

RESOLUTION #99-27

**A RESOLUTION ESTABLISHING A HOLDING FACILITY POLICY FOR THE
BOISE COUNTY SHERIFF'S DEPARTMENT**

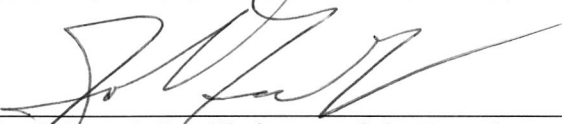
WHEREAS, The Boise County Board of Commissioners has received a version of the Boise County Sheriff Policies and Procedures for Holding Facility; and

WHEREAS, diligent review and discussion of the new policy has been held by the Board and the Boise County Sheriff;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Boise County, Idaho, that the attached Boise County Sheriff Policies and Procedures for Holding Facility be adopted.

APPROVED and ADOPTED by the Boise County Board of Commissioners in open session on the 9th day of August, 1999.

BOARD OF BOISE COUNTY COMMISSIONERS



John S. Foard, Jr., Chairman of the Board

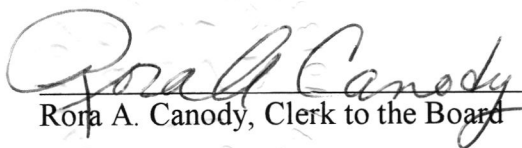


John N. Dyer, Commissioner



Dale Hanson, Commissioner

Attest:



Rora A. Canody, Clerk to the Board

**BOISE COUNTY SHERIFF
POLICIES AND PROCEDURES
FOR HOLDING FACILITY**

OBJECTIVE:

The objective of the Boise County Sheriff's Office in the holding facility is to provide a secure and safe environment to house and care for inmates arrested in the daily activity of the Sheriff's Department.

This objective will be accomplished by strict enforcement of the policies and procedures listed in this manual. All policies have been reviewed and approved by the Sheriff and the County Commissioners of Boise County.

All policies and procedures are listed in the manual. Refer to the table to contents for specific area of question.

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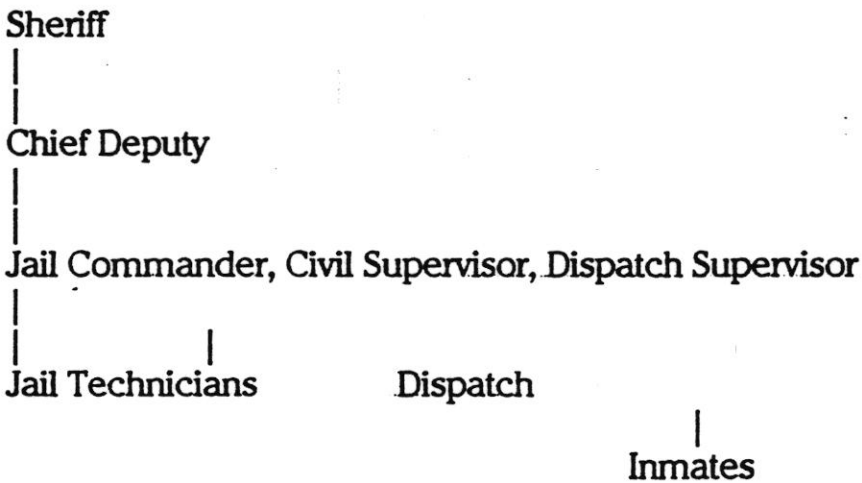
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ADMINISTRATION, ORGANIZATION AND MANAGEMENT	

ORGANIZATIONAL STRUCTURE:

01.01 The facility's day to day operation shall be the responsibility of the Jail Commander. The Jail Commander shall be designated by the Sheriff, or in the absence of the Sheriff, the Chief Deputy. The Jail Commander can, at his discretion, appoint a second in command to assist in times of his/her absence.

01.02 The mission of the Boise County Holding Facility shall be to provide a safe and secure environment for staff and inmates. All policies and procedures shall be followed without exception. Policies and procedures will be in accordance with the jail standards set forth by the Idaho Jail Commission and the United States Constitution, and the Idaho Criminal Code as it pertains to housing and care of inmates. All staff shall comply with the policies set forth by the above mentioned agencies.

01.03 The chain of command for the Boise County Holding Facility shall be as follows:



01.04 The chain of command listed above shall be followed at all times. If a person feels that a problem has not been addressed after following this plan, he may proceed to the next link in the chain only after the first step in the chain has been followed.

POLICIES AND PROCEDURES:

- 01.05 The Jail Commander, in accordance with the jail standards and the Sheriff of Boise County, shall develop and maintain a set of written policies and procedures describing all aspects of facility administration and operation.
- 01.06 All policies and procedures shall be reviewed annually and shall be revised and additions made if necessary.
- 01.07 Written policies and procedures shall be made available to all staff.
- 01.08 Written policies and procedures shall form the basis for new facility employee orientation and training.
- 01.09 There shall be a procedure for dissemination of new or revised policies and procedures to facility employees prior to implementation.

FISCAL MANAGEMENT

- 02.01 The Jail Commander shall prepare and present an annual budget request that ensures an adequate allocation of resources for facility operations and programming. Budget requests shall be prepared in the manner and detail prescribed by the Sheriff and the Boise County Commissioners
- 02.02 The Boise County Holding Facility shall utilize a fiscal system which accounts for all income and expenditures on an ongoing basis. This report shall be written and available at all times for the Sheriff of Boise County and the County Commissioners.
- 02.03 All expenditures, bills and income shall be audited by at least two of the jail administration and the Sheriff before paid or deposited.
- 02.04 The Sheriff shall conduct an audit of the fiscal process of the jail on a monthly basis.
- 02.05 The methods used for collecting, safeguarding, and disbursing monies, including inmate's personal funds held by the facility, shall comply with the policies set forth by Boise County Sheriff, and Idaho Jail Standards.
- 02.06 All monies collected by the facility shall be secured daily in the dispatch control area, in a secured lock box. The keys for the box will be in the possession of the on duty dispatcher, Chief Deputy, and the Jail Commander.
- 02.06.01 All deposits made to the lock box shall be documented in a log kept in dispatch. The entry to the log shall include name of person the funds belong to, the deputy or tech making the deposit, date and time of entry.
- 02.07 The Jail Commander shall maintain documentation of the number and type of positions authorized and the number and type of positions filled or vacant at any time. The payroll shall be based upon documented time and attendance records of all jail employees.
- 02.08 The Jail Commander shall maintain current and complete records of all property, equipment, and stores. An inventory shall be conducted at least annually in the manner and detail prescribed by the Sheriff's Department and the County Commissioners.

PERSONNEL.

- 03.01 The facility shall be staffed by facility employees awake and on duty on a twenty-four hour basis when inmates are being housed.
- 03.02 The facility shall have sufficient staff to perform all functions relating to the security, custody, and supervision of inmates and as needed to operate the facility in conformance with the Idaho Jail Standards. The Jail Commander shall prepare and/or update a staffing plan annually, prior to the preparation of the facility's annual budget request. The plan shall detail staff assignment in the facility and the number of full and part time positions.
- 03.03 A female employee shall be available at all times when female inmates are housed. An on-duty employee of the Sheriff's Department assigned primarily to a non-jail position, but who is properly trained and available as needed to assist with female inmates, may satisfy this requirement.

QUALIFICATIONS:

- 03.04 After April 1, 1990, all applicants for positions involving regular direct contact with inmates shall meet the same standards for employment as those established for peace officers by the Idaho Peace Officer Standards and Training Council. The Jail Commander shall maintain documentation of compliance with these standards for employment in the respective personnel files of each new employee.

PERSONNEL RULES:

- 03.05 The facility shall have a personnel manual, a copy of which is made available to each new employee and which is explained to new employees at orientation. The manual shall include, at a minimum, the following:
- a: Description of the facility's affirmative action program and equal opportunity program where such programs have been adopted as part of the Boise County policy.
 - b: Policy for selection, retention, and promotion of all employees on the basis of merit and specified qualification.
 - c: Rules for entry level or introductory status employees.
 - d: Compensation and benefit plan.
 - e: Rules of conduct and disciplinary process for employees.
 - f: Employee grievance process.

03.06 The facility shall maintain and current, accurate and confidential record for each employee. Employees shall have access to information maintain in their own personnel file.

TRAINING AND STAFF DEVELOPMENT

- 04.01 The Boise County Sheriff's Office shall have a written training and staff development plan. Training is based on, and consistent with the facility's written policies and procedures.
- 04.02 All new employees shall be provided an orientation program. The program will be handled by the Senior Jail Deputy and will follow Idaho Jail Standards and the policies of the Boise County Sheriff. When manning allows, all jail personnel will be sent to Correctional Academy in Boise.
- 04.03 Within the first year of employment, all new facility employees whose positions involve supervision or regular contact with inmates shall receive eighty (80) hours of basic training in at least the following areas:
- a. Security and search procedures
 - b. Supervision of inmates
 - c. Use of force and methods of self-defense
 - d. Report writing
 - e. Inmate and staff rules and regulations
 - f. Rights and responsibilities of inmates
 - g. Fire and emergency procedures
 - h. Interpersonal relations and communications skills
 - i. Special needs inmates
 - j. Recognition of the signs and symptoms and mental illness and retardation, substance abuse, physical deficiencies and suicide-prone behavior.
- 04.04 The basic training specified in Chapter 04.03 above, conditional upon its development and adoption, may be provided by the Idaho Peace Officer Standards and Training Council.
- 04.05 New facility employees with prior training received from other sources shall be considered to have met the requirements of Chapter 04.03 above, upon the approval of a waiver by the Idaho Peace Officer Standards and Training Council for equivalent training. Documentation of the waiver shall be maintained in the employee's personnel file.
- 04.06 All new support staff and part time employees shall receive orientation appropriate to their job assignments and additional training, as needed.
- 04.07 In addition to basic training, all facility employees shall receive a minimum

of twenty-four (24) hours of inservice training annually and may receive POST certification if the Sheriff so desires.

- 04.08 All facility employees shall receive training in the execution of the written emergency plans and in the use of emergency equipment.
- 04.09 All facility employees shall be familiar with the inmate rules and regulations and shall receive training in the enforcement of these rules.
- 04.10 All facility employees shall receive basic Red Cross first-aid training or its equivalent and training in cardiopulmonary resuscitation techniques within the first year of employment. Certification in these areas shall be kept current. Some facility employees will be certified as first responders.
- 04.11 All facility employees authorized to use firearms shall receive training and be qualified in their use on at least an annual basis.
- 04.12 All facility employees authorized to use chemical agents or other weapons shall receive training in their handling and use.
- 04.13 All facility employees and inmates working in food service areas shall receive training in proper food service sanitation practices prior to assignment to this area.
- 04.14 The facility shall maintain a complete and current record of all training received for each facility employee in the employee's personnel file. Copies of any certificates issued shall also be maintained.

FACILITY INFORMATION SYSTEMS

RECORDS AND DATA MANAGEMENT

05.01 The Boise County Jail shall have written policy and procedure to govern the collection, management, and retention of information pertaining to inmates and the operation of the facility. Written policy and procedure shall address, at a minimum, the following:

- a: Accuracy of information, including procedures for verification
- b: Security of information, including access and protection from unauthorized disclosure
- c: Contents of records
- d: Maintenance of records
- e: Length of retention
- f: Method of archival or disposal of inactive records.

RELEASE OF INFORMATION

05.02 Prior to release of information to agencies other than criminal justice authorities or other agencies with court orders for access, written release of information shall be obtained from the inmate involved with a copy placed in the inmates file folder.

05.03 Inmates shall be permitted reasonable access to information in their own files and records. The facility administrator may restrict the inmate's access to certain information, or provide a summary of the information when its disclosure to the inmate presents a threat to the safety and security of the facility.

FACILITY RECORDS

05.04 The facility shall maintain an accurate record of all persons committed to the facility, including the detainee's name, date and time of commitment, time and date of discharge, and authority for discharge.

05.05 The facility shall maintain a document on each shift in which the following, at a minimum, shall be recorded:

- a: Personnel on duty
- b: Time and results of cell checks and inmate counts

- c: Names of inmates received or discharged with times recorded
- d: Time of meals served
- e: The shift activities, including any action taken on the handling of any unusual or routine incidents
- f: Entry and exit of all visitors, including physicians, attorneys, volunteers and others
- g: Notation of problems, disturbances and
- h: Notations of any use of emergency or restraint equipment.

05.06 The facility shall maintain a permanent log for disciplinary detention and administrative segregation areas. The log may combine with the log required in Chapter 05.05 above. The following information, at a minimum shall be recorded:

- a: All admissions and release to segregation, including time and date
- b: All visits to inmates housed in segregation
- c: Any services or programs provided to inmates housed in segregation
- d: Any disciplinary action taken on inmates housed in segregation
- e: Any deprivation or removal of an authorized item, with the reason noted.

05.07 The facility shall maintain a master file or roster board indicating the current cell assignment and status of all inmates housed in the facility

05.08 Facility employees shall promptly prepare written reports of all incidents resulting in physical harm to any individual or the facility or threatening the safety of any individual or security of the facility, for review by the Jail Commander.

05.09 The facility shall maintain an accurate record of all meals served to inmates, including items served, time and date served.

05.10 The facility shall maintain a visitor's register in which the following will be recorded:

- a: Name of each visitor
- b: Time and date of visit
- c: Inmate to be visited
- d: Relationship of visitor to inmate.

INMATE RECORDS

05.11 The facility shall maintain an accurate and current file folder for each inmate detained. The file folder shall contain, at a minimum, the following:

- a: Booking and intake records
- b: Court orders/records
- c: Photographs and fingerprints
- d: Itemized inventory forms for all clothing, property, money and valuables taken from the inmate
- e: Record of deposits/withdrawals from the inmates account
- f: Classification records
- g: Record of participation in programs and services
- h: Rule infraction reports
- i: Record of disciplinary actions
- j: Grievances filed and their dispositions
- k: Incident reports involving the inmate
- l: Release records
- m: Any other pertinent inmate information

05.12 The facility shall maintain a file for each inmate's medical records. The file shall contain, at a minimum, the following:

- a: Medical screening form
- b: Any mental health screening form
- c: Any subsequent health appraisal forms
- d: Any request for medical attention
- e: All records of medical encounters, including time and date and provider of service
- f: All findings, diagnoses, and treatments
- g: Copy of all prescriptions and records of dispensing
- h: Any release of medical information forms completed
- i: Any consent or refusal of medical services forms completed and other pertinent medical information.

05.13 The Jail Commander, in conjunction with the facility physician, shall establish procedures to determine access to medical files.

05.14 Records maintained for juveniles detained in the facility shall be kept separate and secure from records maintained for adult inmates. Upon expungement from the court of competent jurisdiction, the Jail Commander shall seal the juvenile's records.

FIRE SAFETY AND EMERGENCY PROCEDURES

- 06.01 The facility shall have written policy and procedure which specify fire prevention regulations and practices to ensure the safety of inmates, visitors and staff.
- 06.02 The facility shall maintain documentation by the Idaho State Fire Marshall or other qualified entity that the facility complies with the current edition of the National Fire Protection Associations Life Safety Code based on an annual inspection of the facility.
- 06.03 The Jail Commander shall designate a facility employee as Fire Safety officer who has received training and is familiar with the applicable regulations, inspection process, and fire prevention practices.
- 06.03.01 The fire safety officer shall conduct at least weekly fire safety inspections of the facility.
- 06.03.02 The fire safety officer shall schedule and coordinate fire drills at least quarterly.
- 06.03.03 The fire safety officer shall coordinate the inspection and testing of fire detection and suppression equipment by qualified persons at least quarterly.
- 06.03.04 The time, date and results of all fire safety inspections, fire drills and equipment testing and inspection shall be documented.
- 06.04 The facility shall have a written fire evacuation plan for use in the event of fire or major emergency. The plan shall include routes of evacuation and provisions for housing of inmates after evacuation. The plan shall be posted where inmates and staff may familiarize themselves with it.
- 06.05 The Jail Commander shall involve the local fire department in fire emergency planning and training, and drills, as appropriate.
- 06.06 The facility shall have equipment necessary to provide emergency electrical power to maintain essential services, security and safety in the event of a power failure.