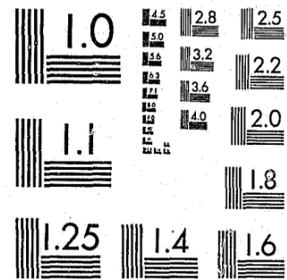


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STATE OF OHIO



MINIMUM STANDARDS FOR JAILS IN OHIO

BUREAU OF
ADULT DETENTION FACILITIES
AND SERVICES

APRIL, 1978

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INTRODUCTION TO STANDARDS

SECTION 5120.10, OF THE OHIO REVISED CODE, LISTS AMONG THE POWERS AND DUTIES TO BE EXERCISED BY THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTION, DIVISION OF PAROLE AND COMMUNITY SERVICES, "THE INVESTIGATION AND SUPERVISION OF COUNTY AND MUNICIPAL JAILS, WORKHOUSES, AND OTHER PENAL OR REFORMATORY INSTITUTIONS AND AGENCIES". ACCORDINGLY, PURSUANT TO SECTION 5120.06, OHIO REVISED CODE, THE DIRECTOR OF THE DEPARTMENT OF REHABILITATION AND CORRECTION ISSUED EXECUTIVE ORDER 005, APRIL 14, 1976. THIS EXECUTIVE ORDER SPECIFIES THAT THE BUREAU OF ADULT DETENTION FACILITIES AND SERVICES SHALL HAVE THE AUTHORITY TO "PREPARE AND PUBLISH ADULT DETENTION FACILITY STANDARDS."

WORKING WITH REPRESENTATIVES FROM THE BUCKEYE STATE SHERIFFS' ASSOCIATION, OHIO CHIEFS OF POLICE ASSOCIATION, OHIO COMMON PLEAS JUDGES' ASSOCIATION, COUNTY COMMISSIONERS' ASSOCIATION OF OHIO, DEPARTMENT OF REHABILITATION AND CORRECTION, AND THE OHIO MUNICIPAL LEAGUE, THE BUREAU OF ADULT DETENTION FACILITIES AND SERVICES HAS PROMULGATED THE FOLLOWING MINIMUM STANDARDS FOR ALL LOCAL JAILS IN OHIO. THESE STANDARDS REPRESENT A CONCENSUS OF PROFESSIONAL OPINION, BASED UPON EXTENSIVE RESEARCH OF LEGAL REQUIREMENTS, EXISTING STANDARDS, AND PRACTICAL EXPERIENCE. THEY ARE CONSIDERED BY THOSE CONCERNED TO BE THE MINIMUM CONDITIONS NECESSARY TO INSURE THE SAFE, EFFICIENT, EFFECTIVE AND LEGAL OPERATION OF A JAIL.

THE STATED STANDARDS ARE INTENDED TO SERVE AS A BASIS FOR EVALUATING OHIO JAILS BOTH INDIVIDUALLY AND COLLECTIVELY, AND DEVELOPING COURSES OF ACTION TO BRING ABOUT IMPROVEMENTS. THEY ARE SUBJECT TO ON-GOING REVISION AS THE BUREAU OF ADULT DETENTION FACILITIES AND SERVICES GAINS ADDITIONAL AWARENESS AND UNDERSTANDING OF EXISTING PROBLEMS, NEEDS AND CAPABILITIES.

OFFICIALS RESPONSIBLE FOR THE MANAGEMENT AND OPERATION OF ADULT DETENTION FACILITIES SHOULD VIEW THESE STANDARDS AS A FRAMEWORK WITH- IN WHICH TO PLAN AND INITIATE CHANGES NECESSARY TO MEET CONTEMPORARY CORRECTIONS CONCEPTS, PRACTICES AND REQUIREMENTS. THE BUREAU OF ADULT DETENTION FACILITIES AND SERVICES SHALL ASSIST IN WHATEVER MANNER POSSIBLE TO FACILITATE SUCH EFFORTS.

GENERAL INSTRUCTIONS

- I. STATUTORY AUTHORITY: THE STANDARDS AND REQUIREMENTS CONTAINED HEREIN, ARE BASED UPON THE POWERS AND DUTIES EXERCISED BY THE DIVISION OF PAROLE AND COMMUNITY SERVICES, - BUREAU OF ADULT DETENTION FACILITIES AND SERVICES, AS MANDATED UNDER OHIO REVISED CODE 5120.10 (A):

"THE INVESTIGATION AND SUPERVISION OF COUNTY AND MUNICIPAL JAILS, WORKHOUSES, AND OTHER PENAL OR REFORMATORY INSTITUTIONS AND AGENCIES".

NOTE: "THIS SECTION DOES NOT APPLY TO THE YOUTH COMMISSION OR ITS INSTITUTIONS OR EMPLOYEES."

II. SCOPE OF MINIMUM STANDARDS

- A. THE "MINIMUM STANDARDS FOR JAILS IN OHIO" APPLY SPECIFICALLY TO COUNTY JAILS, MUNICIPAL JAILS, AND REGIONAL WORKHOUSES.
- B. THE STANDARDS ARE DIFFERENTIATED AND APPLY (1.) TO ALL LOCAL JAILS USED TO DETAIN SENTENCED AND UNSENTENCED INMATES IN EXCESS OF SEVENTY-TWO (72) HOURS, AND (2.) THOSE USED TO DETAIN INMATES LESS THAN SEVENTY-TWO (72) HOURS.
- C. THE STANDARDS SHOULD BE VIEWED FROM THE PERSPECTIVE OF A TIMED PHASED-IN APPROACH. IMPLEMENTATION OF ALL STANDARDS IS A THREE YEAR PLAN. IDENTIFYING TERMS DESCRIBING THE EMPHASIS OF EACH STANDARD ARE AS FOLLOWS:
1. "SHALL" OR "WILL" DENOTES A MANDATORY STANDARD.
 2. "SHOULD", "MAY" OR "IT IS RECOMMENDED THAT" ARE USED, WHEN THE STANDARD INDICATES AN OPTION, AN ADVISORY INSTRUCTION, OR AN ASPIRATIONAL STANDARD TO BE COMPLIED WITH DURING THE TIMED PHASED-IN PLAN.

III. OTHER STANDARDS AND REQUIREMENTS

NOTHING CONTAINED IN THE STANDARDS SHALL BE CONSTRUED TO PROHIBIT A CITY, COUNTY OR CITY AND COUNTY AGENCY OPERATING A LOCAL DETENTION FACILITY FROM ADOPTING STANDARDS AND REQUIREMENTS GOVERNING ITS OWN EMPLOYEES AND FACILITIES; PROVIDING, SUCH STANDARDS MEET OR EXCEED, AND DO NOT CONFLICT WITH THESE STANDARDS. NOR SHALL THESE STANDARDS BE CONSTRUED AS AUTHORITY TO VIOLATE ANY STATE OR LOCAL LAWS, OR ORDERS FROM A COURT.

IV. VARIANCES

A FACILITY SHALL COMPLY WITH THE STANDARDS EXCEPT THAT THE BUREAU ADMINISTRATOR, OR DESIGNEE, MAY GRANT A VARIANCE WHEN IT IS DETERMINED THAT:

- A. STRICT COMPLIANCE WOULD CAUSE UNUSUAL PRACTICAL DIFFICULTIES AND HARDSHIPS.
- B. EXISTING PRACTICES MEETS THE INTENT OF THE STANDARDS, AND THE GRANTING OF A VARIANCE WOULD NOT SERIOUSLY AFFECT THE SECURITY, SUPERVISION OF INMATES, OR THE SAFE, HEALTHFUL OPERATION OF THE FACILITY.

RECEPTION/RELEASE

- 1.01 EACH JAIL SHALL DEVELOP POLICIES AND PROCEDURES GOVERNING THE RECEPTION AND ORIENTATION OF NEW ADMISSIONS.
- 1.02 RECEPTION OF ALL COMMITMENTS BY PROPER AUTHORITY REQUIRE DOCUMENTATION AS PRESCRIBED BY LAW.
- 1.03 THE ARRESTING OR COMMITTING OFFICER SHALL BE POSITIVELY IDENTIFIED AND DULY AUTHORIZED TO MAKE THE COMMITMENT.
- 1.04 A BOOKING RECORD SHALL BE MADE OF EVERY COMMITMENT. SUCH RECORDS SHOULD INCLUDE THE FOLLOWING INFORMATION:
 - 1.04.01 TIME AND DATE OF COMMITMENT.
 - 1.04.02 NAME AND ALIAS.
 - 1.04.03 OFFICIAL CHARGE OR CHARGES.
 - 1.04.04 AUTHORITY ORDERING COMMITMENT.
 - 1.04.05 DATE OF BIRTH
 - 1.04.06 RACE.
 - 1.04.07 SEX.
 - 1.04.08 WEIGHT.
 - 1.04.09 HOME ADDRESS, PHONE NUMBER.
 - 1.04.10 MARITAL STATUS.
 - 1.04.11 SPOUSE/NEXT OF KIN.
 - 1.04.12 WHO TO NOTIFY IN CASE OF AN EMERGENCY.
 - 1.04.13 EMPLOYER, PLACE OF EMPLOYMENT, PHONE NUMBER.
 - 1.04.14 SOCIAL SECURITY NUMBER, AUTO REGISTRATION, STATE OF ISSUANCE.
 - 1.04.15 PERSONAL PHYSICIAN, AND ANY SPECIAL MEDICAL NEEDS.
 - 1.04.16 APPARENT MENTAL AND PHYSICAL CONDITION.

- 1.04.17 OTHER IDENTIFYING CHARACTERISTICS.
- 1.04.18 FINGERPRINTS AND PHOTOGRAPHS (FULL FRONT AND PROFILE).
- 1.04.19 ITEM BY ITEM INVENTORY OF ALL PERSONAL PROPERTY WITH A DETAILED OBJECTIVE DESCRIPTION OF EACH ITEM. MONEY TAKEN FROM THE PRISONER WILL BE COUNTED IN HIS/HER PRESENCE. THE PRISONER'S SIGNATURE WILL BE AFFIXED TO THE COMPLETED INVENTORY. ALL PROPERTY NOT RETURNED TO THE PRISONER WILL BE CAREFULLY SECURED.
- 1.05 UPON THEIR RECEPTION AND REQUEST, ALL PERSONS TO BE CONFINED IN A LOCAL JAIL SHALL BE PERMITTED TO COMPLETE TELEPHONE CALLS TO RETAIN AN ATTORNEY AND CONTACT A PERSON OF THEIR CHOICE.
- 1.06 A PRELIMINARY HEALTH EVALUATION RECORD SHALL BE COMPLETED ON ALL INMATES UPON ADMISSION AND PRIOR TO BEING PLACED IN THE GENERAL POPULATION, TO DETERMINE IF THE PRISONER IS EXPERIENCING ANY SERIOUS PHYSICAL OR MENTAL DISORDER, AND IN THE EVENT SUCH A CONDITION APPEARS TO EXIST, APPROPRIATE TREATMENT WILL BE PROVIDED PRIOR TO CONFINEMENT IN ACCORDANCE WITH THE MEDICAL AND HEALTH CARE PLAN. (9.02 & 9.03)
- 1.07 NO PRISONER SHALL BE ADMITTED IN A STATE OF UNCONSCIOUSNESS EXCEPT FOR TREATMENT BY QUALIFIED MEDICAL PERSONNEL.
- 1.08 DURING ADMISSION, EVERY PRISONER SHALL BE THOROUGHLY SEARCHED, AND, ALL UNAUTHORIZED ITEMS WILL BE PROPERLY CONFISCATED, RECORDED AND SECURED.
- 1.09 ALL PRISONERS SHALL BE "STRIP SEARCHED" AND THE BODY EXAMINED FOR ANY UNAUTHORIZED ITEMS AND PHYSICAL ABNORMALITIES. THIS EXAMINATION SHALL BE CONDUCTED BY DESIGNATED PERSONNEL IN A DESIGNATED NON-PUBLIC AREA. DETAILED RECORD SHALL BE MADE OF ALL UNUSUAL FINDINGS.

- 1.10 IMMEDIATELY AFTER ADMISSION, EVERY INMATE WHOSE STAY WILL EXCEED SEVENTY-TWO (72) HOURS OR WHO IS IN NEED SHALL BE BATHED/SHOWERED AND DELOUSED IN A MANNER APPROVED BY THE FACILITY PHYSICIAN.
- 1.11 ALL PRISONERS TO BE HELD IN CONFINEMENT OVER SEVENTY-TWO (72) HOURS SHOULD BE PROVIDED CLEAN CLOTHING, PREFERABLY UNIFORMS. (4.04).
- 1.12 A BED, BLANKET, BED LINENS, TOWELS, AND SOAP SHALL BE PROVIDED TO ALL INMATES.
- 1.13 ANY PRISONER NOT HAVING ARTICLES FOR MAINTAINING PERSONAL HYGIENE (E.G. TOOTHPASTE, TOOTHBRUSH, DEODORANT, FEMININE HYGIENE ITEMS, ETC.) SHALL HAVE THEM PROVIDED TO HIM/HER BY THE CONFINING AUTHORITY.
- 1.14 SUITABLE SHAVING EQUIPMENT WILL BE MADE AVAILABLE ON A REGULAR BASIS.
- 1.15 DURING ADMISSIONS, EVERY PRISONER SHALL BE GIVEN A COPY OF THE RULES AND REGULATIONS GOVERNING INMATE CONDUCT. IN COUNTY JAILS, THESE RULES AND REGULATIONS SHALL BE IN ACCORDANCE WITH OHIO REVISED CODE SECTION 341.06, AND IN MUNICIPAL JAILS IN ACCORDANCE WITH OHIO REVISED CODE SECTION 705.83. EACH PRISONER WILL HAVE THE RULES AND REGULATIONS EXPLAINED TO HIM/HER.
- 1.16 THE PRISONER SHALL SIGN TO VERIFY THAT THEY UNDERSTAND THE RULES AND REGULATIONS.
- 1.17 DURING ADMISSION, NO JUVENILE SHALL BE PLACED OR ALLOWED TO REMAIN IN THE SAME CELL OR ROOM WITH ADULT PRISONERS; FEMALE PRISONERS SHALL NOT BE PLACED OR ALLOWED TO REMAIN IN THE SAME CELL OR ROOM WITH MALE PRISONERS.

RELEASE

- 1.18 EACH JAIL SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING THE RELEASE OF INMATES.
- 1.19 PROPER AND WRITTEN LEGAL AUTHORIZATION SHALL BE REQUIRED PRIOR TO THE RELEASE OR REMOVAL OF ANY PRISONER FROM CONFINEMENT.
- 1.20 WHEN A PRISONER IS RELEASED TO THE CUSTODY OF ANOTHER JURISDICTION, THE IDENTITY OF THE ESCORTING OFFICER SHALL BE VERIFIED.
- 1.21 THE ESCORT OFFICER SHALL SIGN A RELEASE AUTHORIZATION FOR THE PRISONER.
- 1.22 A TRUE RECORD SHALL BE MADE OF THE TIME AND DATE OF RELEASE FROM CONFINEMENT; THE AUTHORITY BY WHICH RELEASED; INTO WHOSE CUSTODY RELEASED; AND, OTHER SUCH INFORMATION DEEMED APPROPRIATE BY THE JAIL ADMINISTRATOR.
- 1.23 ALL PRISONERS BEING RELEASED OR REMOVED FROM CONFINEMENT SHALL BE POSITIVELY IDENTIFIED. THIS PROCESS SHOULD INCLUDE A CROSS-CHECK WITH IDENTIFYING INFORMATION CONTAINED IN THE ADMISSION RECORD, E.G., PHOTOGRAPHS, FINGERPRINTS, SIGNATURE, IDENTIFYING CHARACTERISTICS, ETC.
- 1.24 ALL PRISONERS SHALL SIGN A RECEIPT FOR PROPERTY, VALUABLES AND CASH RETURNED TO THEM AT THE TIME OF RELEASE.
- 1.25 ANY COMPLAINT REGARDING PROPERTY RETURNED MUST BE MADE IN WRITING, WITH SPECIFIC DETAILS OF THE COMPLAINT.
- 1.26 PRISONERS SHALL BE SELECTIVELY STRIP-SEARCHED PRIOR TO RELEASE FOR ANY CONTRABAND, PHYSICAL INJURY, ILLNESS OR OTHER NEW ABNORMALITY NOTED DURING CONFINEMENT. A WRITTEN RECORD SHALL BE MADE OF ANY SIGNIFICANT FINDINGS.

CLASSIFICATION

- 2.01 EACH JAIL SHALL DEVELOP AN APPROPRIATE CLASSIFICATION SYSTEM BASED UPON THE FOLLOWING CRITERIA: SEX, AGE, UN-SENTENCED, SENTENCED, VIOLENT, MENTALLY/PHYSICALLY HANDICAPPED. THE ABOVE CRITERIA FOR CLASSIFICATION HAVE BEEN LISTED BY PRIORITY AND SHOULD BE IMPLEMENTED IN THAT MANNER CONSISTENT WITH THE DESIGN AND CAPACITY OF THE JAIL.
- 2.02 ADULT FEMALE, FEMALE JUVENILE AND MALE JUVENILE PRISONERS SHALL BE COMPLETELY SEGREGATED FROM ADULT MALE PRISONERS AT ALL TIMES. (3.22)
- 2.03 ADULTS AND JUVENILES SHALL BE SEGREGATED AT ALL TIMES UNLESS OTHERWISE SPECIFIED BY COURT ORDER. ADULT MALES AND FEMALES MUST BE SEGREGATED IN HOUSING QUARTERS.
- 2.04 AS FAR AS POSSIBLE, PRISONERS SHALL NOT BE CONFINED WITH OTHER PRISONERS WITH CHARACTERISTICS MARKEDLY DISSIMILAR FROM THEIR OWN. THERE SHALL BE NO DISCRIMINATION ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, OR POLITICAL BELIEF.
- 2.05 SENTENCED INMATES SHOULD BE ASSIGNED A DAILY WORK ROUTINE (E.G. MAINTAINING FACILITY CLEANLINESS OR PERFORMING OTHER MEANINGFUL TASKS AS MAY BE REQUIRED/AVAILABLE) APPROPRIATE TO THEIR INDIVIDUAL MENTAL AND PHYSICAL CAPABILITIES AND CUSTODY REQUIREMENTS.
- 2.06 AT NO TIME SHALL ANY PRISONER BE ASSIGNED TO A POSITION OF AUTHORITY OVER ANY OTHER PRISONER. NO PRISONER SHALL BE GIVEN AN ASSIGNMENT WHICH AFFORDS HIM AN OPPORTUNITY TO CONTROL OR DEPRIVE ANOTHER PRISONER OF HIS BASIC RIGHTS AND NEEDS. (3.17)
- 2.07 ANY CLASSIFICATION ACTION WHICH SIGNIFICANTLY DEPRIVES A

PRISONER OF PRIVILEGES AFFORDED OTHER PRISONERS OR IN ANY WAY PLACES HIM IN A LESSER STATUS SHALL BE THOROUGHLY JUSTIFIED IN WRITING AND COUNTENANCED BY LAW.

2.08 ALL INMATES BEING CONSIDERED FOR TRUSTY STATUS SHALL BE EVALUATED AFTER REVIEWING THE NATURE OF THE INMATE'S OFFENSE, ANY PREVIOUS ATTEMPTS TO ESCAPE, HIS ABILITY TO UNDERSTAND DIRECTIONS, THE QUANTITY AND QUALITY OF HIS WORK, AND HIS DAY-TO-DAY BEHAVIOR.

SECURITY

- ① 3.01 ALL FACILITIES SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING ALL ASPECTS OF JAIL OPERATIONS.
- 3.02 ALL JAILS SHALL HAVE SUFFICIENT STAFF TO SUPERVISE INMATE ACTIVITY ON A 24-HOUR BASIS.
- 3.03 THE JAIL ADMINISTRATOR SHALL ESTABLISH AND STAFF A SUFFICIENT NUMBER OF POSTS TO INSURE THE SECURITY OF THE FACILITY AT ALL TIMES.
- 3.04 DIRECT, IN PERSON, SURVEILLANCE OF EACH INMATE SHALL BE CONDUCTED ON AN IRREGULAR SCHEDULE, NO LESS THAN ONCE EVERY SIXTY MINUTES. CERTAIN CLASSIFICATIONS AND PHYSICAL ARRANGEMENTS REQUIRE INCREASED SURVEILLANCE (E.G. ASSAULTIVE, ESCAPE RISKS, MENTALLY/EMOTIONALLY DISTURBED INMATES, DORMITORY SETTING, BULLPEN AREAS, ETC.).
- ① 3.05 THERE SHALL BE AT LEAST THREE OFFICIAL COUNTS EVERY TWENTY-FOUR HOURS (PREFERABLY ONCE PER SHIFT) DURING WHICH EACH INMATE'S FLESH, MOVEMENT OR SPEECH WILL BE REQUIRED TO VERIFY HIS/HER PRESENCE. A RECORD SHALL BE MADE OF SUCH COUNTS AND SIGNED BY THE REPORTING OFFICER.
- 3.06 INMATES SHOULD BE ABLE TO VERBALLY CONTACT CORRECTIONAL STAFF AT ALL TIMES.
- 3.07 ALL JAIL ADMINISTRATORS SHALL ESTABLISH A ROUTINE PROCEDURE FOR THOROUGHLY INSPECTING ALL FACILITY AREAS ACCESSIBLE TO INMATES FOR CONTRABAND AND PHYSICAL SECURITY ON AT LEAST A WEEKLY BASIS, AND CONDUCTING ISOLATED SECURITY "SPOT CHECKS" ON A DAILY BASIS.
- ① 3.08 ITEMS CONSIDERED AS CONTRABAND OR ITEMS PERMITTED IN THE JAIL SHALL BE CLEARLY DEFINED IN THE JAIL RULES. THERE

SHALL BE A WRITTEN PROCEDURE FOR REPORTING SECURITY IRREGULARITIES. (6.03)

- 3.09 NO WEAPON, AMMUNITION, CHEMICAL AGENT, RELATED SECURITY EQUIPMENT, OR ANY OBJECT WHICH PRESENTS THE POTENTIAL OF BEING USED AS A WEAPON SHALL EVER BE PERMITTED IN THE CONFINEMENT AREA UNLESS AUTHORIZED BY THE WARDEN, SHERIFF, OR OTHER OFFICIALS SPECIFICALLY DESIGNATED AS ADMINISTRATIVELY RESPONSIBLE FOR THE CONFINEMENT FACILITY.
- 3.10 ALL FIREARMS AND/OR WEAPONS ASSIGNED TO THE FACILITY SHALL BE STORED IN AN ARSENAL, VAULT OR OTHER SECURE ROOM UNDER DOUBLE LOCK. THIS AREA MUST BE INACCESSIBLE TO ALL UNAUTHORIZED PERSONS. THERE SHALL BE A WRITTEN PROCEDURE FOR ISSUING AND ACCOUNTING FOR ALL WEAPONS.
- 3.11 ALL JAILS SHALL HAVE A STORAGE AREA (E.G. PISTOL LOCKER, WEAPONS CABINET) FOR THE TEMPORARY SECURING OF WEAPONS UPON ENTERING THE SECURITY PERIMETER.
- 3.12 A DETAILED WRITTEN RECORD (E.G. DAILY JAIL LOG) SHALL BE MADE OF ALL SIGNIFICANT ACTIVITIES OCCURRING WITHIN THE CONFINEMENT FACILITY, E.G. SECURITY INSPECTIONS, COUNTS, USE OF FORCE, DISCIPLINARY ACTIONS, PRISONER MOVEMENT, MEDICAL TREATMENT, FEEDING AND ANY OTHER ACTIVITY OR INCIDENT WHICH IS UNUSUAL. AREAS WHICH ARE CONSIDERED ESPECIALLY CRITICAL OR WHICH CONFINE "SPECIAL" PRISONERS SHOULD HAVE A SEPARATE LOG FOR SUCH PURPOSES.
- 3.13 ALL SECURITY DEVICES AND SAFETY EQUIPMENT SHALL BE INSPECTED MONTHLY TO INSURE THEY ARE MAINTAINED IN PROPER WORKING ORDER, AND THE INSPECTIONS LOGGED.

3.14 ALL JAILS SHALL HAVE A KEY CONTROL SYSTEM. THIS SYSTEM SHALL INCLUDE THE FOLLOWING ELEMENTS:

- 3.14.01 A KEY CONTROL CENTER WHICH IS SECURE AND INACCESSIBLE TO UNAUTHORIZED PERSONS AT ALL TIMES.
- 3.14.02 A PROCEDURE FOR ACCOUNTING FOR KEYS BEING ISSUED AND RETURNED.
- 3.14.03 A PROCEDURE FOR IMMEDIATE REPORTING AND REPAIRING OF ANY BROKEN OR MALFUNCTIONING KEY OR LOCK.
- 3.14.04 A SET OF DUPLICATE KEYS TO BE MAINTAINED IN A SEPARATE, SECURE PLACE.
- 3.15 IN ADDITION, THE KEY CONTROL SYSTEM SHALL HAVE PROVISIONS TO INSURE:
- 3.15.01 NO PRISONER SHALL EVER HANDLE KEYS USED TO OPERATE JAIL SECURITY LOCKS.
- 3.15.02 KEYS OPERATING LOCKS TO OUTSIDE DOORS AND/OR GATES WILL NEVER BE IN THE CONFINEMENT AREA.
- 3.15.03 EMERGENCY KEYS AND KEYS TO CRITICAL SECURITY AREAS (E.G. ARSENAL) WILL ONLY BE ISSUED IN ACCORDANCE WITH WRITTEN PROCEDURES ESTABLISHED BY THE JAIL ADMINISTRATOR. A THIRD SET OF KEYS SHOULD BE KEPT AT A LOCATION OUTSIDE OF THE JAIL.
- 3.15.04 PRECAUTIONS SIMILAR TO THOSE OUTLINED ABOVE SHALL BE TAKEN TO INSURE THE SECURITY OF ALL NON-KEY OPERATED LOCKING DEVICES (E.G. ELECTRICAL SWITCHES, LEVERS, ETC.)

- 3.16 ALL TOOLS, TOXIC, CORROSIVE AND FLAMMIBLE SUBSTANCES; AND OTHER POTENTIALLY DANGEROUS SUPPLIES AND EQUIPMENT SHALL BE STORED IN A LOCKED AREA WHICH IS SECURE AND LOCATED OUTSIDE THE SECURITY PERIMETER OF THE CONFINEMENT AREA. A WRITTEN RECORD WILL BE KEPT OF ALL SUCH SUPPLIES AND EQUIPMENT ISSUED AND RETURNED. TOOLS, SUPPLIES AND EQUIPMENT WHICH ARE PARTICULARLY HAZARDOUS SHALL BE USED BY INMATES ONLY UNDER DIRECT SUPERVISION.
- 3.17 INMATES SHALL AT NO TIME BE PERMITTED IN ANY WAY TO SUPERVISE, CONTROL OR EXERT AUTHORITY OVER OTHER INMATES. (2.06)
- 3.18 INMATES SHALL NEVER BE PERMITTED TO PERFORM OR ASSIST IN ANY SECURITY DUTIES.
- 3.18.01 THE FACILITY SHALL HAVE PROCEDURES WHICH REGULATE THE ACTIVITIES OF TRUSTIES.
- 3.18.02 TRUSTIES SHALL NOT BE CHARGED WITH RESPONSIBILITY OF CARRYING OUT DUTIES WHICH ARE PROPERLY THE RESPONSIBILITY OF STAFF.
- 3.19 FACILITIES WITH WORK RELEASE PROGRAMS SHALL ESTABLISH SPECIAL CONTROL PROCEDURES TO MINIMIZE CONTACT BETWEEN PRISONERS WITH WORK RELEASE PRIVILEGES AND OTHER PRISONERS.
- 3.20 INMATES SHALL BE THOROUGHLY SEARCHED WHENEVER ENTERING OR LEAVING THE SECURITY PERIMETER.
- 3.21 WRITTEN PROCEDURES SHALL BE DEVELOPED FOR TRANSPORTING INMATES OUTSIDE THE FACILITY.
- 3.22 AT NO TIME SHALL ANY UNSUPERVISED ADULT PRISONER BE PERMITTED IN AN AREA CONFINING JUVENILES OR PRISONERS OF THE OPPOSITE SEX. MALE AND FEMALE JUVENILES WILL BE COMPLETELY SEPARATED AT ALL TIMES. (2.01 and 2.02)

- 3.23 A FEMALE OFFICER SHALL BE ON DUTY TO PERFORM ALL RECEPTION/RELEASE PROCEDURES ON FEMALE INMATES AND BE ON DUTY FOR THE DURATION OF THEIR CONFINEMENT. (17.09)
- 3.24 APPROPRIATE PRECAUTIONARY PROCEDURES SHALL BE ESTABLISHED TO MINIMIZE PRISONERS BEING ALONE WITH STAFF MEMBERS OF THE OPPOSITE SEX.
- 3.25 EACH JAIL ADMINISTRATOR SHALL DEVELOP WRITTEN POLICIES/PROCEDURES GOVERNING THE USE OF PHYSICAL RESTRAINTS. NO PRISONER PLACED IN PHYSICAL RESTRAINTS SHALL BE LEFT UNATTENDED.
- 3.26 PHYSICAL FORCE AND/OR RESTRAINING DEVICES SHALL ONLY BE EMPLOYED WHEN REASONABLY NECESSARY FOR SELF-DEFENSE, PROTECTION OF ANOTHER PERSON FROM AN IMMINENT ATTACK, PREVENTION OF RIOT OR ESCAPE, ENFORCEMENT OF INSTITUTIONAL RULES AND REGULATIONS, OR TO PREVENT A PRISONER FROM HARMING HIMSELF.
- 3.27 ONLY THE AMOUNT OF FORCE REASONABLY NECESSARY TO CONTROL A GIVEN SITUATION SHALL BE USED.
- 3.28 ALL USE OF PHYSICAL FORCE SHALL BE THOROUGHLY DOCUMENTED WITH DETAILED ACCOUNT OF WHO WAS INVOLVED, THE FORCE THAT WAS USED AND JUSTIFICATION FOR ITS USE.
- 3.29 IMMEDIATE MEDICAL EXAMINATION AND/OR TREATMENT WILL BE PROVIDED TO PRISONER OR PRISONERS AND/OR STAFF INVOLVED IN A USE OF FORCE INCIDENT. SUCH EXAMINATION AND TREATMENT WILL BE THOROUGHLY DOCUMENTED.

3.30 ALL JAILS SHALL HAVE AVAILABLE WRITTEN PROCEDURES FOR EMERGENCY SITUATIONS INCLUDING, BUT NOT LIMITED TO ESCAPES, TAKING OF HOSTAGES, FIRES, RIOTS, FOOD POISONING, CIVIL DEFENSE NEEDS, CIVIL DISTURBANCES IN THE COMMUNITY, NATURAL DISASTERS, SUICIDES, OTHER DEATHS AND DISORDER. ALL CORRECTION STAFF SHALL BE TRAINED IN THESE PROCEDURES.

HOUSING

- 4.01 EACH JAIL ADMINISTRATOR SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING THE PHYSICAL PLANT.
- 4.02 EACH JAIL SHALL PROVIDE FOR THE SEPARATION OF INMATES BASED UPON THE FOLLOWING CRITERIA: SEX, AGE, UNSENTENCED, SENTENCED, VIOLENT, AND MENTALLY/PHYSICALLY HANDICAPPED. PRISONERS SHALL NOT BE CONFINED WITH OTHER PRISONERS WITH CHARACTERISTICS MARKEDLY DISSIMILAR FROM THEIR OWN. THE ABOVE CLASSIFICATION SYSTEM HAS BEEN LISTED BY PRIORITY AND SHOULD BE IMPLEMENTED IN THAT MANNER CONSISTENT WITH THE DESIGN AND CAPACITY OF THE FACILITY.
- 4.03 JUVENILES AND ADULT FEMALES SHALL BE SEPARATED FROM ADULT MALES BY SIGHT, SOUND AND TOUCH.
- 4.04 INMATES, MALE AND FEMALE, CONFINED MORE THAN SEVENTY-TWO (72) HOURS SHOULD BE DRESSED IN CLEAN CLOTHING, PREFERABLY UNIFORMS, WITH REGULAR LAUNDRY EXCHANGE AT LEAST TWICE WEEKLY. (1.11)
- 4.05 EACH INMATE'S CLOTHING NEEDS SHOULD BE EVALUATED AT RECEPTION AND CLEAN CLOTHING PROVIDED, IF NECESSARY.
- 4.06 CELLS SHOULD BE EQUIPPED WITH A SANITARY WORKING FLUSH TOILET AND LAVATORY IF USED TO CONFINED INMATES NOT HAVING OTHER ACCESS TO SUCH FACILITIES.
- 4.07 IN DORMITORIES OR WARDS, THERE SHOULD BE AT LEAST ONE (1) FLUSH TOILET AND ONE (1) WASH BASIN FOR EVERY TWELVE (12) INMATES. TIME ALLOTTED INMATES TO SHOWER AFFECTS THE NUMBER OF SHOWER HEADS NEEDED. FACILITIES PERMITTING INMATES TO SHOWER ONE (1) HOUR PER DAY SHOULD PROVIDE ONE (1) SHOWER HEAD FOR EVERY FIFTEEN (15) INMATES. FACILITIES PERMITTING INMATES TO SHOWER TWO (2) HOURS PER DAY SHOULD PROVIDE ONE (1) SHOWER HEAD FOR EVERY TWENTY (20) INMATES.

- 4.08 ALL INMATES CONFINED SHOULD BE PROVIDED SUFFICIENT SPACE FOR REASONABLE AND NECESSARY MOVEMENT.
- 4.09 THERE SHOULD BE SUFFICIENT SEATING FOR ALL INMATES IN CELLS, DORMITORIES, DAYROOMS, AND EATING AREAS.
- 4.10 IF POSSIBLE, TEMPERATURES IN INMATE QUARTERS SHALL RANGE BETWEEN 65°--80° F. DURING DAYTIME HOURS, AND NOT BELOW 60° F. AT NIGHT.
- 4.11 CELLS AND SURROUNDING CONFINEMENT AREAS SHALL BE FINISHED WITH NON-FLAMMABLE, NON-TOXIC, WASHABLE, PREDOMINATLY LIGHT COLORED MATERIALS.

SANITATION/ENVIRONMENTAL CONDITIONS

- 5.01 EACH JAIL SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES FOR INSURING THE SAFE AND SANITARY CONDITION OF THE JAIL.
- 5.02 EACH JAIL AND THE IMMEDIATE GROUNDS SHALL BE KEPT FREE OF POTENTIAL HEALTH AND SAFETY HAZARDS.
- 5.03 ALL GROUNDS, WALKWAYS, DRIVEWAYS AND PARKING AREAS SHALL BE IN GOOD REPAIR AND WELL LIGHTED TO INSURE SAFETY AND ADEQUATE PERIMETER SECURITY.
- 5.04 THE JAIL ADMINISTRATOR SHALL MAKE REGULAR REQUESTS TO HAVE THE FACILITY INSPECTED BY STATE OR LOCAL HEALTH INSPECTORS ON AN ANNUAL BASIS. ARRANGEMENTS SHALL ALSO BE MADE FOR SEMI-ANNUAL INSECT AND RODENT INSPECTIONS AND CONTROL.
- 5.05 ALL BUILDING ELEMENTS SHOULD BE STRUCTURALLY SOUND, CLEAN AND IN GOOD REPAIR.
- 5.06 ALL PAINTED SURFACES SHALL BE PAINTED AS NEEDED.
- 5.07 VENTILATION SHALL BE SUFFICIENT TO ADMIT FRESH AIR AND BE FREE FROM DISAGREEABLE ODORS.
- 5.08 ALL CONFINEMENT AREAS OCCUPIED BY INMATES SHOULD HAVE SUFFICIENT LIGHT TO PERMIT NORMAL READING. THE AMOUNT OF LIGHT IN SUCH AREAS SHOULD MEET STANDARDS ESTABLISHED BY THE HEALTH DEPARTMENT. CONFINEMENT AREAS SHOULD, WHEN POSSIBLE, PROVIDE NATURAL AS WELL AS ARTIFICIAL LIGHT. SUFFICIENT LIGHTING SHOULD BE PROVIDED TO INSURE EFFECTIVE SECURITY IN ALL AREAS WITHIN THE CONFINEMENT AREA.
- 5.09 BED LINENS SHALL BE CHANGED AT LEAST ONCE EACH WEEK, AND BLANKETS SHALL BE LAUNDERED AS NECESSARY. MATTRESSES SHALL BE CLEANED REGULARLY.
- 5.10 ALL NEW ADMISSIONS SHALL BE ISSUED CLEAN BEDDING AND SANITIZED MATTRESSES.

- 5.11 INMATES SHALL BE REQUIRED TO KEEP THEIR PERSONS AND QUARTERS CLEAN AND IN PROPER ORDER.
- 5.12 GARBAGE AND TRASH RECEPTACLES SHALL BE EMPTIED AND CLEANED DAILY.
- 5.13 TOILETS, URINALS, SINKS AND BATHING FACILITIES SHALL BE CLEANED DAILY.
- 5.14 SOLID WASTE SHALL BE SORTED IN AN ACCEPTABLE AREA AND DISPOSED OF AT LEAST WEEKLY.
- 5.15 JAIL LAUNDRY EQUIPMENT SHOULD BE KEPT CLEAN AND IN GOOD REPAIR.
- 5.16 ALL SUPPLY AND EQUIPMENT STORAGE AREAS SHALL BE LOCATED SO AS TO PROVIDE ADEQUATE SECURITY AND TO MINIMIZE SAFETY HAZARDS. SUCH AREAS SHALL BE MAINTAINED IN A CLEAN AND ORDERLY MANNER.
- 5.17 ISSUED CLOTHING, UNDERGARMENTS AND OTHER ARTICLES OF CLOTHING WHICH REQUIRE FREQUENT WASHING SHALL BE LAUNDERED AT LEAST TWICE WEEKLY.
- 5.18 BATHING FACILITIES SHALL BE PROVIDED FOR ALL INMATES WITH AN ADEQUATE SUPPLY OF HOT (REGULATED TO PREVENT SCALDING) AND COLD WATER AND SOAP.
- 5.19 INMATES SHALL BE PERMITTED TO BATHE DAILY.
- 5.20 ARRANGEMENTS FOR INMATE HAIRCUTS SHOULD BE MADE AVAILABLE ON A REGULAR BASIS.
- 5.21 THE JAIL ADMINISTRATOR SHALL REQUEST THAT THE JAIL BE INSPECTED BY APPROPRIATE FIRE INSPECTION OFFICIALS AT LEAST ANNUALLY.
- 5.22 THERE SHALL BE A FIRE EVACUATION PLAN WHICH SHALL INCLUDE PROVISIONS FOR ADEQUATE FIRE FIGHTING EQUIPMENT.
- 5.23 EMERGENCY MEDICAL EQUIPMENT AND SUPPLIES, AS DETERMINED BY THE ATTENDING PHYSICIAN FOR THE JAIL, SHALL BE READILY

AVAILABLE AT ALL TIMES.

- 5.24 THE FOOD SERVICES OPERATION AND VENDING MACHINES SHALL BE LICENSED AND INSPECTED AS REQUIRED BY SECTION 3732., OHIO REVISED CODE.

COMMUNICATION

MAIL

- 6.01 EACH JAIL ADMINISTRATOR SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING INMATE MAIL.
- 6.02 THERE SHALL BE NO LIMITATION ON THE AMOUNT OF INCOMING OR OUTGOING FIRST CLASS CORRESPONDENCE.
- 6.03 INFORMATION RELEVANT TO WHAT IS CONSIDERED CONTRABAND IN MAIL SHALL EITHER BE POSTED IN A CONSPICUOUS PLACE, IN THE LIVING AND RECEIVING AREAS, OR INCORPORATED IN THE JAIL RULES ISSUED EACH INMATE. (3.08)
- 6.04 INCOMING CORRESPONDENCE SHALL NOT BE CENSORED, EXCEPT AS PROVIDED IN STANDARD 6.11. INCOMING CORRESPONDENCE SHALL BE INSPECTED FOR CONTRABAND ITEMS, PRIOR TO DELIVERY, UNLESS RECEIVED FROM THE COURTS, ATTORNEY OF RECORD, OR PUBLIC OFFICIALS, WHERE THE MAIL SHALL BE OPENED IN THE PRESENCE OF THE INMATE.
- 6.05 OUTGOING MAIL SHALL BE FORWARDED SEALED AND WITHOUT INSPECTION.
- 6.06 EACH JAIL SHALL PROVIDE THE NECESSARY WRITING MATERIALS, ENVELOPES AND POSTAGE FOR A MINIMUM OF TWO LETTERS PER WEEK FOR INDIGENT INMATES.
- 6.07 NO INMATE SHALL BE PERMITTED TO POSSESS ANY FORM OF MONEY WHILE IN CONFINEMENT.
- 6.08 EACH JAIL SHALL HAVE A PROCEDURE FOR RECORDING ALL DEPOSITS AND DISBURSEMENTS OF INMATE FUNDS IN ACCORDANCE WITH PROCEDURES PRESCRIBED BY THE STATE AUDITOR. A RECEIPT SHALL BE MADE ON ALL SUCH DEPOSITS WITH A COPY GIVEN TO THE INMATE.

- 6.09 PERSONS WHO SEND INMATES CASH MONEY THROUGH THE MAIL SHOULD BE ADVISED THAT ONLY CERTIFIED CHECKS, CASHIER CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.
- 6.10 PACKAGES ARRIVING THROUGH THE MAIL FOR AN INMATE SHALL BE THOROUGHLY EXAMINED FOR CONTRABAND.
- 6.11 EACH JAIL SHALL DEVELOP A WRITTEN POLICY GOVERNING THE CENSORING OF MAIL. ANY REGULATION FOR CENSORSHIP MUST MEET THE FOLLOWING CRITERIA:
- 6.11.01 THE REGULATION MUST FURTHER AN IMPORTANT AND SUBSTANTIAL GOVERNMENTAL INTEREST UNRELATED TO THE SUPPRESSION OF EXPRESSION (E.G. DETECTING ESCAPE PLANS WHICH CONSTITUTE A THREAT TO FACILITY SECURITY AND/OR THE WELL-BEING OF STAFF AND/OR INMATES); AND,
- 6.11.02 THE LIMITATION MUST BE NO GREATER THAN IS NECESSARY TO THE PROTECTION OF THE PARTICULAR GOVERNMENTAL INTEREST INVOLVED.

VISITATION

- 7.01 EACH JAIL ADMINISTRATOR SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING INMATE VISITATION.
- 7.02 EACH JAIL SHALL PROVIDE FOR A SECURE VISITING AREA IN WHICH THE INMATE CAN SEE, HEAR AND SPEAK TO VISITORS IN A NORMAL MANNER. IT IS AT THE DISCRETION OF THE JAIL ADMINISTRATOR WHETHER TO PERMIT CONTACT VISITS.
- 7.03 EACH JAIL SHALL MAINTAIN A VISITORS' JOURNAL. ALL VISITORS WILL BE REQUIRED TO SHOW PROPER IDENTIFICATION AND SIGN IN AND OUT.
- 7.04 VISITING HOURS SHALL BE SCHEDULED AT THE DISCRETION OF THE JAIL ADMINISTRATOR, HOWEVER, MUST INCLUDE DAY AND EVENING HOURS, AND WEEKENDS.
- 7.05 EACH INMATE SHALL BE PERMITTED AT LEAST ONE WEEKLY VISITING PERIOD WITH A MINIMUM OF THIRTY (30) MINUTES.
- 7.06 UNSENTENCED INMATES SHALL BE AFFORDED ADDITIONAL VISITATION PERIODS WITH PERSONS WITH WHOM HE MAY NEED TO CONFER IN ORDER TO PREPARE THE DEFENSE OF HIS CASE.
- 7.07 VISITORS SHALL BE SUBJECTED TO SECURITY CONTROLS ESTABLISHED BY THE JAIL MANAGER TO PREVENT CONTRABAND AND WEAPONS BEING BROUGHT INTO THE JAIL.
- 7.08 INMATES SHALL NOT BE RESTRICTED IN REGARDS TO WHOM THEY MAY VISIT UNLESS THE FACILITY ADMINISTRATOR DETERMINES THAT A VISIT SHOULD BE DENIED DUE TO THE EXISTENCE OF ONE OR MORE OF THE CONDITIONS IN STANDARD 7.11.
- 7.09 THE JAIL STAFF SHALL NOT LISTEN TO VISITORS' CONVERSATIONS, BUT MAY OBSERVE THE VISITATION.
- 7.10 ANY ATTORNEY OF RECORD SHALL BE ALLOWED TO VISIT HIS CLIENT AT ALL REASONABLE TIMES, BOTH DAYTIME AND EVENINGS.

- 7.11 VISITATION CAN BE DENIED BY THE JAIL ADMINISTRATOR UNDER THE FOLLOWING CONDITIONS:
- 7.11.01 THE VISITOR REPRESENTS A CLEAR AND PRESENT DANGER TO SECURITY;
- 7.11.02 THE VISITOR HAS A PAST HISTORY OF DISRUPTIVE CONDUCT AT THE JAIL;
- 7.11.03 THE VISITOR IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS;
- 7.11.04 THE VISITOR REFUSES TO SUBMIT TO SEARCH, OR SHOW PROPER IDENTIFICATION;
- 7.11.05 INMATE REFUSES VISIT.
- 7.12 CLERGY SHALL BE ALLOWED TO VISIT HIS CLIENT AT ALL REASONABLE TIMES, BOTH DAYTIME AND EVENINGS SUBJECT TO APPROVAL OF PROBATE COURT.
- 7.13 WRITTEN PROCEDURES SHALL BE DEVELOPED TO REGULATE SPECIAL VISITS.

TELEPHONE

- 8.01 EACH JAIL ADMINISTRATOR SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING INMATE TELEPHONE COMMUNICATIONS.
- 8.02 EACH JAIL SHALL HAVE PROVISIONS FOR MAKING TELEPHONE CALLS FROM A SECURED AREA. INMATES SHALL BE PROVIDED AN OPPORTUNITY TO USE THIS EQUIPMENT TO MAKE AT LEAST ONE (1) LOCAL CALL EACH WEEK TO A RELATIVE, EMPLOYER, FRIEND, ATTORNEY OR CLERGY. "ADDITIONAL CALLS TO LEGAL COUNSEL SHALL BE PROVIDED FOR UNSENTENCED INMATES." AN INMATE NOT RESIDING OR HAVING FAMILY IN THE LOCAL AREA SHALL BE PERMITTED ONE (1) LONG DISTANCE COLLECT CALL.

MEDICAL

- 9.01 ALL JAILS SHALL HAVE A DESIGNATED FACILITY PHYSICIAN LICENSED TO PRACTICE MEDICINE IN THE STATE OF OHIO.
- 9.02 THE JAIL PHYSICIAN SHALL DEVELOP A WRITTEN MEDICAL AND HEALTH CARE PLAN OUTLINING POLICIES AND PROCEDURES REGULATING ALL ASPECTS OF MEDICAL TREATMENT AND SERVICES FOR INMATES.
- 9.03 A MEDICAL STAFF MEMBER OR THE RECEIVING OFFICER SHALL COMPLETE A PRELIMINARY HEALTH EVALUATION RECORD FOR ALL NEW ADMISSIONS. THE SCREENING INCLUDES INQUIRY INTO: CURRENT ILLNESSES AND HEALTH PROBLEMS INCLUDING THOSE SPECIFIC TO WOMEN; MEDICATIONS TAKEN AND SPECIAL HEALTH REQUIREMENTS; SCREENING OF OTHER HEALTH PROBLEMS DESIGNATED BY THE RESPONSIBLE PHYSICIAN; BEHAVIORAL OBSERVATION, INCLUDING STATE OF CONSCIOUSNESS AND MENTAL STATUS; NOTATION OF BODY DEFORMITIES, TRAUMA MARKINGS, BRUISES, LESIONS, EASE OF MOVEMENT, JAUNDICE, ETC.; CONDITION OF SKIN AND BODY ORIFICES, INCLUDING RASHES AND INFESTATIONS; AND DISPOSITION. (REFERRAL OF INMATES TO QUALIFIED MEDICAL PERSONNEL ON AN EMERGENCY BASIS).
- 9.04 WITHIN FOURTEEN (14) DAYS AFTER ADMISSION, A HEALTH APPRAISAL SHOULD BE COMPLETED FOR EACH INMATE WHOSE STAY EXCEEDS TEN (10) DAYS. THIS APPRAISAL SHOULD INCLUDE: REVIEW OF THE PRELIMINARY HEALTH EVALUATION; ADDITIONAL DATA TO COMPLETE THE MEDICAL AND PSYCHIATRIC HISTORY; LABORATORY AND DIAGNOSTIC TESTS TO DETECT COMMUNICABLE DISEASES INCLUDING VENEREAL DISEASES AND TUBERCULOSIS; HEIGHT, WEIGHT, PULSE, BLOOD PRESSURE AND TEMPERATURE; OTHER TESTS AND EXAMINATIONS AS APPROPRIATE. (1.06)

- 9.05 EVERY JAIL SHALL HAVE EMERGENCY MEDICAL TREATMENT AVAILABLE EITHER THROUGH AN IN-HOUSE OR OUTSIDE MEDICAL SERVICE ARRANGEMENT ON A TWENTY-FOUR (24) HOUR BASIS FOR ALL PRISONERS.
- 9.06 EACH JAIL SHALL PROVIDE A DAILY PROCEDURE WHEREBY EACH INMATE MAY HAVE AN EQUAL OPPORTUNITY TO REPORT MEDICAL COMPLAINTS TO THE FACILITY PHYSICIAN, EITHER DIRECTLY OR THROUGH HIS DESIGNEE(S). ALL SUCH COMPLAINTS SHALL BE RECORDED AND REVIEWED BY THE JAIL PHYSICIAN.
- 9.07 SICK CALL SHALL BE CONDUCTED BY A PHYSICIAN AND/OR ALLIED MEDICAL PERSONNEL AS FOLLOWS: A MINIMUM OF ONCE PER WEEK FOR JAILS WHOSE AVERAGE DAILY INMATE POPULATION IS LESS THAN FIFTY (50); A MINIMUM OF THREE TIMES PER WEEK FOR JAILS WHOSE AVERAGE DAILY INMATE POPULATION IS BETWEEN 50-199; AND A MINIMUM OF FIVE TIMES PER WEEK FOR JAILS WHOSE AVERAGE DAILY POPULATION IS 200 OR MORE.
- 9.08 PRISONERS SHOULD BE PERMITTED TO BE TREATED BY THEIR PERSONAL PHYSICIANS IN THE JAIL AT THEIR OWN EXPENSE PROVIDED THE IDENTITY OF THE PHYSICIAN IS VERIFIED AND SUCH ATTENTION IS DEEMED NECESSARY AND ADVISABLE BY THE FACILITY PHYSICIAN.
- 9.09 THE USE OF NON-PHYSICIAN MEDICAL PERSONNEL (E.G., R.N.'S, L.P.N.'S, P.A.'S, PARAMEDICS, EMTA'S, ETC.) SHALL BE DETERMINED BY THE JAIL PHYSICIAN SUBJECT TO LIMITATIONS IMPOSED BY THEIR QUALIFICATIONS. ALL MEDICAL WORK OF SUCH MEDICAL PERSONNEL SHALL BE UNDER THE SUPERVISION OF THE FACILITY PHYSICIAN.
- 9.10 IN ALL FACILITIES, THE JAIL PHYSICIAN AND OTHER APPROPRIATE OFFICIALS SHOULD BE RESPONSIBLE FOR INSURING THAT INMATE ACCESS TO MEDICAL SERVICES IS APPROXIMATELY EQUIVALENT, BOTH QUANTITATIVELY AND QUALITATIVELY, TO THAT WHICH IS AVAILABLE TO NON-INCARCERATED RESIDENTS OF THE COMMUNITY IN WHICH THE FACILITY IS SITUATED.

- 9.11 COMPLETE AND ACCURATE RECORDS, DOCUMENTING ALL PATIENT-PERCEIVED MEDICAL PROBLEMS, EXAMINATIONS, DIAGNOSIS, AND TREATMENT, SHALL BE MAINTAINED UNDER THE SUPERVISION OF THE PHYSICIAN IN CHARGE. ALL MEDICAL RECORDS SHALL BE CONSIDERED STRICTLY CONFIDENTIAL, AND THE PHYSICIAN-PATIENT PRIVILEGE SHALL BE PROTECTED AT ALL TIMES.
- 9.12 THE PRESCRIPTION AND ADMINISTRATION OF MEDICATIONS AND MEDICAL SUPPLIES SHALL BE REGULATED BY THE WRITTEN MEDICAL AND HEALTH CARE PLAN AND IN ACCORDANCE TO RULES AND REGULATIONS PROMULGATED BY FEDERAL AND STATE BOARDS.
- 9.13 THE JAIL PHYSICIAN SHALL ESTABLISH AND SUPERVISE THE MAINTENANCE OF A FORMULARY (A LISTING OF DRUGS AND SUPPLIES THAT WILL BE ADMINISTERED TO INMATES). A COMPLETE AND ACCURATE RECORD SHALL BE MAINTAINED OF ALL PRISONERS RECEIVING SUCH MEDICATIONS AND SUPPLIES, THE KIND AND AMOUNT RECEIVED, AND WHEN AND BY WHOM SUCH MEDICATIONS AND SUPPLIES ARE ADMINISTERED.
- 9.14 MEDICATIONS SHALL ONLY BE ADMINISTERED IN THE DOSAGE, FORM AND AT THE TIME PRESCRIBED BY THE WRITTEN ORDER OF THE ATTENDING PHYSICIAN.
- 9.15 CONTROL OF DANGEROUS DRUGS (THOSE WHOSE USE AND DISTRIBUTION ARE GOVERNED BY FEDERAL AND STATE RULES AND REGULATIONS) SHALL BE CARRIED OUT IN A MANNER WHICH WILL INHIBIT THE ABUSE OF SUCH SUBSTANCES. HYPODERMIC NEEDLES, SYRINGES, AND OTHER SUPPLIES SUBJECT TO ABUSE SHALL BE MADE SECURE OR DESTROYED AFTER USE.
- 9.16 MEDICATIONS, MEDICAL SUPPLIES AND RECORDS SHALL BE STORED IN SECURE LOCKED CABINETS, STORAGE ROOMS, AND REFRIGERATION UNITS AS DETERMINED BY THE FACILITY PHYSICIAN OR HIS DESIGNEE(S).

SUCH MEDICATIONS, SUPPLIES, AND RECORDS SHALL BE INACCESSIBLE TO UNAUTHORIZED PERSONS AT ALL TIMES.

- 9.17 NO PRISONER SHALL BE DENIED MEDICAL ATTENTION FOR DISCIPLINARY REASONS OR ON THE BASIS OF HIS CLASSIFICATION STATUS.
- 9.18 INMATES WHO HAVE BEEN CONFINED FOR A CONTINUOUS PERIOD OF SIX MONTHS OR MORE SHOULD BE PROVIDED PROFESSIONAL DENTAL SERVICES, BOTH PREVENTATIVE AND CORRECTIVE, AS REQUIRED.
- 9.19 ALL INMATES SHALL BE PROVIDED PROFESSIONAL DENTAL TREATMENT FOR EXTRACTIONS AND OTHER WORK OF AN EMERGENCY NATURE, AS REQUIRED.
- 9.20 ALL INMATES EVIDENCING SIGNS OF SERIOUS MENTAL DISORDER SHALL BE REFERRED TO THE JAIL PHYSICIAN WHO SHALL ARRANGE APPROPRIATE PSYCHIATRIC INTERVENTION OR OTHER COURSES OF TREATMENT AS HE MAY DEEM NECESSARY.
- 9.21 EMERGENCY MEDICAL EQUIPMENT AND SUPPLIES, AS DETERMINED BY THE ATTENDING PHYSICIAN FOR THE JAIL, SHALL BE READILY AVAILABLE AT ALL TIMES.

FOOD SERVICE

- 10.01 EACH FACILITY SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING THE FOOD SERVICE OPERATION.
- 10.02 ALL INMATES, INCLUDING THOSE IN DISCIPLINARY CONFINEMENT, SHALL BE SERVED A MINIMUM OF THREE MEALS A DAY AT REGULARLY SCHEDULED INTERVALS, NO SPAN TO EXCEED FOURTEEN (14) HOURS BETWEEN MEALS.
- 10.03 MENUS SHOULD BE EVALUATED AND APPROVED BY THE LOCAL BOARD OF HEALTH, OR A QUALIFIED DIETICIAN.
- 10.04 MENUS SHOULD BE PLANNED AT LEAST THIRTY DAYS IN ADVANCE ON A CONTINUING BASIS AND MAINTAINED ON FILE AS A PERMANENT RECORD
- 10.05 PERMANENT RECORDS OF MEALS SERVED SHALL BE MAINTAINED ON FILE.
- 10.06 MODIFIED DIETS SHALL BE PREPARED FOR INMATES WHEN REQUESTED BY MEDICAL STAFF, OR BY A PHYSICIAN'S ORDER, AND ALL REASONABLE EFFORTS SHALL BE MADE TO ACCOMODATE DIETARY NEEDS OF A RELIGION.
- 10.07 FOOD SHALL BE SERVED AT OPTIMUM TEMPERATURES--HOT FOODS HOT-- COLD FOODS COLD--FRESH AND IN REASONABLE VARIETY.
- 10.08 EACH JAIL SHOULD PROVIDE ADEQUATE TABLES AND SEATS, AND NECESSARY EATING UTENSILS, TO ACCOMODATE THE FEEDING OF INMATES.
- 10.09 ALL FOOD PREPARATION, SERVING AREAS, AND METHODS SHALL MEET SANITARY STANDARDS--SECTIONS 307.61 AND 3709.26 OF THE OHIO REVISED CODE.
- 10.10 ALL PERSONS WORKING IN THE PREPARATION AND SERVING OF FOOD SHALL FIRST BE EXAMINED AND APPROVED BY MEDICAL STAFF.
- 10.11 PERSONS ENGAGED IN THE PREPARATION OR SERVING OF FOOD SHALL MEET RESTAURANT HEALTH REQUIREMENTS.

RECREATION/PROGRAMMING

- 11.01 EACH JAIL SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES FOR THE DEVELOPMENT AND IMPLEMENTATION OF CORRECTIONAL SERVICES AND RECREATION PROGRAMS.
- 11.02 ALL JAILS SHALL PROVIDE FOR AN ON-GOING RECREATIONAL PROGRAM TO INCLUDE: PHYSICAL EXERCISE NOT LESS THAN FIVE (5) HOURS PER WEEK FOR THOSE INMATES WHO ARE PHYSICALLY ABLE, AND THOSE WHO DESIRE EXERCISE, AND WHOSE STAY WILL EXCEED SEVENTY-TWO (72) HOURS. WHERE FACILITIES PERMIT, OUTSIDE EXERCISE SHALL BE UTILIZED (SEE "DISCIPLINE" FOR INMATES IN ISOLATION).
- 11.03 A PROGRAM FOR LEISURE TIME ACTIVITIES SHALL BE DEVELOPED TO INCLUDE TABLE GAMES, CRAFTS AND TELEVISION.
- 11.04 ALL JAILS SHALL PROVIDE INMATES WITH COMMISSARY PRIVILEGES EITHER THROUGH IN-HOUSE OR OTHER ARRANGEMENT.
- 11.05 ALL JAILS SHALL MAKE AVAILABLE, WHEN APPROPRIATE, CORRECTIONAL SERVICES IN THE AREAS OF: ALCOHOLISM, DRUG ABUSE, ACADEMIC/VOCATIONAL, AND PSYCHOLOGICAL/SOCIAL SERVICES, AND OTHER COMMUNITY REINTEGRATION SERVICES.
- 11.06 ALL JAILS SHALL PROVIDE INMATES WITH ACCESS TO A VARIETY OF READING MATERIAL TO INCLUDE: LEGAL REFERENCES, LOCAL NEWSPAPER, AND OTHER PRINTED MATERIAL APPROVED BY THE FACILITY ADMINISTRATOR.
- 11.07 ALL JAILS SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES TO PERMIT INMATES TO PRACTICE THEIR RELIGION, SUBJECT ONLY TO THE LIMITATIONS NECESSARY TO MAINTAIN SECURITY AND ORDER.

DISCIPLINE

- 12.01 EACH FACILITY SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING ALL DISCIPLINARY AND ADMINISTRATIVE ACTIONS.
- 12.02 UPON ADMISSION, EACH INMATE SHALL READ A WRITTEN COPY OF RULES AND REGULATIONS GOVERNING INMATE CONDUCT.
- 12.03 THESE RULES SHALL CLEARLY DEFINE VIOLATIONS AND CLASSIFY THEM AS BEING EITHER MINOR, MAJOR, OR SERIOUS IN NATURE.
- 12.04 SAID RULES SHALL ALSO LIST PENALTIES AND PUNISHMENTS WHICH MAY BE IMPOSED ON INMATES FOUND GUILTY OF RULE VIOLATION(S).
- 12.05 THE INMATE SHALL SIGN TO VERIFY THAT HE/SHE UNDERSTANDS THE RULES.
- 12.06 THE RULES SHALL BE POSTED IN A CONSPICUOUS PLACE IN THE CONFINEMENT AREA.
- 12.07 MAXIMUM LEVELS FOR DISCIPLINARY ISOLATION OR LOSS OF PRIVILEGES SHALL BE FOR A SPECIFIED NUMBER OF HOURS OR DAYS.
- 12.08 CORPORAL PUNISHMENT SHALL BE PROHIBITED.
- 12.09 UNDER NO CIRCUMSTANCES SHALL DISCIPLINE BE DELEGATED TO INMATES THROUGH THE USE OF A "KANGAROO COURT", "TANK JUDGE", "BARN BOSS", "SANITATION COMMITTEE", OR OTHER SUCH DEVICES.
- 12.10 INMATES WHOSE MISCONDUCT CONSTITUTES A CRIME SHALL BE REFERRED TO THE APPROPRIATE PROSECUTING ATTORNEY.

VIOLATIONS AND PENALTIES

13.01 RULES SHALL BE DIVIDED INTO THREE DISTINCT CATEGORIES ACCORDING TO THE NATURE OF THE VIOLATION AND THE MAXIMUM PENALTY WHICH MAY BE IMPOSED.

MINOR VIOLATIONS

13.02 MINOR VIOLATIONS SHALL INCLUDE ACTS WHICH DO NOT CONSTITUTE A PRESENT AND IMMEDIATE THREAT TO THE SECURITY OF THE FACILITY, ITS STAFF, INMATES, VISITORS, OR THE INMATE WHO COMMITTED THE VIOLATION (E.G., "HORSEPLAYING"; EXCESSIVE NOISE; DIRTY CLOTHING OR LIVING QUARTERS; POOR PERSONAL HYGIENE, ETC.)

13.03 MINOR VIOLATIONS MAY BE PENALIZED BY NO MORE THAN A VERBAL REPRIMAND UNLESS AUTHORIZED BY THE JAIL ADMINISTRATOR. IN NO EVENT SHALL THE PENALTY EXCEED RESTRICTION OF PRIVILEGES SUCH AS COMMISSARY AND ENTERTAINMENT FOR A PERIOD GREATER THAN 48 HOURS.

MAJOR VIOLATIONS

13.04 MAJOR VIOLATIONS SHALL INCLUDE PERSISTENT MINOR RULE INFRAC-TIONS, CASES WHERE A DETERMINATION IS MADE THAT THE REMEDY FOR A MINOR VIOLATION SERVES NO DETERRENT EFFECT, AND VIO-LATIONS WHICH CANNOT BE CONSIDERED MINOR BUT DO NOT CON-STITUTE A PRESENT AND IMMEDIATE THREAT TO THE SECURITY OF THE JAIL, ITS STAFF, INMATES, VISITORS, OR THE INMATE COM-MITTING THE VIOLATION (E.G., CARELESSNESS WITH TOOLS AND EQUIPMENT, OBSCENE GESTURES, LYING, ETC.).

13.05 PRIVILEGES WHICH MAY BE DENIED:

13.05.01 ENTERTAINMENT (RADIO, T.V., MOVIES, GAMES, ETC.)

13.05.02 COMMISSARY (EXCEPT PERSONAL HYGIENE ITEMS).

13.05.03 VISITS BY FRIENDS.

13.05.04 PHONE CALLS TO FRIENDS AND FAMILY.

13.05.05 DESERTS, SNACKS.

13.06 RIGHTS WHICH CANNOT BE DENIED:

13.06.01 VISITS BY ATTORNEYS.

13.06.02 VISITS BY CLERGY AS APPROVED BY PROBATE COURT.

13.06.03 PHONE CALLS TO ATTORNEYS AND CLERGY.

13.06.04 MINIMUM OF ONE VISIT PER WEEK BY FAMILY (UNLESS THIS PRIVILEGE IS ABUSED OR WHERE SUCH A VISIT POSES A SERIOUS THREAT TO SECURITY).

13.06.05 TWO HOURS OF EXERCISE PER WEEK (UNLESS SUCH A PRACTICE POSES A SERIOUS THREAT TO SECURITY).

13.06.06 ADEQUATE FOOD (NUTRITIONAL DIET).

13.06.07 ADEQUATE LIGHT, VENTILATION, TEMPERATURE CONTROL, AND SANITATION.

13.06.08 MEDICAL CARE.

13.06.09 PROPER CLOTHING, BED AND BEDDING, USE OF TOILETS, LAVATORY AND SHOWERS, UNLESS THE PRIVILEGE IS ABUSED.

13.07 MAJOR RULE VIOLATIONS SHALL BE SUBJECT TO RESTRICTION OR DENIAL OF PRIVILEGES FOR A PERIOD UP TO 120 HOURS.

13.08 AN OFFENSE REPORT MUST BE FILED WITH THE FACILITY ADMINISTRATOR AND THE OFFENDER NOTIFIED OF THE ALLEGED VIOLATION(S), AT WHICH TIME THE INMATE MAY REQUEST AN IMPARTIAL REVIEW BY A HEARING OFFICER. THE FACILITY ADMINISTRATOR OR HIS DESIGNEE SHALL REVIEW THIS REQUEST AND DETERMINE IF A HEARING IS WARRANTED.

13.09 THE FACILITY ADMINISTRATOR OR HIS DESIGNEE MUST APPROVE THE PENALTY.

SERIOUS VIOLATIONS

- 13.10 SERIOUS VIOLATIONS SHALL INCLUDE ACTS WHICH CONSTITUTE VIOLATION OF STATUTORY LAW AND VIOLATIONS WHICH CONSTITUTE A PRESENT AND IMMEDIATE THREAT TO THE SECURITY OF THE FACILITY, ITS STAFF, INMATES, VISITORS, OR THE INMATE WHO COMMITTED THE VIOLATION (E.G., FIGHTING, POSSESSION OF DRUGS, INTOXICANTS, WEAPONS AND CONTRABAND, GAMBLING, THREATS, CREATING A DISTURBANCE, MALICIOUS DESTRUCTION, ALTERATION OR MISUSE OF PROPERTY, ETC.).
- 13.11 SERIOUS RULE VIOLATIONS MAY BE PENALIZED BY DISCIPLINARY ISOLATION FOR A PERIOD UP TO TEN (10) DAYS, THE LOSS OF "GOOD TIME" WHERE APPLICABLE, AND/OR DENIAL OF PRIVILEGES.
- 13.12 WHEN A MEMBER OF THE FACILITY STAFF SUSPECTS THAT AN INMATE HAS COMMITTED A SERIOUS RULE VIOLATION, HE MAY PLACE THE INMATE IN ISOLATION UPON RECEIVING THE APPROVAL OF HIS IMMEDIATE SUPERVISOR. SUCH ACTION SHOULD BE TAKEN IN CASES WHEN THERE IS A SUBSTANTIAL REASON TO BELIEVE THAT THE INMATE'S PRESENCE IN THE GENERAL POPULATION POSES A THREAT TO SECURITY, OR THE WELL-BEING OF THE INMATE OR OTHERS.

DUE PROCESS REQUIREMENTS

- 14.01 A NEUTRAL OFFICER, DESIGNATED BY THE JAIL ADMINISTRATOR, SHALL MAKE A COMPLETE INVESTIGATION WITHIN TWENTY-FOUR (24) HOURS OF THE ACCUSATION TO DETERMINE IF PROBABLE CAUSE EXISTS AND IF IT IS A SERIOUS VIOLATION.
- 14.02 A CHARGED INMATE SHALL BE INFORMED IN WRITING WITHIN TWENTY-FOUR (24) HOURS (AFTER BEING PLACED IN DISCIPLINARY ISOLATION) OF THE SPECIFIC RULE BROKEN; THE ACCUSER, UNLESS CONTRAINDICATED BY THE INVESTIGATION; THE TIME; THE DATE AND PLACE OF THE VIOLATION AND THE FACTS ON WHICH THE CHARGE IS BASED.
- 14.03 A WRITTEN SUMMARY OF THE RIGHTS OF INMATES AT THE DISCIPLINARY HEARING SHALL BE PROVIDED TO THE INMATE.
- 14.04 THE INMATE MAY RECEIVE ASSISTANCE IN PREPARING HIS CASE FROM A MEMBER OF THE CORRECTIONAL STAFF, TREATMENT STAFF, OR ANOTHER INMATE AS DETERMINED BY THE HEARING OFFICER.
- 14.05 THE INMATE MUST BE GIVEN A HEARING WITHIN FORTY-EIGHT (48) HOURS, EXCLUDING HOLIDAYS, WEEKENDS AND EMERGENCIES, AFTER BEING PLACED IN DISCIPLINARY ISOLATION.
- 14.06 THE HEARING OFFICER SHALL BE OF SUPERVISORY RANK, PROVIDED HE IS NOT THE CHARGING OFFICER OR A WITNESS. HE EXERCISES CONTROL OVER THE HEARINGS.
- 14.07 INMATE HAS THE RIGHT TO BE HEARD, PRESENT EVIDENCE AND CROSS EXAMINE WITNESSES, SUBJECT TO LIMITATIONS IMPOSED BY HEARING OFFICER.
- 14.08 THE REASONS FOR ANY LIMITATIONS PLACED ON TESTIMONY OR WITNESSES SHALL BE STATED IN WRITING BY THE HEARING OFFICER.
- 14.09 THE HEARING OFFICER SHALL BE REQUIRED TO FIND SUBSTANTIAL EVIDENCE OF GUILT BEFORE IMPOSING SANCTIONS, AND PROVIDE TO THE INMATE A WRITTEN STATEMENT OF FACTS RELIED UPON AND

REASONS FOR THE ACTION.

- 14.10 IF THE DECISION FINDS THE OFFENDER DID NOT COMMIT THE VIOLATION, THE FACILITY SHALL MAINTAIN RECORDS OF THE INCIDENT, HOWEVER, IT SHALL NOT BE USED AGAINST HIM IN ANY FUTURE DISCIPLINARY HEARINGS.
- 14.11 A PROCEDURE SHALL BE ESTABLISHED WHEREIN INMATES ARE AFFORDED AN OPPORTUNITY TO APPEAL DISCIPLINARY ACTIONS TO FACILITY ADMINISTRATOR.

ADMINISTRATIVE SEGREGATION

- 15.01 ADMINISTRATIVE SEGREGATION SHALL BE EMPLOYED TO SEPARATE FROM THE GENERAL POPULATION THOSE INMATES WHO PRESENT A CHRONIC INABILITY TO ADJUST IN THE GENERAL POPULATION; THOSE WHO POSE A MAJOR THREAT TO THEMSELVES, OTHERS OR THE SECURITY OF THE FACILITY; AND, THOSE PRESENTING A VALID NEED FOR PROTECTION AS DETERMINED BY THE FACILITY ADMINISTRATOR.
- 15.02 ALL INMATES BEING ADMINISTRATIVELY SEGREGATED SHALL BE PROVIDED AN OPPORTUNITY FOR A REVIEW HEARING IN ACCORDANCE WITH PROCEDURES SET FORTH IN DUE PROCESS REQUIREMENTS.
- 15.03 ADMINISTRATIVE SEGREGATION MAY BE EMPLOYED TO ISOLATE INMATES HAVING A COMMUNICABLE DISEASE.
- 15.04 INMATES REQUIRING MEDICAL OR PSYCHIATRIC TREATMENT SHALL BE REFERRED TO THE PROPER AGENCY IMMEDIATELY, AND THE CONDITION OF SUCH INMATES SHALL BE CHECKED DAILY AND THE NEED FOR ADMINISTRATIVE SEGREGATION EXAMINED DAILY.
- 15.05 WHEN AN INMATE IS HELD IN ADMINISTRATIVE SEGREGATION THIRTY (30) CONSECUTIVE DAYS, HE SHALL RECEIVE AN ADMINISTRATIVE REVIEW BY THE FACILITY ADMINISTRATOR OR HIS DESIGNEE. SUBSEQUENT REVIEWS SHALL BE CONDUCTED EVERY THIRTY (30) DAYS.
- 15.06 INMATES PLACED IN ADMINISTRATIVE SEGREGATION SHALL RECEIVE ALL REGULAR PRIVILEGES UNLESS THEY POSE A SERIOUS THREAT TO THE SECURITY OF THE FACILITY OR THE HEALTH AND WELFARE OF THE INDIVIDUAL.
- 15.07 UNDER NO CIRCUMSTANCES SHALL ADMINISTRATIVE SEGREGATION BE USED AS A FORM OF PUNISHMENT.

15.08 IT IS ESSENTIAL THAT INMATES TRANSFERRED TO ADMINISTRATIVE
SEGREGATION FULLY UNDERSTAND THEIR NEW STATUS.

GRIEVANCE PROCEDURE

16.01 EACH FACILITY SHALL ESTABLISH A PROCEDURE WHEREBY AN INMATE
MAY EXPRESS HIS GRIEVANCE TO THE FACILITY ADMINISTRATOR.

STAFF

- 17.01 EACH JAIL SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES GOVERNING JAIL PERSONNEL REQUIREMENTS.
- 17.02 OFFICIALS CHARGED WITH RESPONSIBILITY FOR OPERATING A JAIL SHOULD DESIGNATE A JAIL MANAGER WHO SHOULD BE QUALIFIED BY TRAINING AND/OR EXPERIENCE TO SUPERVISE AND CONTROL INMATES.
- 17.03 WHEN JAILS HOUSE INMATES IN EXCESS OF SEVENTY-TWO (72) HOURS, AND WHEN THE AVERAGE INMATE POPULATION OF A JAIL IS TEN (10) OR MORE:
- 17.03.01 CORRECTIONAL PERSONNEL SHALL BE ASSIGNED TO CORRECTIONS DUTY AS FULL-TIME EMPLOYEES;
- 17.03.02 CORRECTIONAL PERSONNEL SHALL NOT BE ASSIGNED ANY DUTIES NOT DIRECTLY RELATED TO THE OPERATION OF THE CONFINEMENT FACILITY, AND THEIR PRIMARY DUTIES SHALL INVOLVE THE OPERATION OF THE CONFINEMENT FACILITY;
- 17.03.03 EFFECTIVE JANUARY 1, 1980, ALL JAILS IN THIS CLASS, REGARDLESS OF AVERAGE DAILY POPULATION, SHALL COMPLY WITH THIS STANDARD.
- 17.04 PRIOR TO EMPLOYMENT, ALL EMPLOYEES OF A CONFINEMENT FACILITY SHALL BE SUBJECT TO A THOROUGH BACKGROUND INVESTIGATION SUCH AS CRIMINAL, MEDICAL AND PSYCHIATRIC HISTORY.
- 17.05 A WRITTEN STANDARDIZED INDIVIDUAL PERFORMANCE EVALUATION SHOULD BE CONDUCTED AT LEAST ANNUALLY.
- 17.06 CORRECTIONAL PERSONNEL SHOULD RECEIVE SALARIES EQUAL TO EMPLOYEES WITH COMPARABLE QUALIFICATIONS AND SENIORITY WITHIN THE AGENCY.

- 17.07 EACH JAIL SHALL EMPLOY A SUFFICIENT NUMBER OF JAIL PERSONNEL TO PROVIDE ADEQUATE INMATE SUPERVISION ON A 24 HOUR A DAY BASIS AND ANCILLARY SERVICES (I.E. TRANSPORTATION, COURT ESCORT, PROGRAMMING).
- 17.08 EACH JAIL SHALL ESTABLISH A SUFFICIENT NUMBER OF SECURITY POSTS BASED ON INMATE SECURITY CLASSIFICATIONS, FACILITY DESIGN AND INMATE SERVICES (E.G. VISITATION, PROGRAMMING, ETC.).
- 17.09 EACH JAIL SHALL EMPLOY A SUFFICIENT NUMBER OF FEMALE CORRECTIONS STAFF WHO ARE AVAILABLE TO PERFORM ALL RECEPTION/RELEASE PROCEDURES FOR FEMALE INMATES AND SHALL BE ON DUTY FOR THE DURATION OF THEIR CONFINEMENT.

STAFF TRAINING

- 18.01 EACH JAIL SHALL DEVELOP WRITTEN POLICIES AND PROCEDURES FOR THE TRAINING OF JAIL PERSONNEL.
- 18.02 ALL CORRECTIONS OFFICERS SHALL RECEIVE TRAINING IN CORRECTION WORK WHICH SHALL BE COMPLETED WITHIN THE PRESCRIBED TIME PERIOD COMMENCING WITH DATE OF EMPLOYMENT, INCLUDING:
- 18.02.01 READING AND UNDERSTANDING ALL RULES, REGULATIONS, POLICIES AND PROCEDURES GOVERNING THE OPERATION OF THE FACILITY (ONE WEEK).
- 18.02.02 FAMILIARIZATION WITH THE MINIMUM STANDARDS FOR JAILS AS ESTABLISHED BY THE BUREAU OF ADULT DETENTION FACILITIES AND SERVICES, AND THE RULES, REGULATIONS AND OTHER DIRECTIVES OF THE GOVERNING AUTHORITY (ONE MONTH).
- 18.02.03 LEGAL ASPECTS OF CORRECTIONS (ONE MONTH).
- 18.02.04 A COMPREHENSIVE OVERVIEW OF CORRECTIONS WORK AND PRACTICES (THREE MONTHS).
- 18.02.05 APPROPRIATE TRAINING IN SELF-DEFENSE AND RESTRAINING TECHNIQUES (THREE MONTHS).
- 18.02.06 AMERICAN RED CROSS OR EQUIVALENT TRAINING IN EMERGENCY FIRST-AID AND LIFE SAVING TECHNIQUES (SIX MONTHS).
- 18.02.07 AN INTRODUCTION TO BASIC BEHAVIOR PRINCIPLES AND TECHNIQUES FOR ESTABLISHING EFFECTIVE INTERPERSONAL RELATIONSHIPS (ONE YEAR).
- 18.03 STAFF ASSIGNED TO CORRECTIONS DUTIES ON A PART-TIME BASIS SHALL RECEIVE TRAINING AS OUTLINED IN 18.02.01, 18.02.02 AND 18.02.03 ABOVE.

- 18.04 A MINIMUM OF 80 HOURS ADVANCED TRAINING IN CORRECTIONS SHOULD BE PROVIDED ALL CORRECTIONAL STAFF WITHIN TWO YEARS FROM THE DATE OF EMPLOYMENT.
- 18.05 THERE SHOULD BE A DESIGNATED TRAINING OFFICER FOR ALL JAILS EMPLOYING TEN (10) OR MORE CORRECTIONAL OFFICERS.

CODE OF ETHICS FOR CORRECTIONS WORKERS

19.01 CORRECTIONAL FACILITY EMPLOYEES SHALL NOT:

- 19.01.01 EXCHANGE PERSONAL GIFTS OR FAVORS WITH INMATES, THEIR FAMILY OR FRIENDS.
- 19.01.02 ACCEPT ANY FORM OF BRIBE OR UNLAWFUL INDUCEMENT.
- 19.01.03 PERFORM DUTIES UNDER THE INFLUENCE OF INTOXICANTS OR CONSUME INTOXICANTS WHILE ON DUTY.
- 19.01.04 VIOLATE OR DISOBEY ESTABLISHED RULES, REGULATIONS, OR LAWFUL ORDERS FROM A SUPERIOR.
- 19.01.05 DISCRIMINATE AGAINST ANY INMATE ON THE BASIS OF RACE, RELIGION, CREED, GENDER, NATIONAL ORIGIN, OR OTHER INDIVIDUAL CHARACTERISTICS.
- 19.01.06 EMPLOY CORPORAL PUNISHMENT OR UNNECESSARY PHYSICAL FORCE.
- 19.01.07 SUBJECT INMATES TO ANY FORM OF UNWARRANTED PHYSICAL OR MENTAL ABUSE.
- 19.01.08 INTENTIONALLY Demean OR HUMILIATE INMATES.
- 19.01.09 BRING ANY TYPE OF WEAPON OR ITEM(S) DECLARED AS CONTRABAND INTO THE FACILITY WITHOUT PROPER AUTHORIZATION.
- 19.01.10 ENGAGE IN CRITICAL DISCUSSION OF STAFF MEMBERS OR INMATES IN THE PRESENCE OF INMATES.
- 19.01.11 DIVULGE CONFIDENTIAL INFORMATION WITHOUT PROPER AUTHORIZATION.
- 19.01.12 WITHHOLD INFORMATION WHICH, IN SO DOING, THREATENS THE SECURITY OF THE FACILITY, ITS STAFF, INMATES, VISITORS, OR THE COMMUNITY.
- 19.01.13 THROUGH NEGLIGENCE OR NEGLECT, ENDANGER THE WELL-BEING OF SELF OR OTHERS.

19.01.14 ENGAGE IN ANY FORM OF BUSINESS OR PROFITABLE ENTERPRISE WITH INMATES.

19.01.15 INQUIRE ABOUT, DISCLOSE, OR DISCUSS DETAILS OF AN INMATE'S CRIME(S) OTHER THAN AS MAY BE ABSOLUTELY NECESSARY IN PERFORMING OFFICIAL DUTIES.

19.02 CORRECTIONAL FACILITY EMPLOYEES SHALL:

19.02.01 COMPLY TO ALL ESTABLISHED RULES, REGULATIONS, AND LAWFUL ORDERS FROM SUPERIORS.

19.02.02 TREAT ALL INMATES IN A FAIR, IMPARTIAL MANNER.

APPENDIX

GLOSSARY OF TERMS

1. ADMINISTRATIVE SEGREGATION:

THE ACT OF PHYSICALLY SEPARATING AN INDIVIDUAL FROM THE OTHER INMATES FOR SPECIFIED REASONS OTHER THAN PUNISHMENT.

2. ATTORNEY (OF RECORD):

A LICENSED LAWYER (RETAINED OR COURT APPOINTED).

3. AVERAGE DAILY POPULATION:

THE NUMBER ARRIVED AT BY TOTALING THE NUMBER OF MEALS SERVED INMATES DURING A SPECIFIED PERIOD OF TIME, DIVIDED BY THREE AND THEN DIVIDED BY THE NUMBER OF DAYS DURING THAT SPECIFIED PERIOD. THIS FIGURE IS ALSO SOMETIMES DERIVED BY DIVIDING THE TOTAL NUMBER OF COMMITMENTS RECORDED IN THE JAIL LEDGER OR THE SUM OF DAILY OFFICIAL INMATE COUNTS (OFTEN THE MIDNIGHT COUNT IS USED) BY THE TOTAL NUMBER OF DAYS IN THE SPECIFIED PERIOD.

4. CENSORING OF MAIL:

WITHHOLDING OR DELETION OF POSTAL MATERIAL OR ANY PART OF ITS CONTENTS. OTHER FORMS OF MAIL CENSORSHIP INCLUDING READING WRITTEN MATERIAL, WHICH MAY ONLY BE DONE AS SET FORTH IN THE STANDARDS, AND INSPECTION OF MAIL FOR CONTRABAND ITEMS (LEGAL CORRESPONDENCE MAY ONLY BE INSPECTED AND OPENED IN THE PRESENCE OF THE INMATE SENDING OR RECEIVING THE MATERIAL).

5. CLASSIFICATION:

A SYSTEM OR PROCESS BY WHICH A CORRECTIONAL AGENCY, UNIT, OR COMPONENT DETERMINES DIFFERENTIAL CARE AND HANDLING OF PRISONERS. ELEMENTS OF THIS DETERMINATION INCLUDE THE FOLLOWING: QUARTERS ASSIGNMENT; CUSTODY STATUS; WORK/PROGRAM ASSIGNMENT(S); SPECIAL

TREATMENT SERVICES; ALLOWANCE OR DENIAL OF CERTAIN PRIVILEGES; AND, INVOLVEMENT IN OTHER PROGRAMS, SERVICES AND ASSIGNMENTS AS MAY BE AVAILABLE.

6. CONFINING AUTHORITY:

ANY FEDERAL, STATE, COUNTY OR MUNICIPAL GOVERNMENTAL, JUDICIAL OR LAW ENFORCEMENT AGENCY VESTED BY LAW WITH THE AUTHORITY TO PLACE A PERSON IN CONFINEMENT.

7. CONTRABAND:

ANYTHING POSSESSED BY PRISONERS OR WITHIN THE CONFINEMENT FACILITY WHICH IS DECLARED ILLEGAL BY LAW OR WHICH IS EXPRESSEDLY PROHIBITED BY THOSE LEGALLY CHARGED WITH THE RESPONSIBILITY FOR THE ADMINISTRATION AND GOVERNMENT OF THE JAIL.

8. CORPORAL PUNISHMENT:

THE ACT OF INFLECTING PUNISHMENT DIRECTLY ON THE BODY, SUCH AS: BEATING, FLOGGING, HITTING, KICKING, ETC.

9. DUE PROCESS:

A FLEXIBLE TERM FOR THE COMPLIANCE WITH THE FUNDAMENTAL RULES WHICH GUARANTEE THAT A PERSON HAS NOTICE AND AN OPPORTUNITY TO PRESENT EVIDENCE IN A DISPUTE AND THAT NO LAW, RULE OR PROCEDURE IS ARBITRARY OR UNFAIR.

10. DISCIPLINARY ISOLATION:

THE ACT OF PHYSICALLY SEPARATING AN INDIVIDUAL (PLACING IN A SEPARATE CELL) FROM THE GENERAL INMATE POPULATION AS A FORM OF SANCTION.

11. FAMILY:

THAT GROUP OF PEOPLE WHO ARE DIRECTLY RELATED BY ANCESTORY OR MARRIAGE.

12. "GOOD TIME":

A SYSTEM, ESTABLISHED BY LAW, WHEREBY A CONVICTED OFFENDER IS CREDITED A SET AMOUNT OF TIME OFF HIS SENTENCE FOR EACH DAY SERVED IN AN ACCEPTABLE MANNER.

13. INDIGENT INMATE:

A PRISONER CONFIRMED TO HAVE INSUFFICIENT RESOURCES NECESSARY TO PROVIDE FOR HIS BASIC NEEDS.

14. "KANGAROO COURT", "TANK JUDGE", ETC.:

UNAUTHORIZED INMATE TRIBUNAL USED TO PUNISH, PENALIZE, CONTROL OR REGULATE THE BEHAVIOR OF OTHER INMATES.

15. NEUTRAL OFFICER:

AN OFFICER WHO WAS NOT INVOLVED IN THE INCIDENT IN QUESTION, AND WHO WAS NOT A WITNESS THEREOF.

16. OFFICIAL COUNT:

AN ACTUAL COUNTING OF PRISONERS CONFINED IN A FACILITY FOR THE PURPOSE OF RECORDING AND VERIFYING EACH OF THEIR PRESENCE AT A GIVEN TIME.

17. PHYSICAL FORCE:

ANY USE OF FIREARMS, CHEMICAL AGENTS, CLUBS OR OTHER DEVICES IN CONTROLLING A PRISONER. ALSO, ANY SITUATION WHICH REQUIRES AN OFFICER TO "LAY HANDS" ON AN INMATE OR PHYSICAL FORCE USED WHICH SUBJECTS AN INMATE TO UNNECESSARY PAIN, DISCOMFORT OR PHYSICAL INCAPACITATION.

18. RECEPTION:

THE PERIOD DURING WHICH A PRISONER UNDERGOES ADMISSION PROCESSING, WHICH MAY INCLUDE ORIENTATION AND INITIAL CLASSIFICATION, PRIOR TO REGULAR ASSIGNMENT TO THE GENERAL JAIL POPULATION.

19. RECREATION/PHYSICAL EXERCISE:

RECREATION REFERS TO SUCH ACTIVITIES AS TELEVISION VIEWING, TABLE GAMES, CRAFTS AND OTHER SEDENTARY ENTERTAINMENT. PHYSICAL EXERCISE REFERS TO SUCH ACTIVITIES AS ATHLETICS AND CALLISTHENICS WHICH REQUIRE AT LEAST A MODERATE DEGREE OF PHYSICAL EXERTION.

20. RESTRAINING DEVICE:

ANY MECHANICAL CONTRIVANCE, APPLIANCE, OR OBJECT DESIGNED OR FASHIONED TO PHYSICALLY CONTROL OR INCAPACITATE A PERSON. THESE SHALL INCLUDE WRIST MANACLES, ANKLE MANACLES, "STRAIGHT JACKETS", RESTRAINING STRAPS, CHAINS, AND OTHER SUCH DEVICES.

21. SAFETY EQUIPMENT:

FIREFIGHTING EQUIPMENT, INCLUDING CHEMICAL EXTINGUISHERS; HOSES, NOZZLES AND WATER SUPPLIES; ALARM SYSTEMS; SPRINKLER SYSTEMS; EMERGENCY EXITS AND FIRE-ESCAPES; AND, OTHER FIREFIGHTING EQUIPMENT AS MAY BE PROVIDED. ALSO, STRETCHERS; FIRST-AID KITS; EMERGENCY ALARMS AND OTHER SUCH PROVISIONS AND EQUIPMENT.

22. SANITIZED MATTRESS:

A MATTRESS WHICH HAS BEEN SANITIZED, WHICH HAS BEEN THOROUGHLY CLEANED AND AIRED IN DIRECT SUNLIGHT, OR CLEANED BY OTHER PROCEDURES APPROVED BY THE LOCAL HEALTH DEPARTMENT.

23. SECURITY DEVICES:

LOCKS, GATES, DOORS, WINDOWS, BARS, FENCES, SCREENS, CEILINGS, FLOORS, WALLS, AND BARRIERS USED TO CONFINE AND CONTROL PRISONERS. ALSO, ELECTRONIC MONITORING EQUIPMENT, SECURITY ALARM SYSTEMS, SECURITY LIGHT UNITS, AUXILIARY POWER SUPPLY, AND OTHER EQUIPMENT USED TO MAINTAIN JAIL SECURITY.

24. SECURITY PERIMETER:

THE OUTER PORTIONS OF THE FACILITY WHICH ACTUALLY PROVIDE FOR THE SECURE CONFINEMENT OF PRISONERS. THIS PERIMETER MAY VARY FOR INDIVIDUAL PRISONERS, DEPENDING UPON THEIR SECURITY STATUS CLASSIFICATION.

25. SECURITY SPOTCHECK:

UNSCHEDULED SEARCH AND EXAMINATION FOR WEAPONS, CONTRABAND, AND OTHER SECURITY IRREGULARITIES.

26. SEPARATION OF (SEGREGATION OF):

WHENEVER POSSIBLE, TO BE PHYSICALLY SET APART, IN ORDER TO PROHIBIT BODILY CONTACT AND, WHERE POSSIBLE, COMMUNICATION.

27. SPECIAL PRISONERS:

PRISONERS WHO REQUIRE DIFFERENTIAL CARE AND HANDLING DUE TO PROBLEMS SUCH AS DRUG/ALCOHOL INTOXICATION; MENTAL DISORDERS; PHYSICAL ILLNESS OR INJURY; VIOLENT BEHAVIOR; NATURE OF CHARGES; SERIOUS PHYSICAL HANDICAPS; AGE; SEXUAL BEHAVIOR PROBLEMS; ESCAPE RISK; SELF-DESTRUCTIVE TENDENCIES; CHRONIC AND/OR SERIOUS DISCIPLINARY PROBLEMS; AND, OTHER PROBLEMS WHICH INTERFERE WITH A SATISFACTORY ADJUSTMENT UNDER ROUTINE CARE AND HANDLING.

28. STATUTORY VIOLATION:

A VIOLATION OF ANY FEDERAL, STATE OR MUNICIPAL STATUTE OR LAW; AN ACT WHICH IS CONSIDERED A CRIME.

29. STRIP SEARCH:

A SEARCH OF A PRISONER'S NAKED BODY, INCLUDING ALL BODY CAVITIES, FOR WEAPONS, CONTRABAND AND PHYSICAL ABNORMALITIES. ALSO, A THOROUGH SEARCH OF ALL THE PRISONER'S CLOTHING WHILE THEY ARE NOT BEING WORN BY THE PRISONER.

30. WORK RELEASE:

A FORMAL ARRANGEMENT, SANCTIONED BY LAW, WHEREBY A PRISONER IS PERMITTED TO LEAVE CONFINEMENT FOR APPROVED EMPLOYMENT IN A JOB AND/OR PARTICIPATION IN SPECIFIC PROGRAMS.

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