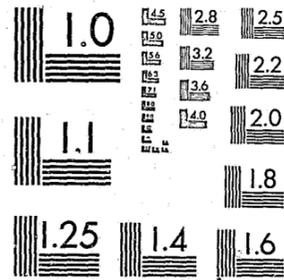


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

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

1/28/83

Col
Commonwealth of Virginia

**MINIMUM STANDARDS
FOR
LOCAL JAILS & LOCKUPS**

85415

VIRGINIA BOARD OF CORRECTIONS
Adopted: March 24, 1980 (as amended May 13, 1980)

TABLE OF CONTENTS

	<u>Page</u>
Foreword	i
Organization and Authority	1
 <u>1.00 ADMINISTRATION AND MANAGEMENT</u>	
Administration and Management	5
Citizen Involvement and Volunteer Services	7
Fiscal Management	8
Management Information System and Inmate Records	9
 <u>2.00 RECEPTION AND REVIEW</u>	
Classification	11
Reception and Orientation	13
 <u>3.00 INMATE SERVICES AND PROGRAMS</u>	
Diversions from the Jail	14
Educational and Vocational Training	15
Inmate Work Programs	15
Library Services	16
Recreation Activities	16
Religious Services	16
Social and Volunteer Services	17
 <u>4.00 CUSTODY AND SUPERVISION</u>	
Inmate Rules and Discipline	18
Security and Control	20
Special Management	24

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Virginia Department of
Corrections

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

TABLE OF CONTENTS (cont'd)

	<u>Page</u>
 <u>5.00 FACILITY DESIGN AND OPERATIONS</u>	
Food Services	26
Inmate Money and Property Control	28
Mail, Visiting, and Telephone	29
Medical and Health Care Services	31
Safety, Sanitation and Hygiene	33
Physical Plant	36
Capital Construction	39
 <u>6.00 JAILING OF JUVENILES</u>	
	40
 <u>7.00 MINIMUM STANDARDS FOR LOCK-UPS</u>	
	41
 Glossary	

JAIL STANDARDS TASK FORCE
Ad Hoc Steering Committee

Judge D. W. Murphey Chairman
Twelfth Judicial Circuit, Chesterfield

Bobbie L. Huskey Coordinator
Standards Coordinator, Department of Corrections

Charles Bledsoe
Director, Project AID - SIR, Inc.

Lewis W. Hurst, Executive Director
Virginia State Crime Commission

James Bryan
Director of Chaplains, Good New Mission

Charles Leavitt, Sheriff
City of Norfolk

Mahlon Bryant, Sheriff
Amherst County

Dwane H. Miller
Attorney

William Bryant, Manager
Department of Corrections

Robert L. Mordhorst, Executive Director
Offender Aid & Restoration of Richmond

Judge R. Baird Cabell
Juvenile & Domestic Relations
District Court, Franklin

Dorothy S. McDiarmid, Delegate
House of Representatives

Luther Cox, Sheriff
Fauquier County

Judge D. F. O'Flaherty
Eighteenth Judicial District, Alexandria

Doris R. DeHart, Chairman
Board of Corrections

E. Merlin O'Neill, Chairman
Chesterfield Board of Supervisors

Andre Evans, Chairman
Commonwealth's Attorneys
Service & Training Council

Julian U. Pugh, Chief
Jails Training Section
Department of Corrections

C. D. Grant, Chief
Norfolk Department of Police

Alvin L. Rodgers, Magistrate
City of Virginia Beach

Jack W. Gravely, Executive Secretary
N. A. A. C. P.

William G. Sewell, Jr.
Youth & Adult Corrections Coordinator
Division of Justice & Crime Prevention

George Greene, Manager
Department of Corrections

Robert H. Sutton, Manager
Department of Corrections

Harry L. Greene, Manager
North American Van Lines

R. Brooks Traweek
Director of Licensure
Department of Mental Health
and Mental Retardation

Harry B. Hartman, Jr., Sheriff
City of Petersburg

Carl H. Wells, Sheriff
Bedford County

Marshall E. Honaker, Sheriff
Bristol City

Emmett L. Wingo, Sheriff
Chesterfield County

Guy Horsley, Jr.
Assistant Attorney General

Andrew J. Winston, Sheriff
Richmond City

ACKNOWLEDGEMENTS

The time and effort spent on this project by the persons on this Task Force was commendable, especially due to the responsible positions which they hold. Special credit is extended to Judge D. W. Murphey, Chairman, for his ability and his sense of humor in facilitating such a large and heterogeneous group.

The Jail Standards Task Force was made possible by funding from the National Institute of Corrections, to the Virginia Department of Corrections. Bobbie L. Huskey served as the coordinator of the grant, # BB - 1 (April 1, 1979 - March, 1980).

FOREWORD

There has been an increased emphasis within the field of criminal justice in the development of comprehensive standards for local jails. Over twelve professional associations throughout the United States have developed standards generating from case law (National Sheriffs' Association, American Medical Association, American Bar Association, Commission on Accreditation--just to name a few).

In some instances, these standards have gone beyond minimum requirements for constitutional guarantees, life preservation, and for the effective operation of a facility. The Virginia State Board of Corrections felt that before the courts mandated these standards within Virginia, it would develop its own standards which address the unique needs within their State.

On October 10, 1978, the Virginia State Board of Corrections charged the Virginia Department of Corrections with the responsibility of coordinating the development of minimum standards for jails in the Commonwealth. The Board had promulgated standards for construction and the jailing of juveniles, but had no comprehensive standards regarding services and management practices.

It was the desire of the Board to gain maximum input from key persons both within and outside of the criminal justice system. The Department of Corrections was asked to formulate an ad hoc Task Force comprised of persons who have day-to-day contact in jail operations as well as persons responsible for the implementation of the standards.

The Virginia State Sheriffs' Association had representation on the Task Force. The President of the Virginia Sheriffs' Association selected two representatives each from a small, medium, and large jail--six representatives in all. Each sheriff served as a key member of the respective subcommittees and of the Task Force.

Seven subcommittees were developed from the Task Force on the following areas: Administration and Management, Facility Design and Operations, Reception and Review, Inmate Services and Programs, Custody and Supervision, Inmate Rights, and Standards for Lock-ups. Each Task Force member chose the area in which he/she was most interested. Prior to each meeting of the entire Task Force, each subcommittee met to develop its own standards, conduct on-site visits to local jails, and prepare its draft for presentation to the Task Force.

There were five meetings of the entire Task Force at strategic locations throughout the state. On-site visits to local facilities were conducted in conjunction with each meeting of the Task Force. Some of these facilities were:

Henrico County
Chesterfield County
Richmond City
Floyd County
Carroll County
Chesapeake
Virginia Beach
Newport News

In addition, regional persons were invited to attend the Task Force meeting when it was in their region.

The Jails Standards Task Force was very well publicized. Announcements were made via a special "Communique" and within various association newsletters. The following key persons were notified: all Sheriffs in Virginia, Chiefs of Police, Commonwealth Attorneys, Magistrates, Local Governments, District/Circuit Court Clerks, and District/Circuit Court Judges.

The Task Force ranked each standard in order of importance. Standards ranked as Mandatory deal with 1. Constitutional guarantees and 2. Current mandates by the courts and statutory law.

Essential standards are those which are necessary for the humane, safe, effective and efficient operation of a facility.

Important standards are those which are not mandated but are important for the operation of an effective and efficient facility.

There are certain advantages to a jail if it can demonstrate that it can comply with the major percentage of the above standards. Some of these advantages are: 1. A facility which has passed certification has met a constitutional, humane, and effective level of inmate care. 2. The likelihood of court intervention in the operation of a local facility is reduced. 3. A facility can be in a better position to move toward state and national recognition as an exemplary facility. 4. The likelihood of intervention by the Board of Corrections is reduced.

There are few distinctions made within the standards regarding the size of a facility. The position taken by the Task Force was that the same rights should be afforded to all inmates regardless of whether they are detained in a small, medium or large facility.

The following document is intended to replace "Rules and Regulations for Local Jails and Lock-ups," and "Standards For The Jailing of Juveniles" at the time of promulgation. The Section on Organization and Authority sets forth the responsibilities of the Board of Corrections and of the Department of Corrections. The numbered sections that follow are the responsibility of the local officials by whom they will be implemented.

ORGANIZATION AND AUTHORITY

ORGANIZATION

BOARD OF CORRECTIONS

The Board of Corrections consists of nine members appointed by the Governor, subject to confirmation by the General Assembly. Members are selected so that the Board will have the qualifications and experience necessary to consider and act upon the various problems that come before it. (§53-19.23 of the Code of Virginia) The Board acts in an advisory capacity to the Director of the Department of Corrections, and when so requested, confers with him and advises him upon such matters as may arise in the performance of his duties. When requested by the Director, or by the Governor, the Board investigates such questions and considers such problems as it, or any member may submit, and then reports its findings and conclusions. The Board may also initiate investigations and consider problems and make recommendations to the Director or to the Governor, on its own motion. (§53-19.33 of the Code of Virginia)

The Board makes such rules and regulations as are necessary to carry out the purpose and intent of the laws of the Commonwealth of Virginia relating to prisons and other means of corrections. (§53-19.34 of the Code of Virginia) The Board of Corrections is authorized and directed by state law to prescribe minimum standards for the construction and equipment of local jails, jail farms and lock-ups, and to prescribe minimum requirements for the feeding, clothing, medical attention, attendance, care, segregation and treatment of all prisoners confined in such local penal institutions. (§53-133 of the Code of Virginia) It establishes minimum entrance and performance standards for personnel employed by the Department of Corrections, as well as personnel employed by local jails, jail farms and lock-ups, and makes necessary rules and regulations to maintain such standards. (§53-19.35)

In the exercise and performance of its functions, duties and powers, the Board is authorized to hold and conduct hearings, issue subpoenas requiring the attendance of witnesses and the production of records, memoranda, papers and other documents, and to administer oaths and to take testimony thereunder. (§53-19.36 of the Code of Virginia)

AUTHORITY

POLICIES, PROCEDURES AND ENFORCEMENT

The State Board of Corrections will establish written policies and procedures which govern the processes of correcting facility deficiencies. When the facility administrator does not take the necessary measures to bring the facility up to the minimum standards established, the State Board of Corrections will initiate such action as is necessary to enforce compliance with its standards. This action will include, as necessary, the following: (§53-134)

1. The prohibition, by its order, of the confinement of prisoners in the penal institution.
 - (a) Designation of some institution or place of detention in which shall be confined all persons who otherwise would have been confined in the institution that was ordered closed by the Board.
 - (b) The copies of such order shall be sent to the sheriff, the facility administrator, and to the governing body, as well as to the judge of the Circuit Court.

2. If any sheriff, through his default or neglect fails to comply with the requirements of the State Board of Corrections in the operation and management of any facility under his control or management, the Board shall file a complaint with the judge of the Circuit Court, giving 10 days notice to the sheriff that on a date fixed in the notice, a hearing will be had. If, after hearing the evidence, the Court is of the opinion that the complaint is justified, it can enter an order directing the State Compensation Board to withhold approval of the payment of any further salary to such sheriff, until there has been compliance with the requirement of the the Board of Corrections. If the Court is of the opinion that the charges are unfounded, the complaint can be dismissed.

SOURCE: §53.134 and §53.173 of the Code of Virginia.

COMMENT:

The Virginia Sheriffs' Association shall be called upon for assistance in the implementation of this standard. This organization can be asked for advice and assistance in inspections, training, and consultation with administrators of facilities that do not meet standards.

Policies and procedures must be established that mandate the length of time a facility has in which to correct its deficiencies and the steps to follow prior to the Board's making its recommendation to close the facility. These policies and procedures must be reasonable. The local governing body as well as the local judiciary should be involved in developing such policies.

MINIMUM STANDARDS - ESTABLISHMENT AND MAINTENANCE

The Board of Corrections will prescribe minimum standards for:

1. The construction and equipment of local jails, farms and lock-ups.
2. The treatment of all prisoners, including but not limited to the following:
 - (a) Feeding,
 - (b) Clothing,
 - (c) Medical attention,
 - (d) Attendance,
 - (e) Care, and
 - (f) Segregation,

and will have the authority to require facility administrators to take the necessary measures to bring the facility up to standards.

The Board of Corrections will establish a method and schedule for compliance with the standards. In order to be approved for certification with the standards, the Board will adopt the following schedule:

<u>Year</u>	<u>Percentage of Compliance</u>	<u>Type of Standards</u>
July 1981	100%	Mandatory
	60%	Essential
	50%	Important
1982	100%	Mandatory
	65%	Essential
	55%	Important
1983	100%	Mandatory
	70%	Essential
	60%	Important
1984	100%	Mandatory
	75%	Essential
	65%	Important
1985	100%	Mandatory
	80%	Essential
	70%	Important
1986	100%	Mandatory
	85%	Essential
	75%	Important
1987	100%	Mandatory
	90%	Essential
	80%	Important

SOURCE: §53-133 of the Code of Virginia; 16.1 of the Code of Virginia.

COMMENT:

Periodic evaluations will be essential to ensure compliance with the standards, both as to administration, as well as personnel, and the facility and its equipment. Although the facility will perform its own auditing, there still exists a need for the parent agency to conduct its own audit.

For two years facilities may be allowed to function with a provisional status by the Board of Corrections. Provisional status puts the facility on notice that with its deficiencies, the facility cannot be certified in full compliance.

DEPARTMENT OF CORRECTIONS

Supervision and administration of the Department of Corrections is the responsibility of the Director of the Department of Corrections who is appointed by the Governor, subject to the confirmation by the General Assembly.

The Department of Corrections, as the designee of the Board of Corrections, will have the responsibility to inspect and certify each local detention facility periodically to determine the adequacy of the conditions of confinement and the treatment of inmates and to determine whether such facilities comply with the standards established by the Board of Corrections.

GENERAL PROVISIONS

If any article, section, subsection, sentence, clause or phase of these standards is for any reason held to be unconstitutional or contrary to statute such decision shall not affect the validity of the remaining portion of the standards.

The Board of Corrections, may grant a variance from any standards contained herein for good and sufficient reasons. Such a variance shall be granted only upon the written applications and documentation thereof.

In the event of major emergency which directly threatens the safety of a facility, its inmates, staff or the public at large, an administrator may temporarily suspend compliance with those standards which might interfere with correcting such emergencies. In the event an administrator suspends any standards, such action shall be reported to the Department immediately or in no event later than the beginning of the next work day. Further, such suspension shall not exceed three days unless otherwise authorized by the Board of Corrections. In every such instance where a suspension occurs, the administrator shall notify the Board of Corrections in writing within seven working days.

ADMINISTRATION AND MANAGEMENT

ADMINISTRATION AND MANAGEMENT

- 1.01 Written procedures should describe the facility's philosophy, goals, and objectives. (Essential)
- 1.02 Goals and objectives shall be in compliance with the standards, policies, and procedures approved by the State Board of Corrections. (Mandatory)
- 1.03 Policies and procedures should be written and made available to all employees. (Essential)
- 1.04 Written policy shall provide that each institution is headed by a single chief executive officer to whom all employees and functional units are responsible. (Mandatory)
- 1.05 A written status report on the availability of services and programs to inmates in a facility should be provided at least annually to the sentencing courts and to relevant community agencies. This report should be updated annually. (Essential)
- 1.06 Procedures should be developed which provide for evaluation of facility operations. (Essential)

CITIZEN INVOLVEMENT AND VOLUNTEER SERVICES

- 1.07 Written policy should state systematic mechanisms whereby approved citizen involvement and volunteer services can be secured for the benefit of the facility. (Important)
- 1.08 Where volunteers provide direct services to inmates in the facility, there should be a written procedure for the recruitment, screening to include fingerprinting and record check, selection, training, and supervision of volunteers. (Essential)
- 1.09 The volunteer program should be coordinated and administered in accordance with written procedures. Each volunteer shall sign a statement agreeing to abide by all facility rules and regulations. (Essential)

FISCAL MANAGEMENT

- 1.10 Budget requests shall comply with the policies, procedures, and instructions of the Department of Corrections. (Mandatory)
- 1.11 The budget should be prepared in cooperation with local county/city administrators. (Essential)
- 1.12 The administrator shall participate in the budget review process conducted by the Department of Corrections. (Mandatory)
- 1.13 Written policy should be established which outlines an expenditure control system. (Essential)
- 1.14 Expenditure reports shall be prepared promptly and sent to the local governing body for approval and submission to the Department of Corrections. (Mandatory)

MANAGEMENT INFORMATION SYSTEM AND INMATE RECORDS

- 1.16 Written policies and procedures governing the release of information shall be developed in accordance with the "Rules and Regulations" promulgated by the Criminal Justice Services Commission and the Virginia Plan for the Privacy and Security of Criminal History Record Information. (Mandatory)
- 1.17 Policies for collecting, recording, organizing, processing, and reporting data should be developed for management information purposes. (Essential).
- 1.18 An inmate's records shall be safeguarded from unauthorized and improper disclosure. (Mandatory)
- 1.19 The written policy and procedure should ensure that inmate records are current and accurate and that an internal audit system is developed and implemented. (Essential)
- 1.20 Inmates shall be allowed access to their CCRE files and records provided it is the responsibility of the administration to maintain such records. (Mandatory)
- 1.21 Personal records shall be maintained on all inmates committed or assigned to the facility. These records shall contain, but not be limited to, the: 1) inmate data form, 2) commitment papers and court order, 3) records developed as a result of classification, 4) all medical orders issued by the facility's physician, 5) all disciplinary actions or unusual incidents, 6) work record and program involvement, 7) copies of inmate's property expenditure records and receipts. (Mandatory)
- 1.22 Each facility shall maintain a daily record that records, at a minimum, the following information:
1. inmate count
 2. entries and releases of inmates
 3. entries and exits of physicians, attorneys, ministers, and other non-facility personnel
 4. any unusual incidents such as those that result in physical harm to, or threaten the safety of, any person, or the security of the facility.
 5. Accurate and current information on the movement of all inmates. (Mandatory)

- 1.23 All required records and reports shall be submitted to the Department of Corrections and (other criminal justice services) in a timely manner. (Mandatory)
- 1.24 A written grievance procedure should be developed and made available to all inmates with the following elements: 1). grievance must be responded to within prescribed reasonable time limits; 2). written responses, including the reason for the decision must be made to all grievances; 3). neutral and detached review of grievances should be available; 4). all inmates must have access to the procedures, with guarantees against reprisal. (Essential)

RECEPTION AND REVIEW

CLASSIFICATION

- 2.01 Each facility should develop written policies and procedures which will ensure the classification of inmates in terms of level of custody required, housing assignment and participation in correctional programs. (Essential)
- 2.02 Each facility should develop a written plan for inmate classification which specifies criteria and procedures for determining and changing status of an inmate, including custody, transfer, and major program changes. Such plan shall be reviewed at least annually for updating purposes. (Essential)
- 2.03 Each facility shall ensure the classification of pre-trial from post-trial inmates, including males, females and juveniles. (Mandatory)
- 2.04 Those facilities which, on occasion, house juveniles shall be certified by the Department of Corrections. The Certification Unit of the Department shall perform this function and the Director of the Department shall confirm such approval in writing to the responsible administrator. (Mandatory)
- 2.05 Each facility which hold both males and females shall provide separate living quarters for each, although they may be housed in the same structure. (Mandatory)
- 2.06 Each facility should develop written policies and procedures specifying an appeals process for classification decisions. (Important)

- 2.07 Each facility shall develop written policies and procedures prohibiting the segregation of inmates by race, color, creed or national origin. (Mandatory)
- 2.08 Each facility shall provide male and female inmates with equal access to all programs and activities through separate scheduling or the utilization of combined programs under supervision. (Mandatory)

RECEPTION AND ORIENTATION

- 2.09 Each facility should develop and implement written procedures for admitting new inmates into a detention facility to include, but not be limited to: Verification of commitment papers; Complete search of the individual; Disposition of clothing and personal possessions; Medical screening; Telephone calls by inmates; Shower, Issue of clean clothing; Photographing and fingerprinting, and making proper notations of abnormal behavior, unusual cuts, scars, abrasions, contusions and identifying marks; Interview for obtaining identifying data; Screening interview by a person trained in interviewing techniques; Orientation; Issue of personal hygiene items; classification for assignment to a housing unit; and assignment to a housing unit. (Essential)
- 2.10 Each facility shall develop and implement written policy and procedures requiring that all newly admitted inmates and their clothing are thoroughly searched. No person in custodial arrest for a traffic infraction, Class 3 or Class 4 misdemeanor, or a violation of a city, county, or town ordinance, which is punishable by no more than thirty days in jail shall be strip searched unless there is reasonable cause to believe on the part of a law-enforcement officer authorizing the search that the individual is concealing a weapon. (Mandatory)
- 2.11 Each inmate shall be searched for weapons and contraband on initial admission to the jail population. Any strip-search should be conducted: in private and in a manner that preserves the dignity of the inmate, by a staff member of the same sex in an area completely free from members of the opposite sex, and under sanitary conditions. Body cavity searches may be conducted where there is reasonable suspicion that the inmate is carrying contraband in such cavity. Such body cavity searches shall be done by medically-trained personnel in a private location. (Mandatory)
- 2.12 Each facility should develop and implement written policy and procedures specifying that newly admitted inmates who are physically capable are permitted to complete at least two local or collect long-distance telephone calls during the admissions process. (Essential)
- 2.13 Each facility should develop and implement written policy and procedure which requires that, prior to an inmate's release, positive identification is made of the releasee, authority for release verified and a check for holds in other jurisdictions completed. (Essential)

INMATE SERVICES & PROGRAMS

INMATE SERVICES AND PROGRAMS

- 3.01 The facility administrator shall develop a written plan to provide inmates with an array of programs that include, at a minimum social services, religious services recreation, leisure-time, vocational counseling, education courses, and volunteer services; and shall request the funding agencies to assist in the implementation thereof. (Essential)
- 3.02 In providing inmate services and programs, reasonable consideration should be given to the utilization of existing community services, public and private. (Essential)

DIVERSION FROM THE JAIL

- 3.03 When a pre-trial intervention program, diversion program or parole program involves the local detention facility, reasonable access and other kinds of support for the success of such programs should be provided. (Essential)

EDUCATIONAL AND VOCATIONAL TRAINING

- 3.04 All jails should make available educational and vocational programs for inmates who wish to take part in them. Both pre-release and work release programs should be encouraged. Local community services should be utilized primarily for this purpose. (Essential)
- 3.05 All facility administrators shall cooperate with local authorities to make available special education services. (Mandatory)

INMATE WORK PROGRAMS

- 3.06 Useful work opportunities should be provided within and around the facility for eligible inmates. (Essential)
- 3.07 The facility should maintain written criteria for eligibility for work assignments and shall maintain a written work assignment plan that takes into account facility security, the inmates' needs and abilities and the number of available work opportunities. (Essential)
- 3.08 When a local work or education release program is developed, adequate staff should administer these programs. Written policies and procedures should be developed to administer such programs. (Essential)
- 3.09 An accounting procedure for reporting work release earnings and allocations should be maintained whenever earnings are paid to the facility administrator or his designee. (Essential)
- 3.10 Work releasees should be physically separated from other inmates in the facility whenever possible. (Essential)

LIBRARY SERVICES

- 3.11 The facility administrator shall develop and implement a library service program. Such services should be established in conjunction with local libraries. The scope of such services shall be determined by the facility administrator and made available to all inmates. (Essential)
- 3.12 Library materials should be provided which shall include up-to-date informational, recreational, and educational resources appropriate to the interests of inmates. (Essential)
- 3.13 Materials available in the local public library should be permitted in the jail library unless the material poses a threat to security. (Essential)

RECREATION ACTIVITIES

- 3.14 The facility shall provide access to recreational programs and space to allow inmates regular physical exercise under such rules and regulations as are necessary to protect facility security and inmate welfare. (Mandatory)

RELIGIOUS SERVICES

- 3.15 Inmates shall be allowed to participate voluntarily in available religious services or counseling of their choice during scheduled hours within the facility. (Mandatory)
- 3.16 Inmates whose faith stipulates specific requirements shall be afforded them when consistent with health and security considerations. (Mandatory)

SOCIAL AND VOLUNTEER SERVICES

- 3.17 The facility should secure and support social service and volunteer programs from the community. These programs should be administered by personnel qualified and trained in the social and behavioral sciences and counseling should be provided by qualified counselors. (Essential)
- 3.18 The facility staff should be familiar with available social service and volunteer programs to expedite appropriate referrals. (Essential)

CUSTODY AND SUPERVISION

INMATE RULES AND DISCIPLINE

- 4.01 Each facility shall develop written rules for inmate conduct. Also, the facility shall develop, in writing, a set of policies and procedures governing violations of the rules of inmate conduct and a copy of same is to be issued to all inmates. (Mandatory)
- 4.02 The facility shall develop written policies and procedures which govern the reporting of disciplinary infractions of inmates. (Mandatory)
- 4.03 The facility shall develop, in written form, the policy, procedures, and provisions, for a pre-hearing detention of inmates who are charged with rule violations. (Mandatory)
- 4.04 The facility shall develop, in writing, the policy and procedures which will provide an inmate, faced with a disciplinary hearing, an impartial hearing. This impartial hearing may be conducted by an impartial hearing officer, or a board, or a panel of hearing officers. (Mandatory)
- 4.05 The facility shall give written notice to the inmate of the alleged violation or violations no less than 24 hours prior to appearing before the disciplinary board, officer, or panel. (Mandatory)
- 4.06 The facility shall develop written policy and procedures which will grant the right, and describe the process in which an inmate or inmates are afforded the opportunity to appeal the decision of the hearing officer, the panel, or board, rendering the contested decision. (Mandatory)
- 4.07 Disciplinary rules shall distinguish between major violations and minor violations. Major violations are those for which an inmate may be punished either by being placed in isolation or by losing statutory good time, while minor violations are punishable by less severe sanctions (such as by reprimand, extra duty, loss of commissary privileges, etc). (Mandatory)

4.08 The procedures for handling minor violations shall provide, at a minimum, the following:

- (a) the accused inmate shall have an opportunity to explain or deny the charge;
- (b) the accused inmate shall have an opportunity to appeal any finding of guilty to the facility administrator. (Mandatory)

4.09 The procedures for handling major violations shall provide, at a minimum, the following:

- (a) the inmate is given written notice of the charge and the factual basis for it at least twenty-four (24) hours prior to the hearing of the charge;
- (b) the charge is heard in the inmate's presence by an impartial officer or committee;
- (c) the inmate is given an opportunity to have the assistance of a staff member or fellow inmate in defending the charge;
- (d) witness statements and documentary evidence will be permitted in his defense;
- (e) the inmate is permitted to appeal any finding of guilt to the facility administrator. (Mandatory)

SECURITY AND CONTROL

- 4.10 The facility should develop a manual of policies and procedures for security and control. The manual should clearly define and detail the instructions which will implement these procedures. (Essential)
- 4.11 The facility should maintain a control center to ensure order and security. (Essential)
- 4.12 The facility's outside recreation area shall be secure so that inmates shall not have physical access to the general public without authorization. (Mandatory)
- 4.13 The facility should develop written policy and procedures which 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, or in emergencies. (Essential)
- 4.14 Written policy and procedures should provide that, with exception of emergencies, personnel who carry firearms are assigned only to positions that are inaccessible to inmates. (Essential)
- 4.15 The facility should develop written policy and procedures which specify the conditions under which an officer can enter a maximum security cell or cell block. (Essential)
- 4.16 The facility should provide a communications system from the control center area to inmate living area(s) to facilitate staff supervision. (Important)
- 4.17 The facility should have an emergency alarm system which is linked to the control area or center. Signal devices should be located throughout the facility. (Important)
- 4.18 The facility should develop written policy and procedures to count inmates accurately and systematically, including strict accountability for those assigned to

work release and other temporary release programs.
(Important)

- 4.19 The facility should develop written policy and procedures which specify that, at least weekly, a careful examination be made of all security devices, and that maintenance be routinely performed to ensure their proper operation. (Essential)
- 4.20 The facility should develop written policy and procedures for conducting searches of the facility and of the inmates assigned or otherwise lodged in the facility, including, but not limited to the following:
- (a) unannounced and irregularly timed searches of cells, inmates and inmate work areas;
 - (b) frequent search and careful supervision of inmate trustees;
 - (c) inspection of all vehicular traffic and supplies coming into or leaving the institution;
 - (d) use of metal detectors at compound gates and entrances into cell blocks; and
 - (e) complete search and inspection of each cell prior to occupancy by a new inmate. (Essential)
- 4.21 The facility should post the policy regarding searches for the control of contraband or otherwise make it available to staff and inmates. Further, the policy should be reviewed at least annually and updated as needed. (Essential)
- 4.22 The facility should develop written policy and procedures which govern the availability, control and use of firearms, ammunition, chemical agents, and related security devices; and ensure that sufficient security equipment is available to meet the facility's needs. (Essential)
- 4.23 The facility should provide adequate storage for firearms, chemical agents, and related security equipment. This area should be secure but readily accessible to authorized personnel. (Essential)

- 4.24 The facility should develop written policy and procedures that require personnel who discharge firearms or use chemical agents submit written reports to the administrator or designated subordinate no later than the conclusion of the shift during which same are discharged or used. (Essential)
- 4.25 The facility should develop written policy and procedures for the control and use of facility keys. (Essential)
- 4.26 The facility should develop written policy and procedures that governs the control and use of tools and culinary equipment. (Important)
- 4.27 The facility should develop written policy and procedures that specify the control, storage, and use of all flammable, toxic, and caustic materials in accord with State and local requirements. (Mandatory)
- 4.28 The facility should develop written policy and procedures which clearly describe every custodial position in the facility and make copies available to all employees. (Essential)
- 4.29 The facility should develop written policy and procedures for dealing with escapes and attempted escapes. These policies and procedures should be reviewed at least annually and updated as necessary. (Essential)
- 4.30 The facility should develop policy and procedures which will govern the use of security space in the event of a group arrest that exceeds the maximum capacity of the facility. (Essential)
- 4.31 The facility shall develop policy and procedures to be followed in emergency situations, e.g., fire, disturbance, taking of hostages; these will be made available to all personnel and shall be reviewed and updated annually. (Mandatory)
- 4.32 The facility policy and procedures should specify in writing where there is a special unit of personnel to assist in the event of an emergency. (Important)

- 4.33 The facility should develop a written plan that provides for continuing operation in the event of a work stoppage or other job action. (Essential)
- 4.34 The facility should provide an alternative plan in writing to enable it to maintain essential lights and communications in an emergency situation. (Essential)
- 4.35 The facility should develop written policy and procedures which specify and restrict the use of physical force which is necessary for instances of self-protection, protection of others, protection of property and prevention of escapes. Such physical force shall be restricted to that necessary only to overcome such force as being exerted. A written report should be prepared following all uses of force and should be submitted to the administrator for review and justification. (Essential)
- 4.36 The facility should develop policy and procedures to govern the use of restraint equipment. (Essential)

SPECIAL MANAGEMENT

- 4.37 The facility should develop written policy and procedures for disciplinary detention of inmates who require temporary separation from the rest of the inmate population. (Essential)
- 4.38 Each facility should develop and implement written policy and procedures to provide for administrative segregation of inmates who pose a security threat to the facility or other inmates and for inmates requiring protective custody. (Mandatory)
- 4.39 Each facility should develop and implement policies and procedures to ensure that, inmate behavior permitting, the disciplinary detention and administrative segregation units provide physical living conditions that approximate those offered the general inmate population. (Essential)
- 4.40 Each facility should develop and implement written policy and procedure to ensure that an inmate suspected of being mentally ill is placed in segregated housing. A facility should immediately notify the court of jurisdiction. (Essential)
- 4.41 Each facility should develop and implement written policy and procedures to ensure that staff members in disciplinary detention and administrative segregation units maintain a permanent log. (Essential)
- 4.42 Each facility should develop and implement written policy and procedures requiring that an assessment including a personal interview and medical evaluation, are conducted when an inmate remains in administrative segregation or disciplinary detention beyond 15 days and every 15 days thereafter. (Essential)
- 4.43 Each facility shall provide for around-the-clock supervision of inmates by trained personnel. (Mandatory)

- 4.44 Supervisory staff should inspect the institution daily. Unusual findings should be indicated in writing and submitted to an administrative official for review. (Essential)
- 4.45 The facility should developed written policies and procedures that regulate the movement of inmates within the facility. (Essential)
- 4.46 Written policy should be developed that prohibits inmates from supervising, controlling, or exerting any authority over other inmates. (Essential)

FACILITY DESIGN AND OPERATIONS

FACILITY DESIGN AND OPERATIONS

FOOD SERVICES

- 5.01 Written policy and procedures should assure a food service program that meets the dietary allowances as stated in the "Recommended Dietary Allowances, National Academy of Sciences" on file with the Department of Corrections. (Essential)
- 5.02 The facility shall provide meals that are prepared and served under sanitary conditions. (Mandatory)
- 5.03 Written policy should ensure advance menu preparation. (Essential)
- 5.04 Written policies and procedures should ensure that all meals are served under direct supervision of staff members. (Essential)
- 5.05 Written policies, procedures, and screening criteria shall allow only inmates in good health and free from communicable disease and open, infected wounds to be assigned to food service work. (Mandatory)
- 5.06 Written policies and procedures should allow for modification in menus based on inmates' medical or reasonable religious requirements. (Essential)
- 5.07 The facility should maintain accurate records of all meals served for a minimum of 3 years. (Essential)
- 5.08 Written policy and procedures should provide for at least three meals daily with no more than 14 hours between evening meal and breakfast, and a minimum of two hot meals within every 24 hours. (Essential)
- 5.09 Written policy shall preclude the use of food as a disciplinary measure. (Mandatory)

- 5.10 The facility should provide space for group dining, except where security or safety considerations justify otherwise. (Essential)
- 5.11 The facility shall provide sanitary, temperature-controlled storage facilities for the storage of all foods. (Mandatory)
- 5.12 The facility's food service facilities, equipment, and personnel shall meet the established safety and protection standards and requirements as set forth by the Virginia Department of Health. (Mandatory)

INMATE MONEY AND PROPERTY CONTROL

- 5.13 Written policy and procedures shall state what items the inmate may retain in his possession. (Mandatory)
- 5.14 A written itemized inventory of cash and personal property of each inmate shall be conducted and maintained at the time of initial booking by the facility with a signed copy furnished to the inmate. (Mandatory)
- 5.15 An itemized account of each inmate's expenditures and receipts of money while in the facility shall be maintained and acknowledged by the inmate in writing. (Mandatory)
- 5.16 Inmate's property and funds shall be returned to him upon his release or transfer and acknowledged by the inmate in writing. (Mandatory)

MAIL, VISITING AND TELEPHONE

- 5.17 Written policy and procedures governing inmate correspondence shall ensure that all inmates, regardless of their jail status, shall be afforded the same correspondence privileges; correspondence privileges shall not be withdrawn as punishment. (Mandatory)
- 5.18 Written policy and procedures shall ensure that there is no limit on the volume of letter mail an inmate may send or receive, or on the length, language, content or source of such letter mail, except where there is clear and convincing evidence to justify such limitations. (Mandatory)
- 5.19 Written policy and procedures should ensure that outgoing letter mail shall be collected and sent daily except Saturdays, Sundays, and holidays. Incoming letter mail to inmates should be delivered no later than 24 hours after its arrival at the facility should be promptly forwarded or returned to sender as soon as possible. (Mandatory)
- 5.20 Inmate mail shall not be read except where there is reasonable suspicion that a particular item of correspondence threatens the safety or security of the institution, or the safety of any person, or is being used in furtherance of illegal activities. (Essential)
- 5.21 Written policy and procedures shall assure that notice of the seizure of mailed contraband be given to the inmate and to the sender together with the written reason for such seizure. The sender shall be allowed the opportunity to appear and challenge the seizure before the facility administrator or a designee empowered to reverse seizure. Unless it is needed for a criminal investigation or prosecution, property which can legally be possessed outside the facility shall be stored, returned to sender or destroyed, as the inmate desires. (Mandatory)

- 5.22 Written policy and procedures should make available to indigent inmates a postage allowance not to exceed 5 letters a week. (Essential)
- 5.23 Written policy and procedures shall ensure inmates reasonable access to telephone facilities. (Mandatory)
- 5.24 Written policy and procedures should ensure that emergency messages to inmates are delivered promptly and recorded. (Essential)
- 5.25 Written policy and procedures which govern visiting should be reviewed at least annually. (Essential)
- 5.26 Written policy and procedures should ensure maximum visiting opportunities limited only by facility schedules, and space and personnel constraints. (Essential)
- 5.27 Each facility should have a list of approved items which visitors may bring into the facility. Items brought into the facility by visitors for inmates should be subject to inspections and approval. (Essential)
- 5.28 Written policy and procedures shall specify visitor registration upon entry into the facility and the circumstances and methods under which visitors may be searched. (Mandatory)

MEDICAL AND HEALTH CARE SERVICES

- 5.29 A licensed physician shall supervise the facility's medical and health care services. (Mandatory)
- 5.30 No restrictions shall be imposed on the physician by the facility in the practice of medicine; however, administrative and security regulations applicable to facility personnel shall apply to medical personnel as well. (Mandatory)
- 5.31 Health care personnel shall meet appropriate and current licensing or certification requirements. (Mandatory)
- 5.32 In-house medical and health care services provided by a facility should have adequate space, equipment, supplies, and materials for the private examination and treatment of inmates. (Essential)
- 5.33 Written policy shall provide 24-hour emergency medical care availability. (Mandatory)
- 5.34 A properly stocked first aid kit, supplies, and emergency equipment, as prescribed by the physician, should be on hand in all facilities. (Essential)
- 5.35 Written policy and procedure should provide that receiving screening be performed on all inmates upon admission to the facility. (Essential)
- 5.36 Written procedures should be developed whereby inmates can be informed, at the time of admission to the facility, of the procedures for gaining access to medical services. (Essential)
- 5.37 All staff involved in security should be trained and competent in rendering basic first aid equivalent to that defined by the American Red Cross in its use in emergency care procedures. Further, there should be at least one person per shift who is competent in administering basic life support cardio-pulmonary resuscitation (CPR). (Essential)

- 5.38 Medical and dental prostheses should be provided when lack of same would seriously affect the health of an inmate, as determined by a licensed physician or dentist. (Essential)
- 5.39 Facility personnel, at least one officer per shift, should be trained regarding the recognition of gross symptoms of substance abuse, mental illness, mental retardation, unusual behavior, and physical and locomotor deficiencies in general, for report of same to a physician. (Essential)
- 5.40 Written standard operating procedures for the management of pharmaceuticals shall be established and approved by the facility's physician or pharmacist. (Mandatory)
- 5.41 A medical record file should be developed for each inmate. This record should include: the completed receiving screening form; health appraisal data collection forms; all findings, diagnosis, treatment, dispositions, prescriptions, and administration of medications; notation of place, date, and time of medical encounters; and reasons for terminations of treatment for a long-term or serious medical or psychiatric treatment. (Essential)
- 5.42 Summaries of the medical record file should be forwarded to the facility to which the inmate is transferred. (Essential)
- 5.43 The facility shall not permit medical or pharmaceutical testing for experimental or research purposes. (Mandatory)
- 5.44 Medical care performed by personnel other than a physician shall be performed pursuant to a written protocol or order. (Essential)

SAFETY, SANITATION AND HYGIENE

- 5.45 The facility shall comply with State and local sanitation, safety, fire and health codes and regulations. (Mandatory)
- 5.46 Written policy and procedures should establish a scheduled semiannual examination of all fire, safety, and health related areas of the facility by a qualified person and written reports filed with the facility administrator. (Essential)
- 5.47 Written policy and procedures should specify the facility's fire prevention practices to ensure the safety of staff, inmates, and the public. They should be examined semi-annually. (Essential)
- 5.48 The facility should provide noncombustible containers for refuse in inmates' living quarters and at other appropriate locations throughout the facility. (Essential)
- 5.49 The facility should have a written master plan for the safe and orderly evacuation of all persons in the event of a fire or major emergency. Such a plan should be rehearsed by the staff and recorded quarterly. (Essential)
- 5.50 Facility furnishings, including mattresses and pillows, should be constructed of non-toxic and non-flammable material. (Essential)
- 5.51 Facility floors, halls, corridors, and other walkway areas should be maintained in a clean, dry, hazardous-free manner. (Essential)
- 5.52 The facility should control vermin and pests and should be serviced at least quarterly by professional pest control personnel. (Essential)

- 5.53 The facility shall provide for waste disposal which protects the health and safety of inmates and staff in a manner that meets all applicable State and local laws and regulations. (Mandatory)
- 5.54 The facility water supply shall meet all applicable laws and regulations of the governing jurisdictions. (Mandatory)
- 5.55 The facility should provide for the issuance of suitable inmate clothing. (Essential)
- 5.56 The facility should provide for the issuance of special and protective clothing to inmates assigned to food services, farm, sanitation, mechanical services, and other special work functions. (Essential)
- 5.57 Written policy and procedures should specify the time, manner, and number of bedding, linen and towels issued to inmates. (Essential)
- 5.58 Written policy and procedures should specify that the issue of all clothing and bedding shall be recorded, and inmates should be held accountable for their use. (Essential)
- 5.59 There should be sufficient laundry service available to allow semi-weekly clothing changes for each inmate and weekly linen changes. (Essential)
- 5.60 There should be sufficient hot and cold water for bathing. Each inmate should be permitted to bathe daily. Inmates should be required to bathe twice a week. (Essential)
- 5.61 The facility should provide soap, a toothbrush, and toothpaste or toothpowder to each inmate upon admission to the general population. Shaving equipment should be made available upon request, and the hygiene needs of all inmates should be met. (Essential)

- 5.62 Haircuts should be made available to inmates. (Essential)
- 5.63 The facility should make available inmates commissary services where inmates may purchase from an approved list of items. (Essential)

PHYSICAL PLANTEXISTING FACILITIES

- 5.64 All housing and activity areas shall provide for, at a minimum:
- (a) Adequate lighting, heating and air circulation as approved by an appropriate building authority;
 - (b) Toilets, showers, drinking fountains and wash basins with hot and cold running water accessible to inmates in all living areas where security permits. (Mandatory)
- 5.65 The reception and release area should be located inside the facility but outside the inmate living quarters. It should have the following components:
- (a) sally port; (for large jails)
 - (b) weapons lockers, located outside the security area should be equipped with individual compartments, each with an individual lock;
 - (c) temporary holding rooms which have sufficient fixed benches to seat all inmates at its rated capacity, and which have available toilets, wash basins and drinking fountains;
 - (d) Booking area;
 - (e) Medical examination room;
 - (f) Shower facilities;
 - (g) Secure vault or room for storage of inmates' personal property;
 - (h) Telephone facilities; and
 - (i) Interview room. (Essential)

- 5.66 The facility should have at least one special purpose cell or room to provide for the temporary detention of persons under the influence of alcohol or narcotics or for persons who are uncontrollably violent or self-destructive. (Essential)
- 5.67 Storage rooms should be provided for clothing, bedding and facility supplies. (Essential)
- 5.68 All cell areas shall have at a minimum, access to:
- (a) Toilet facilities;
 - (b) Wash basin with hot and cold running water, where security allows;
 - (c) Adequate lighting, heating and air circulation as approved by an appropriate building authority. (Mandatory)
- 5.69 The facility should have at least one cell or room for inmates who must be under medical supervision. (Essential)
- 5.70 Designated exits in the facility should permit prompt evacuation of inmates and staff members in an emergency. (Essential)
- 5.71 Space should be provided for janitor closets, which are equipped with a sink and cleaning implements. (Essential)
- 5.72 The facility should have a written plan for preventive maintenance that is reviewed and updated annually. (Essential)
- 5.73 Written policy and procedures should require that the administrator review space and equipment requirements at least annually. (Essential)
- 5.74 Any arsenal should be located within the administrative area but outside the security perimeter of the inmate housing and activity areas. (Essential)

5.75 Space should be provided for an inmate commissary or canteen, or provisions should be made for a mobile commissary service. (Essential)

CAPITAL CONSTRUCTION

NOTE: Construction of facilities shall comply with the "Guide for Minimum Standards in Planning, Design, and Construction of Jail Facilities," 1978 (as promulgated or as amended); also if State Fund reimbursement for construction cost is requested by a locality(s), compliance is required with "Department of Corrections, Local Adult Jail Facility Capital Construction Reimbursement Policy," July 1979 (as promulgated or as amended).

JAILING OF JUVENILES

Note: When the requirements of the Code of Virginia, as amended, have been met concerning the proper handling and detention of juveniles and the determination to jail a juvenile has been made, then the following standards shall apply.

6.01 The juvenile shall be held entirely separate and removed from adults. The juvenile shall be so housed as to be separated by a wall or other barrier which would result in preventing visual contact and normal verbal communication with adult prisoners except in instances of casual contact under supervision. (Mandatory)

6.02 The facility shall have one or more persons on duty at all times responsible for auditory and visual contact with each juvenile at least every 30 minutes. Contact should be made more often when the juveniles exhibit tendencies of harming themselves or others. (Mandatory)

6.03 The facility shall be approved by the Department of Corrections for the express purpose of holding juveniles. (Mandatory)

6.04 Isolation cells or segregation within a cellblock should be utilized only as a protective or disciplinary measure. (Essential)

MINIMUM STANDARDS FOR LOCAL LOCKUPS

MINIMUM STANDARDS FOR LOCAL LOCKUPS

INTRODUCTION

These minimum standards are promulgated by the Board of Corrections for the administration of each lockup in Virginia pursuant to §53-133 of the Virginia Code. Each lockup may adopt additional policies and guidelines, not in conflict with these standards, either to implement the standards or to allow for local situations not covered herein. The minimum standards for each lockup shall be posted in conspicuous places throughout the lockup.

- 7.01 The chief of police, town sergeant, or, in case of a county's operating a lockup, the sheriff shall be responsible for seeing that the lockup is operated in full conformity with these regulations. (Mandatory)
- 7.02 There shall be constant supervision of a lockup when occupied. At least one employee shall be on duty at all times. (Mandatory)
- 7.03 A letter setting forth in detail all the pertinent facts of deaths, attempted suicides, escapes, attempted escapes, fires, use of force to subdue detainees, and other unusual occurrences shall be written by the official in charge of the lockup to the Director, Department of Corrections, or his designee. (Mandatory)
- 7.04 All detainees should be thoroughly searched by an officer of the same sex on admission to the lockup. (Essential)
- 7.05 Frequent inspections should be made of bars, locks, and all security devices. (Essential)
- 7.06 In any case where persons responsible for supervision of the lockup are not in easy hearing of detainees, visits shall be made by a responsible official at intervals of not more than thirty minutes to the cells where detainees are housed. (Mandatory)

- 7.07 A written record shall be maintained to include name, date, and time of commitment and release of all detainees confined in the lockup. (Mandatory)
- 7.08 Lockups which detain juveniles shall comply with the standards as set forth in "Jailing of Juveniles" section. (Mandatory)
- 7.09 Males shall be housed separately from females. (Mandatory)
- 7.10 Inmates who appear to be vulnerable to attack - physically and sexually - shall be insured all possible protection. (Mandatory)
- 7.11 Attorneys shall be permitted to visit with their clients. Where visiting privileges are limited due to limited personnel or facilities, the lockup officials shall so advise the local bar association. Conversations with attorneys are confidential, and lockup personnel shall not listen to them. (Mandatory)
- 7.12 Detainees shall be afforded visitation privileges, limited only by necessary security considerations. All visitors shall identify themselves, register and may be searched. (Mandatory)
- 7.13 Reasonable rules should be established and posted regarding the conditions of such visits. (Essential)
- 7.14 Upon arrival at the lockup, detainees shall be allowed to make reasonable telephone calls if they are physically capable. Local calls shall be free and charges for long distance calls shall be reversed. (Mandatory)
- 7.15 Once incarcerated, a detainee may make a written request to make telephone calls. The request should state the place (local or long distance) to be called, the time at which the call will be made, and the person to be called. (Essential)

- 7.16 Detainees should be permitted to make or receive unmonitored telephone calls at reasonable times. (Essential)
- 7.17 Officials in charge of the lockup should impose reasonable restrictions on the length and number of all telephone calls. (Essential)
- 7.18 On admittance to the lockup, a detainee shall turn over to lockup officials all personal property other than the items specified below (Receipts for all items shall be issued to the detainee). The detainee may retain:
- (a) Writing instruments, except where they constitute a possible danger,
 - (b) Addresses and telephone number,
 - (c) Legal papers,
 - (d) Eyeglasses,
 - (e) Hearing aids,
 - (f) Religious materials. (Mandatory)
- Regardless of the provisions of this section, local rules may be promulgated by lockup officials allowing detainees to retain possession of other items of personal property.
- 7.19 The detainee's property shall be returned to him upon release. If a detainee is transferred to another institution, his money and personal property will be forwarded with him. (Mandatory)
- 7.20 Medicines and prescriptions shall be kept and dispensed according to physician orders. (Mandatory)
- 7.21 A doctor should be on call from the lockup at all times. However, even if a doctor is not on call, in the event of a medical emergency involving a detainee, a doctor shall be called immediately or the detainee will be transported immediately to the nearest available medical facility, depending upon the circumstances. (Mandatory)

- 7.22 At no time shall lockup personnel diagnose ailments, prescribe medication, or administer shots; but they shall be trained in first aid. (Mandatory)
- 7.23 A detainee who is admitted with an obvious physical injury, or who is not fully conscious or subsequently loses consciousness, shall receive immediate medical attention from a licensed physician. (Mandatory)
- 7.24 A detainee who complains of a medical illness may call a licensed physician of his own choice if it is understood by both the detainee and the doctor that the detainee is responsible for the cost of such medical care or treatment. (Essential)
- 7.25 No detainee shall be held in any cell where there is no wash basin or toilet facilities, except where he/she is likely to use the wash basin and toilet facility in such a way as to present a substantial danger to the detainee or others or to property. (Mandatory)
- 7.26 All common rooms, toilets, sinks and cells should be cleaned daily if occupied. (Essential)
- 7.27 The lockup shall be kept reasonably free of pests and vermin. (Mandatory)
- 7.28 Punishment shall not be utilized as a means of control or discipline in lockups. However, the highest ranking employee on duty at the lockup may order that a detainee be removed from a regular cell to an isolation cell for his own protection or for the welfare of other detainees. Tear gas, chemical mace, or similar devices shall not be used as punishment and may only be used to control detainees where there is an imminent threat of physical injury and such use is otherwise reasonably unavoidable. (Mandatory)

GLOSSARY

ADMINISTRATOR - The Chief Executive Officer of the facility, who has overall responsibility for the facility's administration and operation.

ADULT FACILITIES MANAGER (State/Local) - An employee of the Department of Corrections who monitors compliance with standards, policies, and procedures in State and locally operated community-based adult residential facilities, and who provides technical assistance to state and local administrators, to plan new and expanded facilities, to plan for security and programmatic improvements, to correct deficiencies within the facility, and to prepare for Board standards certification.

CCRE - Central Criminal Records Exchange.

CASUAL CONTACT - Contacts between adults and juveniles enroute to and from activities such as dining, medical care, recreation, serving of food, and related facility activities. In all instances, juveniles shall be under the direct supervision of a correctional officer.

CERTIFICATION - The process whereby a facility is measured as to compliance with a specific set of standards approved by the Board.

CERTIFICATION TEAM - Persons designated by the Department of Corrections to serve as agents of the Board and to conduct a certification of State and locally operated facilities and services for the purpose of measuring compliance with standards established by the Board of Corrections.

COMMISSION ON ACCREDITATION FOR CORRECTIONS - The national accrediting agency affiliated with the American Correctional Association (ACA).

DAY ROOM - A 35 sq. ft. per inmate activity area, separate and distinct from the inmate sleeping area, but immediately adjacent to and accessible from it.

DETAINEE - An individual who has been charged with, but not convicted of, a law violation and is held in the jail or a lockup.

DIVERSION - Diversion entails delaying or suspending prosecution; however, diversion from incarceration can be at any stage within the criminal justice process.

ESSENTIAL - Applies to standards which are necessary for the humane, safe, effective, and efficient operation of a facility.

FACILITY - Any structure by whatever name, which is owned, maintained, or operated by any political sub-division of the Commonwealth in which individuals are confined because they have been charged with or convicted of violations of law; provided however that the term does not include facilities established pursuant to 16.1-310 of the Code of Virginia or which are primarily used to detain persons for a period not in excess of twelve hours.

HOLD - Any notice of unserved sentences, unresolved criminal charges or proceedings lodged against an inmate by State or Federal authorities.

IMPORTANT - Applies to standards which are not mandated but are important for the operation of an effective and efficient facility.

INSPECTION - A process, not requiring action by the State Board of Corrections, through which staff from the Regional Offices of the Department of Corrections, on at least a semi-annual basis, monitors compliance with standards, policies, and procedures and assists the state and local administrators to prepare for official certification by the Board of Corrections.

ISOLATION - The separation of an inmate from the rest of the population for disciplinary purposes.

JUVENILE - A person less than 18 years of age who has not been adjudicated as an adult.

LARGE JAIL - A jail that is built for 65 or more inmates.

LIVING SPACE - The area including the individual cell and the day room in front of the cell.

LOCKUP - A place of temporary detention where detainees are held for not more than 12 hours.

MANDATORY - Applies to standards which are guaranteed by the constitution, mandates of court and statutory law.

PRE-RELEASE - The granting of varying amounts of time away from the jail before the completion of one's sentence for the purpose of continuing or re-establishing community ties (e.g. job interviews, housing search, family affairs, etc.).

PRE-TRIAL INTERVENTION - The introduction of community services to the end that diversion from prosecution or incarceration can be achieved.

REGULAR SUPERVISION - The monitoring of inmates' living units on a scheduled basis.

RELIGIOUS SERVICES - The gathering of two or more persons for worship.

SEGREGATION - The separation of an inmate from the rest of the population for other than disciplinary purposes.

SEGREGATED MANAGEMENT - To house and administer various types of inmates (pre-trial, convicted, juveniles, work-releasees) separately and distinctly according to considerations of security and law.

SMALL JAIL - A jail that is built for not more than 65 inmates.

SOCIAL SERVICES - Services/assistance provided to an inmate which is aimed at fostering independent social and emotional functioning.

STANDARD - A level of acceptability established by the Board of Corrections which measures the presence, quantity, and quality of services, facilities, and management practices.

STRIP SEARCH - Having an arrested person remove or arrange some or all of his clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments of such person.

WORK-RELEASE - A program which permits inmates to work in the community and return to a facility under an appropriate authority.

END