled and supervised by staff in the interest of order, control, and expedience. Individual and group movement to and from work and program assignments also require staff control and supervision.

2-5171 Written policy and procedure provide for around-the-clock supervision of all inmates by trained correctional personnel. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The primary function of a facility is the secure custody and control of persons charged with or convicted of a crime in order to ensure the safety of the community, personal security of staff, and inmate protection. Twenty-four hour supervision and visual surveillance of inmates is an essential element of this function and must be carried out every day of the year.

2-5172 The facility has the staff needed to provide full coverage of designated security posts, full surveillance of inmates, and to perform all ancillary functions. (Detention-Essential, Holding-Essential)

DISCUSSION: None. (See related standards 2-5069 and 2-5070)

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2-5173 Correctional officer posts are located in or immediately adjacent to inmate living areas to permit officers to hear and respond promptly to emergency situations. (Detention-Essential, Holding-Essential)

DISCUSSION: The presence of correctional officers within hearing distance of inmate living quarters can help prevent inmate misbehavior and avoid disorders. Their proximity to inmate living quarters also can facilitate quick response to emergencies. (See related standard 2-5165)

2-5174 Written policy and procedure require that all high and medium security inmates are personally observed by a correctional officer at least every 30 minutes, but on an irregular schedule. More frequent observation is required for those inmates who are violent, suicidal, mentally disordered or who demonstrate unusual or bizarre behavior. (Detention-Essential, Holding-Essential)

DISCUSSION: The physical design of inmate living units often does not permit observation from correctional officer posts. Inmates classified as high or medium security should be under close surveillance. Correctional officers should personally observe each inmate so classified at least every half hour, but care should be taken so that the inmate does not anticipate the appearance of the officer.

2-5175 The facility administration maintains a written record of the following:

- Personnel on duty
- Inmate population count
- Admissions and releases of inmates
- Shift activities
- Entry and exit of physicians, attorneys and other visitors
- Unusual occurrences.

(Detention-Essential, Holding-Essential)

DISCUSSION: Adequate supervision of inmates requires development of a formal system for recording routine and emergency situations involving inmates. Custodial officers in each housing unit on each shift should maintain daily records of pertinent information regarding individual inmates and groups of inmates.

2-5176 Written policy and procedure require that line supervisory staff visit and inspect every area of the facility daily, including holidays and weekends and report their findings to designated officials. (Detention-Essential, Holding-Essential)

DISCUSSION: Supervisory staff should continuously assess inmate morale and the quality of care and supervision inmates are receiving. Matters requiring further attention, such as staff and inmate concerns, faulty equipment, unsafe or unsanitary conditions, etc., are reported to an administrative official for review and further action.

2-5177 Written policy and procedure require the facility administrator or designee to inspect all security facilities and devices at least weekly and initiate corrective action if needed. (Detention-Essential, Holding-Essential)

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DISCUSSION: At least once each week, all bars, locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors, and other security facilities and devices, should be checked carefully to ensure they are fully operational. Emergency keys also should be checked quarterly to ensure that they are in working order. All defective security equipment should be replaced or repaired immediately.

2-5178 The facility has a system to physically count inmates that includes strict accountability for inmates assigned to work and educational release, furloughs, and other approved, temporary absences. (Detention-Essential, Holding-Essential)

DISCUSSION: There should be at least one inmate count per shift, and a count at night lockup. Counts should be scheduled so that they do not conflict with activity programs and normal operating procedures. Inmates should not be permitted to move about the facility during the count. The officer responsible for maintaining the master count record should be provided up-to-the-minute information regarding all inmate housing moves and work assignment changes, admissions to the hospital, etc. All inmates in legal custody should be accounted for in the master count. All temporary absences from the facility should be explained in writing. (See related standard 2-5104)

2-5179 Written policy and procedure provide for searches of facilities and inmates to control contraband and provide for its disposition. (Detention-Essential, Holding-Essential)

DISCUSSION: The control of weapons and contraband in a facility is an essential security measure. The facility's search plans and procedures should include the following: search of inmates upon reentering the secured perimeter; unannounced and irregularly timed searches of both occupied and unoccupied cells, inmates, and activity, work, and other areas accessible to the inmates; frequent search and careful supervision of inmate trustees; inspection of all vehicular traffic and supplies into the facility; use of metal detectors at entrances into the facility and cell blocks; complete search and inspection of each cell prior to occupancy by a new inmate; protection of an inmate's right to any property authorized by facility regulations; and receipts provided to inmates whenever their property is seized. All contraband items should be seized and disposed of following established procedures. (See related standard 2-5304)

2-5180 Written policy and procedure provide for the following:

Manual or instrument inspection of inmate body cavities is conducted only when there is reason to do so and when authorized by the facility administrator or his designee

Visual inspections are conducted only when there is a reasonable belief that the inmate is carrying contraband or other prohibited material

Strip searches are done without specific authorization only upon entry to the facility and at all other times are based on articulable suspicion.

All such inspections are conducted in privacy and manual or instrument inspection of body cavities is done by medically trained personnel or correctional personnel trained by health care personnel. (Detention-Essential, Holding-Essential)

DISCUSSION: The search plan should provide for avoidance of unnecessary force, em-

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barrassment or indignity to the inmate; use of nonintrusive sensors and other techniques instead of body searches whenever feasible; and use of only those mechanical devices absolutely necessary for security purposes. Strip searches may include the mouth and armpits but not the anus or vagina. (See related standard 2-5083)

2-5181 Written policy and procedure govern searches and the preservation of evidence when a new crime is suspected. Searches are authorized only by the administrator or designee. (Detention-Essential, Holding-Essential)

DISCUSSION: Policy and procedure governing searches directed at solving a possible new crime should include provisions for ensuring the legal protection of the inmate and the preservation of evidence for the state. Because searches may result in new criminal charges against inmates and because persons in free society would be afforded protection from similar searches under the fourth amendment, the facility should adopt specific regulations detailing the manner in which such searches are to be conducted and under what circumstances. (See related standard 2-5314)

2-5182 The policy regarding searches for the control of contraband is published, made available to staff and inmates, reviewed at least annually and updated if necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: Knowledge that there is a comprehensive and fair plan for searches can inhibit inmate traffic in contraband. Staff should be trained in effective search techniques that offer protection from bodily harm for both staff and inmates.

2-5183 Written policy and procedure govern the availability, control, and use of firearms, ammunition, chemical agents and related security devices, and require that sufficient security equipment is available to meet facility needs. (Detention-Essential, Holding-Essential)

DISCUSSION: Designated staff should determine, based on an analysis of the physical plant, number and profile of the inmate population, what firearms, chemical agents and other security devices (such as shields, batons, helmets, gloves, body protectors, etc.) the facility needs. Written policies and procedures should specify the level of authority required for access to and use of security devices. Chemical agents should be used only at the direction of the facility administrator or delegated subordinate. (See related standard 2-5122)

2-5184 Written policy and procedure provide that firearms, ammunition, chemical agents and related security equipment are stored in a secure but readily accessible depository located outside inmate housing and activity areas, and inventoried at least monthly to determine their condition and expiration dates. (Detention-Essential, Holding-Essential)

DISCUSSION: The facility should maintain an arsenal for the secure storage and maintenance of all its firearms, ammunition, chemical agents and other security devices. Written policy should specify who has access to this arsenal. Ammunition, tear gas and other security equipment that can lose their effectiveness over time should

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be replaced within time limits stipulated by their manufacturer. Weapons should be cleaned and fired regularly, and repairs should be made as needed.

2-5185 Written policy and procedure govern the use of firearms and include the following requirements:

Weapons are subjected to stringent safety regulations and inspections

A secure weapons locker is located outside the security perimeter of the facility

Except in emergency situations, firearms and weapons such as nightsticks are permitted only in designated areas to which inmates have no access

Employees supervising inmates outside the institution perimeter follow procedures for the security of weapons

Employees are instructed to use deadly force only after other actions have been tried and found ineffective, unless the employee believes that a person's life is immediately threatened

Employees on duty only use firearms or other security equipment which have been issued through the facility and only when directed by or authorized by the facility administrator.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: In order to reduce the risk of firearms falling into the hands of inmates, institution personnel who spend most of their time in direct personal contact with inmates must not carry firearms. A system of receipts for the temporary storage or checking of weapons should exist to accommodate law enforcement personnel who must enter the facility. Use of firearms in transporting inmates or in outside work assignments requires officers who are trained in the handling and use of firearms. This should enable the facility to maintain control over the type of firearms or other equipment to be used in the facility and the quality of their care.

2-5186 Written policy and procedure provide that the facility maintains a written record of routine and emergency distributions of security equipment. (Detention-Essential, Holding-Essential)

DISCUSSION: A written record detailing who receives security equipment and what equipment they receive is necessary to establish responsibility and accountability for its use.

2-5187 Written policy and procedure require that personnel discharging firearms, using chemical agents or any other weapon, or using force to control inmates submit written reports to the facility administrator or designee no later than the conclusion of the tour of duty. (Detention-Essential, Holding-Essential)

DISCUSSION: All instances involving the discharge of firearms and use of chemical agents should be documented to establish the identity of personnel and inmates involved and to describe the nature of the incident.

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2-5188 Written policy and procedure provide that all persons injured in an incident receive an immediate medical examination and treatment. (Detention-Essential, Holding-Essential)

DISCUSSION: In all instances involving the use of a weapon or a chemical agent, immediate medical examination and treatment should be required for the protection of all staff members and inmates involved. (See related standard 2-5198)

2-5189 Written policy and procedure require prompt reporting 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. (Detention-Essential, Holding-Essential)

DISCUSSION: A written record of such incidents should be available for administrative review. These reports also can be used to assess training needs and are fundamental to an evaluation of the operation of the facility. (See related standards 2-5093, 2-5188 and 2-5201)

2-5190 Written policy and procedure govern the control and use of keys. (Detention-Essential, Holding-Essential)

DISCUSSION: The key control system should provide a current accounting of the location and possessor of each key. All keys should be issued from a central control area, and a log should be used to record the number of each key given out, the location of the lock, the number of keys to that lock, and the names of all employees possessing the key. Keys should be stored in a manner that permits easy determination of either the presence or absence of keys. Keys should be returned to the control center daily. All keys should be numbered, and the facility should maintain at least one duplicate key for each lock. Fire and emergency keys should be color-coded, marked for identification by touch and readily available. Inmates should not possess keys other than those to living quarters or work assignment, when appropriate, and to personal lockers. (See related standard 2-5160)

2-5191 Written policy and procedure govern the control and use of tools, and culinary and medical equipment. (Detention-Essential, Holding-Essential)

DISCUSSION: Tools and utensils such as hacksaws, welding equipment, butcher knives and barber shears can cause death or serious injury. They should be locked in control panels and issued in accordance with a prescribed system. Provision should be made for checking tools and utensils in and out, and for the control of their use at all times.

2-5192 There are written orders for every custodial post which are reviewed annually and updated if necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: A written post order should be prepared for each job in the facility establishing what the job entails and the procedures to be followed to carry out the assignment. This written description provides for continuity in the event of personnel changes. Copies of the post orders should be made available to all staff. (See related standard 2-5069)

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2-5193 Written policy and procedure require that personnel read, sign and date the appropriate post orders each time they assume a new post. (Detention-Essential, Holding-Essential)

DISCUSSION: This procedure ensures that all personnel assigned to a post, either permanently or temporarily, are familiar with the responsibilities and requirements of the post. Personnel should have the opportunity to ask questions so they can fully understand the duties of their post.

2-5194 Written policy and procedure regarding escapes are available to all personnel, and are reviewed at least annually and updated if necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: The facility should detail in writing specific procedures that can be used quickly when an escape occurs. The procedures should include

- Prompt reporting of the escape to the facility administrator
- Identification of escapee(s)
- Mobilization of employees
- Implementation of a predetermined search plan
- Notification of law enforcement agencies, community groups, and interested media
- After capture of the escapee, prompt notification of all who were previously alerted to the escape.

Because an escape indicates a weakness in the facility's security system, an analysis of the escape should be conducted and defects in the security system should be corrected immediately.

2-5195 There are written plans that specify procedures to be followed in situations including, but not limited to riots, hunger strikes, disturbances, and taking of hostages. These plans are made available to applicable personnel, and reviewed and updated at least annually. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The plans also should designate who should implement such procedures. They should specify what personnel should be involved, when and which authorities and media should be notified, how the problem should be contained, and what should be done after the incident is quelled. Provision should be made for the emergency housing and supervision of inmates should the facility become uninhabitable. The plan presupposes regular inspection and maintenance of specialized equipment necessary to implement the procedures. All personnel should become familiar with the plans. (See related standards 2-5151, 2-5159, 2-5160 and 2-5161)

2-5196 Written plans govern space arrangements and procedures to be followed in the event of a mass arrest that exceeds the maximum capacity of the local detention facility. (Detention-Essential, Holding-Essential)

SECURITY AND CONTROL

DISCUSSION: The facility administrator together with the parent agency head should formulate plans to handle large groups of arrestees. These plans should include provisions for extra personnel, additional physical facilities, and booking and detention procedures. All personnel who are involved in the plan should be trained in its execution.

2-5197 There is a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan are available to all supervisory personnel, who are required to familiarize themselves with it. (Detention-Essential, Holding-Essential)

DISCUSSION: A contingency plan for maintaining essential services is crucial. This plan might involve agreements with other law enforcement agencies, such as the state police. Additionally, the facility administrator should attempt to ensure the safety and well-being of employees who do not participate in the job action.

2-5198 Written policy and procedure restrict the use of physical force to instances of justifiable self-defense, protection of others, protection of property and prevention of escapes, and only when it is necessary to control inmates and in accordance with appropriate statutory authority. In no event is physical force justifiable as punishment. A written report is prepared following all uses of force and is submitted to the facility administrator. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Correctional personnel should be prepared to justify their use of physical force. Immediate medical attention should be provided when warranted or requested by the inmate or staff member involved in an incident where physical force was used. (See related standard 2-5188)

2-5199 Written policy and procedure provide that instruments of restraint are only used as a precaution against escape during transfer, for medical reasons by direction of the medical officer, and as a prevention against inmate self-injury, injury to others or property damage when there is approval from the facility administrator or designee. They are applied for only the amount of time absolutely necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: Instruments of restraint, such as handcuffs, irons, strait jackets, and the like, are never applied as punishment, and should be applied only with the approval of the facility administrator. Restraints should not be applied for more time than is absolutely necessary. (See related standard 2-5283)

2-5200 Written policy and procedure provide that no inmate or group of inmates is given control or authority over other inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5201 Written policy and procedure require that custodial staff members maintain a permanent log and prepare shift reports that record routine, and emergency situations, and unusual incidents. (Detention-Essential, Holding-Essential)

SECURITY AND CONTROL

DISCUSSION: Adequate supervision of inmates requires development of a formal system for recording routine and emergency situations involving inmates. Each custodial officer in each housing unit on each shift should maintain detailed records of pertinent information regarding individual inmates and groups of inmates. These records should be compiled daily by the chief custodial officer and submitted for review to the facility administrator.

2-5202 Written policy and procedure require that the facility administrator or designee, the chief custodial officer, and other department heads inspect the facility's living and activity areas at least weekly. (Detention-Essential, Holding-Essential)

DISCUSSION: Many inmates may be inhibited by the formal interview system in which inmates are scheduled to meet with the facility administrator or other department heads. Therefore, arrangements should be made for inmates to have informal access to key staff. This objective can be achieved through staff visits to the housing units, work areas, school, recreation and other areas in the facility where inmates can be contacted during the day or evening.

2-5203 When transportation is the responsibility of facility staff, written policy and procedure govern the transportation of inmates outside the facility. (Detention-Essential, Holding-Essential)

DISCUSSION: When needed, guidelines for transporting inmates should emphasize security and should be made available to all personnel involved in transporting inmates. (See related standard 2-5199)

2-5204 Written policy and procedure govern the use and security of facility vehicles. (Detention-Essential, Holding-Essential)

DISCUSSION: Motor vehicles on facility grounds represent potential means for escape. When vehicles are not in use, ignition keys should be removed and doors and trunks locked. Responsibility and keys for certain vehicles may be assigned to specific staff, but the pool of vehicles should be controlled by one person.

2-5205 Written policy and procedure govern the use of personal vehicles for official purposes, including provisions for insurance coverage. (Detention-Essential, Holding-Essential)

DISCUSSION: Written policy should specify when personal vehicles can be used for official purposes and what are the limits of facility liability.

SPECIAL MANAGEMENT INMATES

Note: Segregation is the generic term used to encompass administrative segregation, protective custody and disciplinary detention. (See glossary definition)

2-5206 Written policy and procedure provide for the operation of segregation units for the supervision of inmates under administrative segregation, protective custody and disciplinary detention. (Detention-Essential, Holding-Essential)

DISCUSSION: The classification committee or other appropriate body may place in administrative segregation an inmate whose continued presence in the general population poses a serious threat to life, property, self, staff or other inmates, or to the security or orderly running of the institution. While in administrative segregation as a result of behavioral problems, inmates should be provided with programs conducive to their well-being, however access to programs is not to be interpreted as an entitlement to all programs or privileges afforded the general population. An inmate pending investigation for trial on a criminal act, or pending transfer can also be placed in administrative segregation. This segregation is often for relatively extensive periods of time. Inmates requesting or requiring protection from the general population may be placed in protective custody and should be allowed to participate in as many as possible of the programs afforded the general population, providing it does not impose a threat to the security of the institution. Care should be taken to ensure that inmates do not see placement in protective custody as desirable. Each case should be reviewed frequently with the goal of terminating the separate housing assignment as soon as possible. The disciplinary committee or other appropriate body may place inmates with serious rule violations in disciplinary detention only when the following conditions have been met: an impartial hearing has been conducted, other available alternative dispositions are inadequate to regulate an inmate's behavior within acceptable limits; and the inmate's presence in the general inmate population poses a serious threat to the orderly operation or security of the facility. Removal of an inmate from the general inmate population and for a short period of time is an accepted correctional procedure and is used in the control and management of behavior. (See related standards in Inmate Rules and Discipline.)

2-5207 The facility administrator or designee can order immediate segregation when it is necessary to protect the inmate or others. This action is reviewed within three working days by the appropriate committee. (Detention-Essential, Holding-Essential)

DISCUSSION: The appropriate committee will either be the disciplinary or classification committee, depending on the type of segregation used.

2-5208 Written policy and procedure specify that inmates are placed in disciplinary detention for a rule violation only after a hearing by the appropriate committee. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None. (See related standard 2-5313)

SPECIAL MANAGEMENT INMATES

2-5209 Written policy and procedure provide that inmates are placed in administrative segregation only after a hearing before the facility administrator or shift supervisor, classification committee, or other standing committee specifically designated for this purpose. (Detention-Essential, Holding-Essential)

DISCUSSION: Placement in administrative segregation should be preceded by the inmate receiving notice of intended placement, appearance at the hearing and an opportunity to present his or her case to the hearing officer(s). (See related standard 2-5313)

2-5210 Written policy and procedure provide that the status of inmates in administrative segregation is reviewed by the appropriate committee every seven days. (Detention-Essential, Holding-Essential)

DISCUSSION: The classification committee should review the status of every inmate who spends over seven continuous days in administrative segregation. The review should determine whether the reasons for initial placement in the unit still exist. If they do not, the inmate should be released from the unit. Provisions should be made for the inmate to appear at the hearing.

2-5211 Written policy and procedure specify the review process that is used to release an inmate from administrative segregation. (Detention-Essential, Holding-Essential)

DISCUSSION: An inmate should be released from administrative segregation by action of the appropriate committee with jurisdiction over the inmate's placement in this status.

2-5212 Written policy and procedure provide that an inmate is admitted to the segregation unit for purposes of protective custody only when there is documentation that protective custody is warranted and no reasonable alternatives are available. (Detention-Essential, Holding-Essential)

DISCUSSION: Protective custody should be used only for short periods of time, except when an inmate needs long-term protection and the facts are well documented. When an inmate consents to protective custody, it should be fully documented with a consent form signed by the inmate. The inmate may at any time request reassignment to the general inmate population.

2-5213 Written policy and procedure provide that whenever an inmate in segregation is deprived of any usually authorized item or activity, a report of the action is made and forwarded to the facility administrator. (Detention-Essential, Holding-Essential)

DISCUSSION: The report should identify the inmate, the item or activity he/she has been deprived of, and the reasons for the action. The report should be forwarded to the chief security officer as soon as possible. If circumstances warrant the removal of all inmate's personal items, approval for this action should be obtained in advance from the facility administrator or designee. No item or activity should be withheld longer than is necessary to ensure the inmate's safety and the well-being of the staff

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and other inmates. In no case should an inmate be deprived of an item or activity for the purpose of punishment.

2-5214 Written policy and procedure require that inmates in segregation receive the same meals as those served to the general population. (Detention-Essential, Holding-Essential)

DISCUSSION: Deprivation of food should never be used as punishment.

2-5215 Written policy and procedure provide that inmates in segregation have the opportunity to shave and shower at least three times per week. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates in segregation should have the opportunity to maintain an acceptable level of personal hygiene, including the opportunity to shave and shower at least three times per week, unless procedures present an undue security hazard. If conditions permit, these inmates should be able to shower daily.

2-5216 Written policy and procedure provide for the issue and exchange of clothing, bedding and linen, and for laundry, barbering and hair care services for inmates in segregation on the same basis as inmates in the general population; exceptions are permitted only where found necessary by the senior officer on duty, and are recorded in the unit log and justified in writing. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates in segregation should be afforded the same hygienic living conditions as the general inmate population.

2-5217 Written policy and procedure provide that inmates in segregation are provided the same opportunities for the writing and receipt of letters available to the general inmate population. (Detention-Essential, Holding-Essential)

DISCUSSION: Letters should be delivered promptly. If any item consistent with the policy and procedure is rejected, the inmate should be advised of the reason for the rejection, and the item should be returned to the sender.

2-5218 Written policy and procedure provide that inmates in segregation are provided opportunities for visitation, unless there are substantial reasons for withholding such privileges. (Detention-Essential, Holding-Essential)

DISCUSSION: Every effort should be made to notify approved visitors of any restrictions on visiting. This procedure will avoid disappointment and unnecessary inconvenience for the visitors. If time allows, the burden of this notification may be placed on the inmate.

2-5219 Written policy and procedure provide that inmates in disciplinary detention are

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allowed limited telephone privileges, which consist of telephone calls related specifically to access to the judicial process and family emergencies as determined by the facility administrator or designee. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates in disciplinary detention ordinarily are not provided telephone privileges as a condition of the discipline imposed. This should not preclude emergency telephone calls to and from designated practicing attorneys in connection with prospective or pending litigation.

2-5220 Written policy and procedure provide that inmates in administrative segregation and protective custody are allowed telephone privileges. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5221 Written policy and procedure provide that inmates in segregation have access to legal materials. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates in segregation should have access to both personal legal materials and to available legal reference materials. Reasonable arrangements should be made to assist these inmates in meeting court deadlines.

2-5222 Written policy and procedure provide that inmates in segregation have access to reading materials. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5223 Written policy and procedure provide that inmates in segregation receive a minimum of one hour a day, five days a week, of exercise outside their cells, unless security or safety considerations dictate otherwise. (Detention-Essential, Holding-Essential)

DISCUSSION: Opportunities to maintain physical fitness are critical for inmates in segregation because of the obvious limitations on their movement. They should be provided the opportunity to exercise at least one hour a day, five days a week, in an area designated for this purpose, with opportunities to exercise outdoors, weather permitting. A written record should be kept of each inmate's participation, or lack of it, in the exercise program. Reasons for the imposition of constraints should be documented.

2-5224 Written policy and procedure provide that inmates in administrative segregation and protective custody have access to programs and services that include, but are not limited to: education; a commissary; library services; social service; counseling; religious guidance; and recreation. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates in administrative segregation and protective custody should be allowed to participate in facility programs to the same extent as the general inmate

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population, providing their participation is consistent with the safety and security of the facility and the community. They should also have the same opportunity to receive treatment from professional persons, such as social workers, psychologists, counselors, and psychiatrists.

2-5225 Written policy and procedure provide that staff members in the segregation units maintain a permanent log. (Detention-Essential, Holding-Essential)

DISCUSSION: Admissions of all inmates to these units should be recorded with information on name, number, housing location, date admitted, type of infraction or reason for admission, tentative release date, and special medical or psychiatric problems or needs. The log also should be used to record all visits by officials who inspect the units or counsel inmates, all unusual inmate behavior, and all releases.

2-5226 Written policy and procedure provide that inmates in segregation receive daily visits from the chief security officer or shift supervisor, members of the program staff upon request, or a qualified health care official three times per week unless medical attention is needed more frequently. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates in segregation are restricted from normal movement within the facility. It is imperative, therefore, that they are visited by key staff members who can ensure that their health and well-being are maintained. Every effort and safeguard should be used to prevent emergency situations going unnoticed.

2-5227 Written policy and procedure govern selection criteria, supervision and assignment of staff who work with inmates on a regular and daily contact basis in segregation units. (Detention-Essential, Holding-Essential)

DISCUSSION: Procedures should be established to supervise and evaluate the on-the-job performance of all staff members who work with inmates in segregation. Administrative procedures should exist for promptly removing ineffective staff members from these positions. The need for rotation should be based on the intensity of the assignment.

FOOD SERVICE

2-5228 There is documentation that the facility's system of dietary allowance is reviewed at least annually by a registered dietician to ensure compliance with nationally recommended food allowances. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: A facility that follows this system of dietary allowances, as adjusted for age, sex and activity, ensures the provision of a nutritionally adequate diet. The *Recommended Dietary Allowances* stated by the National Academy of Sciences should be used as a guide to basic nutritional needs.

2-5229 Menu evaluations are conducted at least quarterly by facility food service supervisory staff to verify adherence to the nationally recommended basic daily servings. (Detention-Essential, Holding-Essential)

DISCUSSION: Documentation of menus that are actually served is maintained on a quarterly basis as verification of providing a nutritionally adequate diet. The signature of a certified dietician on the menus indicates official approval of nutritional adequacy.

2-5230 All menus, including special diets, are planned, dated, and available for review at least one week in advance; notations are made of any substitutions in the meals actually served, and these are of equal nutritional value. (Detention-Essential, Holding-Essential)

DISCUSSION: A file of tested recipes adjusted to a yield appropriate to the size of the facility should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Food flavor, texture, appearance and palatability should be considered in food preparation.

2-5231 Written policy and procedure provide for special diets as prescribed by appropriate medical or dental personnel. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Therapeutic diets should be available upon medical authorization. Specific diets should be prepared and served to inmates according to the orders of the treating physician or dentist, or as directed by the responsible health authority official. Medical diet prescriptions should be specific and complete, furnished in writing to the food service manager and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.

2-5232 Written policy and procedure provide for special diets for inmates whose religious beliefs require the adherence to religious dietary laws. (Detention-Essential, Holding-Essential)

DISCUSSION: Religious diets should be approved by the facility chaplain. Religious diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the food served other inmates. (See related standards 2-5298 and 2-5301)

2-5233 A staff member experienced in food service management is designated to be responsible for food service management and operations. (Detention-Essential, Holding-Essential)

DISCUSSION: An employee experienced in food service management may be responsible for food service operation as part of his/her overall duties. This staff person should have the resources, authority and responsibility to provide complete food service for the facility.

2-5234 Written policy and procedure provide for adequate health protection for all inmates and staff in the facility, and inmates and other persons working in food service by requiring the following:

A pre-assignment medical examination of all persons involved in the preparation of food is conducted within thirty days of job assignment, followed by periodic examinations thereafter, to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food; all are conducted in accordance with local requirements regarding restaurant and food service employees in the community. When the facility's food services are provided by an outside agency or individual, the facility has written verification that the outside provider complies with the state and local regulations regarding food service.

All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: At a minimum, all food service personnel should be in good health and free from communicable disease and open infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food handling techniques.

2-5235 Toilet and wash basin facilities are available to food service personnel and inmates in the vicinity of the food preparation area. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5236 Written policy and procedure provide that meals are served under conditions that minimize regimentation, although there should be supervision by staff members. (Detention-Essential, Holding-Essential)

DISCUSSION: Cafeteria facilities are preferable to inmate waiter service. Although dining arrangements will vary depending on the size and design of the facility, meals should not be served in cells unless it is necessary for purposes of safety and security. When a meal must be served in a cell, a small table or shelf and some type of seating should be provided. All meals should be served under direct supervision of staff to ensure that favoritism, careless serving and waste are avoided. Staff also should be responsible for returning all food trays and other eating utensils to the kitchen for

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washing and sterilization. Full cutlery services should be provided based on a control system. Food should be served in compartment-type trays; bowls for soup, cereal and dessert and cups for beverages should be available.

2-5237 Written policy requires that at least three meals, of which two are hot meals, are provided at regular meal times during each 24-hour period with no more than 14 hours between the evening meal and breakfast. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5238 Written policy precludes the use of food as a disciplinary measure. (Detention-Essential, Holding-Essential)

DISCUSSION: All inmates and staff, except those on special medical or religious diets, should eat the same meals. Food should not be withheld nor the standard menu varied for an individual inmate as either a disciplinary sanction or a reward for good behavior or work.

2-5239 Written policy and procedure require that accurate records are maintained of all meals served. (Detention-Essential, Holding-Essential)

DISCUSSION: A uniform system should be established to record the number, cost, and type of meals served to inmates, employees, guests, and visitors. Such records are required for fiscal accounting, dietary purposes, and budget planning. Employees, guests, and visitors should be served the same food the inmates are served. Food service records should include published menus, information on waste, food costs and nutritional accounting, and notation of food products raised or produced in the system.

2-5240 The food service operation uses budgeting, purchasing, and accounting practices that include, but are not limited to the following systems:

- Food expenditure cost accounting designed to determine cost per meal
- Estimation of food service requirements
- Purchase of supplies at wholesale prices and under other favorable conditions, when possible
- Determination of and responsiveness to inmate eating preferences
- Refrigeration and storage of food, with specific storage periods.

(Detention-Essential, Holding-Important)

DISCUSSION: The food service operation should follow written budgeting, purchasing, and accounting procedures to ensure nutritional and economical meals with minimum waste.

2-5241 Written policy and procedure provide for

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Weekly inspection of all food service areas, including dining and food preparation areas and equipment

Sanitary, temperature-controlled storage facilities for all foods

Daily checks of refrigerator and water temperatures by administrative, medical or dietary personnel.

(Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5242 Written policy and procedure provide that food service facilities and equipment meet established safety and protection standards and requirements, and that food service personnel comply with applicable health regulations. There is documentation that health and safety regulations are met. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Food service facilities and equipment should meet all standards and requirements set by qualified professional and/or governmental bodies. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code* (current edition) and the *Guide Book* of the American Society of Heating, Refrigeration and Air Conditioning Engineers apply. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence.

SANITATION AND HYGIENE

2-5243 Written policy and procedure establish the following requirements: weekly sanitation inspections of all institution areas by a designated administrative staff member; at least annual inspections by federal, state, and/or local sanitation and health officials, or other qualified person(s); and, compliance with all applicable laws and regulations of the governing jurisdiction. There is documentation by an independent, outside source that deficiencies, if any, have been corrected. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The institution should be inspected at least annually by appropriate government officials to ensure the health of personnel and inmates. In addition to the regular inspections by governmental officials, all institution areas should be inspected at least weekly by a designated staff member, who should submit a written report to the warden/superintendent, documenting deficiencies whenever they occur.

2-5244 There is certification that the facility water supply meets all applicable laws and regulations of the governing jurisdiction. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Water samples from both drinking and waste water should be tested periodically at a state laboratory of hygiene to ensure that the facility's water meets all applicable laws. The facility should provide both hot and cold running water.

2-5245 A written housekeeping plan for all areas of the physical plant provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: Effective housekeeping requires the development of a definite cleaning schedule with personnel and inmates assigned specific duties. Cleaning activities should be supervised at all times to ensure that the work is properly and thoroughly completed.

2-5246 Facility floors are kept clean, dry and free of hazardous substances. (Detention-Essential, Holding-Essential)

DISCUSSION: Floors should be inspected regularly throughout the day for cleanliness. Particular attention should be given to potentially hazardous areas, such as showers, kitchens, detoxification rooms, boiler and furnace rooms.

2-5247 There is a written plan for the control of vermin and pests which includes, at a minimum, monthly inspections by a qualified person. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Licensed pest control professionals should be readily available to the institution to conduct regular monthly inspections to identify such conditions and to eradicate by whatever means is effective any such conditions, and whatever insects, rodents or vermin, found.

2-5248 There is a written plan which provides for the disposal of liquid and solid wastes. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: None.

2-5249 Written policy and procedure provide for the issue of clean, suitable and presentable clothing to new inmates. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: It is essential that new inmates be provided clothing that is properly fitted, climatically suitable, durable, economical, easily laundered and repaired, and presentable. A standard, seasonable wardrobe should be provided all inmates on admission with appropriate seasonal changes, if necessary. Outer wear should be available for recreation or work assignments.

2-5250 Inmates may wear personal clothing consistent with facility guidelines, or wear combinations of their own and facility clothing in cases where their personal clothing does not meet their needs. (Detention-Essential, Holding-Important)

DISCUSSION: None.

2-5251 Written policy and procedure provide for the issue of special and, where appropriate, protective clothing and equipment to inmates participating in special work assignments. Such clothing is available in quantities which permit exchange as frequently as the work assignment requires. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Inmates assigned to work areas should be clothed in accordance with the requirements of their assignment and, when appropriate, be furnished suitable protective equipment as prescribed by health and safety regulations (face mask in hospital, safety goggles, etc.).

2-5252 Written policy and procedure provide for the issue of suitable, clean bedding, linen and towels to new inmates, and for exchange of bedding, linen and towels on at least a weekly basis. (Detention-Essential, Holding-Essential)

DISCUSSION: The standard issue of bedding should include two sheets, one pillow and pillow case, a noncombustible mattress, and sufficient blankets to provide comfort under existing temperature conditions. In holding facilities, the standard issue should be a noncombustible mattress, sheet and blanket as required by the season, and towel. Laundry services should be sufficient to permit the regular exchange of inmate clothing, linen and bedding on a weekly basis or as required by climatic conditions or work assignments.

2-5253 The issue of all clothing and bedding is recorded to provide accountability for their use. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmate accountability for clothing and bedding should be specified in inmate rules and regulations.

SANITATION AND HYGIENE

2-5254 The clothing, linen and bedding supply exceeds that required for the maximum inmate population. (Detention-Essential, Holding-Essential)

DISCUSSION: The facility should have available more clothing, linen and bedding than it will need at any one time at maximum inmate capacity. This excess allows replacement of items that are lost, destroyed or worn out.

2-5255 There is provision for needed cleaning and storage of inmate personal clothing. (Detention-Essential, Holding-Important)

DISCUSSION: Prior to storage, inmate clothing should be cleaned and/or disinfected to prevent odors and vermin accumulation. This clothing should be stored outside the housing area. Provision should be made for cleaning personal clothing, as necessary, for use at court appearances.

2-5256 Written policy and procedure require that articles needed for personal hygiene are provided to all inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: As part of the admissions process, each inmate should be given soap, toothbrush, toothpaste or powder, a comb and toilet paper; shaving equipment should be made available on request, and the special hygiene needs of women should be met.

2-5257 There are sufficient facilities in the housing areas to permit inmates to shower or bathe upon admission to the facility and daily thereafter. (Detention-Essential, Holding-Essential)

DISCUSSION: Although practices will vary according to available facilities and custodial considerations, frequent bathing is essential for hygienic living conditions. Hot and cold water facilities should be available in the ratio of at least one unit to approximately eight inmates. Ideally, each inmate should be permitted to bathe daily; no inmate should be permitted to bathe less than twice a week. Inmates in special jobs, food service, or medical, sanitation or mechanical services should be required to bathe daily.

2-5258 Water temperature for showers or bathing is thermostatically controlled to ensure the safety of inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates can use scalding showers as a weapon against or punishment for other inmates. An inmate could be forced under a hot shower and scalded when other inmates turn on all the cold water, therefore temperature controls are necessary for the safety of inmates. These temperature controls should not preclude the use of water at a higher temperature, if needed, in other areas of the facility, e.g. the kitchen.

2-5259 Hair care services and facilities are available to inmates. (Detention-Essential, Holding-Not Applicable)

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DISCUSSION: Facilities should be provided so that inmates can obtain hair care services when needed. In larger facilities, hair should be cut in a room designated for that purpose. In small facilities, hair may be cut in any multipurpose room. In all cases, hair should be cut under sanitary conditions. The area used for hair care should be located to permit observation by staff. Equipment should be stored securely when not in use.

MEDICAL AND HEALTH CARE SERVICES

2-5260 Written policy and procedure provide for the delivery of health care services, including medical, dental and mental health services, under the control of a designated health authority. When this authority is other than a physician, final medical judgements rest with a single designated responsible physician licensed in the state. (Detention-Essential, Holding-Essential)

DISCUSSION: The parties to the agreement are the governmental funding agency responsible for the facility and/or the facility administrator and the health authority. The responsibility of the health authority includes arranging for all levels of health care and assuring quality of and inmate access to all health services. Health care services provide for the physical and mental well-being of the population and include medical and dental services, mental health services, nursing, personal hygiene, dietary services, and attending to environmental conditions.

2-5261 Medical, dental, and mental health matters involving clinical judgments are the sole province of the responsible physician, dentist, and psychiatrist or qualified psychologist respectively; however, security regulations applicable to facility personnel also apply to health personnel. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: The provision of health care is a joint effort of administrators and health care providers and can be achieved only through mutual trust and cooperation. The health authority arranges for the availability of health care services; the official responsible for the facility provides the administrative support for the accessibility of health services to inmates.

2-5262 The health authority meets with the facility administrator or designee at least quarterly and submits quarterly reports on the health care delivery system and annual statistical reports. (Detention-Essential, Holding-Essential)

DISCUSSION: Administrative meetings held at least quarterly can help identify problems and their solutions. Health care staff should be included in and encouraged to attend other facility staff meetings to promote a good working relationship among all staff. Minutes of the quarterly administrative meetings may be used to meet the requirement for a quarterly report. The report should include such topics as the effectiveness of the health care system, description of any health environment factors which need improvement, changes effected since the last reporting period and, if needed, recommended corrective action. The annual statistical report indicates the number of inmates receiving health services by category of care, as well as other pertinent information (e.g. operative procedures, referrals to specialists, ambulance services, etc.)

2-5263 Each policy, procedure and program in the health care delivery program is reviewed at least annually under the direction of the health authority and revised if necessary. Each

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document bears the date of the most recent review or revision and the signature of the reviewer. (Detention-Essential, Holding-Essential)

DISCUSSION: Regular review of policies, procedures and programs will facilitate formal incorporation of various changes made during the year into the agency manual and prevent the accumulation of a series of policy memoranda. The process of annual review will also assist in decision making regarding previously discussed but unresolved matters.

2-5264 For health care delivered in the facility, adequate space, equipment, supplies, and materials are provided as determined by the health authority. (Detention-Essential, Holding-Essential)

DISCUSSION: The type of space and equipment for an examination/treatment room will depend upon the level of health care provided in the facility and the capabilities and desires of the health providers. In all facilities, space should be provided where the inmate can be examined and treated in private.

Basic equipment generally includes thermometers, blood pressure cuffs, stethoscope, ophthalmoscope, otoscope, percussion hammer, scale, examining table, goose neck light, wash basin, and transportation equipment (e.g. wheel chair and litter). If female inmates receive medical services in the facility, appropriate equipment should be available for pelvic examinations.

2-5265 First aid kits are available in designated areas of the facility as determined by the health authority. (Detention-Essential, Holding-Essential)

DISCUSSION: Medical emergencies may arise in the facility requiring the availability of first aid equipment at all times. Examples of contents for first aid kits include roller gauze, sponges, triangle bandages, adhesive tape, adhesive bandages, etc. The kit should not include emergency drugs.

2-5266 Written policy and procedure require that the facility provide 24-hour emergency medical and dental care availability as outlined in a written plan, which includes provisions for the following arrangements:

Emergency evacuation of the inmate from within 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 health facility is not located in a nearby community

Security procedures that provide for the immediate transfer of inmates when appropriate.

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(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Emergency care must be provided with efficiency and speed. Referral to the health care professional or facility appropriate to the health need of the inmate, as well as the inmate's initial care, are governed by triage and written guidelines. As required, security procedures provide for the immediate transfer of inmates.

2-5267 In facilities without full-time, qualified health personnel, a health-trained staff member coordinates the health care delivery in the facility under the joint supervision of the responsible health authority and facility administrator. (Detention-Essential, Holding-Essential)

DISCUSSION: Health-trained personnel other than a nurse, physician's assistant or emergency medical technician may, on a full- or part-time basis, review receiving screening forms for follow-up attention, facilitate sick call by having inmates and records available for the health care provider, and help to carry out orders regarding such matters as diets, housing, and work assignments.

2-5268 The health authority systematically determines health care personnel requirements in order to provide inmate access to health care staff and services. (Detention-Essential, Holding-Essential)

DISCUSSION: Determination of staff requirements should not depend solely on inmate population. Workload ratios should reflect factors such as legal requirements, goals to be accomplished, character and needs of inmates supervised, and other duties required of staff. Staff workloads should be sufficiently low to provide inmate access to staff and services.

2-5269 Arrangements are made with health care specialists in advance of need. (Detention-Essential, Holding-Essential)

DISCUSSION: An inmate's illness may require the services of a specialist at any time. Therefore, arrangements with consultants in the major health care specialties should be made in advance of need, by a written agreement. All sources of assistance for mentally ill and retarded inmates should be identified in advance of need and referrals should be made in all cases.

2-5270 Appropriate state and federal licensure, certification or registration requirements and restrictions apply to personnel who provide health care services to inmates. The duties and responsibilities of such personnel are governed by written job descriptions approved jointly by

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the health authority and the facility administrator. Verification of current credentials and job descriptions are on file in the facility. (Detention-Essential, Holding-Essential)

DISCUSSION: The provision of quality health care should be ensured by using only qualified health care personnel to determine and supervise health care procedures. Written job descriptions should include qualifications required and the specific role in the health care delivery system in keeping with the individual's professional discipline. Verification of qualifications may consist of copies of current credentials or a letter from the state licensing or certifying body regarding current credential status.

2-5271 A training program is established by the responsible health authority in cooperation with the facility administrator, and provides instruction in the following areas:

The ability to respond to health-related situations within four minutes

Recognition of signs and symptoms, and knowledge of action required in potential emergency situations

Administration of first aid and cardiopulmonary resuscitation (CPR)

Methods of obtaining assistance

Recognition of signs and symptoms of mental illness, retardation, emotional disturbance and chemical dependency

Procedures for patient transfers to appropriate medical facilities or health care providers.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: With even the most adequate staff of qualified health care personnel, emergencies can occur in distant parts of the institution wherein too much time can be lost in getting them promptly on the scene to handle emergency matters. If emergency treatment is not provided within four minutes in certain situations, lives can be lost. All correctional officers should have standard first aid training. Minimally, one health trained correctional officer per shift should be trained in cardiopulmonary resuscitation (CPR) and recognition of symptoms of illness most common to inmates.

2-5272 Written policy provides that inmates are not used for the following duties:

Performing direct patient care services

Scheduling health care appointments

Determining access of other inmates to health care services

Handling or having access to

surgical instruments

syringes

needles

medications

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health records

Operating equipment for which they are not trained.

(Detention-Essential, Holding-Essential)

DISCUSSION: Inmate participation in medical service delivery frequently violates state laws, invites litigation and brings discredit to the correctional health care field. Furthermore, these inmates can acquire power and be subjected to severe pressure from other inmates. The only exception is where inmates are participating in an authorized vocational training program.

2-5273 Written policy and procedure require medical screening to be performed by health-trained staff on all inmates upon arrival at the facility. The findings are recorded on a printed screening form approved by the health authority. The screening process includes at least the following procedures:

Inquiry into

Current illness and health problems, including dental problems, venereal diseases and other infectious disease

Medications taken and special health requirements

Use of alcohol and other drugs which includes types of drugs used, mode of use, amounts used, frequency used, date or time of last use and a history of problems which may have occurred after ceasing use (e.g. convulsions)

Past and present treatment or hospitalization for mental disturbance or suicide

Other health problems designated by the responsible physician.

Observations of

Behavior, which includes state of consciousness, mental status, appearance, conduct, tremor and sweating

Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

Disposition to

General population

General population and referral to appropriate health care service

Referral to appropriate health care service on an emergency basis.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Receiving screening can be performed by health personnel or by a health-trained correctional officer at the time of booking/admission.

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2-5274 Written policy and procedure require that a health appraisal for each inmate is completed within 14 days after arrival at the facility. Health history and vital signs are collected by health trained or qualified health care personnel and all other data is collected only by qualified health care personnel. The health appraisal includes the following:

Review of the earlier receiving screening

Collection of additional data to complete the medical, dental, psychiatric and immunization histories

Administering of laboratory and/or diagnostic tests to detect communicable disease, including venereal diseases and tuberculosis

Recording of height, weight, pulse, blood pressure and temperature

Administering of other tests and examinations as appropriate

Completion of a medical examination with comments about mental and dental status

Review of the results of the medical examination, tests and identification of problems by a physician

Initiation of therapy when appropriate.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: A health appraisal should be completed for each inmate as soon after arrival at the facility as possible in order to determine any health problems which may need immediate attention and to determine if the individual needs any further health care. Information regarding the inmate's physical and mental status also may dictate housing and activity assignments. When appropriate, an additional investigation should be conducted into alcohol and drug abuse, and other related problems.

2-5275 Written policy and procedure require post admission screening and referral for care of mentally ill or retarded inmates whose adaptation to the correctional environment is significantly impaired. (Detention-Essential, Holding-Essential)

DISCUSSION: Psychiatric problems identified either at receiving screening or after admission must be followed up by medical staff. The urgency of the problems determines the responses. Suicidal and psychotic patients are emergencies and require prompt attention.

Inmates awaiting emergency evaluation should be housed in a specially designated area with constant supervision by trained staff. Inmates should be held for only the minimum time necessary, but no longer than 12 hours, before emergency care is rendered. All sources of assistance for mentally ill and retarded inmates should be identified in advance of need, and referrals should be made in all such cases. (See related standard 2-5353)

2-5276 Written policy requires consultation between the facility administrator and the responsible physician or their designees prior to the following actions being taken regarding pa-

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tients who are diagnosed as having a psychiatric illness:

- Housing assignments
- Program assignments
- Disciplinary measures
- Transfers in and out of institution.

(Detention-Essential, Holding-Essential)

DISCUSSION: Maximum cooperation between custody personnel and health care providers is essential so that both groups are made aware of movements and decisions regarding psychiatric patients. Psychiatric problems may complicate work assignments or disciplinary management. Medications may have to be adjusted for safety at the work assignment or prior to transfer.

2-5277 Written policy and procedure require that dental care is provided to each inmate under the direction and supervision of a dentist, licensed in the state, as follows:

- Dental screening within 14 days of admission
- Dental hygiene services within 14 days of admission
- Dental examinations within three months of admission
- Dental treatment, not limited to extractions, within three months of admission when the health of the inmate would otherwise be adversely affected.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: Dental hygiene consists of measures taken to protect the health of the mouth and chewing apparatus, such as instruction in proper brushing of the teeth.

2-5278 Written policy and procedure require that inmate's health complaints are solicited daily and acted upon by health-trained correctional personnel, and followed by appropriate triage and treatment by qualified health personnel. (Detention-Essential, Holding-Essential)

DISCUSSION: Triage is the sorting and allocation of treatment to patients according to priorities of need.

2-5279 Written policy and procedure require that there is a continuous response to health care requests and that sick call, conducted by a physician and/or other qualified health personnel, is available to each inmate as follows:

- In small facilities of less than 50 inmates, sick call is held once per week at a minimum
- In medium-sized facilities of 50 to 200 inmates, sick call is held at least three days per week
- In facilities of over 200 inmates, sick call is held a minimum of five days per week
- If an inmate's custody status precludes attendance at sick call, arrangements are

made to provide sick call services in the place of the inmate's detention.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: Sick call is the system through which each inmate reports for and receives appropriate medical services for nonemergency illness or injury.

2-5280 Written policy and procedure require that arrangements are made for the provision of special medical programs, including chronic care, convalescent care and medical preventive maintenance for the inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: The special medical program services a broad range of health problems, e.g., seizure disorders, diabetes, potential suicide, chemical dependency, and psychosis. These special medical conditions dictate close medical supervision. Chronic care is medical service rendered to a patient over a long period of time; treatment of diabetes, asthma and epilepsy are examples. Convalescent care is medical service rendered to a patient to assist in the recovery from illness or injury. Medical preventive maintenance includes health education and medical services, such as inoculation and immunizations, provided to take advance measures against disease, and instruction in self-care for chronic conditions.

2-5281 Written policy and procedure provide that detoxification at the facility is done under medical supervision. (Detention-Essential, Holding-Essential)

DISCUSSION: Detoxification refers to the process by which an individual is gradually withdrawn from a drug by administering decreasing doses either of the same substance upon which the person is physiologically dependent or one that is cross-tolerant to it, or a drug which has been demonstrated to be effective on the basis of medical research. The detoxification of patients who may pose special risks (e.g., psychotics, seizure-prone inmates, pregnant inmates, juveniles, geriatrics) requires special attention. (See related standard 2-5371)

2-5282 Written policy and procedure require that, as determined by the responsible physician or dentist, medical and dental prostheses are provided when the health of the inmate would otherwise be adversely affected. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Prostheses are artificial devices to replace missing body parts or compensate for defective bodily functions.

2-5283 Written policy and procedure govern the use of restraints for medical and psychiatric purposes. (Detention-Essential, Holding-Essential)

DISCUSSION: This standard applies to those situations where the restraints are part of a health care treatment regimen. The same kinds of restraints that would be appropriate for the general public within the jurisdiction should be used for the physically restrained, incarcerated individual. Written policy should identify authorization needed, and when, where, for how long, and how restraints may be used.

2-5284 All examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. In the case of minors, the informed consent of parent, guardian or legal custodian applies when required by law. Health care is rendered against an inmate's will only in accordance with law. (Detention-Essential, Holding-Essential)

DISCUSSION: Informed consent is the voluntary consent to a treatment, examination or procedure by the patient after the patient receives the material facts regarding the nature, consequences, risks and alternatives concerning the proposed treatment, examination or procedures. Medical treatment of an inmate without his/her consent (or without the consent of parent, guardian or legal custodian when the inmate is a minor) could result in legal complications.

Obtaining informed consent may not be necessary in all cases. These exceptions to obtaining informed consent should be reviewed in light of each jurisdiction's laws. The law of the jurisdiction within which the facility is located should be reviewed by legal counsel, and based upon counsel's written opinion; a facility policy regarding informed consent should be developed. In all cases, however, consent of the person to be treated is of importance.

2-5285 Written policy prohibits the use of inmates for medical, pharmaceutical, or cosmetic experiments. This policy does not preclude individual treatment of an inmate based on his/her need for a specific medical procedure which is not generally available. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: A person confined in a facility is incapable of volunteering as a human subject without hope of reward and cannot do so on the basis of fully informed consent. Therefore, inmates should not participate in experimental projects involving medical, pharmaceutical or cosmetic research, including aversive conditioning, psychosurgery, electrical stimulation of the brain, or the application of cosmetic substances to the body that are being tested for possible ill effects prior to sale to the general public. This does not preclude the use of a new medical procedure for the individual treatment of an inmate by his/her physician, subsequent to a full explanation of the positive and negative features of the treatment. The agreement is between the physician and the inmate and is not part of a general program of medical experimentation involving payment to inmates for submission to the treatment. (See related standard 2-5098)

2-5286 Written policy and procedure specify the process by which those individuals so designated by the inmate are notified in case of serious illness or injury. Permission for notification is obtained from the inmate prior to need, if possible. (Detention-Essential, Holding-Essential)

DISCUSSION: There may be situations in which the inmate does not want his next of kin notified of his/her injury or illness; therefore, his/her consent should be obtained whenever possible. The next of kin or other individuals identified by the inmate to be notified in emergencies should be included in the facility admission form.

2-5287 Written policy and procedure specify actions to be taken in the event of an inmate

death. (Detention-Essential, Holding-Essential)

DISCUSSION: The medical examiner or coroner should be notified of the inmate's death immediately. If the cause of death is unknown, or the death occurred under suspicious circumstances, or the inmate was unattended from the standpoint of not being under current medical care, a postmortem examination should be performed.

2-5288 Written policy and procedure provide for the proper management of pharmaceuticals, and address the following subjects:

A formulary specifically developed to the facility
Prescription practices which require that

psychotropic medications are prescribed only when clinically indicated as one facet of a program of therapy
"stop order" time periods are required for all medications
the prescribing provider reevaluates a prescription prior to its renewal

Procedures for medication receipt, storage, dispensing and administration or distribution

Maximum security storage and periodic inventory of all controlled substances, syringes and needles

Dispensing of medicine in conformance with appropriate federal and state law
Administration of medication which is carried out by persons properly trained as appropriate by state law

Accountability for administering or distributing medications in a timely manner, according to physician orders.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: A formulary is a written and exclusive list of medications used in the treatment of inmate patients. Medication administration is an act in which a single dose of an identified drug is given to a patient. Dispensing is the issuance of one or more doses of a prescribed medication from a stock or bulk container. This dispensed medication is correctly labeled to indicate the name of the patient, the contents and all other vital information needed to facilitate correct patient usage and drug administration. A controlled substance is a medication that requires a written prescription listing the prescribing physician's federal Drug Enforcement Administration registration number.

2-5289 Persons administering medications do so under the direct supervision of the responsible physician and have received training appropriate to their assignment. They are accountable for administering medications according to orders, and record the administration of medications in a manner and on a form approved by the responsible physician. (Detention-Essential, Holding-Essential)

DISCUSSION: Training from the responsible physician encompasses the medical aspects of the administration or distribution of medications; training from the facility administrator encompasses security matters inherent in the administration or distribu-

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tion of medications in a correctional facility. The concept of administration or distribution of medications according to orders includes performance in a timely manner.

2-5290 The medical record file contains the following:

- The completed receiving screening form
- Health appraisal data collection forms
- Prescribed medications and their administration
- Laboratory, x-ray and diagnostic studies
- Signature and title of each documentor
- Consent and refusal forms
- Release of information forms
- Place, date and time of health encounters
- Discharge summary of hospitalizations
- Health service reports, (e.g., dental, psychiatric and other consultations).

The method of recording entries in the record, and the form and format of the record, are approved by the health authority. (Detention-Essential, Holding-Essential)

DISCUSSION: The problem-oriented medical record structure is suggested. The record is complete and all findings recorded. All inmate perceived health problems must be recorded as well as the dispositions thereof.

2-5291 Written policy and procedure govern the confidentiality of the health record and require that, at a minimum

- The active health record is maintained separately from the confinement record
- Access to the health record is controlled by the health authority
- The health authority shares with the facility administrator information regarding an inmate's medical management, security and ability to participate in programs.

(Detention-Essential, Holding-Essential)

DISCUSSION: The principle of confidentiality protects the patient from disclosure of confidences entrusted to a physician during the course of treatment. Any information gathered and recorded about alcohol and drug abuse patients is confidential under federal regulations and cannot be disclosed without written consent of the patient or the patient's parent or guardian. The confidential relationship of doctor and patient extends to inmates/patients and their physician. Thus, it is necessary to maintain active health record files under security, completely separate from the patient's confinement record.

2-5292 Written policy and procedure regarding the transfer of health records and information establish the following requirements:

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Summaries or copies of the health record are routinely sent to the facility to which the inmate is transferred

Written authorization by the inmate is necessary for transfer of health record and information unless otherwise provided by law or administrative regulation having the force and effect of law

Health record information is also transmitted to specific and designated physicians or medical facilities in the community upon the written authorization of the inmate.

(Detention-Essential, Holding-Essential)

DISCUSSION: An inmate's health record or summary follows the inmate in order to assure continuity of care and to avoid the duplication of tests and examinations.

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2-5293 Written policy and procedure ensure the right of inmates to have unlimited access to the courts and to address uncensored communications to governmental authorities. Inmates seeking judicial or administrative redress are not subjected to reprisals or penalties as a consequence. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5294 Written policy and procedure ensure and facilitate the right of inmates to have access to attorneys and their authorized representatives. (Detention-Essential, Holding-Essential)

DISCUSSION: Every effort should be made to facilitate privacy in contacts between attorneys and their clients. Unsented and sentenced inmates should be able to consult with attorneys, their representatives, or experts retained by them. Provision should be made for contacts during normal facility hours, for uncensored correspondence and telephone communication, and for all after hours visits requested on the basis of special circumstances. Attorney substitutes representing the attorney of record, or other legally authorized attorney substitutes, have access to the facility.

2-5295 Inmates have access to legal materials if there is not adequate free legal assistance to help them with criminal, civil and administrative legal matters. (Detention-Essential, Holding-Essential)

DISCUSSION: The constitutional right of access to the courts requires that, when requested, inmates receive assistance in preparing and filing legal papers. This should include assistance from persons with legal training, law school legal assistance programs, the public defender's office and law library facilities. If a law library is available, a minimum collection should include: state and federal constitutions, state statutes and decisions, procedural rules and decisions and related commentaries, federal case law materials, court rules and practices treatises, and legal periodicals and indexes.

2-5296 Written policy and procedure provide inmates access to paper, typewriters or typing service, and other supplies and services related to legal matters. (Detention-Important, Holding-Important)

DISCUSSION: The institution should make reasonable efforts to assist inmates with the preparation and processing of their legal documents. Items such as paper, typewriters or typing service, and carbon paper should be provided all inmates upon request and should be available free of charge to indigent inmates.

2-5297 The facility fulfills the right of inmates to basic medical and dental care. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Health care services should be comparable in quality to those available to

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the general public of the state in which the facility is located. For the holding facility these services will be largely of an emergency nature. Health care provided inmates should include, at a minimum, assessment of health needs and general condition of the inmate at admission; a thorough physical examination by or under the supervision of a licensed physician upon admission; access to medical, dental and mental health services performed by persons with appropriate training under the supervision of a licensed physician or dentist; and, a cursory psychological examination performed by a psychiatrist, psychologist or persons with appropriate training under the supervision of a psychiatrist or psychologist. Emergency medical, dental and mental health treatment should also be available on a 24-hour basis; and there should be access to a licensed medical facility. (See related standards 2-5261, 2-5266, 2-5270, 2-5271, 2-5273 and 2-5288)

2-5298 Written policy and procedure grant inmates the right to practice their religion, subject only to the limitations necessary to maintain institutional order and security. (Detention-Essential, Holding-Essential)

DISCUSSION: All recognized religions should be accorded equal status and protection. Provision should be made for access to appropriate facilities, clergymen or spiritual advisers, publications and religious symbols, and for opportunities to adhere to dietary and other requirements of various faiths.

2-5299 Written policy and procedure grant inmates the right to receive visits, subject only to the limitations necessary to maintain order and security. (Detention-Essential, Holding-Essential)

DISCUSSION: Because strong family and community ties increase the likelihood that the inmate will succeed after release, visits to inmates should be encouraged. Provision should be made for visitation in pleasant surroundings, with minimum surveillance to allow privacy. Arrangements always should be made to ensure inmates' confidential visits with attorneys. No restrictions should be made on inmate visitation rights, except when the administrator or designee can provide substantial justification for the restriction. (See related standards 2-5337, 2-5339, and 2-5340)

2-5300 Written policy and procedure grant inmates the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security. (Detention-Essential, Holding-Essential)

DISCUSSION: Access to the public is an integral part of rehabilitation. Inmates should be permitted to communicate with their families and friends, as well as with public officials, the courts and their attorneys. All correspondence should be uncensored, except where substantial reasons dictate otherwise. Only the facility administrator or designee should authorize censorship of inmate correspondence.

2-5301 Written policy and procedure provide each inmate

Freedom from discrimination based on race, religion, national origin, sex, hand-

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icap, or political beliefs

Equal access to various programs and work assignments, and involvement in decisions concerning classification status.

(Detention-Essential, Holding-Essential)

DISCUSSION: Inmates should be assured equal opportunities to participate in all institution programs. Work assignments and all administrative decisions likewise should be made without discrimination. (See related standards 2-5232 and 2-5298)

2-5302 Written policy and procedure provide for protection from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: In instances where physical force or disciplinary detention is required, only the least drastic means necessary to secure order or control should be used. Administrative segregation should be used to protect inmates from themselves or other inmates.

2-5303 A written grievance procedure is made available to all inmates and includes at least one level of appeal. (Detention-Essential, Holding-Essential)

DISCUSSION: A grievance procedure is an administrative means for the expression and resolution of inmates' problems. The facility's grievance mechanism should include provisions for

written responses to all grievances, including the reasons for the decision
response within a prescribed reasonable time limit, with special provisions for responding to emergencies
advisory review of grievances
participation by staff and inmates in the design and operation of the grievance procedure
access by all inmates, with guarantees against reprisal
applicability over a broad range of issues
resolving questions of jurisdiction.

While the procedure need not be as detailed for a holding facility as it is for a detention facility, some mechanism should exist for resolving inmate grievances.

2-5304 The facility develops and implements policy and procedure governing searches and seizures to provide that unnecessary force, embarrassment or indignity to the individual is avoided. The written plan for regular administrative searches of facilities and persons is reviewed by legal counsel to ascertain the legality of the plan. (Detention-Essential, Holding-Essential)

DISCUSSION: Although the control of weapons and contraband is essential to the safety and well-being of a facility, it does not justify unrestricted searches of inmates and

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their property. A legal review of the search plan helps ensure that such searches are "suitably restricted", and that the frequency and manner of administrative searches are reasonable. (See related standards 2-5179, 2-5180, 2-5181 and 2-5182)

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2-5305 There are written rules of inmate conduct which specify acts prohibited within the facility and penalties that may be imposed for various degrees of violation. These rules are provided to all inmates, and procedures exist for ensuring that all inmates understand the rules. (Detention-Essential, Holding-Essential)

DISCUSSION: Staff assistance to inmates includes translations in languages in which they are fluent.

2-5306 The written rules of inmate conduct are reviewed annually and updated, if necessary, to ensure that they are consistent with constitutional and legal principles. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5307 All personnel who deal with inmates receive sufficient training so that they are thoroughly familiar with the rules of inmate conduct, the sanctions available, and the rationale for the rules. (Detention-Essential, Holding-Essential)

DISCUSSION: All facility personnel who deal with inmates in any way should receive continuous inservice training that ensures their understanding of the rules of inmate conduct, the sanctions available, and the rationale for the rules. The clarity and specificity of the rules, together with this training, should preclude discrepancies among staff members in interpretation. (See related standards 2-5082 and 2-5083)

2-5308 There are written guidelines for informally resolving minor inmate infractions. (Detention-Essential, Holding-Essential)

DISCUSSION: Written guidelines should specify misbehavior that may be handled informally. All other rule violations should be handled through formal procedures that include the filing of a disciplinary report. (See related standard 2-5309)

2-5309 Written policy and procedure provide that, when rule violations require formal resolution, staff members prepare a disciplinary report and forward it to the designated supervisor. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5310 Disciplinary reports prepared by staff members include, but are not limited to, the following information:

- Specific rules violated
- A formal statement of the charge

An explanation of the event, which should include who was involved, what transpired, and the time and location of occurrence

Unusual inmate behavior

Staff witnesses

Disposition of any physical evidence

Any immediate action taken, including the use of force

Reporting staff member's signature, and date and time report is made.

(Detention-Essential, Holding-Important)

DISCUSSION: None.

2-5311 Written policy and procedure specify that when an alleged rule violation is reported, an investigation is begun within 48 hours of the time the violation is reported. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5312 Written policy and procedure provide that prehearing segregation of inmates who are charged with a rule violation is used only when necessary to ensure the safety of the inmate or the security of the facility. (Detention-Important, Holding-Not Applicable)

DISCUSSION: Prehearing segregation is the confinement of an inmate in an individual cell until an investigation is completed or a hearing scheduled. Such segregation should not be punitive; it should be used only when necessary to ensure the safety of the inmate or the security of the facility. Documentation should be provided as to the reason for detention. Care should be exercised to ensure that no inmate remains in prehearing segregation longer than necessary.

2-5313 There is a sanctioning schedule for rule violations. The maximum sanction for rule violations is 15 days for any one violation and no more than 30 days for all violations arising out of one incident. Continuous confinement for over 30 days requires the review and approval of the facility administrator. (Detention-Essential, Holding-Essential)

DISCUSSION: The time an inmate spends in disciplinary detention should be proportionate to the offense committed, taking into consideration the inmate's prior conduct, specific program needs, and other relevant factors. (See related standard 2-5208)

2-5314 Written policy and procedure provide that in instances in which an inmate is alleged to have committed a crime, the case is referred to appropriate law enforcement officials for possible prosecution. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5315 Written policy and procedure provide that an inmate charged with a violation of

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facility rules is given a written copy of the alleged violation within 24 hours of the infraction. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5316 Written policy and procedure specify that inmates charged with rule violations receive a hearing within 72 hours of the incident, excluding weekends and holidays. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5317 Written notice of the hearing is provided to the inmate at least 24 hours in advance of the hearing. The inmates may consent, in writing, to a hearing within less than 24 hours. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5318 Written policy and procedure provide that inmates charged with rule violations are present at the hearing, unless they waive that right in writing or through behavior. Inmates may be excluded during the testimony of any inmate whose testimony must be given in confidence. The reasons for the inmate's absence or exclusion are documented. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5319 Written policy and procedure provide that disciplinary hearings of cases of rule violations are conducted by an impartial person or panel of persons. (Detention-Essential, Holding-Essential)

DISCUSSION: To ensure objectivity in these proceedings, hearings for rule violations are conducted by persons who were not directly involved in the incident. If there is to be one person conducting the hearings, he/she should be of sufficiently high administrative status or rank to ensure knowledgeable consideration of all pertinent data and objective decisions.

2-5320 Written policy and procedure provide for staff assistance to represent inmates at disciplinary hearings upon request of the inmates. (Detention-Important, Holding-Important)

DISCUSSION: None.

2-5321 Written policy and procedure provide that the inmate is given an opportunity to make a statement and present documentary evidence, and to have in attendance at a disciplinary hearing any person who has relevant and not unduly cumulative information, except when doing so may severely jeopardize the life or safety of persons or the security or order

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of the facility; such reasons for denial are stated in writing. (Detention-Important, Holding-Important)

DISCUSSION: None.

2-5322 Written policy and procedure specify that a written record is made of the disciplinary hearing decision and that a copy is given to the inmate. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5323 Written policy and procedure provide for review of all disciplinary hearings and dispositions by the facility administrator or his designee. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5324 Written policy and procedure grant inmates the right to appeal decisions of the disciplinary hearing officer(s) to the administrator or an independent authority. The administrator or independent authority either affirms or reverses the decision of the disciplinary hearing officer(s) within five days of the appeal. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Inmates should be advised of their right to appeal decisions of the disciplinary officer(s) at the time they are provided the decision. The appeal process should consider three factors: was there substantial compliance with the facility standards on inmate discipline; was the decision based on substantial evidence; under the circumstances, was the sanction imposed proportionate to the offense. The inmate should be notified in writing of the results of the appeal.

2-5325 Written policy and procedure provide that the disciplinary report is removed from all files of inmates found not guilty of an alleged rule violation. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5326 Where statute permits, there is written policy and procedure for determining sentence reduction based on evidence of good behavior. (Detention-Important, Holding-Not Applicable)

DISCUSSION: There should be provision for inmates to earn "good time", or reductions in their sentences. This could serve as an incentive for inmates to remain on good behavior during their incarceration. The loss of "good time" credits also can serve as an effective disciplinary tool. (See related standard 2-5360)

COMMUNICATION, MAIL AND VISITING

2-5327 Written policy and procedure govern inmate correspondence; they are available to all staff and inmates, and are reviewed annually and updated as needed. (Detention-Essential, Holding-Important)

DISCUSSION: None.

2-5328 There is no limitation on the volume of lawful mail, including letters, packages and publications, which an inmate may send or receive, or on the length, language, content or source of the mail, except where there is clear and convincing evidence to justify the limitations for reasons of public safety or facility order and security. (Detention-Essential, Holding-Important)

DISCUSSION: Unlawful mail includes but is not limited to that which is libelous and obscene.

2-5329 Written policy and procedure provide that indigent inmates as defined in policy receive a specified postage allowance. (Detention-Important, Holding-Important)

DISCUSSION: Provision should be made to ensure that all inmates are able to send a minimum of two one ounce letters per week.

2-5330 Written policy and procedure define the type of publications allowed in the facility and the inspection procedures. Restrictions to access are directly related to the maintenance of facility order and security. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5331 Written policy and procedure require that incoming and outgoing letters and packages are not held for more than 24 hours, excluding weekends and holidays. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5332 Written policy and procedure require that inmate letters, both incoming and outgoing, may be opened and inspected for contraband, but may not be censored. The letters are not read or rejected except where there is reliable information that there is a threat to order and security or that they are being used in the furtherance of illegal activity. Inmates are notified when incoming or outgoing letters are rejected. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5333 Written policy and procedure provide for the inspection of inmate letters and

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packages to intercept cash, checks, money orders and contraband. A receipt is given the addressee. (Detention-Essential, Holding-Essential)

DISCUSSION: Cash, checks or money orders should be received from incoming mail and credited to the offender's account. If contraband is discovered in either incoming or outgoing mail, it should be removed. Only illegal items and items that threaten the security of the facility should be considered contraband.

2-5334 Written policy and procedure specify that inmates are permitted to send sealed letters to a specified class of persons and organizations, including, but not limited to: courts, counsel, officials of the confining authority, government officials, administrators of grievance systems, and members of the parole authority. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5335 Written policy and procedure provide for inmate access to a telephone. (Detention-Essential, Holding-Essential)

DISCUSSION: Telephone facilities should be provided to permit reasonable and equitable access to all inmates, particularly pretrial detainees. Written procedures should outline the hours of telephone availability and any limitation on telephone calls.

2-5336 Written policy and procedure govern visiting and are reviewed annually and updated if necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5337 The number of visitors an inmate may receive and the length of visits are limited only by facility schedules, space and personnel constraints, except where there are substantial reasons to justify such limitation. (Detention-Essential, Holding-Essential)

DISCUSSION: Inmates should not be denied access to visitation with persons of their choice, except where the administrator or designee has clear and convincing evidence that such visits jeopardize the security of the facility or the safety of the inmate or visitor. Legal counselors and religious advisers should be allowed additional visiting privileges, and accommodations that ensure privacy should be provided for these visits. (See related standard 2-5299)

2-5338 Written policy and procedure specify visitor registration upon entry into the facility and the circumstances under which visitors are searched. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

COMMUNICATION, MAIL AND VISITING

2-5339 For inmates who do not represent a substantial security risk, policy and procedure provide visiting facilities which permit informal communication, including opportunity for physical contact. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: The degree of informality of inmate visiting facilities should be consistent with the facility's overall security requirements.

2-5340 Written policy and procedure govern visiting for high risk inmates. (Detention-Essential, Holding-Essential)

DISCUSSION: Visiting hours for high risk inmates should approximate those for other inmates. There should be a range of physical devices to limit or preclude physical contact visiting according to the degree of risk the inmate presents.

2-5341 Written policy and procedure govern special visits. (Detention-Essential, Holding-Important)

DISCUSSION: Special visits may include visits from persons who have come long distances, visits to hospitalized inmates and visits to inmates in disciplinary status.

2-5342 There is a visiting area which allows for privacy during visits. (Detention-Essential, Holding-Important)

DISCUSSION: Relatives, approved friends and attorneys should be able to visit privately with the inmates. This area may be the multipurpose room(s), recreation room or a conference room which is used for visiting at specified times. (See related standards 2-5128 and 2-5339)

ADMISSION, ORIENTATION, PROPERTY CONTROL AND RELEASE

Admission and Orientation

2-5343 Written policy and procedure govern the admission and orientation of new inmates. They are reviewed annually and updated if necessary. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5344 Written procedures for admitting new inmates to a detention facility address at a minimum the following subjects:

- Verification of court commitment papers or other legal documentation of detention
- Complete search of the individual and his/her possessions
- Disposition of clothing and personal possessions
- Medical screening including tests for infectious diseases
- Telephone calls by inmates
- Shower and hair care if necessary
- Issue of clean clothing
- Photographing and/or fingerprinting, including notation of identifying marks or unusual characteristics
- Interview for obtaining identifying data
- Screening interview by counselor or other trained interviewer
- Orientation
- Issue of personal hygiene items
- Classification for assignment to a housing unit
- Assignment to a housing unit.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5345 Inmates are separated from the general population during the admissions process. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: In order to provide security for the individual inmates and others, the newly received inmates are separated from the general population while information on them is being gathered and evaluated. This is a critical time for close behavioral observation.

2-5346 Written procedures for admitting new inmates to a holding facility include, but are not limited to the following:

- Verification of arrest
- Complete search of the individual

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Inventory and storage of personal property
Medical screening
Telephone calls by inmate
Photographing and/or fingerprinting
Interview for obtaining identifying data
Issue of bedding and personal hygiene items
Assignment of a housing unit.

(Detention-Not Applicable, Holding-Essential)

DISCUSSION: None.

2-5347 Written policy and procedure provide that all newly admitted inmates receive written or oral orientation information in the language in which the inmates are fluent. Completion of orientation is documented by a statement that is signed and dated by the inmate.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: Orientation should provide information on facility rules and regulations, facility programs and procedures, and inmate rules. There should be provisions for the communication of orientation materials to inmates with physical or mental handicaps. When an inmate has a language barrier common to a significant proportion of the population, written translations should be provided; in other cases interpreters should be used.

2-5348 Written policy and procedure specify that newly admitted inmates are permitted to complete at least three local or collect long distance telephone calls during the admission process. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

Personal Property

2-5349 Written policy and procedure specify the personal property inmates can retain in their possession. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5350 Written policy and procedure provide for a written, itemized inventory of all personal property of newly admitted inmates and secure storage of inmate property, including money and other valuables. The inmate is given a receipt for all property held until release. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

ADMISSION, ORIENTATION, PROPERTY CONTROL AND RELEASE

Release

2-5351 Written procedures for releasing inmates include, but are not limited to the following:

Verification of identity
Verification of release papers
Completion of release arrangements, including the person or agency to whom the inmate is to be released
Return of personal effects
Verification that no facility property leaves the facility with the inmate
Completion of any pending action, such as grievances or claims for damages or lost possessions.

(Detention-Essential, Holding-Essential)

DISCUSSION: None.

CLASSIFICATION

2-5352 Written policy and procedure provide for inmate classification in terms of level of custody required, housing assignment and participation in correctional programs. They are reviewed at least annually and updated if necessary. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Each newly admitted inmate should be evaluated in terms of personal, criminal, medical and social history. Inmates should be placed in programs suited to their interests, and the classification plan should be reviewed on an ongoing basis. Programs should assist inmates both during their incarceration and upon their release to the community. (See related standard 2-5141)

2-5353 The inmate classification plan specifies criteria and procedures for determining and changing the status of an inmate, including custody, transfers and major changes in programs. The plan includes an appeals process for classification decisions. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5354 The facility provides for the separate management of the following categories of inmates:

- Female and male inmates
- Other classes of detainees (witnesses, civil prisoners)
- Community custody inmates (work releasees, weekenders, trustees)
- Inmates with special problems (alcoholics, narcotics addicts, mentally disturbed persons, physically handicapped persons, persons with communicable diseases)
- Inmates requiring disciplinary detention
- Inmates requiring administrative segregation
- Juveniles.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5355 Written policy and procedure require that juveniles, who are subject to trial as adults, are separated by sight and sound from adult inmates, although they may be in the same facility structure. Juveniles who are not subject to trial as adults, are not housed in the facility. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5356 Written policy and procedure prohibit segregation of inmates by race, color, creed or national origin. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

INMATE WORK PROGRAMS

2-5357 The facility has a written inmate work assignment plan that provides for inmate employment, subject to the number of work opportunities available and the maintenance of facility security. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5358 Written policy provides that pretrial and unsentenced detainees are not required to work except to do personal housekeeping. Any inmate may volunteer for work assignments or institutional programs. (Detention-Essential, Holding-Essential)

DISCUSSION: Although pretrial and unsentenced detainees may not be required to work beyond keeping their living area clean, the opportunity to work should be made available to them on a volunteer basis. (See related standard 2-5369)

2-5359 The inmate work plan includes provision for work in facility maintenance and operation. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5360 Where statute permits, the inmate work plan provides for inmate work assignment in public works projects. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Inmates may be assigned to construction work, conservation projects or other work financed by public funds. These programs may be conducted in facilities and areas separate from the main detention facility. Inmates also may be assigned cleaning and maintenance work in local government buildings. Departments receiving such services should be encouraged to train staff members to provide supervision for inmate workers. (See related standard 2-5381)

2-5361 Where statute permits, the inmate work plan includes provision for inmates to work in various nonprofit and community service projects. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5362 Written policy and procedure prohibit discrimination in inmate work assignments based on sex, race, religion and national origin. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5363 The inmate work plan includes provision for employment for handicapped inmates. (Detention-Essential, Holding-Not Applicable)

INMATE WORK PROGRAMS

DISCUSSION: None.

2-5364 Inmates are compensated for work performed. (Detention-Important, Holding-Not Applicable)

DISCUSSION: None.

2-5365 Inmate working conditions comply with all applicable federal, state, and local work safety laws and regulations. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None. (See related standard 2-5242)

2-5366 Where statute permits, the inmate work plan includes provision for earning credits toward a reduction in sentence. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: An incentive system for working inmates should be developed to reinforce positive behavior. Credits should be distributed according to written guidelines to ensure fairness.

INMATE SERVICES AND PROGRAMS

2-5367 Written policy and procedure provide that inmate programs and services are available and include, but are not limited to, social services, religious services, recreation and leisure time activities and library services. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5368 The plan for inmate programs and services provides for the identification and use of available community resources. (Detention-Essential, Holding-Important)

DISCUSSION: Programs and services may be provided through facility staff or community resources.

2-5369 Written policy and procedure provide inmates with the option to refuse to participate in institutional programs, except work assignments and programs required by statute. Refusals are documented in writing and do not prejudice an inmate for future participation. (Detention-Important, Holding-Not Applicable)

DISCUSSION: No inmate should be required or coerced to participate in programs, nor penalized in any way for refusing to participate. All able-bodied inmates, however, are expected to accept work assignments and to participate in programs specifically mandated by statute. (See related standard 2-5358)

2-5370 Should male and females be housed in the same facility, equal opportunities are provided for participation in programs and services. (Detention-Essential, Holding-Essential)

DISCUSSION: None. (See related standard 2-5129)

2-5371 The facility provides counseling and program services for inmates with drug and alcohol addiction problems. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Alcoholics and drug addicts pose special problems for facility staff. During the withdrawal or "drying out" process, medical care may be necessary which requires prior arrangements with a nearby medical facility. Organizations such as Alcoholics Anonymous and Narcotics Anonymous can be helpful in providing a wide range of services for addicts, and increasingly, community substance abuse treatment programs have been bringing their services to detention facilities. (See related standard 2-5273 and 2-5181)

2-5372 The facility provides opportunities for inmates to participate in religious services and counseling on a voluntary basis. (Detention-Essential, Holding-Important)

DISCUSSION: None. (See related standard 2-5298)

INMATE SERVICES AND PROGRAMS

2-5373 Written policy and procedure provide opportunities for all inmates to participate in leisure time activities outside the cell or room on a daily basis. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: Each inmate should be permitted at least one hour of leisure time activity each day outside the cell or room. Leisure time activities should include radio and television, movies, arts and crafts, cards, puzzles, checkers and chess.

2-5374 Written policy and procedure provide inmates with access to recreational opportunities and equipment, including one hour daily of physical exercise outside the cell, and outdoors when weather permits. (Detention-Essential, Holding-Important)

DISCUSSION: Exercise and recreation are essential to good health. The facility should provide a diversified recreation program. Special effort should be made to provide daily physical exercise for those inmates in restricted housing, including segregation. (See related standard 2-5125, 2-5145 and 2-5146)

2-5375 Written policy and procedure provide for inmate access to educational programs, vocational counseling and, when available, vocational training. (Detention-Important, Holding-Not Applicable)

DISCUSSION: None.

2-5376 Library services are available to all inmates. (Detention-Essential, Holding-Important)

DISCUSSION: Library services provided should include, at a minimum: materials responsive to the interests and educational needs of users; information service to locate facts needed; programs for individuals or group information and enjoyment, such as books, media, discussion groups, music, creative writing, speakers, and a distinct library setting.

Library materials should include up-to-date informational, recreational, legal, and educational resources appropriate to individual inmates both in the library and in the living units, inclusive of segregation units. Library resources should be supplemented by the entire collection of local, regional and state libraries, law libraries and inter-library loan services. When it is appropriate, the resources of the libraries for the blind and physically handicapped should be utilized.

2-5377 The facility has a staff member or trained volunteer who coordinates and supervises library services. (Detention-Essential, Holding-Important)

DISCUSSION: Staff providing the service will vary in number and educational qualifications depending upon the average daily population of the facility. Volunteers may be used to coordinate and supervise the program, provided they are trained in library services.

INMATE SERVICES AND PROGRAMS

2-5378 When a pretrial intervention program, diversion program, pretrial release program or parole program is conducted in the facility, sufficient staff, space and equipment are provided to service the program. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

RELEASE PREPARATION AND TEMPORARY RELEASE

2-5379 A program of release preparation is available to all inmates to prepare them for release from the facility. (Detention-Important, Holding-Not Applicable)

DISCUSSION: While all inmates may not be able to participate in this program, the program could include a series of lectures and discussions that address the concerns of inmates nearing release, or those in graduated release through short furloughs into the community. They should receive information on community agencies which provides guidance and assistance after release.

2-5380 Where statute permits, written policy and procedure allow inmates escorted and unescorted leaves into the community. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5381 Where statute permits, written policy and procedure allow for inmate participation in work or educational release programs. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5382 Temporary release programs are required to have the following elements:

- Written operational procedures
- Careful screening and selection procedures
- Written rules of inmate conduct
- A system of supervision
- A complete recordkeeping system
- A system for evaluating program effectiveness
- Efforts to obtain community cooperation and support.

(Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5383 Inmates participating in work or educational release programs are separated from inmates in the general population. (Detention-Important, Holding-Not Applicable)

DISCUSSION: None.

CITIZEN INVOLVEMENT AND VOLUNTEERS

2-5384 Written policy and procedure permit citizen involvement in inmate programs. (Detention-Important, Holding-Not Applicable)

DISCUSSION: The facility administrator should seek assistance from citizens in the community. Volunteers can be used to help coordinate and staff the facility's educational, library, recreation, religious, and other programs. Volunteers can also serve as advisers to inmates.

2-5385 A staff member is responsible for coordinating the volunteer services program. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5386 Lines of authority, responsibility, and accountability for the volunteer services program are communicated to staff and volunteers. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5387 Written policy and procedure provide for the screening and selection of volunteers allowing for recruitment from all cultural and socioeconomic segments of the community. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5388 Prior to assignment, each volunteer completes an orientation training program appropriate to the nature of the assignment. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: An initial orientation session should address the lines of authority within the facility, its history, policies, and regulations, and should include an overview of the program. Orientation should include a description of the volunteer's duties, as well as a review of the needs, attitudes, and lifestyles of the inmate population. One-time or short-term volunteers may require less intensive orientation.

2-5389 Written policy and procedure provide a system for identification of volunteers while they are in the facility. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5390 Volunteers agree in writing to abide by all facility policies, particularly those relating to security and confidentiality of information. (Detention-Essential, Holding-Not Applicable)

CITIZEN INVOLVEMENT AND VOLUNTEERS

DISCUSSION: None.

2-5391 Written policy and procedure provide that volunteers perform professional services only when certified or licensed to do so. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

2-5392 Written policy and procedure provide that the administrator has discretion to curtail, postpone, or discontinue the services of a volunteer or volunteer organization. (Detention-Essential, Holding-Not Applicable)

DISCUSSION: None.

GLOSSARY

Audit

An examination of facility records or accounts to check their accuracy, which is conducted by a person(s) not directly involved in the creation and maintenance of the records or accounts. An independent audit results in an opinion which either affirms or disaffirms the accuracy of records or accounts. An operational or internal audit usually results in a report to management which is not shared with persons outside the agency.

Administrative Segregation

A form of separation from the general population administered by the classification committee or other authorized group, when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff or other inmates, or to the security or orderly running of the institution. Inmates pending investigation for trial on a criminal act or pending transfer can also be included. (See Protective Custody and Segregation).

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. Booking also includes the inventory and storage of the individual's personal property.

Chemical Agent

An active substance, such as tear gas, used to deter activities which might cause personal injury or property damage.

Cell Block

A 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.

Chief of Police

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

Classification

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

Community Resources

Public and private organizations or agencies, or any individual from the community which offers services, facilities or other functions which can meet the needs of the facility.

Contraband

Any item possessed by inmates or found within the confinement facility which is declared illegal by law or not specifically approved for inmate possession by those legally charged with the responsibility for administration and operation of the facility.

Contractor

A person or organization which agrees to furnish materials or perform services for the facility/jurisdiction at a specified price. Contractors operating in detention facilities are subject to all applicable rules and regulations for the facility.

County Parole

The status of a county jail inmate who, convicted of a misdemeanor and conditionally released from a confinement facility prior to the expiration of sentence, has been placed under supervision in the community for a period of time.

Detainee

Any person confined in a local detention facility not serving a sentence for a criminal offense.

Detention Facility

A local confinement institution for which the custodial authority is 48 hours or more; adults can be confined in such facilities pending adjudication and for sentences of up to two years. (See Jail)

Disciplinary Hearing

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

Disciplinary Detention

A form of separation from the general population in which inmates committing serious violations of conduct regulations are confined by the disciplinary committee or other authorized group for short periods of time to individual cells separated from the general population. Placement in detention may only occur after a finding of rule violation at an impartial hearing and when there is no adequate alternative disposition to regulate the inmate's behavior. (See Protective Custody and Segregation)

Diversion

The official halting or suspension, at any legally prescribed processing point after a 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 nonjudicial agency or a private agency, or there may be no referral.

Educational Release

A custody status under which inmates leave a detention facility to attend school in the community, returning to custody after school hours.

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

Any official, regardless of local title (e.g., sheriff, chief of police, jail administrator, warden, superintendent) who has the ultimate responsibility for managing and operating the local detention facility.

Footcandle

A unit for measuring the intensity of illumination; the amount of light thrown on a surface one foot away from the light source.

Furlough or Temporary Leave

A custody status under which an inmate is legally allowed to leave a detention facility and go into the community unsupervised for purposes consistent with the public interest.

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 specified periods of time served in an acceptable manner.

Grievance

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

Health Authority

A physician or qualified health administrator who is responsible for the provision of health care services at an institution or system of institutions.

Health Care

The sum of all action taken, preventive and therapeutic, to provide for the physical and mental well-being of a population. Health care includes medical and dental services, mental health services, nursing, personal hygiene, dietary services, and environmental conditions.

Health Care Personnel

Individuals whose primary duties are to provide health services to inmates in keeping with their respective levels of health care training or experience.

Health-Trained Personnel (Medically-Trained Personnel)

Correctional officers or other correctional personnel such as social workers, who may be trained and appropriately supervised to carry out certain specific duties with regard to the administration of health care.

Holding Facility or Lockup

A temporary confinement facility, for which the custodial authority is usually less than 48 hours, where arrested persons are held pending release, adjudication, or transfer to another facility.

Holidays

All days legally designated as nonworkdays by statute or by the chief governing authority of a jurisdiction.

Information System

Includes the concepts, personnel and supporting technology for the collection, organization and delivery of information for administrative use. There are two types of information:

- (1) standard information, consisting of the data required for operational control, such as daily count, positive and negative release rates, absconding or runaway rates, referral sources, and payroll data in a personnel office.
- (2) demand information, which can be generated when a report is required, such as the number of inmates in educational and training programs, and duration of confinement.

Inmate

Any person, whether pretrial, unsentenced, or sentenced, who is confined in a detention or holding facility.

Inmate Records

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

Jail

A confinement facility, usually operated by a local law enforcement agency, which holds persons detained pending adjudication and/or persons committed after adjudication for sentences of two years or less. Jails, while intended for the confinement of adults, sometimes hold juveniles as well. (See Detention Facility)

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.

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 Restraints

Either chemical restraints, such as sedatives, or physical restraints, such as straight jackets, applied only for medical or psychiatric purposes.

Medical Screening

A system of structured observation/initial health assessment to identify newly arrived inmates who pose a health or safety threat to themselves or others.

Offender

A person confined in a local detention facility serving a sentence for a criminal offense.

Parent Agency

The administrative department or division to whom the facility administrator reports; it is the policy-setting body. For the county jail, this is the sheriff's department or the board of supervisors. For the city jail, it is usually the police department.

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 be unconfined before and during his/her trial.

Program

The plan or system through which a detention/correctional agency works to meet its goals; often this program requires a distinct physical setting, such as a detention facility.

Protective Custody

A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the classification committee or other designated group. (See Administrative Segregation and Disciplinary Detention)

Qualified Health Personnel

Physicians, dentists, and other professional and technical workers who by state law engage in activities that support, complement or supplement the functions of physicians and/or dentists and who are licensed, registered or certified, as appropriate to their qualifications, to practice.

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, and may involve a bonding agency.

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 contractual agreement to plan for and 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, portable breathing devices, gas masks, fans, first aid kits, stretchers, and emergency alarms.

Sally Port

A square or rectangular enclosure situated either in the perimeter wall or fence of the facility or within the interior of the facility, containing gates or doors at both ends, only one of which opens at a time. This method of entry and exit ensures there will be no breach in the perimeter or interior security of the facility.

Security or Custody

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

Security Devices

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. This perimeter may vary for individual inmates, depending upon their security classification.

Segregation

The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention and protective custody.

Self-Insurer

Any parent agency or governmental jurisdiction which acts as the insurer. For public agencies, the self-insurance program is usually authorized by the legislature. A "memorandum of insurance" or similar document is required which acts as a policy, setting the limits of liability for various categories of risk, including deductible limits. Approval of the policy by a cabinet level official is also required.

Sheriff

The elected or appointed chief executive officer of a county law enforcement agency, who can serve several functions, including: responsibility for law enforcement in unincorporated areas, operation of the county jail, and assignment as officers of the court.

Special Management Inmates

Persons whose behavior 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.

Strip Search

An examination that can include body cavities of an inmate's naked body for weapons, contraband and physical abnormalities. This also includes a thorough search of all the inmate's clothing while not being worn by the inmate.

Temporary Release

A period of time during which an inmate is allowed to leave the program or institution and go

into the community unsupervised for various purposes consistent with the public interest.

Training

An organized, planned, and evaluated activity designed to achieve specific learning objectives. Training may occur on site, at an academy or training center, at an institution of higher learning, through contract service, at professional meetings or through closely supervised on-the-job training. Meetings of professional associations are considered training when there is clear evidence of the above elements.

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.

Work Release

A formal arrangement, sanctioned by law, whereby an inmate is permitted to leave confinement to maintain approved and regular employment in the community, returning to custody during nonworking hours.

APPENDIX A

Parallel Reference Table and New Weights

First edition indicates standard number as it appeared in the first edition of the manual. The revised edition column indicates the number of the equivalent standard in the revised edition. The revised standard may have no change or only minor changes, or it may be revised or totally rewritten. The following symbols indicate the extent of change:

R revised
 N replaced with new standard
 None no equivalent in first edition
 no symbol no substantial change in standard

Some first edition standards have been deleted and have no new equivalent. The weights which are found in the revised edition are shown. A change in weight from the first edition is indicated with a "C."

First Edition	Revised Edition	New Weight Detention	New Weight Holding	First Edition	Revised Edition	New Weight Detention	New Weight Holding
Administration, Organization and Management							
				None	2-5028	Important	Important
5001	2-5001	Essential	Essential	5027R	2-5029	Essential	Essential
5002R	2-5002	Essential	Essential	5028	2-5030	Essential	Essential
5013	2-5003	Essential	Important-C	5029	2-5031	Essential	Essential
5004	2-5004	Essential	Essential	5031	2-5032	Essential	Essential
5003R	2-5005	Important	Important	5030	2-5033	Essential	Essential-C
5008	2-5006	Essential	Essential	None	2-5034	Essential	Essential
5052	2-5007	Essential	Essential	None	2-5035	Essential	Essential
5053	2-5008	Essential	Essential	5034R	2-5036	Essential	Essential
5054R	2-5009	Essential-C	Essential-C	5032R	2-5037	Essential	Essential
5055R	2-5010	Important	Important-C	5033R	2-5038	Essential	Essential
None	2-5011	Essential	Essential	5036R	2-5039	Essential	Essential
5007R	2-5012	Essential	Essential	5037	2-5040	Essential	Essential
5009R	2-5013	Essential	Essential	5038	2-5041	Essential	Essential
5024N	2-5014	Essential	Essential	5035N	2-5042	Essential	Essential
5005R	2-5015	Essential	Essential	5116R	2-5043	Essential	Essential
None	2-5016	Essential	Essential	5047N	2-5044	Essential	Essential
5010N	2-5017	Essential	Essential	5365N	2-5045	Essential	Not Applicable
5012R	2-5018	Important-C	Important-C				Applicable
5014R	2-5019	Essential	Essential	5366N	2-5046	Essential	Not Applicable
5015R, 5016N	2-5020	Essential	Essential	Personnel			
5017N	2-5021	Essential	Essential	5039R	2-5047	Essential	Essential
5018	2-5022	Important	Not Applicable	5065R	2-5048	Important	Important
			Applicable	5043R	2-5049	Essential	Essential
5019	2-5023	Essential	Not Applicable	5044R	2-5050	Essential	Essential
			Applicable	5045, 5247N	2-5051	Essential	Essential
5020R	2-5024	Essential	Not Applicable	None	2-5052	Essential	Essential
			Applicable	None	2-5053	Essential	Essential
5021N	2-5025	Essential	Essential	5068	2-5054	Essential	Essential
5025	2-5026	Essential	Essential	5057R	2-5055	Essential	Essential
Fiscal Management				None	2-5056	Essential	Essential
5026N	2-5027	Essential	Essential	5062R	2-5057	Essential	Essential
				5063R	2-5058	Essential	Essential

First Edition	Revised Edition	New Weight Detention	New Weight Holding	First Edition	Revised Edition	New Weight Detention	New Weight Holding
5066	2-5059	Essential	Essential	Physical Plant			
5023R, 5051N	2-5060	Important-C	Important-C	5097N	2-5108	Essential	Essential
5040R	2-5061	Essential	Essential	5098R	2-5109	Essential	Essential
None	2-5062	Essential	Essential	5102R	2-5110	Essential	Essential
5041R, 5042N	2-5063	Essential	Essential	5103	2-5111	Essential	Not Applicable
5067N	2-5064	Essential	Essential				Applicable
None	2-5065	Essential	Essential	5104N	2-5112	Essential	Not Applicable
5058N	2-5066	Essential	Essential				Important
5060R	2-5067	Essential	Essential	5105R	2-5113	Not Applicable	Essential-C
5059R	2-5068	Essential	Essential				Essential
5046R	2-5069	Essential	Essential-C	5106N, 5107N	2-5114	Essential	Essential-C
None	2-5070	Essential	Essential	5125N	2-5115	Important	Not Applicable
None	2-5071	Important	Important				Essential
None	2-5072	Essential	Essential	5099N	2-5116	Essential	Essential
5048R	2-5073	Essential	Essential	5109R	2-5117	Essential	Essential-C
5049R	2-5074	Essential	Essential	None	2-5118	Essential	Essential
5050R	2-5075	Essential	Essential	5110	2-5119	Essential	Essential
				None	2-5120	Mandatory	Mandatory
Training and Staff Development							
5069R, 5070N	2-5076	Essential	Important-C	5238R	2-5121	Essential	Essential
None	2-5077	Essential	Important	5117N	2-5122	Essential	Essential
5076	2-5078	Important	Important	5237	2-5123	Essential	Essential
5075N	2-5079	Important-C	Important	5108	2-5124	Essential	Not Applicable
5081R	2-5080	Important	Important				Applicable
5071R	2-5081	Essential	Important	5119R	2-5125	Essential	Important-C
5071N, 5072N	2-5082	Essential	Important	5112	2-5126	Essential	Essential
5071N, 5072N, 2-5083		Essential	Important	5111	2-5127	Essential	Important
5073N				5118N	2-5128	Essential	Important
5074R	2-5084	Essential	Important	None	2-5129	Important	Important
None	2-5085	Essential	Important	5113R	2-5130	Essential	Essential
None	2-5086	Essential	Essential	5101R	2-5131	Essential	Essential
5077R, 5078N	2-5087	Essential	Essential	5100	2-5132	Essential	Essential
5079R	2-5088	Essential	Essential	5115N	2-5133	Essential	Essential
5080N	2-5089	Important	Important	None	2-5134	Essential	Essential
				None	2-5135	Important	Important
Management Information and Research							
5082N	2-5090	Essential	Important	None	2-5136	Mandatory	Mandatory
5083	2-5091	Essential	Essential	5122	2-5137	Essential	Essential
5084	2-5092	Important	Important	None	2-5138	Essential	Not Applicable
5088	2-5093	Essential	Essential				Essential
5085N	2-5094	Essential	Essential	5123R	2-5139	Not Applicable-C	Essential
5011R	2-5095	Essential	Essential				Essential
None	2-5096	Essential	Important	5121	2-5140	Essential	Essential
None	2-5097	Essential	Not Applicable	5124	2-5141	Essential	Essential-C
			Essential	None	2-5142	Essential	Essential
5269R	2-5098	Essential	Essential	None	2-5143	Important	Important
				5126	2-5144	Essential	Important
Inmate Records							
5089R	2-5099	Essential	Essential	None	2-5145	Essential	Not Applicable
5092N	2-5100	Essential	Essential	None	2-5146	Essential	Not Applicable
5090R	2-5101	Essential	Essential				Essential
5091	2-5102	Important	Important	5127	2-5147	Essential	Essential
5093N	2-5103	Important	Important	5114	2-5148	Essential	Essential
None	2-5104	Essential	Essential	Safety and Emergency Procedures			
5094N	2-5105	Essential	Essential	None	2-5149	Mandatory	Mandatory
5095R, 5096N	2-5106	Essential	Essential	None	2-5150	Mandatory	Mandatory
5086R	2-5107	Essential	Essential	5129	2-5151	Mandatory-C	Mandatory-C
				5130R	2-5152	Mandatory-C	Mandatory-C

First Edition	Revised Edition	New Weight Detention	New Weight Holding	First Edition	Revised Edition	New Weight Detention	New Weight Holding
None	2-5272	Essential	Essential	None	2-5317	Essential	Not Applicable
5163R	2-5273	Mandatory-C	Mandatory-C	5298R	2-5318	Essential	Essential
5165N, 5165N	2-5274	Essential	Not Applicable	5296N	2-5319	Essential-C	Essential-C
5177N	2-5275	Essential	Essential	5300N	2-5320	Important	Important
5157N	2-5276	Essential	Essential	5299N	2-5321	Important	Important
5176R	2-5277	Essential	Not Applicable	5301N	2-5322	Essential	Essential
5167N	2-5278	Essential	Essential	5291N	2-5323	Essential	Essential
5168R	2-5279	Essential	Not Applicable	5303N	2-5324	Essential	Not Applicable
5174R, 5179N	2-5280	Essential	Essential	5304	2-5325	Essential	Essential
5180N	2-5281	Essential	Essential	5305R	2-5326	Important	Not Applicable
5175R	2-5282	Essential	Not Applicable	Communications, Mail and Visiting			
None	2-5283	Essential	Essential	5306R	2-5327	Essential	Important
5187R	2-5284	Essential	Essential	5307R	2-5328	Essential	Important
5268N	2-5285	Mandatory-C	Mandatory-C	5312R	2-5329	Important	Important
5157N	2-5286	Essential	Essential	5307N	2-5330	Essential	Essential
5157N	2-5287	Essential	Essential	5311	2-5331	Essential	Essential
5181N	2-5288	Mandatory-C	Mandatory-C	5308N	2-5332	Essential	Essential
5182N	2-5289	Essential	Essential	5309R	2-5333	Essential	Essential
5183R	2-5290	Essential	Essential	5310R	2-5334	Essential	Essential
5184N, 5185N	2-5291	Essential	Essential	5313	2-5335	Essential	Essential
5186R	2-5292	Essential	Essential	5314	2-5336	Essential	Essential
Inmate Rights				5315	2-5337	Essential	Essential
5259N	2-5293	Essential	Essential	5319	2-5338	Essential	Essential
5260N	2-5294	Essential	Essential	5316	2-5339	Essential	Not Applicable
5261N	2-5295	Essential	Essential	5317	2-5340	Essential	Essential
5261N	2-5296	Important-C	Important-C	5318	2-5341	Essential	Important
5265R	2-5297	Mandatory-C	Mandatory-C	None	2-5342	Essential	Important
5278R	2-5298	Essential	Essential	Admission, Orientation, Property Control and Release			
5279	2-5299	Essential	Essential	5320R	2-5343	Essential	Essential
5280	2-5300	Essential	Essential	5321R	2-5344	Essential	Not Applicable
None	2-5301	Essential	Essential	None	2-5345	Essential	Not Applicable
5263R	2-5302	Mandatory	Mandatory	5322	2-5346	Not Applicable	Essential
5277R	2-5303	Essential	Essential	5325N	2-5347	Essential	Not Applicable
5270R	2-5304	Essential	Essential	5326R	2-5348	Essential	Essential
Inmate Rules and Discipline				5331R	2-5349	Essential	Essential
5284	2-5305	Essential	Essential	5332	2-5350	Essential	Essential
5285N	2-5306	Essential	Essential	5333N, 5334N	2-5351	Essential	Essential
5288	2-5307	Essential	Essential	Classification			
5287	2-5308	Essential	Essential	5335R	2-5352	Essential	Not Applicable-C
5289N	2-5309	Essential	Essential	5336R, 5340N	2-5353	Essential	Not Applicable
5290R	2-5310	Essential	Important	5337R, 5339N	2-5354	Essential	Not Applicable
5292	2-5311	Essential	Not Applicable	5338N	2-5355	Essential	Essential
5294R	2-5312	Important	Not Applicable	5341	2-5356	Essential	Essential
None	2-5313	Essential	Essential				
5295R	2-5314	Essential	Essential				
5293N	2-5315	Essential	Not Applicable				
5297N	2-5316	Essential	Not Applicable				

First Edition	Revised Edition	New Weight Detention	New Weight Holding	First Edition	Revised Edition	New Weight Detention	New Weight Holding
Inmate Work Programs				5363, 5362N	2-5378	Essential	Essential
5343	2-5357	Essential-C	Not Applicable	Release Preparation and Temporary Release			
5344R	2-5358	Essential	Essential	5367	2-5379	Important	Not Applicable
5345	2-5359	Essential	Not Applicable	5369	2-5380	Essential	Not Applicable
5346R	2-5360	Essential-C	Not Applicable	5370	2-5381	Essential	Not Applicable
5347R	2-5361	Essential-C	Not Applicable	5371, 5373N	2-5382	Essential	Not Applicable
None	2-5362	Essential	Not Applicable	5372R	2-5383	Important	Not Applicable
5349	2-5363	Essential-C	Not Applicable	Citizen Involvement and Volunteers			
5350R	2-5364	Important-C	Not Applicable	5374R	2-5384	Important	Not Applicable
None	2-5365	Essential	Not Applicable	5375	2-5385	Essential	Not Applicable
5351	2-5366	Essential-C	Not Applicable	5376	2-5386	Essential	Not Applicable
Inmate Services and Programs				5377N	2-5387	Essential	Not Applicable
5352R, 5358N	2-5367	Essential	Not Applicable	5378	2-5388	Essential	Not Applicable
5364R, 5353N	2-5368	Essential	Important	5379R	2-5389	Essential	Not Applicable
None	2-5369	Important	Not Applicable	5380	2-5390	Essential	Not Applicable
5273, 5342N	2-5370	Essential	Essential	5381N	2-5391	Essential	Not Applicable
5354R	2-5371	Essential-C	Not Applicable	5382R	2-5392	Essential	Not Applicable
5355R	2-5372	Essential	Important				
5356R	2-5373	Essential	Not Applicable				
5267R	2-5374	Essential	Important-C				
5357R	2-5375	Important	Not Applicable				
5359N, 5361N	2-5376	Essential	Important-C				
5360	2-5377	Essential	Important				

APPENDIX B

References for Use With Standards

American Correctional Association
4321 Hartwick Road, Suite L-208
College Park, Maryland 20740

"Code of Ethics"
Library Standards for Juvenile Correctional Institutions

American Society of Heating, Refrigeration and Air Conditioning Engineers
345 East 47th Street
New York, New York 10017

ASHRAE Handbook and Product Directory

Building Officials and Code Administrators International, Inc.
17926 So. Halsted Street
Homewood, Illinois 60430

The BOCA Basic Building Code/1978

Illuminating Engineering Society of North America
345 East 47th Street
New York, New York 10017

National Academy of Sciences
2101 Constitution Avenue, N.W.
Washington, DC 20418

Recommended Dietary Allowances

National Fire protection Association
470 Atlantic Avenue
Boston, Massachusetts 02210

Life Safety Code

National Institute for Corrections Jail Center
P.O. Box 9130
Boulder, Colorado 80301

National Recreation and Park Association
1601 N. Kent Street
Arlington, Virginia 22209

National Sheriffs' Association
1250 Connecticut Avenue, N.W.
Washington, DC 20036

Handbooks on Jails (7 volumes)

United States Office of Personnel Management
1900 E. Street, N.W.
Washington, DC 20415

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Code of Ethics

AMERICAN CORRECTIONAL ASSOCIATION

The American Correctional Association expects of its members unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. To this end we subscribe to the following principles.

Relationships with clients/colleagues/other professions/the public—

- Members will respect and protect the civil and legal rights of all clients.
- Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.
- Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of service.
- Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.
- Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
- Subject to the client's rights of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.
- Members will respect and protect the right of the public to be safeguarded from criminal activity.

Professional conduct/practices—

- No member will use his official position to secure privileges or advantages for himself.
- No member will act in his official capacity in any matter in which he has personal interest that could in the least degree impair his objectivity.
- No member will use his official position to promote any partisan political purposes.
- No member will accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of his professional responsibilities.
- In any public statement members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of an agency.
- Each member will be diligent in his responsibility to record and make available for review any and all case information which could contribute to sound decisions affecting a client or the public safety.
- Each member will report without reservation any corrupt or unethical behavior which could affect either a client or the integrity of the organization.
- Members will not discriminate against any client, employee or prospective employee on the basis of race, sex, creed or national origin.
- Each member will maintain the integrity of private information; he will neither seek personal data beyond that needed to perform his responsibilities, nor reveal case information to anyone not having proper professional use for such.
- Any member who is responsible for agency personnel actions will make all appointments, promotions or dismissals only on the basis of merit and not in furtherance of partisan political interests.

(Adopted August 1975 at the 105th Congress of Correction)

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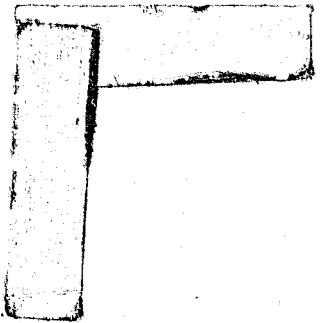
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